

**CITY OF UKIAH
CITY COUNCIL AGENDA
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
November 4, 2015
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- a. New Employee Introductions: Sean White, Water and Sewer Director; Ashley Cocco, Deputy City Clerk, and Darcy Vaughn, Assistant Attorney to City Attorney David J. Rapport.

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- a. Minutes of October 21, 2015, a Regular Meeting.
- b. Minutes of October 22, 2015, a Special 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. Award Repair Contract of Two Fairbanks Morse Pumps for the Waste Water Treatment Plant in the Amount of \$25,698 to Commercial Pump & Mechanical.

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 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)

12. UNFINISHED BUSINESS

- a. Update Regarding Emergency Winter Shelter and Possible Direction Regarding Disbursement of Funds.
- b. Approval of Amended Agreement with Rural Communities Housing Development Corporation for the Well 9 Easement and Authorize the City Manager to Execute the Agreement.

13. NEW BUSINESS

- a. Receive Report Regarding Mobile Food Vending Regulations and Provide Direction Regarding Continued Staff Efforts on the Matter.
- b. Approval of an Additional Customer Service Representative III for Utility Billing And Corresponding Budget Amendments.
- c. Approval of the Cost Allocation Plan Adopted for the 2015-2016 Budget Applied to the 2014-2015 Operational Budget and Corresponding Budget Amendments.
- d. Adoption of a Reimbursement Resolution, an Authorizing Resolution and a Pledged Revenue Resolution to Submit to the State Water Resources Control Board Division of Financial Assistance in Support of a Funding Application for the Construction of the Recycled Water System.
- e. Creation of Two Separate Ad Hoc to Represent the City Council in Two Separate Solid Waste Issues Regarding Landfill Closure and the Five Year Rate Review Process.

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
- 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*, Mendocino County Superior Court Case No. SCUK-CVC-13-63024
- c. **Conference with Labor Negotiator**
(Government Code Section 54957.6)
Agency Representative: Sage Sangiacomo, City Manager
Employee Organizations: All Bargaining Units
- d. **Conference with Real Property Negotiators (\$54956.8)**
Property: Mendocino APN Nos. 002-101-27 and 002-101-26 and other potential water well sites for City water system
Negotiator: Sage Sangiacomo, City Manager
Negotiating Parties: City of Ukiah, Rural Communities Housing Development Corporation as to APN Nos. 002-101-27 and 002-101-26, and Property Owners of other Potential Well Sites.
Under Negotiation: Price & Terms

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 October, 2015.

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
October 21, 2015
6:00 p.m.**

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on October 21, 2015, having been legally noticed on October 16, 2015. Mayor Crane called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Maureen Mulheren, Kevin Doble, Jim O. Brown, Vice Mayor Scalmanini and Mayor Crane. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

MAYOR CRANE PRESIDING.

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- a. **Presentation of Picture of EAA B-17G, Aluminum Overcast, on the Ukiah Airport Compass Rose to Airport Manager.**

Presenters: Ron Hunt and Paul Trexel, EAA Chapter 1027 Members.

Staff Comment: Greg Owen, Airport Manager.

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- a. Minutes of October 7, 2015, a Regular Meeting.

Motion/Second: Mulheren/Doble to approve the minutes of October 7, 2015, a Regular Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, Scalmanini, and Crane. NOES: None. ABSENT: None. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Report of Disbursements for the Month of September 2015 – *Finance*.
- b. Adoption of Resolution (2015-44) Removing 49 Lineal Feet of On-Street Parking at 419 Talmage Road – *Public Works*.
- c. Adoption of Ordinance to Defer Water and Sewer Connection Fees Until the Certificate of Occupancy – *Administration*.

ORDINANCE NO. 1164

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING SECTION 3861 IN DIVISION 4, CHAPTER 4 OF THE UKIAH CITY CODE, ENTITLED "FEES FOR WATER TRANSMISSION, STORAGE AND PRODUCTION AND TREATMENT FACILITIES" AND SECTION 3732 IN DIVISION 4, CHAPTER 2, ARTICLE 12 OF THE CITY CODE ENTITLED "FEES FOR CONNECTION TO AND IMPROVEMENT OF SANITARY SEWER SYSTEM"

- d. ~~Report to Council Regarding the Purchase of Consulting Services from Diversity Research and Consulting Group in the Amount of \$17,875 for the Development of a Not for Profit Foundation to Support Parks and Recreation – Community Services. Pulled by department and placed as Agenda Item 13d.~~

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

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

9. **COUNCIL REPORTS**

Presenters: Councilmembers Doble and Brown.

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

Presenters: Sage Sangiacomo, City Manager; Tim Eriksen, Public Works Director/City Engineer; and Sean White, Water and Sewer Director.

11. **PUBLIC HEARINGS – 6:15 P.M.**

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

13d/7d. Report to Council Regarding the Purchase of Consulting Services from Diversity Research and Consulting Group in the Amount of \$17,875 for the Development of a Not for Profit Foundation to Support Parks and Recreation – Community Services – From Consent Calendar Agenda Item 7d.

Presenter: Maya Simerson, Community Services Supervisor and Sage Sangiacomo, City Manager.

Public Comment: Susan Knopf and Pinky Kushner.

Council received the report.

- a. **Approval of Agreement with Rural Communities Housing Development Corporation for the Option Agreement to Purchase Easement Real Property for Well 9 and Corresponding Budget Amendment – Public Works.**

Presenter: Tim Eriksen, Director of Public Works/City Engineer.

Motion/Second: Doble/Brown to approve agreement (*COU NO. 1516-133*) with Rural Communities Housing Development Corporation for the Option Agreement to Purchase Easement in Real Property and corresponding budget amendment. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, Scalmanini, and Crane. NOES: None. ABSENT: None. ABSTAIN: None.

b. Approve Plans and Specifications for the Installation of Replacement Well 4 and New Well 9, Specification No. 14-05 and Direct Staff to Advertise for Bids – Public Works.

Presenter: Tim Eriksen, Director of Public Works/City Engineer.

Public Comment: Matt Kennedy, GHD, Inc.

Motion/Second: Brown/Doble to approve plans and specifications for the installation of replacement Well 4 and new Well 9, Specification No. 14-05 and direct staff to advertise for bids. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, Scalmanini, and Crane. NOES: None. ABSENT: None. ABSTAIN: None.

c. Annual Budget Calendar Scheduling – Finance.

Presenters: Karen Scalabrini, Finance Director

Motion/Second: Doble/Brown to accept the proposed budget calendar with the addition of the March dates discussed that will be added to the narrative and goals. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, Scalmanini, and Crane. NOES: None. ABSENT: None. ABSTAIN: None.

14. CLOSED SESSION

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

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*, Mendocino County Superior Court Case No. SCUK-CVC-13-63024

c. Conference with Labor Negotiator

(Government Code Section 54957.6)

Agency Representative: Sage Sangiacomo, City Manager
Employee Organizations: All Bargaining Units

No action was taken on Closed Session items.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 7:19 p.m.

