

**CITY OF UKIAH
CITY COUNCIL AGENDA
Special Meeting
Ukiah Valley Conference Center
200 S. School Street
Ukiah, CA 95482**

**April 29, 2015
5:30 p.m.**

STRATEGIC PLANNING WORKSHOP

- 1. ROLL CALL**
- 2. STRATEGIC PLANNING**
 - a. Roundtable Discussion Regarding the Status of Fiscal Year 2014-15 Performance Objectives and Goals.
- 3. PUBLIC COMMENT**
- 5. ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 24 hours prior to the meeting set forth on this agenda.

Dated this 23rd day of April, 2015
Kristine Lawler, City Clerk



ITEM NO.: 2a

MEETING DATE: April 29, 2015

AGENDA SUMMARY REPORT

SUBJECT: ROUNDTABLE DISCUSSION REGARDING THE STATUS OF FISCAL YEAR 2014-15 PERFORMANCE OBJECTIVES AND GOALS

Summary:

Performance objectives and goals reflect what is being accomplished by expenditures in the City budget for services and projects in the current fiscal year, which ends in June, 2015. The Council and staff will have an opportunity to discuss the status of services and projects at the 5th Wednesday strategic planning meeting. This meeting provides for an informal exchange of information between staff and Council, and between Councilmembers, and provides the public an opportunity to hear about progress being made on objectives and goals for the current year.

Background:

Best practices budgeting for local governments ties what is being spent on services and projects to performance goals and objectives, and has been an essential part of making choices and managing city finances throughout the difficult fiscal times since 2008. At its meeting of January 21, 2015, the City Council received a requested update report on the status of fiscal year 2014-15 performance objectives and goals contained in the FY 2014-15 city budget document.

The Council requested this information as a first step before considering goals and objectives for the upcoming fiscal year, and indicated a general support for the existing goals and objectives going forward.

Discussion:

The more informal setting for the 5th Wednesday strategic planning meeting has been an opportunity for exchange of information between the city staff and Council, valued by the Council, as a means of learning about, and reviewing, the status of various services and projects.

FISCAL IMPACT:			
Budgeted Amount in 14-15 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
			Yes ☐ No ☐

RECOMMENDED ACTION(S): Receive the report and engage in discussion with City staff

ALTERNATIVES:

Citizens advised:

Requested by:

Prepared by: City Manager Jane Chambers

Coordinated with: Mayor Crane

Presenters:

Attachments: January 21, 2015 ASR

COUNCIL ACTION DATE: _____: ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Approved: _____

Jane Chambers, City Manager



ITEM NO.: 12c

MEETING DATE: January 21, 2015

AGENDA SUMMARY REPORT

SUBJECT: CONTINUATION OF CONSIDERATION OF PROPOSAL FOR GOAL SETTING FOR FY 2015/2016 BUDGET PREPARATION.

Background: At the meeting of January 7, 2015, Council considered a proposal for facilitation of goal setting for the FY 2015/16 budget process. The Council requested staff to report on the status of current budget goals prior to any further discussion about a goal setting process.

In November 2013, the City Council adopted financial policies, which are located at the beginning of the budget document. The financial policies call for a focus on developing and budgeting for significant goals. In addition, the policies include establishing realistic time frames for achieving those goals. The facilitation process proposed at the January 7, 2015 meeting was a means of accomplishing these steps, and would have provided for establishment of the budget calendar as well. Review of the goals remains a necessary first step in development of the FY 2015/16 budget.

Staff has prepared the attached status update from the current FY 2014/15 budget. In addition, a listing of capital projects from the 2014/15 budget is included. At the last Council meeting, staff referred to the Mid-Year budget update. The Mid-Year budget update is a customary financial practice, and occurs prior to beginning work on the next year's budget. Mid-year financial reports require significant work effort on the part of city staff, and are accomplished under the direction and oversight of the Finance Director. Barring any significant interruptions from other pressing financial issues, the Finance Director will bring a mid-year report to Council on February 18, 2015.

Discussion: After the City Council has had an opportunity to review the material presented herein, the City Manager and Finance Director will prepare a budget calendar for the FY 2015/16 year. The budget calendar will be presented and adopted by the City Council at a future meeting. This calendar will include goal setting for the FY 2015/16 year.

The City Manager and Finance Director will be prepared to answer any questions the City Council has regarding the enclosed material as part of the discussion of this item.

FISCAL IMPACT:			
Budgeted Amount in Current FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
			Yes ☐ No ☐

RECOMMENDED ACTION(S): Discuss and Receive Report

ALTERNATIVES:

Citizens advised:

Requested by:

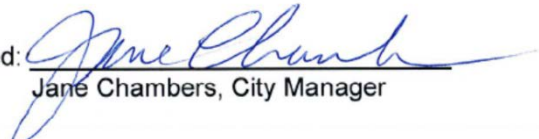
Prepared by: City Manager Jane A. Chambers and Finance Director Karen Scalabrini

Coordinated with:

Attachments: Budget Performance Goals and Objectives for FY 2014/15 and Capital Project List

COUNCIL ACTION DATE: _____ : ☐ Approved ☐ Continued to _____ ☐ Other _____

RECORDS APPROVED: ☐ Agreement: _____ ☐ Resolution: _____ ☐ Ordinance: _____

Approved: 
Jane Chambers, City Manager



CITY COUNCIL BUDGET Fiscal Year 2014-15

10010000

CITY COUNCIL

The City Council serves as the elected legislative and policy-making body of the City of Ukiah, enacting all laws and directing any actions necessary to provide for the general welfare of the community through appropriate programs, services, and activities. The City Council reviews and adopts the operating budget, holds public hearings, and receives feedback from the public. The City Council authorizes contracts, purchases, and sales of City property, approves agreements with other governmental agencies, and appoints members to City commissions, boards, and committees. In addition, the City Council serves as the Successor Agency (former Redevelopment Agency) Board.

Five Strategic Statements adopted by the City Council:

The City of Ukiah:

- **Maintains the historic downtown as a regional center of civic and economic activity**
- **Promotes valley wide planning based on sound principals**
- **Develops a prioritized plan for maintaining and improving public infrastructure**
- **Creates a responsive and effective workplace environment, Council and staff together**
- **Facilitates creation, retention, and expansion of local jobs, local businesses, and new business development for a vibrant city and regional economy**



CITY MANAGER BUDGET Fiscal Year 2014-15

10012100

CITY MANAGER:

Appointed by the City Council to serve as the City's chief administrative officer, the City Manager is responsible for setting goals and providing administrative direction for all City departments in accordance with the policies established by the City Council. The overall departmental objective is to carry out the policies established by the City Council, in an effort to maintain and improve the quality of life in Ukiah.

The City Manager's Office Budget includes Economic Development, the Successor Agency (former Redevelopment Agency), General Government Buildings, Visit Ukiah, in addition to Administrative Support and Community Outreach.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Established new methods, including use of the City's improved Web site, social media, utility billing, and recreation guide to present the City's financial story, and factual information related to City projects and issues.
- City Clerk and Manager worked together to identify and purchase an electronic based system for records management. Work has begun on the process of cleaning and re-organizing files.
- Established accountability for timely performance reports on annual basis with Department Heads.
- Completed negotiations with all labor units for on-going 5% compensation reductions.
- Achieved a Two Year Interim Agreement with Ukiah Fire District for Fire Services based on a regional model.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Engage on a monthly basis with city employees through a series of brown bag lunches hosted by the City Manager at various locations throughout the organization. *Process has not yet begun, work eclipsed by time devoted to lawsuits and other pressing issues.*
- Continue oversight of use of new financial systems, assuring that system is fully implemented and utilized throughout the organization. *Working closely with Director of Finance, Annual Audit was completed on timely basis for 2013/14 fiscal year, and first CAFER will be available by mid-February.*
- Continue work with City Clerk to fully implement electronic data base and records system. *City Manager and Clerk time devoted to other work loads.*



ADMINISTRATIVE SUPPORT BUDGET Fiscal Year 2014-15

10012200

Administrative Support

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

General administrative support expenses for the operation of the City.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Provided substitute administrative support services for various departments as needed.
- Continued to maintain lease agreements for central copy machines.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Continue to utilize low cost, part-time, seasonal staff to provide substitute administrative support as needed.
Ongoing.
- Maintain the reliability of the central copy machines and mail room equipment.
Ongoing; Currently in the final stage of the bid process to replace all leased copy machines; Implementation of new lease is expected by the end of February 2015.

