

**CITY OF UKIAH
CITY COUNCIL AGENDA
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
July 5, 2017
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- a. Introduction of New Employee – Adele Phillips, Associate Planner.
- b. Status Report, Discussion and Possible Action Regarding the Ukiah Valley Sanitation District's Litigation Against the City of Ukiah Related to the Operation of the Sanitary Sewer System.

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- a. Minutes of June 21, 2017, a Regular Meeting.

6. RIGHT TO APPEAL DECISION

Persons who are dissatisfied with a decision of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the California Code of Civil Procedure, which generally limits to ninety days (90) the time within which the decision of the City Boards and Agencies may be judicially challenged.

7. CONSENT CALENDAR

The following items listed are considered routine and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember or a citizen in which event the item will be considered at the completion of all other items on the agenda. The motion by the City Council on the Consent Calendar will approve and make findings in accordance with Administrative Staff and/or Planning Commission recommendations.

- a. Report of Acquisition of Professional Services from Alpha Analytical Laboratories, Inc. for Quarterly Water Sampling and Completion of Chemical Examination Reports for the Ukiah Landfill.
- b. Approve Change Order #2 for the Airport Avgas Tank Pad and Fueling System Installation, Specification No. 17-04.
- c. Consideration and Possible Adoption of Amended Resolution Establishing Fees and Charges Under California Public Records Act for Requested Copies of Public Records.
- d. Consideration and Adoption of Resolution of the City Council of the City of Ukiah Approving Revised Statement of Investment Policy.
- e. Report of Disposition of Surplus Materials, Used Equipment and Supplies.

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not

Ukiah City Council Agenda for July 5, 2017, Continued

on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

9. COUNCIL REPORTS

10. CITY MANAGER/CITY CLERK REPORTS

11. PUBLIC HEARINGS (6:15 PM)

- a. Continued Public Hearing to Review, Consider, and Possibly Adopt a Resolution Adjusting the Fire Prevention Fee Schedule.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. Consider Adoption of Resolution Adopting a 2017/2018 Legislative Platform to Serve as Guidelines for Local, State and Federal Legislative Matters.

14. CLOSED SESSION – Closed Session may be held at any time during the meeting.

- a. **Conference with Legal Counsel – Existing Litigation**
(Cal. Gov't Code Section 54956.9(d)(1))
Name of case: *City of Ukiah v. Questex, LTD, et al, Mendocino County Superior Court, Case No. SCUK- CVPT-15-66036 (Palace Hotel)*
- b. **Conference with Legal Counsel – Existing Litigation**
(Government Code Section 54956.9(d)(1))
Name of case: *Ukiah Valley Sanitation District v. City of Ukiah, Sonoma County Superior Court, Case No. SCV 256737 (UVSD)*
- c. **Conference with Real Property Negotiators**
(Cal. Gov't Code Section 54956.8)
Property: 429 South Dora St. Ukiah, CA 95482
Negotiator: Sage Sangiacomo, City Manager;
Negotiating Parties: City of Ukiah and Ukiah Unified School District;
Under Negotiation: Price & Terms of Payment

15. 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 72 hours prior to the meeting set forth on this agenda.

Dated this 30th day of June, 2017.
Kristine Lawler, City Clerk



ITEM NO.: 3a

MEETING DATE: June 21, 2017

AGENDA SUMMARY REPORT

SUBJECT: INTRODUCTION OF NEW EMPLOYEE – ADELE PHILLIPS, ASSOCIATE PLANNER

Summary: The City Council will join the City of Ukiah Team in welcoming Adele Phillips to the Department of Community Development and Planning.

Background and Discussion: The City's new Associate Planner, Adele Phillips grew up on a family-run dairy farm in eastern Nebraska where she was active in 4-H and developed a love of the outdoors. She studied Architecture at University of Nebraska-Lincoln, graduated with honors, then moved to rural Japan to teach high school level English and explore another culture. She returned to the United States to pursue a Master's degree in Architecture at Massachusetts Institute of Technology. After graduation, Phillips received a Fulbright Graduate Research Fellowship to return to Japan, where she also pursued a second Master's degree, this time in Environmental Governance, in Tokyo.

Prior to her work as a planner for the City of Ukiah, Phillips has worked as a community organizer and grant writer for rural community advocacy non-profit, Center for Rural Affairs, in which she led a public art initiative, garnered conservation funding and worked hands on in prairie restoration, and promoted local food systems.

In her spare time, Phillips is an artist and athlete, enjoying ceramics, graphic design, and fiber art; as well as vegetable gardening, rowing, ultimate Frisbee, and backpacking.

Please join us in welcoming our newest employee.

FISCAL IMPACT:

N/A

RECOMMENDED ACTION(S): Welcome Adele Phillips, Associate Planner to the City of Ukiah.

ALTERNATIVES: N/A

Citizens advised: None
Requested by: Sheri Mannion, Human Resources and Risk Management Director
Prepared by/Contact: Craig Schlatter, Community Development and Planning Director
Coordinated with: Sheri Mannion, Human Resources and Risk Management Director
Presenters: Craig Schlatter, Community Development and Planning Director
Attachments: None

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

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

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiorgio, City Manager



ITEM NO.: 3b

MEETING DATE: July 5, 2017

AGENDA SUMMARY REPORT

SUBJECT: STATUS REPORT, DISCUSSION AND POSSIBLE ACTION REGARDING THE UKIAH VALLEY SANITATION DISTRICT'S LITIGATION AGAINST THE CITY OF UKIAH RELATED TO THE OPERATION OF THE SANITARY SEWER SYSTEM

Summary: Staff will provide the latest status report on the Ukiah Valley Sanitation District's Litigation against the City of Ukiah related to the operation of the sanitary sewer system.

The City of Ukiah continues to request that the District consider a change in process outside of litigation to resolve the dispute and restore a working relationship, recognizing there is simply too much at stake for the ratepayers, system operations, and the community.

Background (*Chronologic History of Recent Correspondence and Activity*): In September 2013, the Ukiah Valley Sanitation District (UVSD) filed a claim for damages with the City, and one month later filed its lawsuit. In its lawsuit, the District seeks damages for alleged breaches of the various agreements between the City and the District related to the operation of the sanitary sewer system, starting with the original 1955 agreement.

The lawsuit will have significant adverse financial impacts to both agencies, as well as the ratepayers and the community, and the City is seeking an alternative to litigation to resolve this dispute. Attached is the letter that was sent on September 14, 2016, by the City Council to the District Board, formally requesting that the District drop the lawsuit with terms that would allow the District to refile if agreement cannot be reached (*UVSD Litigation Update Box File #1*), as well as an informational piece that details the background/impacts (*UVSD Litigation Update Box File #2*).

On September 21, 2016, the City Council received a presentation (*UVSD Litigation Update Box File #3*) from staff that explained the relationship between the two agencies and provided responses to some of the most frequently asked questions about this matter to better inform the public about the consequences of the litigation. This information along with a video link to the September 21st presentation/discussion are accessible at <http://www.cityofukiah.com/projects/uvsd-vs-cou/>.

Continued on Page 2

RECOMMENDED ACTION(S): Receive status report. If desired, discuss and provide direction to Staff and/or consider any action(s) related to the matter.

ALTERNATIVES: N/A

Citizens advised: N/A
Requested by: City Council (Councilmembers Crane and Doble)
Prepared by: Sage Sangiacomo, City Manager and Sean White, Director of Water and Sewer.
Coordinated with: David Rapport, City Attorney and Tim Eriksen, Director of Public Works.
Presenter: Sage Sangiacomo, City Manager
Attachments: UVSD Litigation Update Box Files located at:
<https://cityofukiah.box.com/v/UVSDlitigationUpdates>

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

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

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

The UVSD submitted a letter dated September 20, 2016, (*UVSD Litigation Update Box File #4*) which inaccurately asserts that the City's request is for the District to drop the lawsuit until after the recycled water project funding is received. In fact, the City's request is for the District to dismiss its lawsuit and that the City and District devote their time, money and resources to solving the costly issues confronting the sewer system and improving their working relationship. The City's goal is to eliminate the lawsuit altogether. The City has offered to include terms that would allow the District to refile the lawsuit if the parties fail to reach agreement, but the City never suggested that the District would simply refile the lawsuit once State funding was obtained. Also, the City never suggested that dismissing the lawsuit is all that would be necessary to obtain State funding. In addition to dismissal of the lawsuit, there would have to be an agreement between the City and the District regarding the recycled water project that would satisfy the State Water Resources Control Board.

At the conclusion of the September 21st discussion, the Council directed the City Manager to contact the UVSD District Manager to explore possible alternatives. The City Manager attempted to contact the District Manager by email, but due to a reported medical leave, Mr. McMichael was not available to provide a timely/detailed response. On October 5th, the City Attorney received an email correspondence from Duncan James (Attorney representing the District) responding to the City Manager's email to Mr. McMichael. Mr. James indicated in the email that the District had accepted the City's request to meet and formed a committee consisting of Frank McMichael, District Manager; Jim Ronco, Board Chair; Bob Page, Board Member; and legal counsel. The City Manager issued a supplemental memo to the City Council for the October 5th City Council meeting regarding this email exchange and included a recommendation to Council for the formation of a City Council ad hoc committee to meet with the District (*UVSD Litigation Update Box File #5*). At the City Council meeting, Mr. Doug Losak with the Law Offices of Duncan James delivered and read aloud a letter containing some additional allegations, but in the end, agreed to meet with the City. The City Council formed an ad hoc committee consisting of Councilmembers Crane and Doble. The City immediately made efforts to schedule the first meeting between the District's committee and the City's ad hoc.

At the October 19, 2016, meeting, the City Council discussed the latest correspondence from the District including the District's request to hold the ad hoc meetings in private and require the City to consent to a confidentiality agreement. The City Manager provided the Council with the correspondence to date from the District regarding the confidentiality condition (*UVSD Litigation Update Box File #6*) for consideration. At the time of the meeting, the District had not provided a draft of the proposed confidentiality agreement. By consensus, the City Council continued to object to private meetings that do not provide the public with the opportunity to be informed. However, the City Council did direct the ad hoc to meet with the District's ad hoc to discuss the process for such meetings and report back to the City Council at its regular meeting on November 2, 2016.

Prior to the ad hoc meeting, the City Attorney received a letter from Duncan James' Office regarding the District's request for a confidentiality agreement for the ad hoc meetings along with a draft of the agreement (*UVSD Litigation Update Box File #7*). The City Attorney issued a response (*UVSD Litigation Update Box File #8*) indicating that such agreement would need to be discussed at the first joint ad hoc meeting and ultimately considered by the City Council.

In addition, the City Council received correspondence from the District Manager related to the recycled water project dated October 21st (*UVSD Litigation Update Box File #9*). Most of the questions referenced in the letter had already been either answered or provided to the District. Nonetheless, City staff welcomed the dialogue and discussion in a sincere effort to move this critical project forward. Staff provided a response to the District Manager on October 27, 2016 (*UVSD Litigation Update Box File #10*).

On October 28, 2016, the City's ad hoc met with the District's ad hoc. At the meeting, the District presented the City with a take-it-or-leave-it condition imposing confidentiality on the ad hoc discussions.

On November 2nd and 4th, the City Council considered the District's confidentiality condition on the ad hoc discussions and approved a letter (*UVSD Litigation Update Box File #11*) that confirmed agreement to the

condition if the District Board would agree to either stay further proceedings in the lawsuit or dismiss the lawsuit without prejudice. The City's proposal, if accepted, would halt the costly litigation fees currently being incurred by both agencies, but would not preclude the District from terminating the stay or refiling the lawsuit if the District wasn't satisfied with the discussions/negotiations. The District issued a response to the City's proposal on November 8, 2016 (*UVSD Litigation Update Box File #12*) that continues to impose a confidentiality condition on the joint ad hoc meetings. The District further stated "the lawsuit needs to otherwise remain in motion" except to provide a limitation on any discovery requests for a period of 4 weeks.

It's important to note that the District's legal team has predominately utilized the Public Information Act (PRA) rather than formal discovery to obtain information. Because the City of Ukiah is a public agency, the District's attorneys have used the PRA process to obtain information, which does not require the District to justify its requests by showing how they are relevant to the issues in the case. In a typical lawsuit, the discovery process is used to obtain documents and is overseen and controlled by the court to prevent burdensome or oppressive requests. The City continues to expense a tremendous amount of staff resources responding to the District's PRA requests for information dating back to 1955. To date, the District has submitted over 41 requests (with multiple parts) under the PRA process. The City has diligently been responding to the requests for the past 12 months. Suspension of the formal discovery process will not prevent the continued practice by the District nor will it limit the escalating litigation expenses during this proposed period.

With regard to the recycled water project, the City received additional correspondence from the District Manager indicating the need for more information (*UVSD Litigation Update Box File #13*). However, the correspondence did not identify any specific questions or information that had not otherwise been provided. The City Manager issued a response on November 15th (*UVSD Litigation Update Box File #14*) and included a BOX link to all relevant information on the recycled water project (<https://cityofukiah.box.com/v/uvsdpointsofinterest>). Most, if not all, of the information and/or documents have already been provided to the District. Furthermore, the City Manager requested a determination from the District regarding its position on the project and offered to provide any other information and/or presentations that would be necessary for a determination.

On November 16th, the City Council instructed the City Attorney to contact the lawyers for the Ukiah Valley Sanitation District to work out the details for mediating the outstanding disputes including selecting a mediator. Furthermore, and as a first step in the mediation, the City Council requested the District to provide a detailed written response and any counter proposals to the City's written proposal that was submitted to the District in March 2014, during the original mediation between the City and the District. On November 17th, the City Attorney sent correspondence to the UVSD's lawyer to initiate mediation as directed (*UVSD Litigation Update Box File #15*). As of the publication of the report for the December 7th City Council meeting, the District had not responded.

Additional correspondence between the City and District had also been exchanged related to the recycled water project (*UVSD Litigation Update Box File #16 & #17*). Despite continued attempts to engage and provide the District with information, the District had yet to conclude that the recycled water project is the superior alternative of disposing treated wastewater. In an effort to bring this item to a conclusion, the City Manager proposed in a December 1st correspondence to the District Manager a joint meeting between the City Council and the District Board to discuss and resolve any remaining questions/issues related to the project. As of the publication of the report for the December 7th City Council meeting, the District had not responded.

Related to the Fiscal Year 16/17 Budget, the District has not yet identified the District's timeline for their previously identified budget review process that reportedly extends through various staff, committee and District Board stages before a final joint meeting with the City can be scheduled. The previously approved continuing resolution for the budget was scheduled to expire on December 31, 2016. The City had made inquiries as to the District's progress and anticipated review timeline (*UVSD Litigation Update Box File #18*). Staff recognized some level of District review was underway given recent engagement (since November 11th) on the budget, but the District Manager had not provided a timeline for completion of their

review and/or indicated readiness for a joint budget meeting. As of the publication of the report for the December 7th City Council meeting, the District had not responded.

At the December 7th City Council meeting, the Council adopted a resolution to secure funding for the construction of the recycled water system using water revenues as an alternate to the City's wastewater revenues. While this was a less desirable option for securing project funding, it was considered a better alternative to losing the project funds altogether. The Ukiah Valley Sanitation District's lawsuit remains the only impediment to securing project funding with the wastewater revenues, given the City must be able to demonstrate to the State an unconstrained revenue source to guarantee repayment of the loan funds. City staff reported that they were vetting the details of the water revenue alternative with the State Water Resources Control Board. The UVSD continued to be unresponsive to the City Manager's proposal for a joint meeting between the City Council and the District Board to discuss and resolve any remaining questions/issues related to the recycled water project.

Related to the Fiscal Year 16/17 Budget, the City Council and the District Board approved a continuing budget resolution at their respective meetings on December 7th and December 27th. The City's continuing resolution was set to expire on January 18, 2017, unless otherwise extended. The City requested a joint meeting with the District Board prior to the expiration of the resolution. While the District had taken action to extend the continuing resolution beyond December 31, 2016, it had yet to identify a timeline for the completion of its budget review or response to the City's request for a joint meeting.

At the January 4, 2017, City Council meeting, the City Manager and staff reported that terms for mediation continue to be discussed and the District had not responded to the City's requests for a joint meeting on the Fiscal Year 16/17 budget or the recycled water project. It was further reported that the City received a notice from the District Chair related to communication in the absence of the District Manager due to an extended medical leave (*UVSD Litigation Update Box File #19*).

At the January 18, 2017, City Council meeting, the City Manager and staff reported that terms for mediation continue to be discussed and the District had not responded to the City's continued requests for a joint meeting on the Fiscal Year 16/17 budget or the recycled water project.