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

**October 22, 2015
5:30 p.m.**

1. ROLL CALL

Ukiah City Council met at a Special Meeting on October 22, 2015, having been legally noticed on October 16, 2015. Mayor Crane called the meeting to order at 5:32 p.m. Roll was taken with the following **Councilmembers Present:** Maureen Mulheren, Kevin Doble, Jim O. Brown, Vice Mayor Scalmanini and Mayor Crane. **Staff Present:** Sage Sangiacomo, City Manager; Charley Stump, Planning and Community Development Director; Tim Eriksen, Public Works Director/City Engineer; Sean White, Water and Sewer Director; Mel Grandi, Electric Utility Director; John Bartlett, Fire Chief; Shannon Riley, Senior Management Analyst; Karen Scalabrini, Finance Director; Maya Simerson, Community Services Director; Greg Owen, Airport Manager; and Kristine Lawler, City Clerk.

MAYOR CRANE PRESIDING.

2. WORK STUDY SESSION

a. Review and Consider the City Council's Strategic Plan and Process.

Presenter: Sage Sangiacomo, City Manager.

City Manager Sangiacomo summarized the conversations that the Strategic Planning Ad Hoc (Mayor Crane and Councilmember Doble) and staff had undertaken based on the discussion from the previous strategic planning meeting held on July 29, 2015. Staff prepared a PowerPoint presentation (*attached*) to demonstrate a possible structure for the on-going discussions for Council's consideration and direction.

City Manager Sangiacomo reaffirmed the four strategic planning areas:

- Maintain downtown historic place as a regional center of civic and economic activity.
- Planning Valley-Wide takes place based on sound planning principles.
- Develop a prioritized plan for maintaining and improving public infrastructure.
- Council and staff work together to create a more responsive and effective workplace environment.

He then suggested that Council could take the general guiding principles that Council had developed in previous years:

- We continually adjust rates and fees to reflect changes in economy.
- Whenever possible, we adjust fees in a way that is proportional to usage. Those who use the service pay a greater proportion of the fee.
- Whenever possible, we look to partner with our communities so that they take greater ownership and involvement in their services.
- We look to strategies that increase efficiencies while enhancing customer service.

- Our strategies and approaches to financial sustainability maintain or enhance the unique positive characteristics of our community.
- Our strategies and approaches to strategic planning enhance and fast-track our efforts towards annexation.

and make suggested modifications. A discussion ensued which resulted in the following changes to the above list of guiding principles:

- Take second to last strategy, regarding strategies and approaches to financial sustainability, and move to the top.
- Change the first bullet to read: Where applicable we continually adjust our rates and fees to reflect changes in the economy.
- Second bullet point: add to first bullet point and drop the last sentence.
- Eliminate last bullet point.
- Add another principle to plan major projects and future development in context of entire organization.

Council gave consensus for staff to revise the list of guiding principles per the discussion. City Manager Sangiacomo added that the list may be modified at any time going into the future.

Continuing with the proposed structure for strategic planning discussions, City Manager Sangiacomo demonstrated by taking one of the strategic planning areas, *Develop a prioritize plan for maintaining and improving public infrastructure*, and walking Council through the suggested steps, which included:

- Categorizing goals.
- Refining goals into implementation strategies.
- Creating actionable items with details of how to achieve the strategy.
- Creating steps to achieve actionable items, which could include organizing work/study sessions or agendizing items in regular Council meetings to examine each actionable item and discuss current conditions, needs and opportunities.

In regards to the specific actionable items for the first strategic planning area, *Develop a prioritized plan for maintaining and improving public infrastructure*, City Manager Sangiacomo emphasized the importance of moving forward with Prop 84 funding, which he said there would only be a limited window of opportunity to acquire for projects that are important to Ukiah.

Council gave consensus for staff to begin the process of preparing the steps for the actionable items, used in the demonstration strategic planning area, for Council review and discussion, including scheduling of workshops starting with streets. Mayor Crane confirmed that all Council action would be taken in a regular City Council meeting.

Throughout the discussion, staff took notes of discussion points to be revisited at future meetings; these included:

- Whether to move the guiding principle regarding annexation to Valley-wide planning?
- Sidewalks – Possible partnership between property owners and City.
- Pedestrian crossings
- Include historical information on specific Capital Improvement Projects.
- Create “Parking Lot” (notes for future meeting topics) at each City Council Meeting.
- Involve Public, Stakeholders, Community
- Ensure that decisions are made taking into consideration fiscal responsibility and transparency.

Council gave consensus to use the proposed structure and agreed to meet on November 12, 2015, at 5:30 p.m., for a subsequent Strategic Planning meeting to review the remaining three strategic planning areas, using the same format.

3. PUBLIC COMMENT

4. ADJOURNMENT

There being no further business, the meeting adjourned at 7:09 p.m.

Kristine Lawler, City Clerk

Strategic Planning

UKIAH CITY COUNCIL

Four Strategic Planning Areas

- Maintain downtown historic place as a regional center of civic and economic activity.
- Planning Valley-Wide takes place based on sound planning principles.
- Develop a prioritized plan for maintaining and improving public infrastructure.
- Council and staff work together to create a more responsive and effective workplace environment.