SIGNIFICANT CHANGES:

- No significant changes to the budget.



CITY CLERK BUDGET Fiscal Year 2014-15

10011100

CITY CLERK:

The Office of the City Clerk is a service area within the municipal government upon which the City Council, all City departments and the general public rely on for information regarding the operations and legislative history of the City. The impartial office respectfully serves as the liaison between citizens and the municipal government and keeps them informed of the actions of the City government. The City Clerk also serves as the only administrative support for the City Manager and Assistant City Manager.

The City Clerk is an appointed official who serves as Clerk to the City Council and Successor Agency. The City Clerk's Office also conducts all municipal elections, both scheduled and special. The City Clerk is charged with maintaining all official records; keeping complete and accurate records of all City Council, Successor Agency, and other related proceedings; maintaining the Municipal Code; filing Campaign Statements and Statements of Economic Interests, as required by the Fair Political Practices Commission (FPPC) and municipal law; publishing all ordinances adopted by the City Council; advertising notices of hearings, bid openings, and other legal notices; and administering the Records Management Program and maintaining a comprehensive annual historical collection of records and documents.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Supplementary restructuring of City Clerk files, forms, databases and systems.
- Researched, purchased, and began implementation of physical file management system.
- Established contract database and implemented numbering and cross-tracking system for agreements, resolutions and ordinances within official minutes.
- Updated and expanded database for Boards, Commissions, and Committees
- Purged large volume of old files, creating space in archive storage.
- Helped to facilitate the placement of a new Councilmember.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Fully implement new physical file management system – **Done.**
- Complete scanning and entering of electronic files – **Partially done; heavy workload has prevented further accomplishment for this large task (i.e. entering data and scanning all documents in city files.)**
- Purge and archive files from central file location – **Partially done; on-going.**
- Streamline process for filling Boards, Commission, and Committee vacancies – **Done.**
- Aid in facilitating November election – **Done.**
- Improve online public accessibility for records and documents – **partially done; this goal is dependent on the second bulleted goal to be complete.**
- Initiate detailed desk manual and cross-training for City Clerk duties – **in process.**



FINANCE DEPARTMENT ACCOUNTING DIVISION BUDGET Fiscal Year 2014-15

10013400

ACCOUNTING DIVISION:

The Accounting Division of the Finance Department includes the functions of Accounting, Payroll and Accounts Payable. These core financial functions support the finances of the entire City; payroll is run every other week and Accounts Payable produces disbursements every week. This division is also responsible for the compilation of the annual audit and support for the development of the City's budget. The financial transactions of the City are tracked and recorded, in accordance with Generally Accepted Accounting Principles (GAAP).

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Continued training of Accounts Payable and Accounting Assistant staff.
- Successfully transmitted W-2's and 1099's through Munis.
- Hired a new Finance Director.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Review and refine processes and procedures. [Ongoing](#)
- Cross train Payroll. [85% complete, staff has started cross training and is almost ready to complete a payroll cycle without assistance.](#)
- Work on loading Vendor Self-Service. [Tabled until other Munis implementations are complete.](#)

SIGNIFICANT CHANGES:

- Continue to support City staff in accessing and reviewing financial information. This support has allowed departments to review account balances and review paid invoices.



MISCELLANEOUS GENERAL GOVERNMENT BUDGET Fiscal Year 2014-15

10012400

Miscellaneous General Government

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

General and allocated support expenses for General Fund functions including miscellaneous contractual services, membership fees, purchasing charges, rental of facilities, billing/collection charges, and property tax administration fees.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Obtained an approved Remedial Action Plan for the environmental cleanup of the Leslie Street property from the Regional Water Quality Control Board (RWQCB).
- Completed the acquisition of 37 acres of open space along Gibson Creek in the Western Hills donated by Dave Hull and Ric Pifferro.
- Maintained memberships and utilized services of the League of California Cities and International City/County Management Association (ICMA).

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Implement the Remedial Action Plan for the environmental cleanup and closeout of the Leslie Street property. Remedial action plan was approved by the Regional Water Quality Control Board. Staff is currently evaluating an implementation strategy given the adjacent development at Perkins Street Depot Property.
- Continue to support the Council's efforts to negotiate a Master Tax Sharing Agreement with the County of Mendocino. Ongoing Ad-hoc meetings between City and County. In the process of validating sales tax forecasting methodology.

SIGNIFICANT CHANGES:

- No significant changes to the budget.



HUMAN RESOURCES/RISK MANAGEMENT BUDGET

Fiscal Year 2013-14

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15

- Continuous Human Resources and Risk Management support to all City employees and departments, including but not limited to employee relations, benefits, personnel recruitments, workers compensation claims administration, employee training, personnel budgeting, labor relations, liability insurance tracking, and processing of liability claims. The duties listed occur on a daily/ongoing basis within the Human Resources/Risk Management Department. To date we have conducted 19 personnel recruitments resulting in 12 internal promotional opportunities and 7 new hires; ongoing recruitments include Police Officer, Principal/Senior Planner, and Power Engineer; administration of 14 new workers' compensation claims, and 13 ongoing claims; successful investigation/rejection of 13 liability claims against the City; Supervisory training on various topics; coordination with REMIF's new safety consultant for implementation of a 12-month safety training schedule is underway; Citywide personnel budget maintenance and response to confidential labor relations issues are on an ongoing, as-needed basis.
- Completion of a comprehensive revision/update of City of Ukiah Employee Manual for compliance with current laws. Legal review and proposed edits received from labor law firm on existing policies; New Social Media policy has been drafted in preparation for review by Administration and bargaining units prior to finalization; Working with REMIF's new safety consultant to review existing safety policies and procedures for OSHA compliance and consistency across departments.
- Continued roll-out of MUNIS HR/Payroll module to include Employee Self-Service, Applicant Tracking, and Performance Evaluation components. In process of creating electronic employee files by scanning all new employee orientation forms and current employee documentation and driver records into the MUNIS system.

SIGNIFICANT CHANGES:

- Re-classification of Management Analyst to "Senior Management Analyst" based upon addition of regular budgeting and MUNIS administration responsibilities and increased analyst responsibilities to the City Manager.
- New annual subscription to "Liebert Library", which includes on-line access to public sector labor and employment training and reference materials produced by Liebert Cassidy Whitmore labor firm.



VISIT UKIAH BUDGET Fiscal Year 2014-15

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Continue to evolve the Visit Ukiah brand to ensure relevancy and effectiveness.
Continue to work with the Visit Ukiah Task Force to identify promotional opportunities and develop programs. Success of the program continues with increases in the transient occupancy tax and occupancy rates.
- Design and purchase Visit Ukiah branded merchandise for sale through the Visitor Center and other retail outlets.
Ongoing process, Working with the Task Force to evaluate opportunities.
- Continue to increase awareness of Visit Ukiah brand, both locally and in target markets through marketing, press releases, and word of mouth.
Continue with advertising campaign in Sunset and Via Magazine. Continue to extend brand on social media platforms utilizing Facebook and website.
- Continue to develop the resources at the Visitor Center by networking with other visitor centers and local hospitality-related businesses.
Ongoing; Participated in Taste Mendocino and Sunset Celebration; Scheduled for the Bay Area Wedding Fair in January 2015; and Collaborating with Visit Mendocino on regional opportunities.

SIGNIFICANT CHANGES:

- No significant budget changes; Visit Ukiah is completely funded with transient occupancy tax (50% of the funds raised through Measure X as approved by the voters).