Development of the City's wastewater operating budget is a joint process between the City and the Ukiah Valley Sanitation District (UVSD). The process had been delayed significantly despite efforts by the City to move it forward expeditiously. In the interim, the City had been operating its wastewater enterprise on a continuing resolution, carrying forward the adopted appropriations from Fiscal Year 2015-16. At its meeting of December 7, 2016, the City Council determined that continuing to do so impeded its ability to effectively, efficiently, and responsibly provide wastewater services to the citizens of Ukiah and the UVSD and voted to move the budget process forward with its consideration and potential adoption at its regularly scheduled meeting on January 18, 2017. The City notified UVSD of its intentions and again called on it to schedule a meeting with the City Council to complete the budget review process. As of the January 18th City Council meeting, the UVSD continued to be unresponsive to the requests to meet. As such, the City Council unilaterally considered and approved the FY 16-17 Wastewater Budget (*UVSD Litigation Update Box File #20*).

At the February 1, 2017, City Council meeting, the City Manager and staff reported that terms for mediation continue to be discussed with a location and mediator agreed to, but a date not finalized. Furthermore, the District had not responded to the City's continued requests for a joint meeting on the Fiscal Year 16/17 budget or the recycled water project.

At the February 15, 2017, City Council meeting, the City Attorney reported that a date (May 11th) had been finalized for the first session of mediation. In addition, the City had accepted the District's conditions that the mediation be subject to a confidentiality agreement in addition to the Evidence Code mediation privilege and to conduct the mediation in Santa Rosa using a mediator from the Judicial Arbitration and Mediation Service (JAMS). The City Manager also reported the District had not responded to the City's continued requests for a joint meeting on the Fiscal Year 16/17 budget or the recycled water project.

At the March 1, 2017, City Council Meeting, the City Manager reported that the District remains nonresponsive to the requests for a joint meeting on the Fiscal Year 16/17 budget and recycled water project.

At the March 15, 2017, City Council Meeting, the City Manager reported the District continues to remain nonresponsive to the City's requests for a joint meeting on the Fiscal Year 16/17 budget and recycled water project. The City Manager also reported that District Manager McMichael had responded to the City's request for a staff meeting to prepare the bid package to rebid the installation of the barscreen at the Wastewater Treatment Plant as previously directed by the City Council and District Board. The barscreen meeting took place on the morning of March 15th.

At the April 5, 2017, City Council Meeting, the City Manager reported that the District continues to remain nonresponsive to the City's requests for a joint meeting on the Fiscal Year 16/17 budget and recycled water project. At the District's March 16, 2017 Board meeting, the City Manager reiterated the City's request for the joint meeting during public comment on non-agenda items. In addition, the City continues to be available and responsive to budget and billing inquiries from Mr. Dickerson and public information requests from the District's legal counsel, although none have been received in the past two weeks.

At the April 19, 2017, City Council Meeting, the City Manager reported that the District continues to remain nonresponsive to the City's requests for a joint meeting on the Fiscal Year 16/17 budget and recycled water project. In addition, the City has provided the District with a timeline for the City's proposed FY 17-18 Budget process and has sought input on how/when the District would prefer to coordinate the development and joint review of next year's FY 17-18 wastewater budget (*UVSD Litigation Update Box File #21*).

At the May 3, 2017, City Council Meeting, the City Manager reported that the UVSD continues to be nonresponsive to the City's ongoing requests for a joint meeting on the FY 16-17 Budget and recycled water project. In addition, the District has been nonresponsive to the City's request to engage in the development and joint review of the FY 17-18 wastewater budget. Furthermore, it was reported that the District was unwilling to provide details related to the maintenance of customer billing accounts as demonstrated by the District's refusal to share refund calculations and methodology related to a sizable refund reportedly authorized by the District at their January 19, 2017, board meeting. Given the District's uncooperative approach regarding account information through customary administrative communication, the City was forced to seek the information through a Public Records Act (PRA) request. Since the May 3rd meeting, the District has provided a response to the PRA request which is currently being reviewed by City staff.

At the May 17, 2017, City Council Meeting, the City Manager reported that mediation regarding the litigation resumed on May 11, 2017, and continues with the efforts remaining confidential due to the rules established for the meetings. In addition, the District remains nonresponsive to the City's ongoing request for a joint meeting on the FY 16-17 budget and recycled water project. The District also continues to be nonresponsive to the City's numerous requests for engagement in the development and joint review of the FY 17-18 wastewater budget. Correspondence has been sent to the District detailing the budget development schedule and budget related items on the City Council's agenda, inclusive of the following dates:

- March 13-17: Budget Training in Munis
- March 20-31: First-round budget meetings
- March 31: Deadline for personnel requests for budget
- Friday April 7: Budget entry due. Budget will be locked to departments to allow for further processing and analysis by Finance
- April 17-28: Second-round budget meetings
- Wednesday, May 17: Budget 101 with Council
- May 19: Comment period on budget document closes
- June 7: First budget hearing and workshop with Council
- June 14: Final budget hearing with Council and adoption (tentative)

At the June 7, 2017, City Council Meeting, the City Manager reported the District continues to be nonresponsive to the City's request for a joint meeting regarding the current year budget, the recycled water project and the development of next fiscal year's budget. The City Attorney also reported that the mediation process is ongoing.

At the June 21, 2017, City Council Meeting, the City Manager again reported that the District continues to be nonresponsive to the City's request for a joint meeting regarding the current year budget, the recycled water project and the development of next fiscal year's budget. In addition, Director White has sent correspondence to the District regarding the need for joint approval of the barscreen installation bid, given the \$100,000 Participation Agreement threshold for capital items. The City Council considered and approved the item at the June 21st meeting, but the District will need to approve the project if it is to proceed.

Discussion: At the July 5th, City Council meeting, Staff will provide the latest status report on issues related to the operation of the sanitary sewer system.

Mediation: Representatives of the City of Ukiah and the Ukiah Valley Sanitation District participated in the first day of mediation on May 11, 2017. They have agreed to continue efforts to mediate a resolution of the litigation between them. The City and District are presently coordinating with the mediator the scheduling for the second day for mediation. Because of the confidential nature of mediations, the parties cannot reveal any further information about the mediation. If the representatives of the City and the District agree on a proposed resolution of the disputes, the terms will become public, when the District Board and City Council consider whether to approve it.

Budgets and Recycled Water Project: The City of Ukiah continues to seek cooperation from the UVSD to jointly approve the FY 16-17 budget, and review the recycled water project. The City has also sought input and engagement on how/when the District would prefer to coordinate the development and joint review of the FY 17-18 budget. Correspondence has been sent to the District detailing the budget development schedule and budget related items on the City Council's agenda. The District held their normal meeting in May and June, but did not discuss or provide any direction related to the City's request to meet on these matters.

Given the continued lack of response from the District, the City Council, at its meeting of June 21, 2017, approved the Fiscal Year 17-18 budget inclusive of the budget for wastewater. The City continues to seek cooperation from the District, but delaying approval of the budget impedes the City's ability to effectively, efficiently, and responsibly provide wastewater services to the citizens of Ukiah and the UVSD.

Barscreen Rebid: On June 21st, the City Council approved the award of contract to Fort Bragg Electric for the installation of a barscreen at the Wastewater Treatment Plant. This award is contingent upon the District taking corresponding action. The District has been notified of the action required in writing and by Director White who attended the June 21st District Board meeting.

The Council may elect to discuss the matter further and, if desired, provide direction to Staff and/or consider any related action(s). As part of this agenda item, the Council does not intend to consult with legal counsel regarding the litigation itself and does not intend to waive evidentiary privileges for attorney-client communication or attorney work product.

CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
June 21, 2017
6:00 p.m.

1. **ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

Ukiah City Council met at a Regular Meeting on June 21, 2017, having been legally noticed on June 16, 2017. Mayor Brown called the meeting to order at 6:02 p.m. Roll was taken with the following **Councilmembers Present:** Stephen G. Scalmanini, Douglas F. Crane, Maureen Mulheren, Kevin Doble, and Jim O. Brown. **Staff Present:** Sage Sangiacomo, City Manager; Darcy Vaughn, Assistant City Attorney; and Ashley Cocco, Deputy City Clerk.

MAYOR BROWN PRESIDING.

The Pledge of Allegiance was led by Councilmember Mulheren.

3. **PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**

a. Oath of Office Ceremony and Introduction of New Police Officer, Maxwell Oswald – Public Safety.

Presenter: Chris Dewey, Police Chief

Oath of office and introduction were received.

b. Oath of Office Ceremony and Introduction of New Firefighter, Rickey Dean – Fire Department.

Presenter: Kirk Thomsen, Fire Chief

Oath of office and introduction were received.

RECESS: 6:18 - 6:24 PM

c. Presentation of the PFM Group on an Update to the City Council on the City's Investment Portfolio – Finance.

Presenters: Allen Carter, City Treasurer and Allison Kaune, PFM Asset Management, LLC.

Presentation was received.

d. Status Report, Discussion and Possible Action Regarding the Ukiah Valley Sanitation District's Litigation Against the City of Ukiah Related to the Operation of the Sanitary Sewer System – Administration.

Presenter: Sage Sangiacomo, City Manager

Report was received.

Public Comment: Susan Knopf.

4. **PETITIONS AND COMMUNICATIONS**

5. **APPROVAL OF MINUTES**

a. Minutes of June 7, 2017, a Special Meeting.

Motion/Second: Doble/Mulheren to approve Minutes of June 7, 2017, a Special Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

b. Minutes of June 7, 2017, a Regular Meeting.

Motion/Second: Doble/Mulheren to approve Minutes of June 7, 2017, a Regular Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

c. Minutes of June 12, 2017, a Special Meeting.

Motion/Second: Doble/Mulheren to approve Minutes of June 12, 2017, a Special Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

6. **RIGHT TO APPEAL DECISION**

7. **CONSENT CALENDAR**

- a. Report of Disbursements for the Month of May 2017 - *Finance*.
- b. Notification of Publishing Services by *Ukiah Daily Journal* for Fiscal Year 2017/2018 (COU No. 1617-124), in the Amount of \$6.25 per Column Inch for the First Insertion and \$4.26 Per Column Inch for Each Subsequent Insertion of the Same Advertisement – *City Clerk*.
- c. Adopt Ordinance Amending the Airport Industrial Business Park Planned Development Zoning Designation from Industrial/Automotive Commercial and Light Manufacturing/Mixed Use to Retail Commercial – *Community Development and Planning*.

ORDINANCE NO. 1178

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING THE AIRPORT INDUSTRIAL PARK PLANNED DEVELOPMENT

- d. Authorize City Manager to Negotiate and Execute Five-Year Lease Agreement (COU No. 1617-216) with Ag Unlimited for a Storage Yard Previously Leased by Mendocino County Farm Supply – *Airport*.
- e. Authorize the City Manager to Negotiate and Execute a 48-Month Lease and Maintenance Agreement (COU No. 1617-217) with Xerox for the Replacement of an Existing Copy Machine – *Finance*.
- f. Authorize the City Manager to Negotiate and Execute an Updated Lease Agreement (COU No. 1617-218) with Ukiah Unified School District for the Use of Observatory Park House – *Community Services*.

- g. Notification of Purchase (PO No. 44787) of an Air Compressor Unit for the Water Treatment Plant in the Amount of \$24,558.75 from Ingersoll Rand Industrial Technologies and Approval of Corresponding Budget Amendment – *Water and Sewer*.

Motion/Second: Doble/Scalmanini to approve to Approve Consent Calendar Items 7a – g, as submitted. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

Public Comment: GASP Youth Group members: Katherine Fengler, Sierra Gittleman, Ella Rozelski, Robert Yonts, Zachary Johnson, and Atlas Pearson - smoking pollution control; Don Crawford – smoking pollution control; and Phil Baldwin – speakers lectern, camping on city streets, sign ordinance, amplification in city parks, state streetscape and road diet funds.

9. **COUNCIL REPORTS**

Presenters: Councilmember Mulheren and Mayor Brown.

10. **CITY MANAGER/CITY CLERK REPORTS**

11. **PUBLIC HEARINGS (6:15 PM)**

- a. **Public Hearing to Review, Consider, and Possibly Adopt a Resolution Adjusting the Fire Prevention Fee Schedule – Fire Department.**

Presenters: Kevin Jennings, Division Chief and Kirk Thomsen, Interim Fire Chief.

PUBLIC HEARING WAS OPENED AT 7:03 PM.

No public comment was received.

PUBLIC HEARING CONTINUED TO NEXT MEETING.

Motion by Councilmember Crane, Seconded by Vice Mayor Doble to increase the fees to \$100.

Vice Mayor Doble withdrew his second.

Motion by Councilmember Mulheren, Seconded by Vice Mayor Doble to adopt the resolution for the Fire Prevention Fee Schedule increasing the fees to \$80.72, with direction to bring the item back in a year for review and to discuss fire mitigation fees.

The maker of the motion and the second agree to continue this item to July 5, 2017.

Motion/Second: Mulheren/Doble to continue this item to the July 5, 2017, City Council meeting. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

b. Adoption of a Resolution Approving the City of Ukiah CDBG Microenterprise Technical Assistance Services Program Guidelines and Adoption of a Resolution Approving the City of Ukiah CDBG Business Assistance Loan Program Guidelines – *Community Development and Planning.*

Presenter: Craig Schlatter, Community Development and Planning Director.

PUBLIC HEARING WAS OPENED AT 7:19 PM.

No public comment was received.

PUBLIC HEARING WAS CLOSED AT 7:20 PM.

Motion/Second: Scalmanini/Doble to adopt Resolution (2017-28) approving the City of Ukiah Community Development Block Grant (CDBG) Microenterprise Technical Assistance Services Program Guidelines. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

Motion/Second: Scalmanini/Doble to adopt Resolution (2017-29) approving the City of Ukiah CDBG Business Assistance Loan Program Guidelines. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

12. UNFINISHED BUSINESS

a. Award of Contract to Fort Bragg Electric, Inc. in the Amount of \$122,088 for the Installation of the Barscreen at the Wastewater Treatment Plant, Specification No. 17-06, and Approval of Corresponding Budget Amendment in the Same Amount IBB – *Water and Sewer Utilities.*

Presenters: Sean White, Water and Sewer Director and Jarod Thiele, Public Works Management Analyst.

Motion/Second: Crane/Scalmanini to award contract (COU No. 1617-219) to Fort Bragg Electric, Inc. in the amount of \$122,088 for the installation of the barscreen at the Waste Water Treatment Plant, Specification No. 17-06 and approve corresponding budget amendment in the same amount. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

b. Approval of Amendment #3 to the Contract with Carollo Engineers for Design of the Chlorine Contact Basin Expansion, Engineering Services During Construction, Construction Management Services, and for the Construction of the Recycled Water System, Authorize the City Manager to Execute Amendment #3 in the Amount of \$2,284,246 and Authorize the City Manager to Execute a 10% Contingency if Needed – *Water and Sewer Utilities.*

Presenters: Sean White, Director of Water and Sewer and Jarod Thiele, Public Works Management Analyst.

Motion/Second: Crane/Doble to approve amendment #3 to the contract (COU No. 1314-231-A4) with Carollo Engineers for design of the chlorine contact basin expansion, engineering services during construction and construction management services for the construction of the recycled water system, authorize the City Manager to execute amendment #3 in the amount of \$2,284,246 and authorize the City Manager to execute a 10% contingency if needed. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

c. Discussion and Action Regarding the Formation of a Force Accounting Ad Hoc to Review and Improve the Procedures for Complying with the Cost Accounting Policies and Procedures Manual Commonly Known as Force Account Procedures – *Public Works*.

Presenter: Rick Seanor, Deputy Director of Public Works

Public Comment: Michelle Tucker, Lee Howard, Phil Baldwin and Pinky Kushner.

Motion/Second: Doble/Scalmanini to appoint Councilmembers Crane and Mulheren to serve on a Uniform Cost Accounting Ad hoc to discuss procedures for the City's compliance with the force accounting manual and recommend policies for implementation. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

RECESS: 8:03 - 8:09 PM

d. Adoption of Resolution Approving of Fiscal Year 2017-2018 City Budget and Adoption of Corresponding Gann Limit Resolution – *Finance*.

Presenters: Daniel Buffalo, Finance Director and Daphine Harris, Finance Management Analyst.

Motion by Councilmember Crane to adopt the proposed resolution approving the Fiscal Year 2017-2018 City Budget without the cost allocation formula, and adopt corresponding Gann Limit Resolution.

Motion dies for lack of a second.