General Principles

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graph TD; A[General Principles] --> B[Maintain downtown historic place]; A --> C[Sound Valley-wide planning]; A --> D[Plan for maintaining and improving infrastructure]; A --> E[Responsive and effective workplace environment]; D --> F[Develop implementation strategy(ies)]; F --> G[Identify and prioritize actionable items, i.e. specific projects];
```

Maintain downtown
historic place

Sound Valley-wide
planning

Plan for maintaining
and improving
infrastructure

Responsive and
effective workplace
environment

Develop implementation
strategy(ies)

Identify and prioritize
actionable items, i.e.
specific projects

General Principles

These are the overarching principles that guide our work City-wide

- We continually adjust rates and fees to reflect changes in economy.
- Whenever possible, we adjust fees in a way that is proportional to usage. Those who use the service pay a greater proportion of the fee.
- Whenever possible, we look to partner with our communities so that they take greater ownership and involvement in their services.
- We look for strategies that increase efficiencies while enhancing customer service.
- Our strategies and approaches to financial sustainability maintain or enhance the unique positive characteristics of our community.
- Our strategies and approaches to strategic planning enhance and fast-track our efforts towards annexation.

Four Strategic Planning Areas

- Maintain downtown historic place as a regional center of civic and economic activity.
- Planning Valley-Wide takes place based on sound planning principles.
- Develop a prioritized plan for maintaining and improving public infrastructure.
- Council and staff work together to create a more responsive and effective workplace environment.

Develop a prioritized plan for maintaining and improving public infrastructure

- What does this mean?
- Why is this important?
- Who is responsible for it?
- When should this be done?
- How will it be accomplished?

Potential Goals Identified by Previous Council

- Identify specific priorities and funding allocations for public infrastructure projects
- Delineate all the choices and list the possible options
- Identify those things that we will not fund in the future
- Identify strategies to develop funding for essential and vital services for the long-term. In order to do this we will explore the following issues and possibilities:

Charter Cities

Sales Tax

Developer impact fees

Broader tax base

MCOG - street impacts

Annexation

Tax sharing agreement

What can we do to displace general fund fees? Flexibility

- Develop institutional knowledge so that the organization can be efficient and effective. People will know what to do and how to do it.
- Our plan would reflect community input, priorities and what they are willing to pay for in the future
- Identification of the most cost effective way of providing services - e.g. contracting

General Principles

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graph TD; A[General Principles] --> B[Maintain downtown historic place]; A --> C[Sound Valley-wide planning]; A --> D[Plan for maintaining and improving infrastructure]; A --> E[Responsive and effective workplace environment]; D --> F[Develop implementation strategy(ies)]; F --> G[Identify and prioritize actionable items, i.e. specific projects];
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Potential Goals Identified by Previous Council

- Identify specific priorities and funding allocations for public infrastructure projects
- Delineate all the choices and list the possible options
- Identify those things that we will not fund in the future
- **Identify strategies to develop funding for essential and vital services for the long-term. In order to do this we will explore the following issues and possibilities:**

Charter Cities	Sales Tax
Developer impact fees	Broader tax base
MCOG - street impacts	Annexation
Tax sharing agreement	What can we do to displace general fund fees? Flexibility
- **Develop institutional knowledge so that the organization can be efficient and effective. People will know what to do and how to do it.**
- **Our plan would reflect community input, priorities and what they are willing to pay for in the future**
- Identify the most cost effective way of providing services - e.g. contracting

Refining/Editing the Goals

Recommendation:

Create a new implementation strategy

Continue the development and maintenance of a comprehensive Capital Improvement Plan.

Actionable Items:

Participate in workshops for the following areas to determine current conditions, needs and opportunities, and focus on specific capital improvement projects:

Streets

Water

Sewer

Storm drains

Electric

Evaluate the remaining implementation strategies

Recommendation:

Identify and/or develop funding for essential and vital infrastructure for the long-term.

Actionable Items:

Evaluation of rates

Explore and seek Prop 84

Evaluate potential street funding

Next steps?

Schedule workshops

Address remaining three strategic planning areas

General Principles

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graph TD; A[General Principles] --> B[Maintain downtown historic place]; A --> C[Sound Valley-wide planning]; A --> D[Plan for maintaining and improving infrastructure]; A --> E[Responsive and effective workplace environment]; D --> F[Develop implementation strategy(ies)]; F --> G[Identify and prioritize actionable items, i.e. specific projects];
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Develop implementation
strategy(ies)

Identify and prioritize
actionable items, i.e.
specific projects



ITEM NO.: 7a

MEETING DATE: November 4, 2014

AGENDA SUMMARY REPORT

SUBJECT: AWARD REPAIR CONTRACT OF TWO FAIRBANKS MORSE PUMPS FOR THE WASTE WATER TREATMENT PLANT IN THE AMOUNT OF \$25,698 TO COMMERCIAL PUMP & MECHANICAL

Summary: City Council will be requested to award a repair contract of two Fairbanks Morse pumps for the Waste Water Treatment Plant.

Background: Two Fairbanks Morse pumps were sent to Commercial Pump and Mechanical to be disassembled and inspected for repairs that were needed due to normal wear and tear. These pumps are used at the Wastewater Treatment Plant (WWTP). One is a Filter Feed pump that processes effluent through a filter to produce onsite Reclaimed Water. The other pump is one of the Reclaimed Water pumps that pressurizes the effluent for use solely at the WWTP.

Discussion: Once the pumps were inspected, Commercial Pump and Mechanical submitted a report to the City of the repairs needed. The Purchasing Department then released a Request for Proposal (RFP) to six known pump repair shops for quotes based on these findings. Two responses were received, and are shown on Attachment 1. Commercial Pump & Mechanical, who has successfully performed similar repair work on other Fairbanks Morse pumps for the City, is recommended for this repair contract at the cost of \$25,698, plus applicable sales tax.

It is staff's recommendation to award the repair of two Fairbanks Morse Pumps to Commercial Pump & Mechanical in the amount of \$25,698, plus applicable sales tax. Funds have been budgeted and are available in 84024425.56120.

FISCAL IMPACT:				
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
\$200,000	N/A	84024425.56120	Yes ☐ No ☒	1516-012

RECOMMENDED ACTION(S): Award the repair of two Fairbanks Morse Pumps to Commercial Pump & Mechanical in the amount of \$25,698, plus applicable sales tax.

ALTERNATIVES: Do not approve recommended action, and provide alternate direction to staff.

Citizens advised:

Requested by: Sage Sangiacomo, City Manager

Prepared by: Jarod Thiele, Public Works Project Analyst

Coordinated with: Mary Horger, Purchasing Supervisor; Andy Luke, WWTP Supervisor; Sean White, Director of Water & Sewer Utilities

Presenters: N/A

Attachments: Proposal Tabulation

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

RFP E34538A - Proposal Tabulation - Repair of Fairbanks Morse Pumps

Description	UOM	Turbo Machinery	Commercial Pump & Mechanical
Pump "RCW-1"			
Material	LS	\$ 15,797.00	\$ 8,603.00
Labor	LS	\$ 10,713.00	\$ 5,143.00
Pump "FF-1"			
Material	LS	\$ 9,421.60	\$ 6,011.00
Labor	LS	\$ 7,416.00	\$ 4,656.00
Pick-up at Commercial Pump & Mechanical	LS	\$ 643.50	\$ -
Shipping back to City of Ukiah Wastewater Treatment Plant	LS	\$ 643.50	\$ 1,285.00
Total:		\$ 44,634.60	\$ 25,698.00
Leadtime After Receipt of Pump:		3-4 weeks	6-8 weeks



ITEM NO.: 12a

MEETING DATE: November 4, 2015

AGENDA SUMMARY REPORT

SUBJECT: UPDATE REGARDING EMERGENCY WINTER SHELTER AND POSSIBLE DIRECTION REGARDING DISBURSEMENT OF FUNDS

Summary: Council will receive an update regarding the emergency winter shelter and will possibly give staff direction regarding disbursement of funds.

Background and Discussion: At the October 7, 2015, City Council meeting, the Council received an update regarding the status of the emergency winter shelter and authorized the City Manager to negotiate and execute an agreement for the release of \$30,000 to the Mendocino County AIDS/Viral Hepatitis Network (MCCAVHN) for the operation of the shelter upon demonstration of readiness.