BUSINESS, ECONOMIC, GRANT AND HOUSING SERVICES BUDGET Fiscal Year 2014-15

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Develop and implement a plan for restaurant garbage storage and collection in the downtown area.
The team has had preliminary discussions with the Waste Hauler and a few stakeholders. Additional planning and evaluation is needed.
- Host an annual business development resource forum in collaboration with other economic development entities.
Tentatively scheduled for the Spring of 2015.
- Promote industrial development by demonstrating the competitive advantages of the local business climate and collaborating with the County.
Have begun assembling material and data for the purpose of recruiting industrial business. Completed an economic development resource summary pamphlet and "Doing Business in Downtown Ukiah" pamphlet.
- Continue to facilitate the development of the Costco project.
In-process. Property disposition agreement is in the approval process; February court date for EIR litigation.
- Continue to facilitate the development of the traffic improvements in and around the Redwood Business Park.
In-process. Continue to work with Caltrans, City Engineering and City Planning to refine the project.
- Develop and implement an improved parking plan for the downtown area.
We are evaluating the recommendations of the existing parking study to determine relevancy with the changed downtown business climate.
- Facilitate the implementation of the Downtown Streetscape Improvement Program.
The project has been postponed to 2016. In advance of the project, we have assembled an outreach committee comprised of business and community leaders to assist with disseminating information to stakeholders and seeking input as the project develops.
- Continue to create, update, and make available via the website resource documents to facilitate business development.
Ongoing. First release of information was included with the new City website.
- Collaborate with the real estate community by attending real estate caravans and providing important updates and resources related to development.
Ongoing. Participated in a Fall 2014 caravan and will participate in the Spring/Summer 2015. Continue to partner with Main Street Program on a monthly Economic Development Meeting with other stakeholders and leaders.
- Continue to seek grant funding to facilitate economic development in the Ukiah area.
Continue to implement HOME and CDBG grants including the funding assistance of a new start up restaurant anticipated to create 20 plus jobs and assisted first time home buyers.



SUCCESSOR AGENCY BUDGET Fiscal Year 2014-15

10017200

Ukiah Successor Agency

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

To help facilitate the winding down process at the local level, Successor Agencies, have been established to manage redevelopment projects currently underway, make payments on enforceable obligations, and dispose of redevelopment assets and properties. Each Successor Agency has an oversight board that supervises its work. The oversight board is comprised of representatives of the local agencies that serve the redevelopment project area: the city, county, special districts, and K-14 educational agencies. Oversight Board members have a fiduciary responsibility to holders of enforceable obligations, as well as to the local agencies that would benefit from property tax distributions from the former redevelopment project area.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Completed the corresponding recognized obligation payment schedules.
- Submitted the Long Range Property Management Plan and began disposition of related property.
- Completed the site visit audit with the State Controller's Office.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Complete the corresponding recognized obligation payment schedules.
Completed the Recognized Obligation Payment Schedule for January 2015 – June 2015 and in process of completing the ROPS for July 2015 – December 2015.
- Complete the Long Range Property Management Plan and begin disposition of related property.
Completed the Amended Long Range Property Management Plan and received the Department of Finance approval on December 30, 2014.
- Continue the implementation of the Long Range Property Management Plan.
Ongoing; First disposition of property (Costco) will go to the Oversight Board on January 28, 2015.

SIGNIFICANT CHANGES:

- No significant changes; administrative funding for the Successor Agency is provided for in the Dissolution Act from the tax increment of the former Redevelopment Agency.



COMMUNITY OUTREACH/PUBLIC INFORMATION SERVICES BUDGET Fiscal Year 2014-15

10018000

Community Outreach/Public Information Services

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Outreach and public information activities for the City including printing, noticing, webpage maintenance, Council Chamber broadcasting, youth scholarship program, and support for City sponsored community events.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Published notices in the Ukiah Daily Journal and distributed community information flyers in the Public Utility Bills.
- Provided funding for need-based recreation programming scholarships for youth.
- Launched a newly enhanced website for the City.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Publish a public information piece on the City's budget and operations.
To be considered with the FY 15-16 Budget process.
- Continue to enhance the City's website to expand access to services and information.
Primary deployment of the new website is complete. Enhancements and information updates are ongoing.
- Continue to expand support for the youth scholarship program to leverage supplemental funding sources.
Ongoing sponsorship outreach; Staff is also preparing a Request for Proposal for the creation of a nonprofit "Friends of Parks & Recreation" to support program and funding needs.

SIGNIFICANT CHANGES:

- No significant changes to the budget.



PARKS BUDGET Fiscal Year 2014-15

10022100

Parks Department

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The City of Ukiah Parks Department consists of 16 parks, Ukiah Municipal Swimming Pools, 5 sporting areas, 5 tennis courts, and also provides maintenance for 9 parking lots, the city sub stations, Successor Agency properties, former Redevelopment housing properties, the Civic Center, Ukiah Railroad Depot property, Ukiah trails system, and School Street planters. The department also provides staffing support for Sundays in the Park, Family Fun in the Sun, Ukiah Country PumpkinFest, and other community events.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Maintained all properties with limited resources.
- Replaced solar heating system for the pool facility.
- Rehabilitated a safety warning track to the outfield of Anton Stadium, reducing turf and water use.
- Acquired a grant for replacement of the walkways and barbeque areas at Vinewood and Oak Manor Parks.
- Replaced areas of lawn with mulch allowing reduced water use, improved tree health and recycling of yard debris.
- Maintained/adjusted sprinkler systems at various locations for improved water efficiency.
- Replaced and added numerous trees and plants throughout the parks system.
- Repaired a portion of the rock wall at Todd Grove Park.
- Completed small capital improvements to the Ukiah Sports Complex facility as accomplished each year by making the amenities more appealing to its guests in conjunction with the Recreation Department.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Continue to remove turf irrigation from around trees and mulch with recycled tree grindings.
Ongoing; Staff has also started to remove asphalt from areas impacting trees and replaced with mulch and boulders.
- Continue replanting of trees and plants in all parks as necessary.
Ongoing.
- Repave the walkways and barbeque area at Oak Manor Park (Grant Project).
Grant funds have been awarded. Request for Proposal for design services is under development.
- Repave the walkways and basketball court at Vinewood Park (Grant Project).
Grant funds were not awarded. Staff will proceed with an overlay of the basketball court.
- Repave all the walkways at Todd Grove Park.
Request for Proposal for design services is under development. Discussions with the Parks, Recreation and Golf

- Commission for advisory support are also ongoing.
- Continue to repair the rock wall around Todd Grove Park.
[Requisition for services is in-process with Purchasing Department.](#)
 - Rebuild the main barbeque area on the west side of Todd Grove Park for picnic rental program.
[Request for Proposal for design services is under development.](#)
 - Develop picnic rental area on the east side of Todd Grove Park near the playground structure.
[Request for Proposal for design services is under development.](#)
 - Complete a request for proposals to retain a Park Development Planner and Landscape Specialist to assist with future planning and projects.
[Request for Proposal for design services is under development.](#)
 - Continue to provide staffing support to other departments and agencies in our community.
[Ongoing; Services are provided to Electric, Streets, Parking, Housing, and Successor Agency.](#)

SIGNIFICANT BUDGET CHANGES:

- Continued increases in utilities costs represents the increases in water/sewer fees coupled with dry weather patterns that demand a longer watering season and aging irrigation equipment.
- Added maintenance of mulched areas around trees.
- Acquisition of new equipment results in lower maintenance and repair budget.
- Recent compliance changes may affect the status of the high dive at the Pool Facility. Due to the condition of the deck material used as a fall zone around the diving boards, a full replacement is in order to compile with current safety standards.
- Lack of rainfall over the winter may cause extra water use to keep plants alive.



RECREATION AND AQUATICS BUDGET Fiscal Year 2014-15

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Develop and implement a Recreation Department Social Media Plan which meets the guidelines of the City's Human Resources and Information Technology Departments.
Currently under staff development.
- Continue to research recreation software options for program management and online registration with a goal to implement the program with the most affordable, efficient, and effective fit.
Software evaluation completed. Implementation is currently in-process.
- Continue to work closely with the Finance Department to offer electronic payment options for Recreation program participants at off-site recreation locations.
Implemented credit card process at pool and day camp. Other locations are under evaluation.
- Reincorporate a Recreation Department Mission Statement.
Currently under staff development.
- Produce an educational and promotional brochure for the public about the development of Observatory Park and its offerings to the community as it is being established and will be recognized as a flagship park.
Grand opening material was developed and disbursed. Introduced the Tours of Earth and Sky lecture series. Additional print and electronic media is under development.
- Produce a supplementary summer recreation guide which focuses solely on Pool and Day Camp activities.
Completed.

SIGNIFICANT CHANGES:

- The Minimum Wage increase effective 7/1/14 will substantially increase the salary expense of part-time, seasonal staff in the current budget year as well as the two subsequent budget years as another increase is set for January 1, 2016. Revenues will continue to be adjusted in phases to keep pace with expenditures.
- Increased expenses/revenues associated with the development and programming of Observatory Park.