Motion/Second: Crane/Doble to adopt Resolution (2017-30) approving the Fiscal Year 2017-2018 City Budget with the exception that any accounting transactions enacting the cost allocation plan be held until the City Manager is directed by City Council; and adopt corresponding Gann Limit Resolution (2017-31). Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

13. NEW BUSINESS

a. Receive Presentation and Provide Direction Regarding the City of Ukiah's Sewer Lateral Policy – *Water and Sewer Utilities*.

Presenters: Sean White, Director of Water/Sewer Utilities and Jarod Thiele, Public Works Management Analyst.

Motion/Second: Crane/Mulheren to direct staff to update the sewer lateral policy and bring back to City Council on date uncertain. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

b. Purchase of Five Dell Servers, Dell Compellent Storage, Two Dell Network Switches and New Backup Software – *Information Technology*.

Presenters: Michael Ingwell, Information Technology Network Specialist and Mary Horger, Procurement Manager.

Motion/Second: Crane/Mulheren to adopt Resolution (2017-32) approving the purchase and replacement of Dell servers, network switches, compellent storage and networker backup software, and the lease purchase agreement with IBM Corporation. Motion **carried** by the following roll call votes: AYES: Scalmanini, Crane, Mulheren, Doble, and Brown. NOES: None. ABSENT: None. ABSTAIN: None.

14. CLOSED SESSION

15. ADJOURNMENT

There being no further business, the meeting adjourned at 9:50 p.m.

Ashley Cocco, Deputy City Clerk



ITEM NO.: 7a

MEETING DATE: July 5, 2017

AGENDA SUMMARY REPORT

SUBJECT: REPORT OF ACQUISITION OF PROFESSIONAL SERVICES FROM ALPHA ANALYTICAL LABORATORIES, INC. FOR QUARTERLY WATER SAMPLING AND COMPLETION OF CHEMICAL EXAMINATION REPORTS FOR THE UKIAH LANDFILL

Summary: Council will receive a report regarding the acquisition of services for quarterly water sampling and preparation of chemical examination reports for the Ukiah Landfill.

Background: In accordance with the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (NCRWQCB), the City is mandated to complete quarterly water sampling and analysis for the Ukiah Landfill.

Discussion: In compliance with Section §1522 of the City Code, this report is submitted to the City Council for the purpose of reporting the acquisition of professional consulting services costing more than \$10,000. The Public Works Department requested Alpha Analytical Laboratories, Inc. to conduct quarterly water sampling and to prepare chemical examination reports for the Ukiah Landfill. Alpha Analytical completed the quarterly water sampling and produced the chemical examination reports for the amount of \$15,182.80. In conjunction with these chemical examination reports, EBA Engineering analyzes the data to prepare and submit the required detection monitoring report to the NCRWQCB.

FISCAL IMPACT:				
Budgeted Amount in 17-18 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
\$200,000	Landfill	70024500.52100	Yes ☐ No ☒	PO #44499

RECOMMENDED ACTION(S): Receive and file report of acquisition of professional services from Alpha Analytical Laboratories, Inc. for quarterly water sampling and completion of chemical examination reports for the Ukiah Landfill. Report is submitted pursuant to City Code.

ALTERNATIVES: N/A

Citizens advised: None
Requested by: Tim Eriksen, Director of Public Works / City Engineer
Prepared by: Rick Seanor, Deputy Director of Public Works
Coordinated with: Sage Sangiacomo, City Manager and Mary Horger, Procurement Manager.
Presenter: Tim Eriksen, Director of Public Works / City Engineer
Attachments: None

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

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

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager



ITEM NO.: 7b

MEETING DATE: July 5, 2017

AGENDA SUMMARY REPORT

SUBJECT: APPROVE CHANGE ORDER # 2 FOR THE AIRPORT AVGAS TANK PAD AND FUELING SYSTEM INSTALLATION, SPECIFICATION NO. 17-04

Summary: Council will consider approving Change Order #2 in the amount of \$2,500.00 for additional electric work for the Airport Avgas Tank Pad and Fueling System Installation Project, Specification No. 17-04.

Background: On April 12, 2017, Council approved bid award to Gregg Simpson Trucking in the amount of \$77,010.50, for the Airport Avgas Tank Pad and Fueling System Installation, Specification No. 17-04.

Discussion: On May 31, 2017, Change Order #1 was issued in the amount of \$6,127.50. This change involved an additional meter main that needed to be installed that was discovered during the course of the initial work.

On June 19th, a second change order was proposed in the amount of \$2,500. The project drawings show the conduit to the control panel from underground directly into the bottom of the control panel. Due to the fact that the skid is also a fuel containment pan, there can be no penetrations through it. The panel is mounted off the front edge of the skid, about 4" from face of skid to face of panel. The bottom of the panel is 30" above grade. This conduit run requires a seal fitting below the panel. It is not possible to bend the required offset in a steel pipe in the vertical distance that is available. Therefore, the change order includes making this transition with a flex connector. Since the area is Class I, Division 1 area, the flex connector would need to be 2" explosion-proof flex.

The proposed Change Order #2 exceeds the amount Staff is authorized to approve. Staff is requesting Council approval of this change order in order to complete this project. If approved, the total project cost will be \$85,638. Funds are available in the Capital account #77900000.80100.15042.

FISCAL IMPACT:				
Budgeted Amount in 17-18 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
\$42,000	Capital	#77900000.80100.15042	Yes ☐ No ☒	1617-194

RECOMMENDED ACTION(S): Approve change order #2 for the Airport Avgas Tank Pad and Fueling System Installation, Specification No. 17-04.

ALTERNATIVES: Remand to staff with other direction.

Citizens advised: N/A
Requested by: N/A
Prepared by: Mary Horger, Procurement Manager and Greg Owen, Airport Manager.
Coordinated with: Sage Sangiacomo, City Manager
Presenters: Mary Horger, Procurement Manager and Greg Owen, Airport Manager.
Attachment: 1. Change Order #2

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

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

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

CITY OF UKIAH

CONTRACT CHANGE ORDER

ORDER NO. 2

DATE: July 5, 2017

Contract for (Description of Facility): Airport AvGas Tank Pad and Fueling System Installation, Specification No. 17-04Owner: City of Ukiah, 300 Seminary Avenue, Ukiah, California, 95482-5400To (Contractor): Gregg Simpson Trucking, 11 Highland Court, Ukiah, CA 95482

You are hereby directed to make the herein described changes from the contract plans and specifications or do the following described work not included in the contract plans and specifications:

Description of Changes - Itemized Breakdown	ESTIMATED DECREASE To Contract Amount	ESTIMATED INCREASE To Contract Amount
1. Additional work involving a meter main installation as per Gregg Simpson Estimate #117 dated 5/31/17.		\$2,500.00
ESTIMATED NET CHANGE IN CONTRACT PRICE		\$2,500.00

Justification (Detailed and Concise): Additional work was unforeseen and not shown in plans and specifications.The amount of the Contract will be (~~decreased~~/**increased**/~~unchanged~~) by the estimated sum of: two thousand five hundred dollars and no cents (\$2,500.00).The contract total including this and previous Change Orders will be: eighty-three thousand one hundred thirty-eight dollars and no cents (\$85,638.00).The contract period provided for completion will be (**increased**/~~decreased~~/~~unchanged~~): TBD days.

This document will become a supplement to the contract and all provisions will apply hereto.

Approved by: _____
(City)_____
DateAccepted: _____
(Contractor)_____
Date

This information will be issued as a record of any changes to the original construction contract.



ITEM NO.: 7c

MEETING DATE: July 5, 2017

AGENDA SUMMARY REPORT

SUBJECT: CONSIDERATION AND POSSIBLE ADOPTION OF AMENDED RESOLUTION ESTABLISHING FEES AND CHARGES UNDER CALIFORNIA PUBLIC RECORDS ACT FOR REQUESTED COPIES OF PUBLIC RECORDS

Summary: Council will receive a report and consider adopting a resolution that will amend the established fees and charges for copies of public records under the California Public Records Act.

Background: Under the California Public Records Act (PRA), Government Code Section 6253 allows the City to charge "fees covering direct costs of duplication." Council last reviewed the fees and charges for providing copies of documents on June 1, 2016, and adopted resolution 2016-37 (Attachment 1), fixing the fees as follows:

- No charge for up to 150 pages to a single request or multiple requests from same requestor in any three (3) month consecutive period;
- No charge for documents transferred from electronic media or scanned into a PDF format and emailed to the requestor or copied to a flash drive or other storage medium supplied by the requestor, provided that the time required to scan the documents is one-half (1/2) hour or less.
- For paper copies: \$.03/page for black/white copies and \$.07/page for color copies, plus the hourly cost to the City of the City employee operating the copy machine.
- \$.02/page for copies scanned to a flash drive or other storage medium to cover the cost of the copy machine or scanner plus the Employee Cost multiplied by the Copying/Scanning time.

Council requested to review the fees after a year's implementation. Since this resolution went into effect, the City Clerk's office has received 89 Public Record Act requests. Of those requests, 11 were billable under the resolution, totaling \$1,197.

Discussion: The Clerk's office found that the resolution did not adequately address the following items:

1. Copies of large miscellaneous documents, plans, and maps that *can* be copied in house on city equipment, were not specified. The rate established for "Other Plans" and "Misc Maps, Graphics and Reports" on the Planning & Building Permits and Services Fee Schedule adopted on June 1, 2016, through resolution 2016-30 (Attachment 2 – page 6 only) is \$5.00 - \$30.00. The City Clerk's office recommends adding a section for "...large miscellaneous documents, plans, and maps that

RECOMMENDED ACTION(S): Adopt amended resolution establishing fees and charges under the California Public Records Act for requested copies of public records.

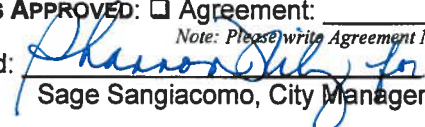
ALTERNATIVES: Do not adopt the resolution.

Citizens advised: N/A
Requested by: N/A
Prepared by/Contact: Kristine Lawler, City Clerk; *Note: David Rapport, City Attorney, wrote the original resolution*
Coordinated with: N/A
Presenter: Kristine Lawler, City Clerk
Attachments: 1. Resolution 2016-37; 2. Resolution 2016-30, page 6 only; 3. Proposed Resolution (redline and clean)

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

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

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

are not able to be copied on the 11 x 17 copier, but which can be copied in house on city equipment, \$5.00/page.”

2. Billing for the “hourly cost to the City of the City employee operating the copy machine” was a cumbersome and inconsistent billing mechanism due to the different rates for various employees, which made the same document cost different amounts depending on who was doing the copying. A more consistent rate was determined by using the lower employee rate and the following formula:

Regular Scan Sizes: 8.5 x 11; 8.5 x 14; 11 x 17:

- Hourly rate of Deputy City Clerk is \$41.63
 - \$41.63 divided into 60 minutes = \$0.69 cents per minute.
 - \$0.69 divided into 60 seconds = \$0.01 cent per second.
 - Time to copy or scan one page = 1 second
 - **Total Employee Cost for Copying and Scanning = \$0.01/ page**
3. By billing the Employee Cost by the page, this eliminates the need to keep a log, which also proved to take additional staff time; therefore, this section was removed from the resolution.

These changes are reflected in the amended resolution (Attachment 3 – redline and clean), which staff recommends adopting.

FISCAL IMPACT:				
Budgeted Amount in 17-18 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Reference No.
N/A	N/A	N/A	Yes ☐ No ☒	Resolution 2016-37

RESOLUTION NO. 2016 – 37**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ESTABLISHING FEES AND CHARGES UNDER CALIFORNIA PUBLIC RECORDS ACT FOR REQUESTED COPIES OF PUBLIC RECORDS****WHEREAS,**

1. In Government Code Section 6253, the California Public Records Act ("PRA") allows the City to charge "fees covering direct costs of duplication," when public records of the City are requested by members of the public; and
2. In City Council Resolution 2006-40, adopted on February 15, 2006, the City Council last established fees and charges for providing copies of documents under the PRA; and
3. Resolution 2006-40 fixed the fee at \$.10/page for copies and provided the option of copying the documents on to a compact disk ("CD") for \$3.00/disk; and
3. In the intervening ten years, the technology has changed and the use of the PRA has changed with requests often seeking hundreds or thousands of pages of documents; and
4. The City Council continues to support both the letter and the spirit of the PRA by making public records readily available to members of the public, while, at the same time, allowing the City to recover the costs allowed under the PRA, when the request places a significant demand on City resources;

NOW, THEREFORE, BE IT RESOLVED:

1. There shall be no charge for copies of documents as follows:
 - a. A total of 150 pages or less printed to paper in response to a single request or in multiple requests from or on behalf of the same requestor in any consecutive three (3) month period;
 - b. Documents transferred from electronic media or scanned into a PDF format and emailed to the requestor or copied to a flash drive or other storage medium supported by the City's computer system and supplied by the requestor, provided that the time required to scan the documents is one-half (1/2) hour or less.
2. For requests not covered by 1 above, the charge for public records is as follows:
 - a. For paper copies \$.03/page for black/white, and \$.07 for color, plus the hourly cost to the City of the City employee operating the copy machine (hereafter, "the Employee Cost") multiplied by the number of hours in one-half (1/2) hour increments required to scan the requested documents, not counting the time to locate the document, remove the document from the file, prepare the document for copying, return the documents to the file and return the files to storage (hereafter, "the Copying/Scanning Time");
 - b. For copies scanned to a flash drive or other storage medium compatible with the City's equipment which is supplied by the requestor, \$.02/page to cover the cost of the copy machine or scanner plus the Employee Cost multiplied by the Copying/Scanning Time.

3. The City employee copying or scanning documents shall prepare and maintain a log recording the time required to provide copies of the documents requested which shall be provided to a requestor being charged for copies.

4. Where fees are required, the City can require a deposit prior to proceeding to copy or scan the documents and require full payment or make a required refund prior to furnishing the copies to the requestor.

5. Nothing in this resolution shall prevent the City Clerk from charging costs in accordance with Government Code Section 6253.9 or for the actual direct cost of making copies of documents that cannot be copied or scanned on City equipment (such as blue prints or other oversized documents) or require some other specialized copying or scanning.

6. This resolution shall become effective immediately upon its adoption and shall apply to PRA requests pending on the resolution's effective date.

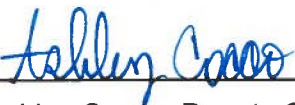
PASSED AND ADOPTED on June 15, 2016, by the following Roll Call Vote:

AYES: Councilmembers Crane, Mulheren, Doble, Brown, and Scalmanini
NOES: None
ABSTAIN: None
ABSENT: None



Stephen G. Scalmanini, Mayor

ATTEST:



Ashley Cocco, Deputy City Clerk

Building Permit Review Fee (Planners)	\$50	\$50
General Plan/Advance Planning Maintenance Fee	15% of the total cost of a Building Permit (Building Permit, Mechanical Permit, Electrical Permit, Plumbing Permit and Plan Check)	15% of the total cost of a Building Permit (Building Permit, Mechanical Permit, Electrical Permit, Plumbing Permit and Plan Check)
Document and Map Fees		
General Plan	\$30.00	\$30.00
Zoning Ordinance	\$30.00	\$30.00
Subdivision Ordinance	\$30.00	\$30.00
Master Bike/Ped Plan	\$30.00	\$30.00
Airport Master Plan	\$30.00	\$30.00
Landscaping Guidelines	\$15.00	\$15.00
Design Guidelines	\$15.00	\$15.00
Creek Plans	\$15.00	\$15.00
General Plan Map	\$30.00	\$30.00
Zoning Map	\$30.00	\$30.00
Other Plans	\$5.00-\$30.00	\$5.00-\$30.00
Misc Maps, Graphics and Reports	\$5.00-\$30.00	\$5.00-\$30.00
Photo Copy	\$0.10 per page First 5 copies per day are free	\$0.10 per page First 5 copies per day are free

RESOLUTION NO. ~~2016~~-2017 –**AMENDED RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH
ESTABLISHING FEES AND CHARGES UNDER CALIFORNIA PUBLIC RECORDS ACT
FOR REQUESTED COPIES OF PUBLIC RECORDS****WHEREAS,**

1. In Government Code Section 6253, the California Public Records Act ("PRA") allows the City to charge "fees covering direct costs of duplication," when public records of the City are requested by members of the public; and
2. In City Council Resolution 2006-40, adopted on February 15, 2006, the City Council last established fees and charges for providing copies of documents under the PRA; and
3. Resolution 2006-40 fixed the fee at \$.10/page for copies and provided the option of copying the documents on to a compact disk ("CD") for \$3.00/disk; and
3. In the intervening ten years, the technology has changed and the use of the PRA has changed with requests often seeking hundreds or thousands of pages of documents; and
4. The City Council continues to support both the letter and the spirit of the PRA by making public records readily available to members of the public, while, at the same time, allowing the City to recover the costs allowed under the PRA, when the request places a significant demand on City resources;

NOW, THEREFORE, BE IT RESOLVED:

1. There shall be no charge for copies of documents as follows:

- a. A total of 150 pages or less printed to paper in response to a single request or in multiple requests from or on behalf of the same requestor in any consecutive three (3) month period;
- b. Documents transferred from electronic media or scanned into a PDF format and emailed to the requestor or copied to a flash drive or other storage medium supported by the City's computer system and supplied by the requestor, provided that the time required to scan the documents is one-half (1/2) hour or less.