Staff is continuing to work with MCCAVHN and the City of Ukiah's liaisons to the Mendocino County Health and Human Services Advisory Board regarding this matter. A full report was not available in time for publication; at the Council Meeting, staff will provide a status update and if available, present a revised proposal for consideration.

FISCAL IMPACT:			
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
N/A	N/A	N/A	Yes ☐ No ☒

RECOMMENDED ACTION(S): Discuss and provide direction to Staff; authorize the City Manager to negotiate and execute the corresponding agreement.

ALTERNATIVES: Provide alternative direction to Staff.

Citizens advised:

Requested by: Sage Sangiacomo, City Manager
Prepared by: Shannon Riley, Senior Management Analyst
Coordinated with: Councilmembers Jim O. Brown and Maureen Mulheren
Presenters: Shannon Riley, Program and Grant Administrator
Attachments: N/A

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.: 12b

MEETING DATE: November 4, 2015

AGENDA SUMMARY REPORT

SUBJECT: APPROVAL OF AMENDED AGREEMENT WITH RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION FOR THE WELL 9 EASEMENT AND AUTHORIZE THE CITY MANAGER TO FINALIZE AND EXECUTE THE AGREEMENT.

Summary: City Council will consider approving an amended agreement with Rural Communities Housing Development Corporation (RCHDC) for the acquisition of an easement for Well 9.

Background: On October 21, 2015, Council approved an agreement with RCHDC for the acquisition of an easement for well 9.

Discussion: Following Council approval, the agreement was not approved by the Board of Directors of RCHDC. They had concerns regarding the three following items:

- 1) In regards to the location of additional potential well sites, they would like mutual agreement
- 2) They have requested payment for the ongoing property tax expense of the encumbered easement
- 3) Clarification on indemnification

All of these request are acceptable to City staff and have been addressed in Sections 1.4, 1.6 and 3.1 of the revised agreement which is listed as "Attachment 1".

FISCAL IMPACT:				
Budgeted Amount in 15-16 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 ☒	1516-133

RECOMMENDED ACTION(S): Approval of amended agreement with Rural Communities Housing Development corporation for the well 9 easement and authorize the City Manager to finalize and execute the agreement.

ALTERNATIVES: Do not approve the agreement and provide direction to staff.

Citizens advised: Brad McDonald, RCHDC Executive Director
Requested by: Sage Sangiacomo, City Manager
Prepared by: Jarod Thiele, Public Works Project Analyst; Sean White, Director of Water and Sewer Utilities; Tim Eriksen, Director of Public Works/City Engineer
Coordinated with: David Rapport, City Attorney
Presenters: Sean White, Director of Water and Sewer Utilities; Jarod Thiele, Public Works Project Analyst
Attachments: 1. Amended Agreement

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

When recorded return to:

City of Ukiah
Ukiah Civic Center
300 Seminary Avenue
Ukiah, CA. 95482

OPTION AGREEMENT TO PURCHASE EASEMENT IN REAL PROPERTY

This Option Agreement to Purchase an Easement in Real Property (the "Option Agreement") is made and entered on [REDACTED], 2015 ("Effective Date"), in Ukiah, California by and between Rural Communities Housing Development Corporation ("RCHDC"), a non-profit public benefit corporation in good standing under the laws of the State of California and the City of Ukiah ("City"), a California general law municipal corporation. Collectively, RCHDC and City are called "the Parties" in this Agreement.

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RECITALS

A. RCHDC owns fee title to certain real property located contiguous to but outside the boundaries of the City of Ukiah, in an unincorporated area of Mendocino County, California, consisting of approximately 2 acres more or less, known as 509 Brush Street, Ukiah, California, Mendocino County Assessor's Parcel Number 002-101-27, located on the north side of Orrs Creek and fronting on Brush Street ("the Property").

B. RCHDC develops and manages housing of various types for Lower Income Families, as defined in Health and Safety Code §50079.5 ("Low Income Housing"), using various grants, low interest loans and tax credit financing to finance the construction of such housing. As a condition of qualifying for much of this financial assistance, RCHDC is required to enter and record an agreement and declaration of restrictive covenants requiring that the housing constructed by RCHDC remain available and affordable (rents generally no greater than 30% of a family's adjusted income) to Lower Income Families for fifty or more years (an "Affordability Covenant"),

C. City operates a municipal water utility to pump from wells and divert from Russian River underflow, treat and deliver water to commercial and residential property in the City.

D. RCHDC acquired the Property for the purpose of developing Low Income Housing and has submitted an application to annex the Property to the City prior to its development.

E. The City and RCHDC have entered and the Mendocino Local Agency Formation Commission has approved an Out-of-City Water Service Agreement, dated May 13, 2004, under which the City has agreed to provide water service to the Property for a project consisting of an apartment complex with approximately 152 units which will be and remain for the useful life of the complex affordable to persons of very low, low and moderate income as the terms "affordable" and "very low," low" and "moderate" income are defined by the California Department of Housing and Community Development and/or the United States Department of Housing and Urban Development

Attachment 1

("the Project"). The City also has identified an area on the Property that it believes may be suitable for an additional well to serve the City's water system. The area (the "Wellsite Easement") is depicted and described on Exhibit A to the Easement Grant Deed, attached hereto as Exhibit 1. There may be other locations on the Property suitable for a municipal production well ("Additional Well Sites") which, when described as required by Section 1.6, below, shall be considered the Wellsite Easement, if the City exercises its Option to purchase that site as provided in Section 3, below.

F. The purpose of this Agreement is to state the terms and conditions under which the City will investigate the suitability of the Wellsite Easement for the development of an additional well to serve the City's water system and to provide the City with an option to purchase the Wellsite Easement, if the City determines that it is suitable for this purpose. It also provides an opportunity to investigate Additional Well Sites, if the Wellsite Easement is determined not to be suitable for a municipal water system production well.

AGREEMENTS

In consideration of the above-recited facts and the terms and conditions as further stated herein the parties hereby agree as follows:

1. **License and Right of Entry.** RCHDC hereby grants to the City a license and right of entry for the following purposes on, over and under that portion of the Wellsite Easement and further depicted on the map attached hereto as Exhibit 2 and incorporated herein ("Well Site"), Additional Well Sites and the right to bring in utilities over other portions of the Property:

1.1. The evaluation of the water producing potential of the Well Site and, as further provided herein, Additional Well Sites, by various means, including, but not limited to, test borings, the drilling, pumping and evaluation of test wells, and the surveying and examination of the topography and geology of the Well Site and Additional Well Sites.

1.2. A right of access to the Well Site and Additional Well Sites for the City and its employees and contractors to engage in the activities described in paragraph 1.1, above.

1.3. The City agrees to restore the Property to a substantially similar condition to the condition it was in prior to conducting the tests and inspections authorized by this Agreement, if this Agreement terminates without the City and the RCHDC or its successors or assigns exercising the Option in accordance with Sections 2 and 3, below. In particular, City agrees to fill any test borings or drillings. In using the Well Site or Additional Well Sites, the City shall not unreasonably interfere with the RCHDC's use or access to the Well Site or the Property and RCHDC shall not unreasonably interfere with the City's investigation of the Well Site or Additional Well Sites as authorized by this Agreement.

1.4. City will indemnify the RCHDC for any damage to the Property caused by the City or its agents and contractors while performing work pursuant to this Agreement. City will indemnify and defend RCHDC against any claim by a third party against RCHDC for damages or personal injuries, including death, which damages are proximately caused by the negligent or willfully wrongful act or omission of City or its authorized agents or contractors in performing under

Attachment 1