10022900

Information Technology

INFORMATION TECHNOLOGY BUDGET Fiscal Year 2014-15

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Information Technology Department provides management and technical services for the City's computer, network and telephone systems. These systems provide all of the City's computer services, including standardized desktop applications, business applications, databases, electronic mail, remote access, mapping and other services. IT services include system planning, maintenance, network security, systems back-up, Internet access and oversight of user applications. The IT Department provides direct customer support to employees through desktop installation, configuration, maintenance, repair, and network access services. In addition, the IT Department oversees the development, continuing enhancement, and maintenance of the City's Internet and Intranet sites. The IT Department provides end user technology training to all departments either through in-house training and/or outside service providers.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Upgraded our System Center Configuration Manager, to provide extensive automation for network services.
- Implemented GIS System to enhance services to Finance ERP, Public Works and Utilities Departments.
- Provided access to cloud based storage (Box.net).
- Upgraded our Active Directory Services to provide the latest services with our Workstations and Servers.
- Completely redesigned our IT Department to increase workflow and productivity.
- Creation and implementation of a new Service Model, providing vendor support for advanced projects and outages. This also has allowed for increased productivity, infrastructure reinforcement and better service to our end-users.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Improve network connection capacity to remote sites (Wireless WAN).
Currently evaluating proposals and technology from various vendors.
- Move to new Help Desk / work management system (System Center 2012 Service Manager) to improve IT Department service and accountability.
Primary deployment went active July 2014.
- Implement a UPS monitoring system for our Server Rooms and other critical remote site backup power.
Completed in August 2014.
- Support the technological requirements of additional MUNIS modules as they are implemented.
Ongoing; initial deployment of the Planning/Building module was added.
- Provide a robust and secure architecture with 99.9% overall availability.
Storage upgrade completed.
- Seek to automate as many processes and tasks as possible, using our current technologies to promote productivity.

Automated OS/Operating System Imaging completed; Automation for HR user account creation/disabling; Public Safety Server process have been automated to avoid single point failure.

- Expand our current Private Cloud storage to keep up with the needs of our organization.
Dell Compellent upgrade completed; In addition, the City continues deployment of BOX.
- Continually monitor our technology footprint and make necessary changes to keep current.
Ongoing; Additional measures related to malware protection are under evaluation given the growing threat.
- Move as many processes as possible to an off-premise cloud service model, to save physical infrastructure expense.
Data Center through Microsoft Azure; deployment is under evaluation with roadmap completed and pending bandwidth connection upgrade.
- Establish Data backups that will encompass COU data and Cloud Virtual Machine backups for Disaster Recovery.
Completed.
- Audit and establish a roadmap for Access control and Security for the City of Ukiah.
Vendor evaluation completed; First Phase with Public Safety security camera system in-process with a January 2015 completion date.
- Replace End of Life Switches and Routers. Establish current protocols to prevent bottlenecks and compatibility.
Evaluation of equipment is in-process.

SIGNIFICANT CHANGES:

- The Department proposes to reacquire project and planning services to be utilized on an as needed basis (Object #52100).
- Wireless Wide Area Network – Replaces existing slow, unreliable leased circuits with high speed connectivity to the City's network resources and providing a backbone connectivity a solution throughout the City; estimated cost \$120,000 (Object #80100).



PLANNING AND COMMUNITY DEVELOPMENT BUDGET

Fiscal Year 2014-15

10023100

Community Planning

MAJOR ACCOMPLISHMENTS FOR FY 2013-2014

- Completed the EIR certification and permit process for the Costco project.
- Made substantial progress on the Climate Action Plan – Planning Commission review completed.
- Filed the Sphere of Influence update application with LAFCo.
- Made progress on the Water Rights Permit Amendment EIR.
- Made substantial progress on the US 101/Talmage Road Intersection Realignment EIR.
- Made substantial progress on the General Plan Housing Element Update project – Submitted to State HCD.
- Began collaborative work with various agencies and organizations of Local Food Initiative.
- Continued professional support to the Planning Commission, Design Review Board, and Paths, Open Space and Creeks Commission.
- Implemented the Munis permitting module (Go live – February, 2014).
- Improved the Planning Division website (information, navigation, etc.)
- Maintained consistent timely processing of planning permits.
- Increased sign code violation enforcement efforts.

PERFORMANCE GOALS AND OBJECTIVES FOR 2014-2015

- Complete the Climate Action Plan. [Planning Commission approved draft. To City Council 2015.](#)
- Complete the Sphere of Influence Amendment project. [Filed application with LAFCO. Ongoing](#)
- File the UVSD Detachment project with LAFCo. [Filed with LAFCO. Ongoing.](#)
- Complete the Water Rights Permit Amendment EIR project. [Ongoing](#)
- Complete the Talmage Road/Highway 101 Interchange Improvements CEQA document. [Final EIR hearing spring 2015](#)
- Complete the General Plan Housing Element update. [Filed with HCD. Ongoing](#)
- Initiate and complete a number of Zoning Code Amendments (food production, creek setbacks, tree shading, etc.)[Ongoing](#)
- Continue professional support to the Planning Commission, Design Review Board, and Paths, Open Space and Creeks Commission (Doolin Creek Plan). [Completed & ongoing](#)
- Become highly proficient with the Munis permitting module.[Ongoing](#)



- Continue timely processing of planning permits. [Completed & ongoing](#)
- Continue sign code violation enforcement effort. [Ongoing](#)

PLANNING AND COMMUNITY DEVELOPMENT BUDGET Fiscal Year 2014-15

SIGNIFICANT CHANGES FOR FISCAL YEAR 2014-2015

- Reduction in contract services (- \$43,000)
(25123100 52100 = \$68,000 to \$40,000 and 10023100 52100 = \$25,000 to \$15,000)
- Reduction in supplies budget (- \$4,000)
- No Assistant Planner position (- \$64,148)
- Principal Planner instead of a Senior Planner (+\$16,500)
- Planning/Building Aide instead of an Administrative Secretary (+\$6,300)



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION BUDGET Fiscal Year 2014-15

10023320

BUILDING DIVISION:

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Continued success with the one-afternoon per week Rapid Review plan checking and permit issuance program (28 permits issued between July, 2013 and May, 2014: average time: 1-hour per permit).
- Continued monitoring of building permit first review timeframes – average 80% reviewed on time (first ¾ of the fiscal year). Took steps to improve.
- Led the Planning and Building team with the training and implementation of the Munis Software permitting module.
- Successfully went live with the Munis Software permitting module in February, 2014.
- Began setting up the on-line *Customer Self Service* component of the Munis Software permit module.
- Updated the Building Division information on the City's website.
- Lead role with the Palace Hotel building code violation enforcement.
- Reviewed and issued 510 building permits between July, 2013 and March, 2014.
- Conducted 704 building inspections between July, 2013 and March, 2014.
- Increased staff capacity to review and issue building permits over-the-counter.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Expand the Rapid Review program as demand increases. [Demand has not dictated expansion.](#)
- Increase on-time first reviews for building permits to at least 90%. [Currently at approximately 85%.](#)
- Implement on-line *Customer Self Service* building permit application/issuance and building inspection scheduling. [Ongoing.](#)
- Palace Hotel building code violation enforcement: Continued support to City Council. [Ongoing](#)
- Become proficient with implementation of the Munis permitting module. [Completed and ongoing](#)
- Install front-counter computer for building permit applications, building inspection scheduling, Building Division information, etc. [Not accomplished, ongoing](#)
- Continue Building Code violation enforcement efforts. [Completed and ongoing](#)
- Continue cross-training (building/planning) efforts. [Completed and ongoing](#)



PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION BUDGET Fiscal Year 2014-15

10024210

ENGINEERING DIVISION:

The Engineering Division provides development review on projects, manages capital improvement projects from design through construction, manages and implements the City's Storm Water Management Plan for compliance with NPDES, staffs the Traffic Engineering Committee, evaluates projects for grease trap ordinance compliance and sewer lateral testing/replacement, etc.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Completed design of NWP Rail Trail, Phase 1 from Clara Avenue to Gobbi Street. NCRA approved schedule for construction on March 12 and construction is scheduled for summer 2014.
- Completed slurry seal project in October 2013.
- Prepared plans and specifications for AC overlay project scheduled for summer 2014.
- Completed Oak Manor Bike Trail Project.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Start "Master Pavement Rehabilitation Program (MPRP)"- 2 year approach. [First year complete. The Pavement Condition Index \(PCI\) has gone up. This has been on a steady decline since 2004](#)
- Complete construction of NWP Rail Trail, Phase 1 from Clara Avenue to Gobbi Street. [Construction 80% complete](#)
- Complete construction of slurry seal and asphalt overlay projects. [Complete](#)

SIGNIFICANT CHANGES:

- Add part time Engineering Intern to assist with the "Master Pavement Rehabilitation Program (MPRP)".