2. For requests not covered by 1 above, the charge for public records is as follows:

- a. For paper copies \$.~~03~~04/page for black/white, and \$.~~07~~08 for color, ~~plus~~ which includes the hourly cost to the City of the ~~City employee~~ Deputy Clerk operating the copy machine (hereafter, "the Employee Cost" *see detailed formula below) ~~multiplied by the number of hours in one-half (1/2) hour increments required to scan the requested documents,~~ which does not counting the time to locate the document, remove the document from the file, prepare the document for copying, return the documents to the file and return the files to storage (~~hereafter, "the Copying/Scanning Time"~~);

*** Regular Scan Sizes: 8.5 x 11; 8.5 x 14; 11 x 17:**

- Hourly rate of Deputy City Clerk is \$41.63
- \$41.63 divided into 60 minutes = \$0.69 cents per minute.
- \$0.69 divided into 60 seconds = \$0.01 cent per second.

- Time to copy or scan one page = 1 second
- Total Employee Cost for Copying and Scanning = \$0.01/ page

b. For copies scanned to a flash drive or other storage medium compatible with the City's equipment which is supplied by the requestor, \$.~~02~~03/page to cover the cost of the copy machine or scanner, which includes ~~plus~~ the Employee Cost ~~multiplied by the Copying/Scanning Time~~.

c. For large miscellaneous documents, plans, and maps that are not able to be copied on the 11 x 17 copier, but which can be copied in house on city equipment, \$5.00/page.

~~3. The City employee copying or scanning documents shall prepare and maintain a log recording the time required to provide copies of the documents requested which shall be provided to a requestor being charged for copies.~~

~~4~~3. Where fees are required, the City can require a deposit prior to proceeding to copy or scan the documents and require full payment or make a required refund prior to furnishing the copies to the requestor.

~~5~~4. Nothing in this resolution shall prevent the City Clerk from charging costs in accordance with Government Code Section 6253.9 or for the actual direct cost of making copies of documents that cannot be copied or scanned on City equipment (such as blue prints or other oversized documents) or require some other specialized copying or scanning.

~~6~~5. This resolution shall become effective immediately upon its adoption and shall apply to PRA requests pending on the resolution's effective date.

PASSED AND ADOPTED on ~~June 15, 2016~~July 5, 2017, by the following Roll Call Vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

~~Stephen G. Scalmanini~~Jim O. Brown, Mayor

ATTEST:

~~Ashley Cocco~~Kristine Lawler, ~~Deputy~~ City Clerk

RESOLUTION NO. 2017 –**AMENDED RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH
ESTABLISHING FEES AND CHARGES UNDER CALIFORNIA PUBLIC RECORDS ACT
FOR REQUESTED COPIES OF PUBLIC RECORDS****WHEREAS,**

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2. In City Council Resolution 2006-40, adopted on February 15, 2006, the City Council last established fees and charges for providing copies of documents under the PRA; and
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3. In the intervening ten years, the technology has changed and the use of the PRA has changed with requests often seeking hundreds or thousands of pages of documents; and
4. The City Council continues to support both the letter and the spirit of the PRA by making public records readily available to members of the public, while, at the same time, allowing the City to recover the costs allowed under the PRA, when the request places a significant demand on City resources;

NOW, THEREFORE, BE IT RESOLVED:

1. There shall be no charge for copies of documents as follows:
 - a. A total of 150 pages or less printed to paper in response to a single request or in multiple requests from or on behalf of the same requestor in any consecutive three (3) month period;
 - b. Documents transferred from electronic media or scanned into a PDF format and emailed to the requestor or copied to a flash drive or other storage medium supported by the City's computer system and supplied by the requestor, provided that the time required to scan the documents is one-half (1/2) hour or less.
2. For requests not covered by 1 above, the charge for public records is as follows:
 - a. For paper copies \$.04/page for black/white, and \$.08 for color, which includes the hourly cost to the City of the Deputy Clerk operating the copy machine (hereafter, "the Employee Cost" *see detailed formula below), which does not count the time to locate the document, remove the document from the file, prepare the document for copying, return the documents to the file and return the files to storage;

*** Regular Scan Sizes: 8.5 x 11; 8.5 x 14; 11 x 17:**

- Hourly rate of Deputy City Clerk is \$41.63
- \$41.63 divided into 60 minutes = \$0.69 cents per minute.
- \$0.69 divided into 60 seconds = \$0.01 cent per second.
- Time to copy or scan one page = 1 second
- **Total Employee Cost for Copying and Scanning = \$0.01/ page**

b. For copies scanned to a flash drive or other storage medium compatible with the City's equipment which is supplied by the requestor, \$.03/page to cover the cost of the copy machine or scanner, which includes the Employee Cost.

c. For large miscellaneous documents, plans, and maps that are not able to be copied on the 11 x 17 copier, but which can be copied in house on city equipment, \$5.00/page.

3. Where fees are required, the City can require a deposit prior to proceeding to copy or scan the documents and require full payment or make a required refund prior to furnishing the copies to the requestor.

4. Nothing in this resolution shall prevent the City Clerk from charging costs in accordance with Government Code Section 6253.9 or for the actual direct cost of making copies of documents that cannot be copied or scanned on City equipment (such as blue prints or other oversized documents) or require some other specialized copying or scanning.

5. This resolution shall become effective immediately upon its adoption and shall apply to PRA requests pending on the resolution's effective date.

PASSED AND ADOPTED on July 5, 2017, by the following Roll Call Vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk



ITEM NO.: 7d
MEETING DATE: July 5, 2017

AGENDA SUMMARY REPORT

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING REVISED STATEMENT OF INVESTMENT POLICY

Summary: Council is asked to consider revisions to the City's Statement of Investment Policy and to adopt a resolution approving those revisions to the Policy.

Background: The City of Ukiah contracts with PFM Asset Management, LLC ("PFM") an independent investment advisor, to manage the investment of the City's funds. PFM completed an annual review of the City's Statement of Investment Policy to ensure the Policy is in compliance with the sections of the California Government Code ("Code") that govern the investment of public funds.

Discussion: While no significant changes to the City's Statement of Investment Policy are required at this time, PFM recommends the following modification:

1. Update the credit rating language used in the Policy to reflect a recent revision to the Code. Senate Bill 974, which took effect on January 1, 2017, modified Code Sections 53601 et seq. to clarify that the Code's rating requirements specify the minimum credit rating category required at purchase without regard to "+", "-", or 1,2,3, modifiers. The change applies to the following paragraphs in Section V. Authorized Investments: h, i, l, p, and r.

The Policy is in compliance with the sections of the California Government Code that govern the investment of public funds. Revising the credit rating language will update the Policy to incorporate a recent update to the Code.

Staff recommends adoption of the resolution approving the City's Statement of Investment Policy (Attachment #1). To view exactly what is changing, a redline version of the Policy has been provided as Attachment #2.

FISCAL IMPACT:				
Budgeted Amount in 17/18 FY	Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Adopt resolution approving City's Statement of Investment Policy.

ALTERNATIVES: N/A

Citizens advised: N/A
Requested by: PFM Asset Management, LLC, the City's investment advisor.
Prepared by/Contact: Daphne Harris, Management Analyst - Finance
Coordinated with: Sage Sangiacomo, City Manager
Presenter: Daphne Harris, Management Analyst - Finance
Attachments: 1. Proposed resolution and revised Statement of Investment Policy
2. Redline version of the revised Statement of Investment Policy

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

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

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 2017-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING REVISED STATEMENT OF INVESTMENT POLICY

WHEREAS, it is the policy of the City Council of the City of Ukiah to invest its public funds in a manner that will provide maximum security, adequate liquidity, and sufficient yield, while meeting the daily cash flow demands of the City and conforming to all statutes and regulations governing the investment of public funds; and

WHEREAS, Section 53600.5 of the California Government Code states that when investing and managing public funds, the primary objective of a trustee shall be to safeguard the principal of the funds under its control; and

WHEREAS, the secondary objective of Section 53600.5 is the requirement to meet the liquidity needs of the depositor; and

WHEREAS, the third objective of Section 53600.5 is to achieve a return on the funds under its control; and

WHEREAS, Section III of the City's Statement of Investment Policy clearly specifies the three principle objectives of the City's investment activities as safety, liquidity, and yield, in that order of priority; and

WHEREAS, in accordance with California Government Code Section 53646, the City Finance Director may annually render to the City Council a Statement of Investment Policy, where any revisions to the Policy shall be considered by the City Council at a public meeting.

NOW, THEREFORE, BE IT RESOLVED the City Council finds that the City's Statement of Investment Policy complies with the California Government Code, which governs investment practices of local governments; and

BE IT FURTHER RESOLVED, the City Council of the City of Ukiah adopts the attached Exhibit A - City of Ukiah Statement of Investment Policy dated July 5, 2017.

PASSED AND ADOPTED this 5th day of July 2017, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk

**CITY OF UKIAH
STATEMENT OF INVESTMENT POLICY
July 2017**

I. PURPOSE

The purpose of this document is to establish and organize investment policies, which will govern the investment activities of the City of Ukiah.

II. SCOPE

This investment policy covers all the City's surplus funds and investments (except retirement funds and bond proceeds) and investment activities under the direction of the City. Investment of bond proceeds will be governed by the provisions of relevant bond documents.

The investment policies of the City of Ukiah are based on state law and prudent money management practices. All funds will be invested in accordance with this Investment Policy and applicable California Government Codes, including § 53601 et seq.

III. OBJECTIVES

The primary objectives of the City, in order of priority, shall be:

- 1) **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.
- 2) **Liquidity:** The investment portfolio of the City will remain sufficiently liquid to enable the City to meet its cash flow requirements.
- 3) **Yield:** The investment strategy of the City shall be to earn a reasonable investment return, considering current market conditions, and within the parameters set forth by priorities (1) and (2) above.

An adequate percentage of the portfolio shall be maintained in liquid, short-term securities that can be converted into cash if necessary to meet forecasted disbursement requirements. The portfolio shall also be appropriately diversified to avoid unreasonable and avoidable risks regarding specific security types or individual financial institutions.

IV. POLICIES

1. **Public Funds:** It is the policy of the City of Ukiah to invest public funds in a manner which will provide the maximum safety and liquidity, while earning an investment return consistent with the objectives and parameters set forth by this policy.
2. **Prudent Investor Standard:** Ukiah operates its investments program under the Prudent Investor Standard, which states that the governing body of the local agency or

the persons authorized to make investment decisions on behalf of the local agency are trustees, and, therefore, subject to the Prudent Investor Standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

3. **Management Responsibilities:** Management responsibility for the investment program is delegated, for a one-year period, subject to annual review and delegation, to the City Treasurer. The City Treasurer may further delegate day-to-day management of the investment program to a professional external investment advisor.
4. **Internal Controls:** A system of internal controls shall be established and documented in writing by the Finance Director. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City of Ukiah. Controls deemed most important include: minimization of opportunities for collusion, separation of duties, separation of transaction authority from accounting and recordkeeping, avoidance of bearer-form securities, specific limitations regarding securities losses and remedial actions, written confirmation of all transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and proper review and approval of brokerage accounts and investment transactions.
5. **Safekeeping, Custody, and Delivery:** The City's investments shall be held in safekeeping, in the name of the City of Ukiah, by a third party custodian bank. Investment transactions shall be executed and settled using the "delivery vs. payment" method.
6. **Reporting:** The Finance Director shall review and have available monthly reports in the Finance Department, and available for public review, which shall include type of investment, issuer, purchase and maturity dates, rating, purchase price, par, current market value as of the date of the report and the source of this valuation, and yield to maturity. These reports shall include a list of all transactions during the past month.

The Investment Advisor will also deliver periodic market updates and portfolio reviews to the Finance Director. The Finance Director will deliver investment reports to the Investment Oversight Committee and City Council.

The Oversight Committee will meet at least once annually in order to conduct a comprehensive review of the investment activities of the City so as to insure that regulations are being adhered to and that strategies are being followed.

7. **Conflict of Interest:** In accordance with California Government Code sections 1090, et

seq. and 87100, et seq., officers and employees of the City will refrain from any activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions. All investment personnel shall comply with the reporting requirements of the Political Reform Act, to include the annual filing of Statements of Economic Interest.

8. **Return on Investment:** The City's investment portfolio shall be designed to attain a market-average rate of return through economic cycles. The Investment Oversight Committee will measure the portfolio against an appropriate benchmark.
9. **Annual Review of Policy:** The Investment Advisor shall review the Investment Policy annually and provide the City Manager and Finance Director with recommendations if any are needed. The Finance Director will present the Policy, and any recommended changes, to the Investment Oversight Committee and City Council. City Council will review the Policy and recommended changes at a public meeting.

V. AUTHORIZED INVESTMENTS

Generally, investments shall be made in the context of the Prudent Investor Standard. The City is further governed by applicable California Government Codes, including sections 53600 and 53601 et seq. Within the context of these regulations, the following investments are authorized, and further limited herein:

- (a) **Ukiah Bonds:** Bonds issued by the City of Ukiah, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the City or by a department, board, agency, or authority of the City.
- (b) **U.S. Treasury Obligations:** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for payment of principal and interest.
- (c) **California State Obligations:** Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- (d) **Non-California State Obligations:** Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States in addition to California.
- (e) **Local Agency Obligations:** Bonds, notes, warrants, or other certificates of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.

- (f) **Federal Agency or Government Sponsored Enterprise Obligations:** Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by Federal Agencies or United States Government Sponsored Enterprises.
- (g) **Bankers' Acceptances:** Bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances may not exceed 180 days maturity or 40% of the portfolio, and no more than 5% of the portfolio may be invested in the banker's acceptance of any one commercial bank.
- (h) **Commercial Paper:** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):
 - (1) The entity meets the following criteria: (a) is organized and operating in the United States as a general corporation; (b) has total assets in excess of five hundred million dollars (\$500,000,000); and (c) has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO.
 - (2) The entity meets the following criteria: (a) is organized within the United States as a special purpose corporation, trust, or limited liability company; (b) has program-wide credit enhancements, including, but not limited to, over collateralization, letters of credit or surety bond; and (c) has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.

Eligible commercial paper shall have a maximum maturity of 270 days. Purchases of commercial paper may not exceed 25% of the City's portfolio. The City may purchase no more than 10% of the outstanding commercial paper of any single issuer. No more than 5% of the portfolio may be invested in commercial paper of any one institution.
- (i) **Negotiable Certificates of Deposit:** Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank, a state or federal savings and loan association, or a federally-licensed or state-licensed branch of a foreign bank provided that the senior debt obligations of the issuing institution are rated in a rating category of "A"(long-term) or its equivalent or better or A-1 (short-term) or its equivalent or better by an NRSRO. Purchases of negotiable certificates of deposit may not exceed 30% of the portfolio, and no more than 5% of the City's portfolio may be invested in any one financial institution.
- (j) **Repurchase Agreements:** The City may invest in repurchase agreements with banks and dealers with which the City has entered into a master repurchase agreement. The maturity of repurchase agreements shall not exceed 365 days. The market value of securities used as collateral for repurchase agreements shall be valued at 102% or greater of the funds borrowed against those securities at all times and shall be monitored daily by the investment staff. In order to conform with provisions of the

Federal Bankruptcy Code, which provide for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be direct obligations of the United States or any agency of the United States as described in §V of this policy.