this Agreement or the City's use of the easement purchased pursuant to Section 3 of this Agreement. City agrees to keep the Property free of liens for both labor and materials. If such a lien is recorded against the Property in connection with the performance of the work authorized herein by City or its authorized agents or contractors, City or its agents or contractors shall immediately obtain a release of the lien by posting bond or other means authorized by law. In the event that City assigns this agreement, its assignee shall assume City's obligations under this Section 1.4 for any events occurring on or after such assignment, and City shall be released from any obligation to indemnify RCHDC for any such events. City shall require third parties admitted to the Property to provide City with evidence of insurance in amounts deemed satisfactory by City prior to admission to the Property.

1.5. RCHDC makes no representations as to the condition of the Property or its suitability for the activities to be undertaken by the City. RCHDC makes no representations as to the availability or prior rights of any parties to any water produced on the Well Site, Additional Well Sites or the Property. City shall be solely responsible for obtaining any and all permits and approvals necessary for the activities to be conducted by City on the Well Site or Additional Well Sites.

1.6 The City shall investigate the well site potential of Additional Well Sites only if it concludes following its investigation as authorized by Section 1.1, above, that the Well Site is not a suitable site for a municipal water system production water well. Before it commences any investigation of Additional Well Sites, it shall notify RCHDC in writing of each such site's location and adequately describe the site so that its boundaries can be reliably and accurately located on the ground ~~and mutually agreeable to RCHDC~~ which location must be approved by RCHDC, such approval not to be unreasonably withheld or delayed. The City shall not investigate more than two such sites and shall only investigate the second site, if it determines from its investigation of the first such site that the first site is not a suitable site for a municipal water system production well.

2. **Option.** For the period of one year (the "Option Period"), beginning on the Effective Date, and continuing until [REDACTED], 2016, RCHDC hereby grants to City an irrevocable option ("Option"), as defined herein, to purchase the Wellsite Easement or an Additional Well Site for the Purchase Price," defined below, and on other commercially reasonable terms and conditions upon which the parties will agree as provided in Section 3.4 below. For the Option, City shall pay RCHDC Twenty-Two Thousand, Four Hundred Dollars (\$22,400.00), which together with City's efforts to investigate the suitability of the Well Site or Additional Well Sites for a production water well, the Parties agree is reasonable consideration. If the City exercises the Option under Section 3, below, the \$22,400 paid for the Option ("Option Price") shall be applied to the Purchase Price of the Wellsite Easement and reduce the balance owing for the Purchase Price. During the Option Period, RCHDC shall not offer the Wellsite Easement or any interest therein for sale and shall not accept any offers to purchase the Wellsite Easement. Further, RCHDC shall not convey title to the Wellsite Easement or any interest therein. RCHDC shall not make any changes to the Property that would affect the use or value of the Wellsite Easement without the prior written consent of City;

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3. **Terms of Purchase of the Wellsite Easement.** To validly exercise the Option, City shall, prior to the expiration of the Option Period, give RCHDC written notice that City is exercising its Option to purchase the Property in accordance with the terms of this paragraph 3 ("Option Notice"). The date when the notice is given shall be called in this Agreement "the Option Notice Date."

Attachment 1

3.1. **Purchase Price:** RCHDC agrees to accept from City and City agrees to pay RCHDC as the total consideration and purchase price for the Wellsite Easement, excluding only closing costs and pro-rations paid by City pursuant to Section 3.3(d), below, and the property taxes attributable to the portion of the Property encumbered by the easement ("Easement Property Tax") One Hundred Seventeen Thousand Six Hundred Dollars (\$117,600), consisting of a Purchase Price of One Hundred Forty Thousand Dollars (\$140,000.00) less the Option Price of Twenty-Two Thousand Four Hundred Dollars (\$22,400). In addition, the City will pay at Close of Escrow Four Thousand Dollars (\$4,000) as the Easement Property Tax, calculated at the rate of \$400/year for 10 years.

3.2. **Condition of Title:** RCHDC shall possess fee simple title to the Wellsite Easement which shall be free and clear of all liens, except for any property taxes not yet due, and all leases, liens, easements and encumbrances not approved by City prior to the close of the escrow established pursuant to paragraph 3.3, below. RCHDC shall execute and deposit in escrow an Easement Grant Deed substantially in the form of Exhibit 1, attached hereto.

3.3. **Escrow:** City shall open escrow with Redwood Empire Title Company ("Title Company") within five (5) days from the Option Notice Date. The parties shall deliver escrow instructions to the escrow agent within fourteen (14) days from the Option Notice Date, which shall include the following:

a. **Closing date:** Escrow for the acquisition of the Property shall close ("Close of Escrow") not later than sixty (60) days from the Option Notice Date, unless otherwise extended by the mutual consent of City and RCHDC, which consent shall not be unreasonably withheld by either party.

b. **Preliminary title report and title insurance:** City shall have procured a preliminary report during its investigation of the Well Site pursuant to Section 1, above. The City shall provide RCHDC with notice of any exceptions in the policy to which it objects within fifteen (15) days of its receipt of the report. RCHDC shall use its best efforts to remove any exceptions disapproved in the City's notice to RCHDC within thirty (30) of its receipt of those objections, including any approval required by the holder of any deed of trust or other security interest in the Property. If RCHDC is unable to address the exception to City's reasonable satisfaction, the City may discontinue its investigation of the Well Site and RCHDC shall refund to the City the Option Price. The Title Company must issue prior to closing title insurance in the amount of the \$140,000, listing only those exceptions approved by City.

c. **RCHDC Disclosures:** RCHDC discloses and agrees to provide to City and/or cooperate with City on the following information concerning the condition of the Property:

(1) **Flood Hazard Area Disclosure:** The Property or a portion thereof [is] [is not] located within a Federal Emergency Management City (FEMA) "Special Flood Hazard Area."

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Attachment 1

(2) **Geologic Hazard Zone:** The Property is not located within a Special Studies Zone as designated under Public Resources Code §§ 2021-2625.

(3) **Information:** To provide the City with copies of all documents, reports, data, field notes and other information relating to the condition of the Property in RCHDC's possession or within its control as City may reasonably request.

(4) **Presence of Underground Utilities:** To provide the City copies of documents and other information in RCHDC's possession or available to RCHDC regarding the location or construction of underground utilities on the Property.

d. **Closing costs:** City and RCHDC shall agree on the appropriate allocation between them of all closing, escrow and title insurance costs of said conveyance. Subject to Section 3.1, above, assessments, property taxes and insurance premiums (collectively, "pro-rations"), if any, shall be prorated between the parties from the date the deed is recorded in the official records of Mendocino County. All pro-rations shall be made on the basis of a 365 day year or thirty (30) day month as applicable.

e. **Right of Possession:** City's right of possession shall commence upon Close of Escrow on the purchase of the Property.

3.4. The parties may, but are not required to, negotiate additional and commercially reasonable terms and conditions for the purchase of the Wellsite Easement and/or close of escrow.

3. Miscellaneous provisions.

3.1. **Notices.** Except as otherwise expressly provided herein, any written notice required by this Option Agreement shall be deemed given and received when personally served by personal delivery, overnight delivery or fax (with acknowledgement of receipt) or forty-eight (48) hours after being placed in the United States mail, with proper first class postage prepaid, and addressed as follows:

To City:
Attention: City Manager
Ukiah Civic Center
300 Seminary Ave.
Ukiah, CA. 95482

FAX: (707) 462-6204

To RCHDC:
Chief Executive Officer
499 Leslie Street
Ukiah, CA. 95482

FAX: (707) 463-1975

Any party hereto may give notice of an address change under the provisions of this paragraph and thereafter all notices shall be given to that address.

3.2. **Waivers.** No waiver of any breach of any covenant or provision contained herein will be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision contained herein. No extension of time for performance of any obligation or act will be