PUBLIC WORKS DEPARTMENT STREETS DIVISION BUDGET Fiscal Year 2014-15

10024220

STREETS DIVISION:

The Streets Division is a General Fund operation. Approximately one third of the budget is also funded by gas tax. The Streets crew has five full time employees, one of whom is a lead worker. The crew has been severely cut in the last few years from a crew of nine, only ten years ago. This decrease has affected the ability to pave streets and the Streets crew spends much more of their time maintaining all other things in the right of way, including signs, street trees, storm drain system, weed maintenance, street marking and stencil painting. The Streets crew also spends much of its time on unscheduled items such as picking up animals that have been hit in the road, graffiti removal, traffic collision cleanup, and repairing or replacing items that get damaged or vandalized by the public.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Continued maintenance of the right-of-way and overlay of the railroad tracks on Talmage Road, Ford Road and Clara Avenue.
- Maintained the right-of-way with the most basic services.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Start "Master Pavement Rehabilitation Program (MPRP)"- 2 year approach. [First year completed that resulted in the first increase in Pavement Condition Index \(PCI\) since 2004](#)
- Implement a "Pot Hole App". [No action to date](#)
- Complete construction of slurry seal and asphalt overlay projects. [Complete](#)
- Rehabilitation of Washington Avenue and Luce Avenue. [RFP for design in process](#)

SIGNIFICANT CHANGES:

- Add one full time Public Works Maintenance I employee to assist in the Start "Master Pavement Rehabilitation Program (MPRP)"



POLICE DEPARTMENT BUDGET Fiscal Year 2014-15

10520210

POLICE DEPARTMENT:

Police Department activities including: Police Enforcement, Major Crimes Task Force, Parking Enforcement, Animal Control and Code Enforcement.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Continued implementation of Department's Five-Year Strategic Plan including:
 - o Reduced felony crimes and violent crimes - compared to target year
 - o Increased solvability rate of violent crimes
 - o Continued the drug detection program at Ukiah High School that resulted in reduction in drug activity
 - o Department's priority dispatching system, Internet Crime Reporting and new response Standards resulting in a reduction of calls for Police services
 - o Reduced Officer Staffing significantly increased Response Times
 - o Established CSO staffing for Patrol, Code Enforcement and Volunteer Program
 - o Finished development of Volunteer Program
 - o Obtained AB109 and School Resource Officer Funding

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Continue implementing the Department's "Measuring What Matters Most" 5-Year Strategic Plan 2010-2015.
[Completed first five years of plan](#)
- Finish and report to Council community and employee surveys and begin development of a new Departmental strategic plan.
[Provided Council with Strategic Plan Review Document](#)
https://www.ukiahpolice.com/site/assets/files/1019/upd_strategic_review_2014_web.pdf
- Continue to address community quality of life concerns including transient population and traffic enforcement.
[Updated Camping and Panhandling Ordinances](#)
- Continue the identification, recruitment and training of new police officers.
[Having difficulty recruiting new officers - still 3 below full staffing – continuing with recruitment and hiring process.](#)

- Research alternative billing, collection and administrative hearing functions for Parking and Code Enforcement.
[Obtained contract to change billing for parking – need to update citation fines](#)
- Utilize AB109 - Community Corrections Program funding to help fund new officer positions and work with the County Probation Department for AB109 enforcement activities.
[Obtained funding for 2014-15 of one officer from CCP funds and one officer from School District Funds](#)

SIGNIFICANT CHANGES:

- Authorize Sworn Police Officer Staffing to 32 Officers



FIRE DEPARTMENT BUDGET Fiscal Year 2014-15

10521210

10521312

10521340

FIRE DEPARTMENT:

Fire activities, including Suppression, Prevention and Volunteer services.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Continued a City and Ukiah Valley Fire District (UVFD) shared Fire Chief.
- Continued a joint department stipend program to augment paid Fire staff.
- Continued a joint volunteer Fire training program.
- Continued ALS paramedic services on initial response Fire apparatus.
- Continued joint Fire suppression services with UVFD personnel.
- Continued Cal-Fire dispatching contract.
- Finalized outfitting of the Ladder Truck

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Continuation of joint Fire Suppression Services with Ukiah Valley Fire District (UVFD) personnel. [Ongoing](#)
- Continuation of joint volunteer Fire training and volunteer development programs. [Ongoing](#)
- Continuation of ALS paramedic services on initial response Fire apparatus. [Ongoing](#)
- Development of joint Fire prevention and Fire Marshall services with UVFD personnel. [Personnel currently cross-training. Efforts will continue during the year.](#)

SIGNIFICANT CHANGES:



PUBLIC WORKS DEPARTMENT GARAGE DIVISION BUDGET Fiscal Year 2014-15

20324100

GARAGE DIVISION:

The City Garage provides maintenance to over 382 vehicles and equipment. Vehicles are serviced at regular intervals, depending on use. The City Garage mechanics ensure compliance with requirements of the California Highway Patrol, Bi-annual Terminal inspections (CHP BIT), California Air Resources Board (CARB), Mendocino County Air Quality Management District (MCAQMD), and Mendocino County Division of Environmental Health (MC DEH).

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Continued to maintain the City fleet and all regulation requirements.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Building maintenance – replacement of failing garage doors. [No action to date](#)
- Maintain vehicle compliance with CHP BIT inspections, CARB requirements, MCAQMD requirements and MCDEH requirements. [Complete to date](#)
- Continue to provide excellent service to all City departments, Ukiah Valley Fire Department and Fort Bragg Police. [Complete to date](#)
- Start evaluation of manpower to vehicle ration and consider staff load recommendation. [No action to date](#)

SIGNIFICANT CHANGES:

- None



FINANCE DEPARTMENT PURCHASING DIVISION BUDGET Fiscal Year 2014-15

20413500

PURCHASING DIVISION:

The Purchasing Division coordinates and executes the purchase of equipment, supplies, construction contracts, and contractual services for all City departments, which includes maintaining the warehouse inventory for the electric, water, and wastewater utilities. Purchasing also facilitates the sale and/or disposal of surplus supplies and equipment.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Worked with staff to create a more efficient coding system for utility warehouse items in preparation for Munis inventory system conversion.
- Increased the utilization of cooperative agreements to take advantage of cost savings.
- Worked with the City Clerk to establish a uniform contract numbering system that integrates with Munis, to provide for consistency and efficiency.
- Processed \$3.2 million in purchase orders, and \$5 million in contracts.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Inventory conversion to Munis and implementation of barcode system. *Approximately 50% complete*
- Fixed Asset conversion to Munis. *10% complete*
- Utilization of the Munis Requisition module throughout all departments. *Not started*
- Implement the Munis Vendor Self-Service module to provide more comprehensive services. *30% complete*
- Utilize the Munis Bid Module. *30% complete and coincides with Vendor self-serve.*

SIGNIFICANT CHANGES:

- No significant changes to report.



FINANCE DEPARTMENT BILLING & COLLECTIONS BUDGET Fiscal Year 2014-15

20513300

BILLING & COLLECTIONS DIVISION:

The Utility Billing Division produces bills for over 10,000 customer accounts routinely each month, consisting of 4 utility cycles and one Ukiah Valley Sanitation District (UVSD) cycle totaling 60 cycles per year. Utilities billed include electric, water, garbage and sewer for both the City and the UVSD. In addition to utility billing, the City's miscellaneous general billing is processed on a monthly basis consisting of 150-200 statements issued each month. Miscellaneous billing includes airport hangar rentals, parking permits, insurance claims, employee retiree benefits, booking fees, DUI fees and miscellaneous job cost recovery. The Utility Billing Division issues Business Licenses to over 1,400 businesses per year. This process involves close inter-departmental coordination between Planning, Building Inspection, and Fire Inspection divisions of the City.