In addition, the City may enter into repurchase agreements only with “primary dealers” as designated by the Federal Reserve Bank of New York. All securities underlying Repurchase Agreements must be delivered to the City’s custodian bank (delivery vs. payment) or be handled under a properly executed “tri-party” repurchase agreement. The market value must be recalculated each time there is a substitution of collateral. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

- (k) **Reverse Repurchase Agreements:** The City may invest in reverse repurchase agreements only with “primary dealers” with which the City has entered into a master repurchase agreement contract. The City may invest in reverse repurchase agreements with the following conditions:

Reverse repurchase agreements may be used only after prior approval of the City Council. The City may only use reverse repurchase agreements to (1) cover a temporary cash shortage, or (2) augment earnings. Reverse repos may not be used to leverage the portfolio. In addition:

If a reverse repurchase agreement is authorized, it may be utilized only if the security to be sold on a reverse repurchase agreement has been owned and fully paid for by the City for a minimum of 30 days prior to the sale; the total of all reverse repurchase agreements on investments owned by the City does not exceed 20% of the portfolio; and the agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of the security using a reverse repurchase agreement and the final maturity date of the same security. The proceeds of the reverse repurchase agreement may not be invested in securities whose maturity exceeds the term of the reverse repurchase agreement.

- (l) **Medium-term Notes:** The City may invest in all corporate and depository institution debt securities with a maximum remaining maturity of five year or less, issued by corporations organized and operating within the United States, or by depository institutions licensed in the United States or any state and operating within the United States. Notes eligible for investment shall be rated in a rating category of “A” or its equivalent or better by an NRSRO. Purchase of corporate notes may not exceed 30% of the portfolio, and no more than 5% of the corporate notes in the portfolio may be invested in the same corporation.
- (m) **Money Market Funds:** Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by California Government Code section 53601 subdivisions (a) to (k), inclusive, and subdivisions

(m) to (q), inclusive and that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. To be eligible for investment these companies shall either: (i) attain the highest ranking or highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations, or (ii) have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). The purchase price of shares of beneficial interest purchased shall not include any commission that these companies may charge and shall not exceed 20% of the City's portfolio.

- (n) **Local Agency Investment Fund:** The City may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer for the benefit of local agencies under §16429.1 of the Government Code. The maximum balance that can be held in the fund is the maximum amount permitted by LAIF's Local Investment Advisory Board.
- (o) **Time Deposits:** The City may invest in non-negotiable time deposits that are FDIC insured or fully collateralized in financial institutions located in California, including U.S. branches of foreign banks licensed to do business in California. To be eligible to receive local agency deposits, a financial institution must receive a minimum overall "satisfactory rating" for meeting the credit needs of California Communities in its most recent evaluation. All time deposits must be collateralized in accordance with the California Government Code § 53650, et seq. Since time deposits are not liquid, no more than 25% of the cost value of the portfolio may be invested in this category.
- (p) **Mortgage-Backed and Asset-Backed Securities:** Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service and having a rating in a rating category of "A" or equivalent or higher for the issuer's unsecured debt, as provided by a nationally recognized rating service. Purchase of securities authorized by this subdivision may not exceed 20% of the agency's surplus money that may be invested pursuant to this section.
- (q) **Local Government Investment Pools (LGIPs).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in California Government Code section 53601 subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria: (1) The adviser is registered or exempt from registration with the Securities and exchange Commission. (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive. (3) The adviser has

assets under management in excess of five hundred million dollars (\$500,000,000).

- (r) **Supranational Debt.** United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and shall not exceed 30% of the portfolio.

Credit criteria listed in this section refers to the credit quality of the issuing organization at the time the security is purchased. The maturity limits are applied at the time of purchase.

VI. INELIGIBLE INVESTMENTS

The City may only invest in those obligations authorized by this policy. The City shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages, or in any security that could result in zero interest accrual if held to maturity. However, the City may hold prohibited investments until their maturity dates.

VII. PORTFOLIO LIMITS AND DIVERSIFICATION

1. **Maximum Investment Maturity:** Unless otherwise noted within this investment policy, the City may not invest in a security with a maturity that exceeds five years from the date of purchase. Investments which exceed five years in maturity require authority granted by City Council before purchase. Written authority of the City Council must be granted specifically or as part of an investment program no less than three months prior to the date of purchase.
2. **Maximum Weighted Average Maturity:** The maximum weighted average maturity of the City's investment portfolio shall not exceed 2.5 years to control overall exposure to interest rate risk.
3. **Diversification:** With the exception of obligations of the United States Government and its Agencies, no more than 10% of the portfolio may be invested in the securities of any single issuer.

Adopted on the 5th day of July 2017 by the Ukiah City Council.

Signed:

Attest:

Jim O. Brown, Mayor

Kristine Lawler, City Clerk

CITY OF UKIAH
STATEMENT OF INVESTMENT POLICY
~~May 2016~~ June 2017

I. PURPOSE

The purpose of this document is to establish and organize investment policies, which will govern the investment activities of the City of Ukiah.

II. SCOPE

This investment policy covers all the City's surplus funds and investments (except retirement funds and bond proceeds) and investment activities under the direction of the City. Investment of bond proceeds will be governed by the provisions of relevant bond documents.

The investment policies of the City of Ukiah are based on state law and prudent money management practices. All funds will be invested in accordance with this Investment Policy and applicable California Government Codes, including § 53601 et seq.

III. OBJECTIVES

The primary objectives of the City, in order of priority, shall be:

- 1) **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.
- 2) **Liquidity:** The investment portfolio of the City will remain sufficiently liquid to enable the City to meet its cash flow requirements.
- 3) **Yield:** The investment strategy of the City shall be to earn a reasonable investment return, considering current market conditions, and within the parameters set forth by priorities (1) and (2) above.

An adequate percentage of the portfolio shall be maintained in liquid, short-term securities that can be converted into cash if necessary to meet forecasted disbursement requirements. The portfolio shall also be appropriately diversified to avoid unreasonable and avoidable risks regarding specific security types or individual financial institutions.

IV. POLICIES

1. **Public Funds:** It is the policy of the City of Ukiah to invest public funds in a manner which will provide the maximum safety and liquidity, while earning an investment return consistent with the objectives and parameters set forth by this policy.
2. **Prudent Investor Standard:** Ukiah operates its investments program under the Prudent Investor Standard, which states that the governing body of the local agency or the persons authorized to make investment decisions on behalf of the local agency are trustees, and, therefore, subject to the Prudent Investor Standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a

trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

3. **Management Responsibilities:** Management responsibility for the investment program is delegated, for a one-year period, subject to annual review and delegation, to the City Treasurer. The City Treasurer may further delegate day-to-day management of the investment program to a professional external investment advisor.
4. **Internal Controls:** A system of internal controls shall be established and documented in writing by the Finance Director. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation of third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City of Ukiah. Controls deemed most important include: minimization of opportunities for collusion, separation of duties, separation of transaction authority from accounting and recordkeeping, avoidance of bearer-form securities, specific limitations regarding securities losses and remedial actions, written confirmation of all transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and proper review and approval of brokerage accounts and investment transactions.
5. **Safekeeping, Custody, and Delivery:** The City's investments shall be held in safekeeping, in the name of the City of Ukiah, by a third party custodian bank. Investment transactions shall be executed and settled using the "delivery vs. payment" method.
6. **Reporting:** The Finance Director shall review and have available monthly reports in the Finance Department, and available for public review, which shall include type of investment, issuer, purchase and maturity dates, rating, purchase price, par, current market value as of the date of the report and the source of this valuation, and yield to maturity. These reports shall include a list of all transactions during the past month.

The Investment Advisor will also deliver periodic market updates and portfolio reviews to the Finance Director. The Finance Director will deliver investment reports to the Investment Oversight Committee and City Council.

The Oversight Committee will meet at least once annually in order to conduct a comprehensive review of the investment activities of the City so as to insure that regulations are being adhered to and that strategies are being followed.

7. **Conflict of Interest:** In accordance with California Government Code sections 1090, et seq. and 87100, et seq., officers and employees of the City will refrain from any activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions. All investment personnel shall comply with the reporting requirements of the Political Reform Act, to include the annual filing of Statements of Economic Interest.

8. **Return on Investment:** The City's investment portfolio shall be designed to attain a market-average rate of return through economic cycles. The Investment Oversight Committee will measure the portfolio against an appropriate benchmark.
9. **Annual Review of Policy:** The Investment Advisor shall review the Investment Policy annually and provide the City Manager and Finance Director with recommendations if any are needed. The Finance Director will present the Policy, and any recommended changes, to the Investment Oversight Committee and City Council. City Council will review the Policy and recommended changes at a public meeting.

V. AUTHORIZED INVESTMENTS

Generally, investments shall be made in the context of the Prudent Investor Standard. The City is further governed by applicable California Government Codes, including sections 53600 and 53601 et seq. Within the context of these regulations, the following investments are authorized, and further limited herein:

- (a) **Ukiah Bonds:** Bonds issued by the City of Ukiah, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the City or by a department, board, agency, or authority of the City.
- (b) **U.S. Treasury Obligations:** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for payment of principal and interest.
- (c) **California State Obligations:** Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- (d) **Non-California State Obligations:** Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States in addition to California.
- (e) **Local Agency Obligations:** Bonds, notes, warrants, or other certificates of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.
- (f) **Federal Agency or Government Sponsored Enterprise Obligations:** Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by Federal Agencies or United States Government Sponsored Enterprises.
- (g) **Bankers' Acceptances:** Bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances may not exceed 180 days maturity or 40% of the portfolio, and no more than 5% of the portfolio may be

invested in the banker's acceptance of any one commercial bank.

- (h) **Commercial Paper:** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

(1) The entity meets the following criteria: (a) is organized and operating in the United States as a general corporation; (b) has total assets in excess of five hundred million dollars (\$500,000,000); and (c) has debt other than commercial paper, if any, that is rated [in a rating category of "A" or its equivalent](#) or higher by an NRSRO.

(2) The entity meets the following criteria: (a) is organized within the United States as a special purpose corporation, trust, or limited liability company; (b) has program-wide credit enhancements, including, but not limited to, over collateralization, letters of credit or surety bond; and (c) has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.

Eligible commercial paper shall have a maximum maturity of 270 days. Purchases of commercial paper may not exceed 25% of the City's portfolio. The City may purchase no more than 10% of the outstanding commercial paper of any single issuer. No more than 5% of the portfolio may be invested in commercial paper of any one institution.

- (i) **Negotiable Certificates of Deposit:** Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank, a state or federal savings and loan association, or a federally-licensed or state-licensed branch of a foreign bank provided that the senior debt obligations of the issuing institution are rated [in a rating category of "A"\(long-term\) or its equivalent or better](#) or A-1 (short-term) [or its equivalent](#) or better by an NRSRO. Purchases of negotiable certificates of deposit may not exceed 30% of the portfolio, and no more than 5% of the City's portfolio may be invested in any one financial institution.

- (j) **Repurchase Agreements:** The City may invest in repurchase agreements with banks and dealers with which the City has entered into a master repurchase agreement. The maturity of repurchase agreements shall not exceed 365 days. The market value of securities used as collateral for repurchase agreements shall be valued at 102% or greater of the funds borrowed against those securities at all times and shall be monitored daily by the investment staff. In order to conform with provisions of the Federal Bankruptcy Code, which provide for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be direct obligations of the United States or any agency of the United States as described in §V of this policy.

In addition, the City may enter into repurchase agreements only with "primary dealers" as designated by the Federal Reserve Bank of New York. All securities underlying Repurchase Agreements must be delivered to the City's custodian bank (delivery vs. payment) or be handled under a properly executed "tri-party" repurchase agreement. The market value must be recalculated each time there is a substitution of collateral. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

- (k) **Reverse Repurchase Agreements:** The City may invest in reverse repurchase agreements only with “primary dealers” with which the City has entered into a master repurchase agreement contract. The City may invest in reverse repurchase agreements with the following conditions:

Reverse repurchase agreements may be used only after prior approval of the City Council. The City may only use reverse repurchase agreements to (1) cover a temporary cash shortage, or (2) augment earnings. Reverse repos may not be used to leverage the portfolio. In addition:

If a reverse repurchase agreement is authorized, it may be utilized only if the security to be sold on a reverse repurchase agreement has been owned and fully paid for by the City for a minimum of 30 days prior to the sale; the total of all reverse repurchase agreements on investments owned by the City does not exceed 20% of the portfolio; and the agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of the security using a reverse repurchase agreement and the final maturity date of the same security. The proceeds of the reverse repurchase agreement may not be invested in securities whose maturity exceeds the term of the reverse repurchase agreement.

- (l) **Medium-term Notes:** The City may invest in all corporate and depository institution debt securities with a maximum remaining maturity of five year or less, issued by corporations organized and operating within the United States, or by depository institutions licensed in the United States or any state and operating within the United States. Notes eligible for investment shall be rated [in a rating category of “A” or its equivalent](#) or better by an NRSRO. Purchase of corporate notes may not exceed 30% of the portfolio, and no more than 5% of the corporate notes in the portfolio may be invested in the same corporation.
- (m) **Money Market Funds:** Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by California Government Code section 53601 subdivisions (a) to (k), inclusive, and subdivisions (m) to (q), inclusive and that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. To be eligible for investment these companies shall either: (i) attain the highest ranking or highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations, or (ii) have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). The purchase price of shares of beneficial interest purchased shall not include any commission that these companies may charge and shall not exceed 20% of the City’s portfolio.
- (n) **Local Agency Investment Fund:** The City may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer for the benefit of local agencies under §16429.1 of the Government Code. The maximum balance that can be

held in the fund is the maximum amount permitted by LAIF's Local Investment Advisory Board.

- (o) **Time Deposits:** The City may invest in non-negotiable time deposits that are FDIC insured or fully collateralized in financial institutions located in California, including U.S. branches of foreign banks licensed to do business in California. To be eligible to receive local agency deposits, a financial institution must receive a minimum overall "satisfactory rating" for meeting the credit needs of California Communities in its most recent evaluation. All time deposits must be collateralized in accordance with the California Government Code § 53650, et seq. Since time deposits are not liquid, no more than 25% of the cost value of the portfolio may be invested in this category.
- (p) **Mortgage-Backed and Asset-Backed Securities:** Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer rated in a rating category of "AA" or its equivalent or better by a nationally recognized rating service and having a rating in a rating category of "A" or equivalent or higher ~~rating~~ for the issuer's unsecured debt, as provided by a nationally recognized rating service. Purchase of securities authorized by this subdivision may not exceed 20% of the agency's surplus money that may be invested pursuant to this section.
- (q) **Local Government Investment Pools (LGIPs).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in California Government Code section 53601 subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria: (1) The adviser is registered or exempt from registration with the Securities and exchange Commission. (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive. (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).
- (r) **Supranational Debt.** United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and shall not exceed 30% of the portfolio.

Credit criteria listed in this section refers to the credit quality of the issuing organization at the time the security is purchased. The maturity limits are applied at the time of purchase.

VI. INELIGIBLE INVESTMENTS

The City may only invest in those obligations authorized by this policy. The City shall not invest

any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages, or in any security that could result in zero interest accrual if held to maturity. However, the City may hold prohibited investments until their maturity dates.

VII. PORTFOLIO LIMITS AND DIVERSIFICATION

1. **Maximum Investment Maturity:** Unless otherwise noted within this investment policy, the City may not invest in a security with a maturity that exceeds five years from the date of purchase. Investments which exceed five years in maturity require authority granted by City Council before purchase. Written authority of the City Council must be granted specifically or as part of an investment program no less than three months prior to the date of purchase.
2. **Maximum Weighted Average Maturity:** The maximum weighted average maturity of the City's investment portfolio shall not exceed 2.5 years to control overall exposure to interest rate risk.
3. **Diversification:** With the exception of obligations of the United States Government and its Agencies, no more than 10% of the portfolio may be invested in the securities of any single issuer.

Adopted on the 4th-21st day of ~~May, 2016~~ June, 2017 by the Ukiah City Council.

Signed:

Attest:

Jim Brown, Mayor

Kristine Lawler, City Clerk



ITEM NO.: 7e

MEETING DATE: July 5, 2017

AGENDA SUMMARY REPORT

SUBJECT: REPORT OF DISPOSITION OF SURPLUS MATERIALS, USED EQUIPMENT AND SUPPLIES

Summary: Per City of Ukiah procedures for sale of surplus or obsolete materials, used equipment and supplies, this report documents the sale of equipment determined to be obsolete or in poor condition and/or no longer used. Sale of the equipment is in accordance to Municipal Code Section 1533.

Background: In May, an online auction was released for the sale of miscellaneous items that have been determined obsolete or in poor condition and/or no longer used from City departments. As per policy, all departments were notified of the availability of these items in surplus prior to the auction, in the case use for another department could be identified.

The total amount of the sale was \$71,721.00. Attachment #1 provides the list of items sold, the amount they sold for, and the departments the sale proceeds have been applied to.

Discussion: At the time of the auction, in addition to the wide-span marketing that GovDeals.com conducts, alerts of the auction were placed on the City's website, ads were run in *The Ukiah Daily Journal*, and banners were posted to attract potential local buyers to the sale.