Attachment 1

deemed an extension of time for performance of any other obligation or act except those of the waiving party, which will be extended by a period of time equal to the period of the delay.

3.3. Successors and Assigns. City shall have the right to assign its interest in this Option Agreement to such third parties as City shall determine in its reasonable discretion. This Option Agreement is binding upon and inures to the benefit of the Parties' successor and assigns.

3.4. Entire Agreement. This Option Agreement (including all Exhibits attached hereto) constitutes the entire contract between the parties hereto and may not be modified except by an instrument in writing signed by the party to be charged.

3.5. Time of Essence. City and City hereby acknowledge and agree that time is strictly of the essence with respect to each and every term, condition, obligation, and provision hereof.

3.6. Construction. The Parties agree and their respective advisors believe that this Agreement is the product of all of their efforts, that it expresses their agreement and that it should not be interpreted in favor of or against either party.

3.7. Governing Law. The Parties expressly agree that this Option Agreement will be governed by, interpreted under, and construed and enforced in accordance with the laws of the State of California. The Parties mutually consent to jurisdiction and venue in the courts of Mendocino County and waive any objections to the jurisdiction or venue of such courts.

3.8. Paragraph Headings. The paragraph headings contained herein are for convenience and reference only and are not intended to define or limit the scope of this Option Agreement.

3.9. Recordation. Each party shall have the signature of its authorized representative signing this Option Agreement notarized and the Title Company shall record the original agreement in the Official Records of Mendocino County.

3.10. Third Party Beneficiaries. This agreement is for the sole and exclusive benefit of the Parties and their successors and assigns. No other person or entity, private or public, has any rights under this Agreement or any standing to enforce the terms thereof.

3.11 Well House Standards. City agrees to paint the well house within the improved Wellsite Easement in a color that is compatible with development of the Property by RCHDC or its successors. The City shall allow RCHDC or its successor to incorporate landscape design and treatments within the Wellsite Easement that coincide with the future design of the development. The City agrees to obtain approval of the Property's owner for any improvements intended to provide security for the City's well and appurtenances.

Entered on the Effective Date.

CITY

City of Ukiah

RCHDC

Rural Communities Housing Development Corp.

By: _____
Sage Sangiacomo,
City Manager

By: _____

NOTARY ACKNOWLEDGMENT

Attach Notary Acknowledgement



ITEM NO.: 13a

MEETING DATE: November 4, 2015

AGENDA SUMMARY REPORT

SUBJECT: RECEIVE REPORT REGARDING MOBILE FOOD VENDING REGULATIONS AND PROVIDE DIRECTION REGARDING CONTINUED STAFF EFFORTS ON THE MATTER

Summary: There has been an increase in requests to establish mobile food vending (food trucks) within City limits. Staff has presented how other communities regulate food trucks and has opened a dialog with local restaurant owners. Staff is seeking direction from the Council as to whether efforts should be continued at this time to evaluate the community's position and make recommendations regarding possible regulation changes.

Best practice, before city staff devotes too much time on a potential policy issue, requires Council to first consider its interest in the topic. The sole purpose of this item is to allow Councilmembers an opportunity to determine if there is a majority interest and whether to direct staff to proceed with further outreach, research and analysis.

Background: Mobile food vending is a growing industry that has caused many jurisdictions to evaluate and in some cases amend their codes and ordinances to either accommodate or ban the practice. Many large cities have designated areas where mobile vending can occur on a regular basis; other cities have banned mobile food vending altogether. According to many sources including Emergent Research and Intuit, this industry is expected to continue to grow rapidly over the next several years.

As indicated above, the Planning Department has received multiple inquiries from interested parties wanting to establish mobile food vending uses. To evaluate these requests, staff currently uses the Use Permit process under the "Outdoor Sales" provisions of the zoning code. The Outdoor Sales provisions were not written to specifically address modern mobile vending, as they do not provide specific standards e.g. location for vending, insurance and encroachment requirements. The same is true of the Downtown Zoning Code where a minor Use Permit is required to operate mobile food vending Downtown.

Continued on Page 2

RECOMMENDED ACTION(S): Provide direction to staff as to whether efforts should be continued at this time to evaluate the community's position and make recommendations regarding possible regulation changes.

ALTERNATIVES: n/a

Citizens advised:	Workshop attendees noticed
Requested by:	Planning Staff
Prepared by:	Kevin Thompson, Principal Planner, Shannon Riley, Senior Management Analyst
Coordinated with:	Charley Stump, Planning and Community Development Director
Presenters:	Kevin Thompson, Principal Planner
Attachments:	1. American Planning Association Publication "Practice Food Trucks"

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 Sargiacomo, City Manager

To gather local community input, staff conducted a public workshop on October 1st. At the workshop, staff educated the attendees regarding current regulations, provided examples of how some other communities regulate mobile food vending, and received input. Before staff proceeds any further, we are seeking direction from the Council as to whether efforts should be continued at this time to evaluate the community's position and make recommendations regarding possible regulation changes.

Additional background on mobile food vending is provided in Attachment #1.

FISCAL IMPACT:					
Budgeted Amount in 15-16 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

ZONING **PRACTICE**

SEPTEMBER 2013



AMERICAN PLANNING ASSOCIATION

➔ ISSUE NUMBER 9

PRACTICE FOOD TRUCKS



Food Truck Feeding Frenzy: Making Sense of Mobile Food Vending

By Rodney Arroyo, AICP, and Jill Bahm, AICP

Recent economic and cultural trends show an explosion in the popularity of food trucks, or mobile vendors, over the past several years.



➡ One of the hallmarks of the current food truck boom is an increased focus on “in-truck” preparation over preparation at a central commissary.

According to research done by Emergent for the National Restaurant Association, the growth of mobile food trucks will soar in the next five years, generating up to \$2.7 billion in revenue nationally by 2017—up from \$650 million in 2012 (Emergent Research 2012). All across the country, cities, small towns, and suburbs are seeing food trucks popping up, some in unexpected places like office and industrial parks, where zoning ordinances typically preclude res-

taurants. Amplifying the push for food trucks are the twin trends of “buying local” and “food as entertainment” that are enhanced by programs such as the *Great Food Truck Race* on the Food Network. While ice cream trucks and job-site lunch wagons haven’t disappeared, they are increasingly being joined by gourmet trucks and trucks specializing in ethnic offerings.

All across the United States, people are exploring how mobile food vending might

make a difference in their lives and their communities. More resources are starting to become available for potential business owners. Networks for mobile food vendors are growing; the Southern California Mobile Food Vendors Association was formed in 2010 as one of the first associations dedicated to helping vendors break down barriers to business (www.socalmfva.com). And this fall, Roam—a first-ever industry conference for mobile food

ASK THE AUTHOR JOIN US ONLINE!

Go online during the month of September to participate in our "Ask the Author" forum, an interactive feature of Zoning Practice. Rodney Arroyo, AICP, and Jill Bahm, AICP, will be available to answer questions about this article. Go to the APA website at www.planning.org and follow the links to the Ask the Author section. From there, just submit your questions about the article using the e-mail link. The authors will reply, and Zoning Practice will post the answers cumulatively on the website for the benefit of all subscribers. This feature will be available for selected issues of Zoning Practice at announced times. After each online discussion is closed, the answers will be saved in an online archive available through the APA Zoning Practice web pages.

About the Authors