The City currently offers several methods of bill paying including credit card payments online or by telephone, drop box inside and outside of City Hall, over the counter payments, Easy Pay automatic deductions from the customer's bank account, and budget billing which allows customers to pay a fixed amount each month. This division records and accounts for all receipts received by all City departments.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Fully implemented the new Tyler MUNIS new software for General Billing.
- Maintained low levels of past due accounts by working successfully with City customers.
- Updated desk manuals in preparation for the new software implementation.
- Successfully opened over 1,300 new utility accounts utilizing the ONLINE Credit reporting system.
- Completed the conversion of the business licenses to MuniServices.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Continue implementation and training of Tyler MUNIS software in Utility Billing scheduled for completion in January 2015, [posponed to July 1, 2015 due to data conversion complications](#). [Staff continues work daily on this task to ensure all data is correct.](#)
- Update employee desktop handbooks to coincide with the new software for both Utility Billing and General Billing. [Ongoing, we have started to review this at our weekly progress meetings in finance.](#)
- Re-evaluate the Division's operational needs upon full implementation of the new software. [Ongoing, software implementation is not complete yet. There are a number of items identified for change after utility bill conversion is complete.](#)

SIGNIFICANT CHANGES:

- During the software implementation, the main focus will be to continue to provide excellent customer service and support to the City's customers while conducting employee training on the new software system.



DISPATCH CENTER BUDGET Fiscal Year 2014-15

20620231

DISPATCH CENTER:

Provide dispatching services for Police, Fire, Emergency (911), Electric, Water, Sewer and other City of Ukiah functions.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Continued Police Priority Dispatch System.
- Coordinated and maintained City of Fort Bragg dispatching contract.
- Coordinated Cal-Fire dispatching contract.
- Worked with State of California 911 office for continuation of regional multi-agency 911 Center dispatching solutions.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Continuation of City of Fort Bragg dispatching contract.
Obtained new 5 year agreement for services
- Continue coordination of Cal-Fire dispatch contract.
Began negotiations for new contract with Cal-Fire (transferred to City Manager Office as part of fire negotiations)
- Continue development of multi-agency 911 Center dispatching solutions.
Install of new multi-agency 911 system Feb of 2015 – coordination and selection of new multi-agency radio system underway

SIGNIFICANT CHANGES:



ALEX RORABAUGH CENTER BUDGET Fiscal Year 2014-15

31122870 Alex Rorabaugh Center

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Alex Rorabaugh Center (the ARC) is a community center with accommodations to host a large variety of activities and events. The ARC is managed by the Ukiah Valley Conference Center and its Board of Directors.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Continued to provide rental facility for the Ukiah Boys and Girls Club.
- Expanded rental of facility for First 5 Mendocino.
- Increased major events at venue.
- Established 32hr staff to manage the facility.
- Created more space for rentals by enforcing parameters of tenant leases.
- Increased revues from increased rentals.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Increase facility rentals and usage, thereby increasing revenues.
Private rental usage is increasing along with tenant usage and sport activities.
- Rent all available office space.
100% of tenant/office space is in use.
- Host additional major events.
Hosted Rotary Interact Overnight (2 day full facility rental), Quilt Show, Children's Health Fair, and Day of the Dead.
- Create safety protocol in conjunction with tenants.
In progress; Installed an AED unit and have increased part time staffing to match increased use of the facility.

SIGNIFICANT CHANGES:

- No significant changes to the budget.

31122870 ARC General Operation Account/Special Revenue Fund

51110 Salaries, Regular

1 Community Services Assistant/Part-time 32 Hour (80% Recreation Admin.)	20.0%
--	-------

51120 Salaries, Non-Regular

2 Facility Attendants (520 hours each)	100.00%
--	---------



GRACE HUDSON MUSEUM BUDGET Fiscal Year 2014-15

- more than \$700,000 for the Grace Hudson Museum Endowment Fund.
- Organized, funded and produced the 12th Annual ukiaHaiku Festival and booklet.
- Instituted a new series of participatory art workshops, aimed at young adults, linked to the Museum's current exhibition, in conjunction with Ukiah's First Friday's Artwalk.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Work with the selected project design firm to finalize the construction documents for the Grace Hudson Cultural Center state-funded project, and revise the documents as needed based on cost estimates and available funds.
[Grace Hudson Cultural Center Project is at 90% design completion and scheduled for the Planning Commission in January 2015.](#)
- Successfully put out to bid and award, a contract for construction of the Grace Hudson Cultural Center.
[Bid package development on track for summer 2015 construction.](#)
- Assist Sun House Guild and Grace Hudson Museum Endowment Board members and their consultants in raising at least \$250,000 in gifts.
[Cultural Project fundraising plan with Guild/Endowment is under develop. Thus far, other fundraising activities have generated approximately \\$60,000.](#)
- Work with volunteers and the Sun House Guild to re-design, repair and renovate the Grace Hudson Museum's Hwy. 101 signage.
[Both signs have been removed and will likely not be replaced given signage restrictions on the highway. Other locations will be evaluated, but cost will continue to be a hindrance.](#)

SIGNIFICANT CHANGES:

- FY14/15 Increase in Building Maintenance account (Object #56300) for necessary roof repair and repair of dry rot in exterior roof beams.



PUBLIC WORKS DEPARTMENT LANDFILL/SOLID WASTE BUDGET Fiscal Year 2014-15

70024500

LANDFILL/SOLID WASTE:

The Landfill property, 283 acres, is maintained on a regular basis by the Street Maintenance Crew. Maintenance items include slopes, leachate collection system, gas extraction system, storm drain system, and sediment ponds.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Completed bid documents for the landfill closure project and are awaiting comments from the state agency. An extension has been requested and construction is scheduled for 2015.
- Continued to provide regular monitoring and maintenance of the landfill site.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Award contract for construction of the landfill closure project. [Final design in progress, financing options are under review](#)

SIGNIFICANT CHANGES:

- None



GOLF SERVICES BUDGET Fiscal Year 2014-15

72000000

Golf

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Manage the operations, maintenance, and improvements at the Ukiah Valley Golf Course. The Facility is a NCGA rated 18-hole, Par 70 course consisting of 5,850 yards of play on 89 acres. The Course is operated and managed by Tayman Park, a private contractor specializing in golf course management. The contract with Tayman Park will limit the City's ongoing exposure to increased operational expenditures and ensure a positive revenue flow to payback operational/capital debt to the City.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Course play increased 5%.
- Installed a new variable frequency drive pump station to improve irrigation efficiency.
- Continued to upgrade sprinkler heads for better coverage and improved conservation.
- Continued into year two of five of the fairway and collar resurfacing project to better establish consistent turf and improved playing surface.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Work with Tayman Park to expand play and tournament activities.
[Ongoing work performed by Tayman Park.](#)
- Continue to explore with Tayman Park the feasibility of a Diving Range.
[Ongoing work performed by Tayman Park.](#)
- Tayman Park will continue to explore expanded food/beverage services.
[Currently evaluating a renovation project to improve outdoor seating which is the precursor to expanding food/beverage operations.](#)
- Tayman Park will implement the 2nd operation and capital improvement plan as well as submit the 3rd year plan for review and approval.
[Completed 2014 Capital Improvement Plan including VFD pump station, tee reconstruction, fairway & collar resurfacing, and irrigation component replacement \(250 turf heads, 100 swing joints, and 20 valves\). The 2014/15 Capital Improvement Plan is in process and will be reported to Council in February 2015; projects/programs include irrigation water source development, tee reconstruction, fairway & collar resurfacing, irrigation component replacement, cart paths, patio renovation, and electrical trenching.](#)