GovDeals.com is used by public agencies throughout the country to sell surplus items. What is ideal about the use of this site is that an auction can be held for any item, at any time, without transportation costs to auction sites. The auction is accessible both locally and abroad.

FISCAL IMPACT:				
Budgeted Amount in 17-18 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Receive and file report regarding the disposition of surplus materials, used equipment and supplies.

ALTERNATIVES: N/A

Citizens advised: N/A

Requested by: N/A

Prepared by: Mary Horger, Procurement Manager

Coordinated with: Mary Williamson, Buyer; Dave Kirch, Fleet Maintenance Supervisor; and Leigh Halvorsen, Senior Accountant.

Presenter: Mary Horger, Procurement Manager

Attachment: 1. List of Items Sold

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

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

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

Total Sale Proceeds Distribution by Fund		
100	General	\$ 14,598.00
203	Garage	\$ 3,525.00
777	Airport	\$ 500.00
800	Electric	\$ 3,300.00
820	Water	\$ 25,055.00
840	Sewer	\$ 24,743.00

Monthly Report
For the Month of JUNE

Ukiah Valley Fire Authority

	THIS MONTH					
EMERGENCY RESPONSES	2017	2016	2015	2014	2013	2012

FIRES

Structures	0	2	0	1	2	0
Grass/Wildland	14	4	4	2	2	3
Vehicles	0	1	1	2	1	0
Refuse	6	1	0	0	1	0
Mutual/Automatic Aid	6	7	6	3	16	9
Other Outdoor	1	3	0	0	1	1
TOTAL	27	18	11	8	23	13

NON-FIRES

Emergency Medical	96	118	28	32	33	40
Vehicle Accident	15	22	5	3	2	7
Hazardous Material	2	1	0	0	1	0
Citizen Service	35	12	6	8	11	2
Good Intent	84	64	26	21	18	6
False Alarm	12	11	5	0	3	1
Other	0	0	0	0	0	0
TOTAL	244	228	70	64	68	56
TOTAL RESPONSES	271	246	81	72	91	69

Incident Re-Cap

Still Alarm	236	219	65	62	62	50
Squad Call	21	22	14	4	16	14
First Alarm	14	4	2	5	11	5
General Alarm	0	1	0	1	2	0

Volunteer Response

Volunteer Calls	36	27	16	10	29	19
Ave. Volunteers Per Call	2	2	2	3	4	3
Volunteer Emergency Response	26	70	37	123	244	104

TRAINING (hours)

Career Personnel	50	119	116	129	110	157
Volunteer Personnel	111	96	136	151	169	234

FIRE PREVENTION

Inspections	0	1	1	16	15	5
Pre-Plans Completed	0	0	4	9	4	13

FIRE LOSSES

Persons Killed	0	0	0	0	0	0
Persons Injured	0	0	0	0	0	0
Estimated Fire Loss in \$	6,850	77,000	1,800	359,500	368,500	8,300

	TO DATE					
	2017	2016	2015	2014	2013	2012

0	17	4	7	12	14
14	6	6	5	7	6
0	6	4	10	3	3
6	7	2	2	3	2
6	21	18	20	53	40
1	3	2	0	1	2
27	60	36	44	79	67

96	781	216	235	228	242
15	74	37	37	29	22
2	9	0	2	4	0
35	128	51	37	30	21
84	403	129	87	76	47
12	71	26	8	10	14
0	0	0	0	0	0
244	1466	459	406	377	346
271	1526	495	450	456	413

236	1433	429	377	344	322
21	53	49	40	72	60
14	38	17	32	38	29
0	2	0	1	2	2

36	101	66	73	112	91
0	3	0	4	5	5
26	268	142	352	725	477

50	926	1002	826	627	852
111	808	1168	1330	1449	1595

0	13	27	66	59	62
0	4	31	83	33	102

0	0	0	0	0	0
0	0	0	0	12	0
6,850	1,013,610	94,700	493,400	1,967,020	461,025

Summary: The District/City had 36 calls for volunteers in June: 9 vehicle accidents, 11 vegetation fires, 8 good intent calls, 1 medical aid, 3 refuse fires and 3 mutual/auto aid). 36 volunteers responded for an average of 2 per call totaling 26 hours.

Totals calls for May = 84 District (31%) + 187 City (69%) for a total of 271.

Service Detail Sheet						
DATE:	7/1/2017					
	LAST	THIS		LAST	THIS	
UVFD	MONTH	MONTH		MONTH	MONTH	
EQUIPMENT	MILEAGE	MILEAGE	MILES	HOURS	HOURS	HOURS
U6403	103,866	104,331	465	N/A	N/A	N/A
U6406	49,924	50,314	390	2,222	2,246	24
SQ6431	28,077	28,078	1	N/A	N/A	N/A
SU6456	148,511	148,516	5	9	10	1
E6463	18,011	18,992	981	1,403	1,483	80
E6463 Aux Pump	N/A	N/A	N/A	54	60	6
E6465	22,583	23,513	930	1,814	1,903	89
E6465 Aux Pump	N/A	N/A	N/A	36	45	9
E6471	128,673	128,747	74	3	11	8
E6471 Aux Pump	N/A	N/A	N/A	5	5	0
E6483	95,846	95,853	7	7,396	7,397	1
E6485	90,130	90,138	8	7,615	7,616	1
WT6490	21,363	21,366	3	3,323	3,325	2
	LAST	THIS		LAST	THIS	
UFD	MONTH	MONTH		MONTH	MONTH	
EQUIPMENT	MILEAGE	MILEAGE	MILES	HOURS	HOURS	HOURS
U6504	61,120	61,513	393	N/A	N/A	N/A
U6505	74,632	74,907	275	N/A	N/A	N/A
U6515	102,480	102,770	290	N/A	N/A	N/A
M6520	78,443	78,460	17	9,161	9,167	6
U6545	85,356	85,684	328	N/A	N/A	N/A
SQ6547	27,127	27,154	27	2,386	2,390	4
T6552	36,817	37,161	344	3,493	3,536	43
E6580	72,126	72,232	106	7,813	7,827	14
E6584	72,834	73,012	178	7,710	7,723	13

Gasoline							
	LAST MONTH	THIS MONTH		LAST SERVICE	MILEAGE AT NEXT SERVICE	OR DATE OF NEXT SERVICE	PERCENT MILES COMPLETED
EQUIPMENT	MILEAGE	MILEAGE	MILES				
UVFD							
U6403	103,866	104,331	465	100,085	104,085	Nov-2017	106%
U6406 (Diesel)	49,924	50,314	390	46,820	50,820	Sep-2017	87%
SQ6431	28,077	28,078	1	24,352	28,352	Jul-2017	93%
UFD							
U6504	61,120	61,513	393	57,591	61,591	Sep-17	98%
U6505	74,632	74,907	275	70,929	74,929	Sep-17	99%
U6515	102,480	102,770	290	102,053	106,053	Jun-17	18%
U6545	85,356	85,684	328	84131	88,131	Aug-17	39%
Diesel							
	LAST MONTH	THIS MONTH		HRS LAST SERVICE	HRS NEXT SERVICE	OR DATE OF NEXT SERVICE	PERCENT HOURS COMPLETED
EQUIPMENT	HOURS	HOURS	HOURS (HRS)				
UVFD							
SU6456	9	10	1.2	3	203	Mar-18	4%
E6463	#REF!	1,403	#REF!	1298	1498	Aug-17	53%
E6463 Aux Pump	54	60	6.2	0	100	Mar-18	60%
E6465	1,814	1,903	89	1768	1968	May-18	68%
E6465 Aux Pump	36	45	8.8	0	100	Apr-18	45%
E6471	3	11	8	3	203	Mar-18	4%
E6471 Aux Pump	5	5	0	2	102	Mar-18	2%
E6483	7,396	7,397	1	7280	7480	Aug-17	59%
E6485	7,615	7,616	0.9	7605	7805	Mar-18	5%
WT6490	3,323	3,325	1.9	3319	3519	Mar-18	3%
UFD							
M6520	9161	9,167	6	8991	9361	Jul-17	88%
SQ6547	2386	2,390	4	2306	2586	Aug-17	42%
T6552	3,493	3,536	43	3408	3608	Mar-18	64%
E6580	7,813	7,827	14	7800	8000	Mar-18	14%
E6584	7,710	7,723	13.3	7680	7880	Mar-18	22%
Filename: ServiceDetailSheet UKV.UKH.Miles.Hours							



ITEM NO.: 11a

MEETING DATE: July 5, 2017

AGENDA SUMMARY REPORT

SUBJECT: CONTINUED PUBLIC HEARING TO REVIEW, CONSIDER, AND POSSIBLY ADOPT A RESOLUTION ADJUSTING THE FIRE PREVENTION FEE SCHEDULE

Summary: The City Council will continue a public hearing from the regular meeting of June 21st to review and possibly adopt a resolution adjusting the Fire Prevention Fee Schedule.

Background: The current Fire Prevention Fee Schedule was approved by City Council Resolution on May 15, 1996, (Attachments #1 and #2). Due to the length of time since the schedule has been reviewed and updated, expenses have increased, making it necessary to adjust the fee schedule in order to cover actual costs. A comparison of several surrounding agencies, showing average charges, has been provided for reference (Attachment #3 as recommend and alternative). Currently, the base fee listed on the schedule is \$50.00 per hour, while the Fire Marshal's hourly rate is \$80.72 per hour.

Discussion: At the June 21st meeting, Council left the following motion on the table:

Motion by Councilmember Mulheren, Seconded by Vice Mayor Doble to adopt the resolution for the Fire Prevention Fee Schedule increasing the fees to \$80.72, with direction to bring the item back in a year for review and to discuss the fire mitigation fees.

However, the City has a practice of having fees in whole dollar amounts. Therefore, Staff is recommending that Council adopt a resolution (Attachment #4) adjusting the minimum hourly rate to \$81.00 per hour (rounding the \$80.72 to the whole dollar amount) to cover actual costs of providing fire prevention services, but has also prepared an alternative resolution (Attachment #4 Alternative) to reflect the motion left on the table of \$80.72 per hour.

All rates for services in this schedule are recommended for adjustment based on the cost recovery rate of the Fire Marshal.

FISCAL IMPACT:				
Budgeted Amount in 17-18 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Adopt the resolution for the Fire Prevention Fee Schedule increasing the permit and fees cost to \$81.00 per hour.

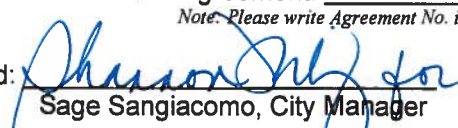
ALTERNATIVES: Adopt the resolution for the Fire Prevention Fee Schedule increasing the permit and fees cost to \$80.72 per hour, or Remand to Staff with alternate direction.

Citizens advised: Publically noticed pursuant to City code
Requested by: Kevin Jennings, Division Chief
Prepared by/Contact: Kevin Jennings, Division Chief
Coordinated with: N/A
Presenter: Kevin Jennings, Division Chief
Attachments: 1. Resolution 96-65
2. Excerpt from Minutes of May 15, 1996 - Agenda Item 8a
3. Spreadsheet comparison of Fee Schedule
4. Proposed resolution of \$81.00 per hour; Alternative Resolution of \$80.72 per hour

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

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

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: 
Sage Sangiacomo, City Manager

RESOLUTION NO. 96-65

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH
ADJUSTING FIRE PREVENTION FEE SCHEDULE**

WHEREAS,

1. The Fire Marshal for the City of Ukiah or his delegate(s) reviews various plans submitted in connection with building permit, subdivision, and other applications; and conducts inspections of property and improvements; and issues permits under the Uniform Fire Code and other applicable codes, ordinances, and regulations; and
2. Fire Department Site and Plan Review fees, Fire Department Plan Check and Inspection fees, Water Flow Test and Fire Flow Calculation fees, Cost of Reports and Documents, and Fees for Apparatus and or Personnel have not been updated since 1991 when the fee schedule was adopted; and
3. The cost incurred by the City of Ukiah in providing these services has increased significantly; and
4. The applicants or parties requesting or requiring these services should pay for the actual costs incurred by the City; and
5. The City has provided all notices required by law and pursuant to Government Code Section 54992 has made available to the public for a period of ten (10) days prior to the hearing on the fees established or adjusted in this resolution, data indicating the amount of cost, or estimated cost, required to provide the service for which the fee is levied, and the revenue sources anticipated to provide the service, including general fund revenues; and
6. The City Council finds that the fees imposed by this resolution do not exceed the estimated reasonable cost of providing the service for which the fee is charged and the fees for reports or documents do not exceed the direct costs of duplication; and
7. The fees for site and plan reviews, plan checks, and inspections will not normally apply to plans or other actions involved in the actual construction of single family dwellings, but will apply to approvals required for residential, as well as other, subdivisions and residential automatic fire sprinkler systems.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ukiah hereby adopts the following fees for Fire Department services as set forth in the Fee Schedule contained herein.

BE IT FURTHER RESOLVED that the fees imposed by said Fee Schedule must be paid by the applicant for any permit in connection with which any covered plan check or inspection is requested or required before the service is provided.

BE IT FURTHER RESOLVED that when any covered inspection is conducted for fire safety purposes and not at the request of the permit applicant, property owner, tenant, or other person occupying the property, or where collecting the fee in advance is for any other reason impractical or not in the interest of preserving fire safety, the City shall collect the fee at the earliest opportunity and the Finance Department and City Attorney are authorized to take all actions, including legal action, they deem necessary to collect said fees. The City's ordinances imposing interest and authorizing the City to recover its attorneys' fees shall apply to such collection efforts. If an applicant commences work requiring a permit for which a covered inspection or plan check is required before submitting his or her application, the fees set forth in the Fee Schedule shall be doubled for all covered services provided in connection with that permit application.

FEE SCHEDULE

<u>TYPE OF FEE</u>	<u>AMOUNT</u>
1. <u>Site and Plan Reviews</u> Does not apply to actual <i>construction</i> of single family dwellings	
a. Site Development and Use Permit review	\$50.00
b. Plan Review - Minor Subdivision (1-4 parcels)	\$50.00
c. Plan Review - Major Subdivision (5 or more parcels)	\$50.00 +\$5.00 per lot
2. <u>Plan Checks, Inspections, and Permits</u> Does not apply to construction of single family dwellings, except fire sprinkler systems	
a. Plan Review - Building Permit	\$50.00 per hour ½ hour minimum
b. Automatic Fire Sprinkler System: Original Installation (includes: plan review, underground flush, pressure test, alarm test)	
i. NFPA 13 & 13R (commercial, motel, apartments)	\$.01 per square foot of sprinklered area (\$250.00 minimum)
ii. NFPA 13D (1 & 2 family residential)	\$60.00

c. Automatic Fire Sprinkler System: Modification / Replacement

i. Modification per rented or separately occupied space (includes: plan review, underground flush, pressure test, alarm test)	\$.01 per square foot of sprinklered area (\$100.00 minimum)
ii. Underground pipe installation	\$50.00
iii. System supervision alarm	\$50.00
d. Other Automatic Fire Extinguishing Systems, (includes: plan review and test)	\$100.00
e. Fire Alarm Systems (includes: plan review & test)	\$150.00
f. Combustible / Flammable Liquid Storage Tanks (removal, installation, above or below ground)	\$100.00 for first tank \$25.00 each additional tank
g. Other permits required under Section 105.8 of the 1994 Uniform Fire Code (includes: plan review and testing, if applicable)	\$50.00 per hour (1 hour minimum)
h. Inspections & Tests: (including: requested inspections, follow-up or reinspections due to non-compliance or malfunction)	\$50.00 per hour (1 hour minimum each)
i. Inspections or Tests: after hours, when available.	\$50.00 per hour (2 hour minimum each)
3. <u>Water Flow Tests & Fire Flow Calculations</u>	\$50.00 per hour (1 hour minimum each)
4. <u>Cost of Reports and Documents</u>	
a. Incident Report	\$5.00 each
b. Excerpts of Codes or Ordinance (3 pages maximum)	\$3.00 each
c. Any Special Report (requiring research or compilation)	\$15.00 each

d. Photos

- | | |
|-------------|--------------|
| i. 3"x 5" | \$5.00 each |
| ii. 8"x 10" | \$10.00 each |

5. Apparatus use and/or Personnel

(Fire protection and/or emergency services in unusual circumstances, or recoverable under applicable codes, or any judgement or assumption of financial responsibility for cost recovery).

Rates are per hour, each applicable rate is subject to a one hour minimum charge.

Equipment rates include one operator, additional personnel subject to personnel rate.