Rodney Arroyo, AICP, is president of Clearzoning, Inc. He holds a Master of City Planning degree from Georgia Tech and has more than 30 years' expertise in planning and transportation. His experience includes master plans, zoning ordinances, form-based codes, corridor studies, and access management plans. Arroyo also serves as an expert witness in planning and zoning issues, is a national and state planning award winner, and serves as an adjunct professor for Wayne State University's graduate urban planning program.

Jill Bahm, AICP, is a principal planner with Clearzoning, Inc. She holds a Master of Urban and Regional Planning degree and has worked in both the public and private sectors as a downtown development authority director, city planner, and real estate marketing professional. Bahm's professional interests include economic development, recreation planning, historic preservation, community participation, and organizational development.

suppliers and owners—will take place in Portland, Oregon.

On the worldwide stage, the World Street Food Congress is the first of its kind to connect and open up fresh ideas and thought leadership in the massive and growing street-food culture and industry throughout the world. This 10-day street-food festival was hosted in Singapore in January 2013 and featured well-known leaders in the food industry (www.wsfcongress.com).

Faced with inquiries from food vendors, many communities turn to their zoning codes, only to discover that mobile food vending isn't really defined and may not be permitted in the way vendors might like. With the approach to regulating mobile vending varying widely in communities, it can be hard to know where to begin when considering if and how to accommodate food trucks.

WHAT IS MOBILE FOOD VENDING?

Regulatory codes for many communities recognize transient merchants—those goods and services provided by a traveling vendor. The typical ice cream truck would be a good example of a transient merchant who is mobile most of the time, stopping only when requested for a few short minutes. Many operators of today's food trucks or carts, however, are seeking more than a few minutes on the street, sidewalk, or parking lot, staying in place for a few hours to serve breakfast, lunch, or dinner. In fact, when they are located on private property, some food trucks may be in one location for days, weeks, or even months. It is important to make a dis-

tinction between the food vendors that are more transient in nature, like an ice cream truck, and those that seek to move about less frequently. Both types of uses can offer benefits to the community, and they will each have different potential issues to regulate.

Many mobile food vendors utilize self-driven vehicles that permit easy relocation throughout the community. However, mobile food vending also includes trailers, food kiosks, and food carts. Food kiosks are temporary stands or booths that are typically intended to sell prepared foods, including ice cream, pretzels, and the like. Food kiosks may be found inside a large office building or shopping mall, but may also be secured for outside use. Some communities, like Maui County, Hawaii, allow a variety of products to be sold at a kiosk, provided certain standards are met (\$30.08.030). While temporary in structure, food kiosks are often stationary with a defined location. Food carts allow the vendor to sell from outside the moveable unit and are often used to sell fresh fruits and vegetables. Typically, the food in kiosks and carts is prepared elsewhere and kept cold or hot in the unit. The city of New York encourages "green carts" that offer fresh produce in certain areas of the city and has special regulations for these uses (www.nyc.gov/greencarts).

In communities across the U.S., mobile food vendors are seeking permits to start these innovative businesses. They often run into roadblocks at city hall, because while many zoning ordinances include provisions for temporary

uses, most do not contain current definitions for mobile food vending nor do they include any standards that specifically relate to vending and the issues that may arise. The net result in many communities, intentional or unintentional, is a prohibition on mobile food vending.

THE PROS AND CONS OF MOBILE FOOD VENDING

Over the past few years, most of the economy has been struggling and the workforce has been challenged to adapt. With laid-off workers trying to reinvent themselves and new immigrants looking for opportunities, the number of people starting new businesses is rising. Mobile food vending seems, for some, like a low-cost way to wade into the pool of business ownership. There are a number of reasons why communities may elect to sanction mobile food vending:

- **It provides an opportunity to increase jobs and businesses.** The cost of starting a food truck business can start at \$25,000, where a traditional bricks-and-mortar establishment may start at \$300,000, according to the National Restaurant Association (Emergent Research 2012).
- **It offers opportunities to provide food choices where zoning precludes restaurants.** Traditional zoning codes tend to restrict the uses permitted in office and industrial districts, only allowing uses that narrowly meet the intent of those districts. Office and industrial parks, in particular, are often isolated from the rest of the community, requiring employees to drive to retail and restaurant areas. In addition, some communities may not have access to variety of

healthy, fresh foods, and therefore decide to encourage such food vendors in certain neighborhoods by relaxing requirements. New York's green carts initiative allows additional permits to be issued over the city's defined limit to mobile food vendors that offer fresh produce in underserved neighborhoods, and Kansas City, Missouri, offers reduced permit fees for mobile food vendors in city parks that meet certain nutritional standards (Parks and Recreation Vending Policy 4.7.08).

- **It can increase activity in struggling business districts** by creating a dynamic environment where people gather around the availability of new and fresh food. The economy has taken a toll on businesses over the past several years. Those that are hanging on in some areas find that their neighboring buildings or businesses are vacant. Food trucks can be a way to enliven an area, generating traffic for existing businesses and possibly spinning off new business activity. The restaurant industry is evolving to meet the demands of patrons who are looking for locally grown, sustainable, healthy, and fast options for dining. When food trucks use social media to communicate about their location schedules, it can build up a certain level of excitement and anticipation that can make a positive social impact. In addition, the rising trend of "cart pods" and "food truck rallies" brings multiple mobile food vendors to one location, creating a festive atmosphere in an area for a short time.

- **They signal to other potential businesses that the community is adapting to the evolving economy and supporting entrepreneurship.** Mobile food trucks are a new way of doing business; in these early years, communities that anticipate the demand from businesses and consumers may also find that this flexibility signals receptivity to new business models.

- **They are a way for restaurateurs to test the local market for future bricks-and-mortar facilities.** Mobile food trucks offer opportunities to interact with a potential market, to test recipes and pricing, and see if the restaurant fits with the community. All across the United States there are examples of food truck businesses evolving into permanent establishments, including El Camion ("the truck") in northwest Seattle that has recently opened a restaurant and bar in the Ballard neighborhood after several years of experience with its two mobile food units. Torchy's Tacos in Austin, Texas, started with a food truck and now has eight bricks-and-mortar restaurants in Austin, Dallas, Fort Worth, and Hous-

ton—and two more opening this year. The Lunch Room in Ann Arbor, Michigan, plans to open its bricks-and-mortar location soon, using social media to solicit fans of its existing "Mark's Carts" to become investors in the restaurant.

Along with these potential benefits can come community impacts and possible conflicts. Some of the challenges associated with

went through an extensive research and public input process, surveying their local chamber of commerce and meeting with prospective mobile food vendors, residents groups, and restaurant owners. Their resulting ordinance language responds to the needs and concerns of the community (Longmont 2011).

ADDRESSING AREAS OF CONCERN THROUGH ZONING

Many communities are updating their codes to accommodate or regulate mobile vending. In June 2012 Grand Rapids, Michigan, included the following statement of intent in a new set of mobile food vending provisions:

Employment and small business growth in the city can occur while providing a broad range of food choices to the public through careful allowances for temporary concession sales. The provisions of this section are intended to prevent predatory practices on bricks-and-mortar restaurants while allowing for new food vending opportunities that can add vitality to vacant parking lots and underutilized sites . . . (\$5.9.32.K).