Conference Center Budget Fiscal Year 2014-15

73022600

CONFERENCE CENTER FUND

The Ukiah Valley Conference Center (UVCC) continues to operate successfully as a meeting focused event center while encouraging weekend events to maximize the use of the facility. In addition, full time tenant space is leased along School Street and within the internal office space. The Conference Center is a hub of commerce and connection, and now houses Visit Ukiah. The Conference Center also coordinates tenant activities at other City properties.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Secured Visit Ukiah as an anchor operating the front office; offering services to travelers and locals.
- Gained approximately a 20% increase in room rental revenue over prior year.
- For the last five years, the UVCC has operated at a high level of efficiency with a focus to reduce cost during the economic downturn.
- Continues to attract and provide space for some of Ukiah's most successful local retailers, legislative district offices, and nonprofits.
- Hosted the annual Waldorf School Annual Holiday Craft Fair which brought hundreds of people to UVCC and the downtown area.
- Significantly increased Holiday party bookings, improving the holiday calendar as a whole.
- Co-hosted two very successful Job Fairs with Mendocino Private Industry Council (MPIC).
- Reached 100% occupancy with fully leased office/retail space including office sharing to maximize usage of space.
- Both Visit Mendocino and the Wine Growers Inc. became tenants at the UVCC.
- Replaced worn video screens to keep the facility in full operating functionality.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Continue to research and work toward securing funding for upgrading the kitchen to a commercial kitchen for additional rental income and community support.
[Ongoing evaluation.](#)
- Continue to increase visibility through social media, specifically targeting small conferences and conventions.
[Active Facebook account with growing user base.](#)
- Improve Wi-Fi service to accommodate over 100 users making the UVCC the only meeting facility to offer large scale bandwidth.
[Completed November 2014.](#)
- Participate in meeting professional organizations in California to increase exposure.
[Ongoing; North Bay Wedding Fair and Meeting Professional International Annual Expo and Conference.](#)
- Begin a comprehensive inventory and inspection of banquet furniture to repair and/or replace.
[Evaluation to start in February 2015.](#)



AIRPORT BUDGET Fiscal Year 2014-15

77725200

AIRPORT:

The Ukiah Municipal Airport provides an alternative form of transportation and emergency access in and out of Ukiah. To support this, the major activities of the Airport support the fueling of all forms of aircraft. The operations and maintenance activities include the management, supervision and training of staff as well as the upkeep of facilities and equipment. The Airport maintains over 2 miles of runway and taxi-way pavement; maintains 260 runway and taxi-way lights; maintains two fuel trucks: Jet A truck holding 5,000 gallons and 100LL truck holding 750 gallons of fuel; maintains a 20,000 gallon bulk fuel storage tank that is split to hold 12,000 gallons 100LL and 8,000 gallons of 100LL; maintains 160 acres of airport property; and maintains over 60 hangars and other buildings.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Purchased 5,000 gallon Jet A fuel truck.
- Slurry Sealed Hangar area
- Started FAA Grant for Airport Layout Plan Update.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- To upgrade the Jet A fuel storage capabilities by adding 12,000 gallon self-serve 100LL tank.
Airport Staff is still working with City Purchasing and hopes to have the project ready for bids soon.
- To slurry seal airport ramps.
A large portion of the ramp was slurry sealed.
- To begin FAA grant for Runway Rehabilitation Design.
The FAA is still reviewing the ALP update and is unable to issue a design grant until the completion of their review.
- To remove and trim trees in airspace around airport as identified by Caltrans Aero.
Staff removed two trees that the FAA had determined to be a hazard to aircraft. Staff is still working on the removal of other obstruction.

SIGNIFICANT CHANGES:

Over the past year the airport has seen record numbers of fuel sales due to fires in the area. At times, Airport staff were unable to keep up with the fueling needs of the customers. This upcoming year the Airport plans to install a 12,000 gallon 100LL self-serve tank and the ability to store 25,000 gallons of Jet A fuel. This will enable the Airport to meet the high demands of fuel sales during the fire season. The installation of the 12,000 gallon 100LL self-serve tank will also make fuel available 24 hours a day 7 days a week and will require less staff time to fuel aircraft throughout the day. Staff feels that increasing fuel capacities will provide better service and increased revenue for the Airport in its future.

ELECTRIC UTILITY BUDGET

Fiscal Year 2014-15

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

UNDERGROUND:

- Design and deploy fault detection and protection equipment.
Completed for FY 2013-14.
- Convert the Perkins Street Overhead to Underground conversion.
Engineering and contracts with Comcast & AT&T completed. Construction out to bid, bid opening is January 13, 2015. Construction completion scheduled for January 2016.
 - Install equipment and energize distribution backbone for Ukiah High School and surrounding area.
Engineering 80% completed and plan to bid underground work in March 2015. Scheduled: 2015/16 completion.
- Install 200 amp underground reinforcement for County Administration, Jail, and Sheriff's offices.
Engineering 80% completed. Bidding for underground work set for March 2015. Scheduled 2015/16 completion.
- Continue 600 amp 12 kV underground connector replacement on Orchard Avenue.
Phase 1 scheduled to be completed June 2015.
- Complete 200 amp switching reinforcement for Oak Manor Subdivision.
Engineering 90% completed. Phase 1 scheduled to be completed June 2015.

OVERHEAD:

- Design and deploy Overhead fault detection and protection equipment.
Completed
- Construct Overhead circuit 204 from Gobbi St. to Hastings St. along rail line.
Engineering and easements completed. Construction started November 2014 with a scheduled completion of May 2015.
- Continue 12kV Overhead improvements for protection, capacity and switching ability.
Completed
- Continue safety and regulatory training and projects.
In-progress daily, weekly and monthly training activities.

- Perform tree line clearance of selected secondary conductor.
Currently in progress completion scheduled for April 2015.

SUBSTATION OPERATIONS:

- Replace Transformer T1 oil insulated bushings.
Developing detailed specification and performance benchmarks to perform hot oil degasification processing and transformer core vacuum dry out process. Requires expanded scope to repair radiator gaskets and valves, and install low voltage bushings. This specification requires specialized services to complete. Work developing standards to be completed by April 2015.
- Install bird/rodent guards on 2000 amp outdoor bus.
Completer. Installed on transformer No. 1, 2 and 3 12,000 volt low side switches.
- Design and install truck shade structure with solar panels.
Current engineering constraints require project to be re-budgeted.
- Reconfigure Transformer T3 2000 amp switch.
Due to original switch design, "B" phase expansion joints have been rotated to meet NEC clearance standards on transformer No. 1, 2 and 3 air switches.
- Facilitate ISO metering move to Orchard Substation.
Relocation, wiring and testing has been completed and is in current operation metering the City's load.
- Build protection relay test station.
TBA

RELATED COST CENTERS:

80026110 - Overhead
80026120 - Underground
80026130 - Substation
80026200 - Metering
80526610 - Street Lighting

ELECTRIC UTILITY BUDGET

Fiscal Year 2014-15

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15

- Improve SCADA communication to field personnel.
[Engineering in progress dependent on AMI \(Automated Meter Infrastructure\) system.](#)
- Recruit vacant positions.
[In progress.](#)
- Continue NERC and FERC regulatory compliance.
[Completed](#)
- Complete cost of service analysis and prepare new rate case.
[Completer COSA rate case in progress. Scheduled for Council February – April 2015.](#)
- Evaluate potential value of carbon offsets and renewable energy.
[Completed. Net earnings near \\$400,000.00 for CY 2014.](#)
- Acquire carbon credits per State mandates.
[Completed to date. Continuously monitoring need and develop purchase strategies.](#)
- Rebuild Tainter Valve seals.
[Developing engineering services contract. Scheduled completion estimated for Q4 2015.](#)
- Design and install replacement turbine-generator grating.
[Rescheduled for 2015-16 budget. Work rescheduled to ensure critical system projects were completed.](#)

PUBLIC BENEFITS:

- Develop a commercial marketing plan for energy conservation and education.
[Complete!](#)
- Develop a New Business interest rate buy down loan program.
[Rescheduled due to customer demand for energy conservation projects.](#)



PUBLIC WORKS DEPARTMENT WATER DIVISION BUDGET Fiscal Year 2014-15

82024410

82024411

82024414

WATER ADMINISTRATION, PRODUCTION AND DISTRIBUTION:

The Water Division's budget is made up of three separate budgets including Administration, Production and Distribution. The Waste Water Collection budget is closely coordinated with the Water distribution budget as the amount of water distributed directly correlates to the amount of waste water that needs to be collected. The same crew maintains both the collection and distribution systems. The cost of these operations is proportioned to the individual funds as calculated on the year prior and applied to the current year.