- | | |
|---|---------|
| a. Heavy-Duty Equipment
(including: Fire Engine, Ladder Truck, Incident Support Unit, Water Tender, Command Vehicle) | \$50.00 |
| b. Light-Duty Equipment
(including: Patrol, Sedan, Pick-Up Truck, Ambulance [not billed otherwise], etc.) | \$35.00 |
| c. Personnel Rate | \$25.00 |

PASSED AND ADOPTED on the 15th day of May, 1996, by the following roll call vote:

AYES: Mastin, Malone, Wattenburger, Shoemaker, Mayor Schneider
NOES: None
ABSENT: None


Fred Schneider, Mayor

ATTEST:


Karen Yoast, Deputy City Clerk

Discussion was had relative to the historic value of the structure, and there is not enough interest by any parties to further delay demolition.

M/S Malone/Wattenburger that due to the circumstances surrounding the economics and lack of interested parties to preserve the building located at 400 East Perkins Street, the demolition permit shall be allowed, carried by the following roll call vote: AYES: Councilmembers Mastin, Malone, Wattenburger, Shoemaker, and Mayor Schnleiter. NOES: None. ABSTAIN: None. ABSENT: None.

8. PUBLIC HEARING - 7:00 p.m.

8a. Adoption of Resolution Adjusting Fire Prevention Fee Schedule

Ms. Horsley presented Operations Chief Sandelin and Fire Marshal Sprehn.

Mr. Sandelin explained the history of fire department fees, and the proposed new fees. He explained Roger Sprehn is the staff member who worked on the project and can answer Council's questions.

Mr. Sprehn indicated he based the proposed fees on the time involved to accomplish each task. The hourly rate increased from \$30 per hour, to \$50 per hour, which includes clerical, vehicle support, etc. He drew attention to the analysis he performed of what other fire departments in Mendocino and Napa counties are charging, and noted the City's current fees are either typical to or below most agencies. He explained the public hearing noticing steps taken regarding this item.

Discussion followed relative to the methodology used in arriving at some of the fees, that some of the fees will be lower, and the training levels needed to be able to perform plan checking services.

Public Hearing Opened - 7:19 p.m.

Al Beltrami, 145 Mendocino Place, read a letter, dated May 15, 1996, from Mendocino County Employers Council into the record which noted a concern relative to a 66% increase over five years; that general fund revenues should be used for public safety rather than a reliance on fees; if fees are to be used for some public safety functions, they should be based on a reasonable basis related to service provided, and not for revenue; that the charges for document reproduction are extremely high and need to be justified; that there are three agencies dealing with tank regulations; and concern relative there being any appeal fee. He requested the Council keep the fees at a level to cover reasonable costs and do not add the new fee for the Fire Control Appeal Board, and to investigate if better coordination would make the fuel tank regulation process more efficient.

Public Hearing Closed - 7:27 p.m.

Councilmember Wattenburger questioned whether it is a state requirement that all three agencies deal with the fuel tank regulations.

Mr. Sprehn advised the state is in the process of coordinating this into one agency per area, but at this time the City's Fire Code requires a permit for removal, installation, modification, etc. for underground tanks.

Discussion followed relative to coordinating efforts with regards to the fuel tanks; that the City currently does not have any appeal fees because the Council does not want to make it difficult for a non-developer to appeal a project; that the state is looking at requiring building inspectors to be licensed, which may extend to fire personnel. There was additional discussion regarding whether there could be only one fee for one inspector. It was noted both the building and fire divisions do work with many of the same code books, however, fire life and safety issues are the Fire Department's role because they are heavily trained around fire safety.

Ms. Horsley noted staff is currently looking at the permit process, and will be looking at these coordination issues.

Mr. Sandelin noted in other agencies where they have tried to combine the two inspection functions they end up with a specialist in fire, life safety, and hazardous materials.

Mayor Schnleiter indicated he supports all the proposed fees, except a fee for appeals.

Mr. Wattenburger noted he would prefer to see smaller increases proposed more often.

Mr. Rapport noted it is required that the proposed fee reflects the cost for providing the service, and Mr. Sprehn has based his fees accordingly.

Ms. Horsley advised that staff is trying to bring all City fees up to date. She further advised that staff

has no strong feelings about the appeal hearing fee, it was brought forward because of the high cost of their first appeal hearing.

MS Wattenburger/Mastin to adopt Resolution No. 96-65, Adjusting Fire Prevention Fee Schedule, with the deletion of the Fire Code Board of Appeal fee, carried by the following roll call vote: AYES: Councilmembers Mastin, Malone, Wattenburger, Shoemaker, and Mayor Schneider. NOES: None. ABSTAIN: None. ABSENT: None.

8b. Adoption of Resolution Approving Lease and Sub-Lease Agreements to Refinance Greater Ukiah Senior Center Offices

Mr. Rapport reported that the Senior Citizen Center has found an excellent financing mechanism, saving 2% per year, for their buildings. This will provide them with a lower monthly cost as well as providing additional funds. The proper public notice was given and the resolution authorizes the City Manager or Mayor to sign the necessary documents. He noted the City is basically facilitating this financing and the lender is obligated to look exclusively at the Senior Center in case of default. The lender is one of the current lenders and it wants to take on the entire mortgage at this time.

Public Hearing Opened - 7:49 p.m.

Terr Willis, Executive Director of Senior Center, advised Council that the Senior Center Board approved the financing package. She added that it will save the seniors a lot of money, will not cost the City anything, and requested the Council adopt the resolution.

Public Hearing Closed - 7:50 p.m.

MS Malone/Shoemaker to approve Resolution No. 96-66 Approving the Lease-Purchase Agreement and Sublease Purchase Agreement to Refinance the Acquisition of Buildings for the Greater Ukiah Senior Center, Inc., carried by the following roll call vote: AYES: Councilmembers Mastin, Malone, Wattenburger, Shoemaker, and Mayor Schneider. NOES: None. ABSTAIN: None. ABSENT: None.

10. NEW BUSINESS

10a. Selection of Alternate Board Member to the Redwood Empire Municipal Insurance Fund (REMIF)

Ms. Horsley advised an alternate Board member must be appointed to the REMIF Board, since she was the alternate prior to taking the position of City Manager. She will be designated the main Board member, and that Michael Harris be appointed as the alternate. She advised there is valuable training associated with the appointment of Mr. Harris.

MS Shoemaker/Malone to make Candace Horsley the main REMIF Board member and Michael Harris the alternate, carried by the following roll call vote: AYES: Councilmembers Mastin, Malone, Wattenburger, Shoemaker, and Mayor Schneider. NOES: None. ABSTAIN: None.

10b. Discussion Regarding City Treasurer Position and Appointment of Interim City Treasurer

Ms. Horsley explained that the City Council appointed Treasurer, Patrick Coyne, has moved out of the City limits and under Government Code Section 36502 is no longer eligible to serve as the City of Ukiah Treasurer. She explained the two actions of Council this evening are to appoint a Treasurer to fill the vacancy until the November election, and authorize a strategy for investment services. The Treasurer appointment can be filled by a member of public, staff, or a Councilmember as long as the appointee is a City resident. If the Council decides to appoint a Councilmember, they can do so tonight or direct staff to do a recruitment. Staff also recommends that the appointed Treasurer be the Chair of the oversight committee, which will be considered by the Council in the June meeting. The City's investments should be managed by an investment advisor. Patrick Coyne has proactively provided the City with investment services since his appointment and he has offered to continue to do so on a consultant basis for \$2,083.33 per month, but only if his contract is through February 1997. Attached to the report is the proposed professional services contract and a comparison chart of the portfolio, which reflect the portfolio's increases. She explained other alternatives for Council include hiring an investment advisor on a month-to-month basis until an investment advisor is selected through the RFP process, or contract with an advisor until the November election, when a new Treasurer will be elected.

Discussion followed relative to the City Treasurer's report, and it was noted the report illustrates what the City had just prior to the sale of the derivatives, through where the City is currently showing an increase in current market value of a little more than \$4 million.

	Category	Current Rate	Proposed Rate	8 City Average
		Implemented 1996	2017	Eureka, Marysville, Yuba City,
				Cloverdale, Healdsburg
				Santa Rose, Petaluma,
				Rohnert Park
1	Minor Subdivision	\$50.00 / hr.	\$81.00 / hr.	
2	Plan review for Minor Subdivision, 5 parcels and \$5.00 per parcel.	\$50.00 / hr.	\$81.00 / hr.	
3	Site Development & Use Permit Review	\$50.00 / hr.	\$81.00 / hr.	
4	Plan Review for Building Permit	\$50.00 / hr. 1 hour min.	\$81.00 / hr. 1 hour min.	\$121.00 (7)
5	Fire Sprinkler System, NFPA 13 & 13R	\$.01 / sq. ft. \$250.00 min.		Eureka, \$98.60 / hr, \$1.00 to \$5.00 per head depending upon
6	Fire Sprinkler System Modification. (Tennent Improvement)	\$.01 / sq. ft. \$100.00 min.	\$121.00 Plan Check = \$81.00 Inspection = \$40.00	complexity of build. Or sent to consultant, 3rd party review.
7	System Supervisory Alarm	\$50.00	\$81.00 1 hr. min.	
8	Other Automatic Fire Extinguishing Systems	\$100.00	\$121.00 Plan check = \$81 / hr. Inspection = actual time spent based upon 1/4 hr. increments. \$40.00 min.	
9	Fire Alarm Systems	\$150.00	\$121.00 Plan Check = \$81 / hr. Inspection = actual time spent based upon 1/4 hr. increments, \$40.00 min.	\$262.00 (6)
10	Combustable Flammable Liquid Storage Tanks.	\$100.00, 1st tank, \$25.00 for ea. Add.		\$193.00 (2) \$70.00 for ea. Add. (2)
11	Inspections & Tests not previously included above.	\$50.00 / hr., 1 hr. min.	\$81.00 / hr. 1 hr. min.	\$110.00 / hr.

12	Inspections / Tests	\$75.00 / hr.	\$120.00 / hr.	
	after hours (when	1 hr. min	1 hr. min.	
	available)			
13	Over the counter,	\$50.00 / hr.	\$81.00 / hr.	
	"Rapid Review"	1 hr. min.	1 hr. min.	
14	Tents & Membrane	\$100.00	\$121.00	\$132.00 (2)
	Structures	Permit, \$50.00	Permit, \$81.00	
		Insp. \$50.00	Insp. \$40.00	
15	Alarm Malfunctions,		\$200.00 for each	Commercial rate,
	3 per calander year		occurance after the	\$446, \$648, \$1054
	no charge.		first 3.	
				Residential rate,
				\$406, \$567,
16	Mitagation fees,		Res. =	
	per sf.		Comm. =	
17	Day Cares,		Sm. Fam. = \$40.00	
	Small, 8 - 14 people		Lg. Fam. = \$81.00	
	Large, 14 or more			
18	Institutional,		\$81.00 / hr. 1 hr. min.	
	Residential Care			
	more than 6, less than			
	50			
19	Institutional,		\$81.00 / hr. 1 hr. min.	
	50 or more people			
20	Solar Instalation,		\$121.00	
	Residential, Comm.		Permit / Plan Check	
			\$81.00 / hr. 1 hr. min	
			Inspection, \$40.00	
21	Annual required		\$81.00 per hr. 1 hr.	Eureka = \$98.60 / hr.
	inspections,		min	
	R1, R2, E's, I's, A's			
	(hotel / motel, Schools,			
	Institutions "jails", and			
	Large Assemblies)			

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		Implemented 1996	2017	Eureka, Marysville, Yuba City,
				Cloverdale, Healdsburg
				Santa Rose, Petaluma,
				Rohnert Park
1	Minor Subdivision	\$50.00 / hr.	\$80.72 / hr.	
2	Plan review for Minor Subdivision, 5 parcels and \$5.00 per parcel.	\$50.00 / hr.	\$80.72 / hr.	
3	Site Development & Use Permit Review	\$50.00 / hr.	\$80.72 / hr.	
4	Plan Review for Building Permit	\$50.00 / hr. 1 hour min.	\$80.72 / hr. 1 hour min.	\$121.00 (7)
5	Fire Sprinkler System, NFPA 13 & 13R	\$.01 / sq. ft. \$250.00 min.		Eureka, \$98.60 / hr, \$1.00 to \$5.00 per head depending upon
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10	Combustable Flammable Liquid Storage Tanks.	\$100.00, 1st tank, \$25.00 for ea. Add.		\$193.00 (2) \$70.00 for ea. Add. (2)
11	Inspections & Tests not previously included above.	\$50.00 / hr., 1 hr. min.	\$80.72 / hr. 1 hr. min.	\$110.00 / hr.

12	Inspections / Tests	\$75.00 / hr.	\$120.00 / hr.	
	after hours (when	1 hr. min	1 hr. min.	
	available)			
13	Over the counter,	\$50.00 / hr.	\$80.72 / hr.	
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	per sf.		Comm. =	
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	Large, 14 or more			
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	Residential Care			
	more than 6, less than			
	50			
19	Institutional,		\$80.72 / hr. 1 hr. min.	
	50 or more people			
20	Solar Instalation,		\$121.00	
	Residential, Comm.		Permit / Plan Check	
			\$80.72 / hr. 1 hr. min	
			Inspection, \$40.00	
21	Annual required		\$80.72 per hr. 1 hr.	Eureka = \$98.60 / hr.
	inspections,		min	
	R1, R2, E's, I's, A's			
	(hotel / motel, Schools,			
	Institutions "jails", and			
	Large Assemblies)			

RESOLUTION NO. 2017-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADJUSTING FIRE PREVENTION FEE SCHEDULE

WHEREAS,

1. The Fire Marshal for the City of Ukiah or his delegate(s) reviews various plans submitted in connection with building permit, subdivision, and other applications; and conducts inspections of property and improvements; and issues permits under the Uniform Fire Code and other applicable codes, ordinances, and regulations; and
2. Fire Department Site and Plan Review fees, Fire Department Plan Check and Inspection fees, Water Flow Test and Fire Flow Calculation fees, and Cost of Reports and Documents have not been updated since 1996 when the fee schedule was adopted; and
3. The cost incurred by the City of Ukiah of providing these services has increased significantly; and
4. The applicants or parties requesting or requiring these services should pay for the actual cost incurred by the City; and
5. The City has provided all notices required by law and pursuant to Government Code Section §54992, and has made such available to the public for a period of ten (10) day prior to the hearing on the fees established or adjusted in this Resolution, data indicating the amount of cost, or estimated cost, required to provide the service for which the fee is levied, and the revenue sources anticipated to provide the service, including general fund revenues; and
6. The City Council finds that the fees imposed by this Resolution do not exceed the estimated reasonable cost of providing the service for which the fee is charged and the fees for reports or documents do not exceed the direct costs of duplication; and
7. The fees for site and plan reviews, plan checks, and inspections will not normally apply to plans or other actions involved in the actual construction of single family dwellings, but will apply to approvals required for residential, as well as other subdivisions and residential automatic fire sprinkler systems.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ukiah hereby adopts the following fees for Fire Department services as set forth in the Fee Schedule contained herein.

BE IT FURTHER RESOLVED that the fees imposed by said Fee Schedule must be paid by the applicant for any permit in connection with which any covered plan check or inspection is requested or required before the service is provided.

BE IT FURTHER RESOLVED that when any covered inspection is conducted for fire safety purposes and not at the request of the permit applicant, property owner, tenant, or other person occupying the property, or where collecting the fee in advance is for any other reason impractical or not in the interest of preserving fire safety, the City shall collect the fee at the earliest opportunity and the Finance Department and City Attorney are authorized to take all actions, including legal action, they deem necessary to collect said fees. The City's ordinances imposing interest and authorizing the City to recover its attorney's fees shall apply to such collection efforts.

If an applicant commences work requiring a permit for which a covered inspection or plan check is required before submitting his or her application, the fees set forth in the Fee Schedule shall be doubled for all covered services provided in connection with that permit application.

FEE SCHEDULE

TYPE OF FEE	AMOUNT
1. <u>Site and Plan Reviews</u> Does not apply to actual construction of single family dwellings.	
a. Site Development and Use Permit review	\$81.00
b. Plan Review – Minor Subdivision (1 -4 parcels)	\$81.00
c. Plan Review – Major Subdivision (5 or more parcels)	\$81.00 + \$5.00 per lot
2. <u>Plan Checks, Inspection, and Permits</u> Does not apply to construction of a single family dwellings, except fire sprinkler systems.	
a. Plan Review – Building Permit	\$81.00per hour ½ hour minimum
b. Automatic Fire Sprinkler System: Original Installation (includes: plan review, underground flush, pressure test, alarm test)	
i. NFPA 13 & 13R (commercial, motel, apartments)	\$.01 per square foot of sprinklered area. (\$250.00 minimum)
ii. NFPA 13D (1 & 2 family residential)	\$81.00
c. Automatic Fire Sprinkler System: Modification / Replacement	
i. Modification per rented or separately occupied space .	\$.01 per square foot of sprinklered area (\$120.00 minimum)
(Includes: plan review, underground flush, pressure test, alarm test)	
ii. Underground pipe installation	\$81.00
iii. System supervision alarm	\$81.00

d. Other Automatic Fire Extinguishing Systems (includes: plan review and test)	\$120.00
e. Fire Alarm Systems (includes: plan review and test)	\$120.00
f. Combustible / flammable Liquid Storage Tanks	\$100.00 for first tank \$25.00 for each additional
g. Inspections & Tests not previously included.	\$81.00 / hr. (1 hr. minimum)
h. Inspections & Tests after hours (when available)	\$121.00 / hr. (1 hr. minimum)
i. Over the counter, "Rapid Review"	\$81.00 / hr. (1 hr. minimum)
j. Tents & Membrane Structures (\$81.00 permit, \$40.00 inspection)	\$121.00
k. Inspections & Tests: (including: requested inspections, Follow-up or re-inspections due to non-compliance or malfunction)	\$81.00 / hr. (1 hr. minimum)
l. Alarm Malfunctions (3 per calendar year, no charge)	\$200.00 Each occurrence after the first 3
m. Day Cares	\$40.00 small family 8 – 14 people \$81.00 large family 14 or more
n. Institutional, Residential Care More than 6, less than 50.	\$81.00 / hr. 1 hr. minimum
o. Institutional, 50 or more.	\$81.00 / hr.
p. Solar installation, Residential / Commercial	\$121.00 \$81.00 plan check, \$40.00 inspection
q. Annual required Inspections, R1, R2, E's, I's, A's (hotel / motels, schools, institutions (jails) and large assemblies)	\$81.00 / hr. 1 hr. minimum

3. Water Flow Tests & Fire Flow Calculations \$81.00 / hr. / each
4. Costs of Reports and Documents
- a. Incident Report \$5.00 each
 - b. Excerpts of Codes or Ordinance (3 pages maximum) \$3.00 each
 - c. Any special Report (requiring research or compilation) \$15.00 each
 - d. Photos
 - i. 3" x 5" \$5.00 each
 - ii. 8" x 10" \$10.00 each

PASSED AND ADOPTED this 5th day of July, 2017, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk

RESOLUTION NO. 2017-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADJUSTING FIRE PREVENTION FEE SCHEDULE

WHEREAS,

1. The Fire Marshal for the City of Ukiah or his delegate(s) reviews various plans submitted in connection with building permit, subdivision, and other applications; and conducts inspections of property and improvements; and issues permits under the Uniform Fire Code and other applicable codes, ordinances, and regulations; and
2. Fire Department Site and Plan Review fees, Fire Department Plan Check and Inspection fees, Water Flow Test and Fire Flow Calculation fees, and Cost of Reports and Documents have not been updated since 1996 when the fee schedule was adopted; and
3. The cost incurred by the City of Ukiah of providing these services has increased significantly; and
4. The applicants or parties requesting or requiring these services should pay for the actual cost incurred by the City; and
5. The City has provided all notices required by law and pursuant to Government Code Section 54992 has made available to the public for a period of ten (10) day prior to the hearing on the fees established or adjusted in this resolution, data indicating the amount of cost, or estimated cost, required to provide the service for which the fee is levied, and the revenue sources anticipated to provide the service, including general fund revenues; and
6. The City Council finds that the fees imposed by this resolution do not exceed the estimated reasonable cost of providing the service for which the fee is charged and the fees for reports or documents do not exceed the direct costs of duplication; and
7. The fees for site and plan reviews, plan checks, and inspections will not normally apply to plans or other actions involved in the actual construction of single family dwellings, but will apply to approvals required for residential, as well as other, subdivisions and residential automatic fire sprinkler systems.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ukiah hereby adopts the following fees for Fire Department services as set forth in the Fee Schedule contained herein.

BE IT FURTHER RESOLVED that the fees imposed by said Fee Schedule must be paid by the applicant for any permit in connection with which any covered plan check or inspection is requested or required before the service is provided.

BE IT FURTHER RESOLVED that when any covered inspection is conducted for fire safety purposes and not at the request of the permit applicant, property owner, tenant, or other person occupying the property, or where collecting the fee in advance is for any other reason impractical or not in the interest of preserving fire safety, the City shall collect the fee at the earliest opportunity and the Finance Department and City Attorney are authorized to take all actions, including legal

action, they deem necessary to collect said fees. The City's ordinances imposing interest and authorizing the City to recover its attorney's fees shall apply to such collection efforts. If an applicant commences work requiring a permit for which a covered inspection or plan check is required before submitting his or her application, the fees set forth in the Fee Schedule shall be doubled for all covered services provided in connection with that permit application.

FEE SCHEDULE

TYPE OF FEE	AMOUNT
1. <u>Site and Plan Reviews</u> Does not apply to actual construction of single family dwellings.	
a. Site Development and Use Permit review	\$80.72
b. Plan Review – Minor Subdivision (1 -4 parcels)	\$80.72
c. Plan Review – Major Subdivision (5 or more parcels)	\$80.72 + \$5.00 per lot
2. <u>Plan Checks, Inspection, and Permits</u> Does not apply to construction of a single family dwellings, except fire sprinkler systems.	
a. Plan Review – Building Permit	\$80.72 per hour ½ hour minimum
b. Automatic Fire Sprinkler System: Original Installation (includes: plan review, underground flush, pressure test, alarm test)	
i. NFPA 13 & 13R (commercial, motel, apartments)	\$.01 per square foot of sprinklered area. (\$250.00 minimum)
ii. NFPA 13D (1 & 2 family residential)	\$80.72
c. Automatic Fire Sprinkler System: Modification / Replacement	
i. Modification per rented or separately occupied space .	\$.01 per square foot of sprinklered area (\$120.00 minimum)
(Includes: plan review, underground flush, pressure test, alarm test)	
ii. Underground pipe installation	\$80.72

iii. System supervision alarm	\$80.72
d. Other Automatic Fire Extinguishing Systems (includes: plan review and test)	\$120.00
e. Fire Alarm Systems (includes: plan review and test)	\$120.00
f. Combustible / flammable Liquid Storage Tanks	\$100.00 for first tank \$25.00 for each additional
g. Inspections & Tests not previously included.	\$80.72 / hr. (1 hr. minimum)
h. Inspections & Tests after hours (when available)	\$120.00 / hr. (1 hr. minimum)
i. Over the counter, "Rapid Review"	\$80.72 / hr. (1 hr. minimum)
j. Tents & Membrane Structures (\$80.00 permit, \$40.00 inspection)	\$120.00
k. Inspections & Tests: (including: requested inspections, Follow-up or re-inspections due to non-compliance or malfunction)	\$80.72 / hr. (1 hr. minimum)
l. Alarm Malfunctions (3 per calendar year, no charge)	\$200.00 Each occurrence after the first 3
m. Day Cares	\$40.36 small family 8 – 14 people \$80.72 large family 14 or more
n. Institutional, Residential Care More than 6, less than 50.	\$80.72 / hr. 1 hr. minimum
o. Institutional, 50 or more.	\$80.72 / hr.
p. Solar installation, Residential / Commercial	\$120.00 \$80.72 plan check, \$40.36 inspection
q. Annual required Inspections,	\$80.72 / hr.

- R1, R2, E's, I's, A's
(hotel / motels, schools, institutions (jails) and large assemblies) 1 hr. minimum
3. Water Flow Tests & Fire Flow Calculations \$80.72 / hr. / each
4. Costs of Reports and Documents
- a. Incident Report \$5.00 each
 - b. Excerpts of Codes or Ordinance (3 pages maximum) \$3.00 each
 - c. Any special Report (requiring research or compilation) \$15.00 each
 - d. Photos
 - i. 3" x 5" \$5.00 each
 - ii. 8" x 10" \$10.00 each

PASSED AND ADOPTED this 21st day of June, 2017, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk



ITEM NO.: 13a

MEETING DATE: July 5, 2017

AGENDA SUMMARY REPORT

SUBJECT: CONSIDER ADOPTION OF RESOLUTION ADOPTING A 2017/2018 LEGISLATIVE PLATFORM TO SERVE AS GUIDELINES FOR LOCAL, STATE AND FEDERAL LEGISLATIVE MATTERS

Summary: Council will consider adoption of a Resolution adopting a 2017/2018 Legislative Platform to provide guidance regarding local, state and federal legislative matters, and allow the City to weigh in on such matters in a timely fashion. A legislative platform enables the Mayor and/or City Manager, or their designee, to submit advocacy letters on behalf of the City if the proposed legislation is within the City's adopted legislative platform guidelines. Additionally, legislative platform guidelines enable the City to actively participate in the regional, state and federal legislative processes on behalf of the City of Ukiah.

Background: The ability of the City to serve the residents and provide for a thriving and sustainable community requires support from all levels of government. Local government is uniquely and best positioned to support, serve, and respond to community and individual needs. However, with local, state and federal legislative policy, action is often needed to support local government in having this impact. These legislative policies can affect the City's ability to deliver services, shape what services are delivered, impact the resources available for services, and remove obstacles to delivering services. These policies often require immediate attention. By adopting the proposed Resolution with Exhibit A (Attachment #1) adopting the platform, the City will be able to immediately respond to specific proposed policy changes.

Discussion: In order to fulfill the City's commitment to the community, positive local, state and federal action—including the allocation of resources—should be sought.

The California State Legislature alone considers thousands of bills during each legislative session. Any number of these bills can affect cities—through changes in funding, employment law, water regulation, etc. Also, from time-to-time the League of California Cities ("the League") asks its members to support or oppose certain bills because they are beneficial or damaging to city interests. The platform would be used when applicable on local, regional, state and federal matters.

The proposed 2017/2018 Legislative Platform states it does not take positions on matters outside the scope and purpose of municipal government. Occasionally, the City is asked to take positions that do not materially affect the scope and purpose of our municipal government; these tend to be quality of life or social issues such as "end-of-life" legislation or federal government matters like foreign policy.

Continued on Page 2

RECOMMENDED ACTION(S): Adopt Resolution adopting proposed 2017/2018 Legislative Platform.

ALTERNATIVES: Remand to staff with direction.

Citizens advised: N/A

Requested by: N/A

Prepared by: Maya Simerson, Project and Grant Administrator

Coordinated with: Sage Sangiacomo, City Manager and Kristine Lawler, City Clerk

Presenter: Sage Sangiacomo, City Manager

Attachments: 1. Draft Resolution with Exhibit A - Proposed 2017/2018 Legislative Platform

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

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

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: _____

Sage Sangiacomo, City Manager

The legislative platform would not preclude the Mayor or Councilmembers from placing an item on the agenda for consideration. However, it would provide guidance to others about positions typically taken by the City Council.

To this end, if the City should adopt the proposed 2017/2018 Legislative Platform, it would provide a guide for the City's legislative advocates and highlight key issues important to the local community. The platform provides eleven over-arching guiding principles intended for specific legislative action and supports existing City Council-established goals and policies. The legislative priorities outlined streamline the legislative approval process by providing clear direction on pertinent legislative issues for our community.

The platform will be reviewed by Council on an annual basis in coordination with the State's legislative calendar, and will be added to the tracking calendar for Council review.

Staff recommends the adoption of the proposed Resolution that includes the 2017/2018 Legislative Platform providing overall guidance that allows the Mayor and/or the City Manager, or their designee, to send letters of support or opposition to the League and the legislature to protect or advocate for legislation to better our community.

FISCAL IMPACT:
N/A

RESOLUTION NO. 2017-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING AND ADOPTING A 2017-18 LEGISLATIVE PLATFORM

WHEREAS; a legislative platform is a tool that the City Council and staff can utilize to support the goals and objectives of the City; and

WHEREAS, the California State Legislature alone considers thousands of bills during each two-year legislative session; and any number of these bills can affect cities—through changes in funding, employment law, or water regulation as examples; and

WHEREAS, development of a Legislative Platform provides the opportunity to identify issues and priorities that may be addressed through legislative advocacy; and

WHEREAS, the City desires to be proactive and involved in the governmental decision making process directly affecting the City of Ukiah and the League of California Cities; and

WHEREAS, the platform will also be used when applicable on other local, regional, state, and federal matters not evaluated by the League; and

WHEREAS, adoption of a 2017/2018 Legislative Platform enables the City Council and staff to react quickly to most legislative issues as they arise; and

WHEREAS, the 2017/2018 Legislative Platform can be provided to State and Federal representatives so they are made aware of the issues that are important to Ukiah; and

WHEREAS, the City Council wishes to adopt the 2017/2018 Legislative Platform which provides overall guidance that allows the City Manager and/or the Mayor, or their designee, to send letters of support or opposition to the League and the local, state and federal legislature in certain instances.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Ukiah hereby adopts a “2017/2018 Legislative Platform,” attached as “Exhibit A” to this Resolution.

DULY AND REGULARLY ADOPTED this 5th day of July, 2017.

CITY OF UKIAH

Jim O. Brown, Mayor

ATTEST:

Kristine Lawler, City Clerk

CITY OF UKIAH
LEGISLATIVE PLATFORM 2017/2018

PURPOSE OF PLATFORM

The City of Ukiah recognizes the need for active legislative engagement at the local, state and federal levels to protect and enhance the interests of Ukiah's residents and businesses. Accordingly, City officials maintain close relationships with Ukiah's state and federal representatives to advocate, influence and monitor pertinent legislation.

The purpose of this platform is to clearly outline the position of the City on priority issues and matters that impact the City's ability to operate effectively, while allowing consideration of additional legislative issues that arise during the legislative session. By doing this, the legislative process is streamlined by receiving clear direction at the beginning of the legislative session from the City Council on pertinent legislative issues.

The League of California Cities is a primary resource for the City of Ukiah with respect to state and federal legislative matters affecting municipal government. The platform will also be used when applicable on other local, regional, state and federal matters not evaluated by the League. Platform priorities are intended to assist the Mayor, City Council, and staff to proactively and appropriately address legislation to promote City interests and preserve local legislative authority if and when necessary.

PRIORITIES

The City of Ukiah takes the following positions and the Mayor and/or the City Manager may send corresponding letters of opposition or support without further City Council action.

1. The City values its ability and authority to exercise local control, enable excellent public services and protect and enhance the quality of life for Ukiah residents and businesses. The City supports efforts to streamline regulations that simplify the job of running the City and opposes efforts that erode the City's authority to control its own affairs.
2. The City opposes attempts to decrease, restrict or eliminate city revenue sources and opposes any efforts at the local, state or federal level to retain additional revenues currently dedicated to local government for state purposes.
3. The City opposes any regulations or legislative actions that would eliminate or limit the City's ability to provide utility services within the incorporated jurisdiction.
4. The City supports local, state and federal budget plans that provide sustainable, reliable funding for priority local government programs.
5. The City supports any legislative or regulatory action that increases the energy value for the electric customer.
6. The City supports the use of California Air Resources Board's (CARB) Cap and Trade program allowances and energy resources that are clean, renewable and cost effective.
7. The City supports increases in transportation funding for local street and road improvements to promote investing in the maintenance and rehabilitation of aging infrastructure.
8. The City embraces efforts to obtain funding for economic development and environmental initiatives, including planning and implementation of regional transportation and traffic

congestion relief projects, and the creation of affordable housing. The City also supports legislation that provides incentives for job creation and retention, including legislation that increases funding and allowable uses for the Community Development Block Grant program.

9. The City supports policy that advocated for a clean environment and policy to improve environmental standards and promote sustainable energy policies.
10. The City supports legislation and policies that enable local officials to access resources to provide quality police, fire, emergency management, emergency medical services, youth violence prevention initiatives, and to engage the community in its own safety.
11. The City values a sustainable quality of life and supports parks and open space, recreation facilities, environmental and climate protection, resource conservation, libraries, arts and culture and legislation and policies that emphasize sustainable development.

In most cases the City of Ukiah will not take positions on matters not affecting the primary scope and purpose of municipal government – for example social issues or foreign policy, however such items can be brought forward to Council if appropriate.

TRACKING

The City Manager (or City Manager designee) will provide updates on important legislative issues and/or those matters that the City has stated a position on during the City Manager's comment section to City Council. Copies of all correspondence will be copied to City Council.

REVIEW

This platform will be reviewed prior to each year's legislative session in January of each year.