The water system is run by approximately 19 full and part time employees. Many of the part time employees are full time and funded by other budgets for other duties they perform.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Wells #7 and #8 have been switched from chlorine gas to liquid chlorine.
- Well #9 design is in progress, bid documents will be prepared and ready for construction.
- Water Rate Study is in process.
- Updated connection fees were adopted.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Calvert Court and Willow Ave water main replacement project. [\(Complete\)](#)
- Rehabilitate well #4. [In design](#)
- Construction of well #9. [In design](#)

SIGNIFICANT CHANGES:

- None



PUBLIC WORKS DEPARTMENT WASTE WATER DIVISION BUDGET Fiscal Year 2014-15

84024420

84024421

84024425

WASTE WATER ADMINISTRATION, COLLECTION AND TREATMENT:

The Waste Water Division's budget is made up of three separate budgets including Administration, Collection and Treatment. The Waste Water Collection budget is closely coordinated with the Water Distribution budget as the amount of water distributed directly correlates to the amount of waste water that needs to be collected. The same crew maintains both the collection and distribution systems. The cost of these operations is proportioned to the individual funds as calculated on the prior year and applied to the current year.

The waste water system is run by approximately 23 full and part time employees. Many of the part time employees are full time and funded by other budgets for other duties they perform.

MAJOR ACCOMPLISHMENTS OF FY 2013-14:

- Reclaimed water system is being used to irrigate the 43 acres to the south of the plant with all applicable permits submitted to the Regional Board. The Report of Waste Discharge was refined and submitted to include the entire reclamation program as requested by the Regional Board and should be approved by June 2014.
- Rate and Fee Study RFP is being prepared and will be brought to council for review.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Replacement of Sewer Main on North State Street. [Bid documents complete, bid phase to happen in February](#)
- Approval of Rate and Fee Study. [Study in process rates to be approved prior to the end of the fiscal year](#)
- Approve a master plan for addressing the ground water and storm water introduction (I and I) into the sewer system. [No action to date](#)
- Nitrogen issue at plant fully understood by Council and a course of action agreed on. [Issue to be presented to Council in March for budget preparation](#)

SIGNIFICANT CHANGES:

- None



ALEX RORABAUGH CENTER BUDGET Fiscal Year 2014-15

31122870 Alex Rorabaugh Center

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Alex Rorabaugh Center (the ARC) is a community center with accommodations to host a large variety of activities and events. The ARC is managed by the Ukiah Valley Conference Center and its Board of Directors.

MAJOR ACCOMPLISHMENTS FOR FY 2013-14:

- Continued to provide rental facility for the Ukiah Boys and Girls Club.
- Expanded rental of facility for First 5 Mendocino.
- Increased major events at venue.
- Established 32hr staff to manage the facility.
- Created more space for rentals by enforcing parameters of tenant leases.
- Increased revues from increased rentals.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2014-15:

- Increase facility rentals and usage, thereby increasing revenues.
- Rental all available office space.
- Host additional major events.
- Create safety protocol in conjunction with tenants.

SIGNIFICANT CHANGES:

- No significant changes to the budget.

31122870 ARC General Operation Account/Special Revenue Fund

51110 Salaries, Regular

1 Community Services Assistant/Part-time 32 Hour (80% Recreation Admin.)	20.0%
--	-------

51120 Salaries, Non-Regular

2 Facility Attendants (520 hours each)	100.00%
--	---------

Capital Funds

Capital funds are a prioritized list of capital improvement projects, adopted by a governing body along with the operating budget and consists of various types of financial resources used in acquiring or constructing capital facilities.

CAPITAL PROJECTS – NEW FUNDING

City of Ukiah

FY 2014/2015

General Fund Capital Projects	FY 2014/15
Police Vehicles	\$100,000
Parks Equipment- (Truck, Mower & Backhoe Attachment \$20,000 each)	\$60,000
Wi Max Communication/Equipment	\$57,000
Asphalt Hot Box- Streets	\$30,000
Cover for Material Storage- Corp Yard	<u>\$30,000</u>
Total General	\$277,000

GENERAL
CAPITAL

← Portion of total cost

OPERATIONS BUDGET FISCAL YEAR 2014-2015



Summary of Changes:

Fund	Revenue Amount	Expense Amount
251 -General Capital (Streets)	\$ 863,000	\$ 863,000
300 -Park Development	\$ 91,843	\$ 91,843
822- Water Capital	\$1,526,538	\$1,526,538
691-Museum	\$ 128,000	\$ 14,650
720- Golf	\$ 7,170	\$ -
730-Conference Center	<u>\$ 6,524</u>	<u>\$ 2,500</u>
Total Budget Changes	\$2,623,075	\$2,498,531

- Museum Revenues increased for TOT tax (\$83,000and Endowment contribution \$45,000.)
- Museum Expenses increased \$14,650 for Insurance allocation.
- Golf Revenues increased miscellaneous income by \$7,170.
- Conference Center Revenues increased \$6,524 for plaza rental.
- Conference Center Expenses increased \$2,500 for Lease payment

Capital- Airport

Capital Items:

Funding From:

Airport Operating Revenues- \$53,319

Airport Reserves- \$149,681 \$203,000

Estimated
Cost:

Self Serve Fueling Tank (12,000 Gallons) \$203,000

Total Requests **\$203,000**

Capital- Water Operations

Capital Items:	\$88,000
	<u>Estimated</u>
	<u>Cost:</u>
	\$88,000
Lead Work Service Truck- \$80,000	
Water Truck- \$8,000	

Capital- Wastewater

Capital Items:	<u>Estimated Cost:</u> \$573,000
Machinery & Equipment	\$518,000
Service Truck- \$40,000 Lead worker Truck \$18,000 Portion of Water Truck \$6,000 AWT Feed Pump Motors - \$90,000 Bar screen: vertical- \$250,000 SCADA upgrade- \$40,000 Replace Tractor- \$50,000 Chlorine mixer- \$30,000	
Infrastructure	\$55,000
Manholes- \$15,000 Lift station Monitoring Equipment- \$40,000	

Capital- Wastewater

Capital Items: These item can be funded from wastewater fund balance	<u>Estimated</u> <u>Cost:</u> \$843,770
Infrastructure	\$843,770
Recycled Water System Construction- \$444,000 (50% Match) Main Replacements- \$250,000 N. State from Low Gap to Garrett- System Maintenance- \$64,770 Emergency/ Contingency- \$45,000 Sewer Lateral Replacement Grants- \$40,000	

Note: Wastewater Infrastructure items are not included in the resolution before you today.

Capital- Streets

Capital Items: Funding Available- Gas Tax- \$ 230,393 One-time Economic Dev. Funds \$ 632,607		\$863,000
	<u>Estimated</u> <u>Cost:</u>	
Reconstruction of Washington Avenue		\$374,000
Reconstruction of Observatory Avenue		\$300,000
Slurry Seal		<u>\$100,000</u>
Streets Project Requests		\$774,000
Other Items:		\$89,000
Service Truck- \$35,000		
Water Truck- \$54,000		
Total		\$863,000

Capital- Water Fund 822

Capital Items:	<u>Estimated Cost:</u> \$1,526,538
Contracted Services:	\$85,650
Dam Height Feasibility Study- \$79,850 IWPC Sponsorship & Legal Fees-\$2,000 Design Engineering Services for Water Distribution-\$6,800	
Debt Service:	\$1,090,888
Principal -\$325,000 Interest -\$551,663 Admin Fees -\$5,100 Amortization of Issuance Costs -\$13,562 New well financing Interest -\$9,313 New well financing Principal -\$186,250	
Infrastructure:	\$350,000
Spring Calvert Court- \$135,000 State Street Phase I (Norton to Clara)- \$100,000 Water Meter Replacement - \$40,000 Well #3 Rehabilitation - \$75,000	
Total Requests	\$1,526,538

Capital- Park Development

Capital Items:

All items listed have restricted funding with the exception of the Pool which had a loan from the general fund in 2011.

\$91,843

	<u>Estimated Cost:</u>
Anton Stadium- Project Completion (Grant Funding)	\$ 60,000
Pool- Donor Recognition Wall – Remaining Funding	\$ 18,000
Skate Park- Donor Recognition- Grant/Donations	\$12,860
Observatory Park Fund- Signs	\$ 983
Total Requests	\$91,843

CAPITAL PROJECTS – GENERAL FUND

City of Ukiah

FY 2014/2015

General Fund Capital Projects	FY 2014/15
Police Vehicles	\$100,000
Parks Equipment- (Truck, Mower & Backhoe Attachment \$20,000 each)	\$60,000
Wi Max Communication/Equipment	\$57,000
Asphalt Hot Box- Streets	\$30,000
Cover for Material Storage- Corp Yard	<u>\$30,000</u>
Total General	\$277,000

← Portion of total cost