Other cities, including Phoenix, Arizona (\$624.D.87); Chapel Hill, North Carolina (\$§10-66-74); and Fort Worth, Texas (\$5.406)—just to name a few—adopted regulations in 2012 to allow mobile vending or food trucks. Chapel Hill's

provisions note that allowing food trucks will "promote diversification of the town's economy and employment opportunities and support the incubation and growth of entrepreneurial/start-up businesses" but also that food trucks pose "unique regulation challenges."

While specific approaches vary from place to place, communities interested in adding or updating regulations for mobile food vending should start by defining the uses and then consider each of the following questions:

- Where in the community should such uses be permitted?
- How long should a food truck be permitted to stay in one location?



Russ Herschler

➡ Food truck gatherings are increasingly common in communities with extensive food truck offerings.

mobile food trucks might include problems with maintenance, trash, parking, noise, and vehicular and pedestrian circulation. In addition, some restaurateurs may be threatened by this new competition and try to prevent mobile food vending. Food trucks also have their own operational challenges, including dealing with unpredictable weather and maintaining an appropriate inventory despite limited storage.

The best way to understand and manage the pros and cons of food trucks in individual communities is to solicit public input and dialogue about the needs and wants of the community. For example, Longmont, Colorado,

- Are these mobile units just for food sales, or can other goods be sold as well?
- Does the community want to increase activity?
- How can the zoning ordinance address up-keep and maintenance?
- When can food trucks operate?
- How are visitor parking and circulation accommodated?
- How are these uses reviewed and permitted?
- What do vendors and their customers want or need?
- How is signage for the mobile unit regulated?
- How is the site lit to ensure safety?

Location

It is common to allow mobile food vending in commercial districts, but some communities add industrial districts or specify mixed use districts. Start with the community's comprehensive plan—is there a need or desire to increase activities in specific parts of the community? Are there concerns about the impact of single-purpose districts (especially office and industrial) on connectivity, traffic congestion, and business

In consideration for existing facilities, some communities decide that there should be a minimum distance between mobile units and bricks-and-mortar restaurants. Some communities try to limit the impact on adjacent residential uses through a distance requirement or by restrictions on hours of operation. Planners should test these locational restrictions to ensure that realistic business opportunities exist. El Paso, Texas, repealed its locational requirement of 1,000 feet from bricks-and-mortar establishments following a 2011 lawsuit to provide sufficient opportunities for mobile food vendors (Berk and Leib 2012). Attorneys Robert Frommer and Bert Gall argue that separation from other establishments is not necessary and that food truck regulations should be narrowly tailored to legitimate health, safety, and welfare concerns, not regulate competition (2012).

The American Heart Association has also looked at location issues related to mobile food vending. They report that several communities across the country prohibit mobile food vending within a certain distance of schools (or

nity and often is related to where mobile food vending is permitted. Some communities allow food trucks on public property but prohibit overnight parking. Where on-street parking is at a premium, communities may consider allowing food trucks to utilize public parking spaces for the same duration as other parked vehicles. Chicago requires food trucks to follow posted meter time restrictions, with no more than two hours in one location. In addition, the city also limits mobile food vending to two hours on private property (§4-8).

In contrast, some communities allow food trucks on private property for up to 30 days or more at one location. For example, Grand Rapids allows concession sales for up to 200 consecutive days over 12 calendar months (§5.9.32.K.6).

Regulations like this may impact vendors in terms of the types of food that can be sold and the manner in which they are prepared, especially when preparation is done on-site. Communities may wish to consider whether the allowed duration is reasonable for food vendors as well as adjacent property owners.



➡ This food truck rally in Royal Oak, Michigan, illustrates how a gathering of food trucks can activate an otherwise underutilized space.

retention and recruitment? Are there any areas in the community where the population is underserved by food choices? Planners can take these concerns to the community and invite residents and business owners to share their thoughts on where mobile food vending might be appropriate and desirable.

Some communities make a distinction between vending on public property, which often requires a license but is not regulated by zoning, and private property, which often requires a temporary use permit and is regulated by the zoning ordinance. When permitted on private property, zoning standards should require evidence of property owner approval.

at school release times) to limit the sometimes nutritionally challenged food choices available (2012). Woodland, California, prohibits mobile food vending within 300 feet of a public or private school, but will allow them on school property when approved by the school (§14-15). It a different twist, the Minneapolis Public School System introduced a food truck program this year to offer free nutritious meals to students during the summer months at four different sites in Minneapolis (Martinson 2013).

Duration

The length of time food trucks are permitted to stay in one place varies widely by commu-

Goods Available for Sale

Some communities, like College Station, Texas, are very specific that the goods sold from mobile vending to be food related (§4-20). This is often borne of a desire to start with mobile vending on a limited basis to gauge its impact. As mobile food trucks become more prevalent, surely people will explore the ideas of starting other types of businesses in this format. Communities may wish to consider the questions raised earlier about location and assess whether or not it makes sense to allow other goods in addition to food to be sold in designated areas. For example, Ferndale, Michigan, allows a variety of wares to be sold by a mobile

vendor, including apparel, jewelry, household goods, and furnishings (§§7-73–82). That might be just the place for book publisher Penguin Group (USA) to take its recently introduced first mobile bookstore, which aims to make books accessible where big box retailers aren't located (Edsall 2013).

Number of Units in One Location

Some communities that are getting on board with mobile food vending have started allowing them to congregate for certain events and activities. For example, Royal Oak, Michigan, started a food truck “rally” at their indoor farmers market during colder months. It is a good way to utilize the facility as well as provide entertaining food options for city residents. It has now become a great family event every month year-round, with musical entertainment, bouncy houses, and face painting. The city limits the rally to no more than 10 different trucks with a variety of cuisine for the whole family.

units to function on private property as a single business. To address potential negative impacts, each mobile food court must have its own on-site manager, who is responsible for the maintenance of the area (§5.406).

Trash

The type of standards for trash removal and upkeep will vary depending on the location and duration of the vending. Most communities require waste receptacles for every mobile food vending unit and some further require waste to be removed from a site daily. Keep in mind that where communities allow seating along with the mobile food unit, people will generate more trash on-site than in situations where there is no seating provided and people take their food (and trash) to go.

Hours of Operation

Some communities limit hours of operation to around lunchtime (e.g., 10:30 a.m. until 3:30

trucks on private property, communities typically require the vendor to ensure that there is sufficient parking available for its use and any other uses on the site, including the space taken up by the unit itself. Some cities allow public parking areas to be utilized for food trucks, and may even allow metered parking spaces to be used provided the related meter fees are paid. For example, Minneapolis allows a mobile vendor to park at no more than two metered spaces, as long as they are not short-term spaces and are not located within 100 feet of an existing restaurant or sidewalk cafe—unless the restaurant owner gives consent (§188.485.c.7).

Licenses and Permits

Most communities require permits or licenses regardless of whether the trucks operate on public or private property. It is also common for the community to reference compliance with other codes, particularly state or local health codes. These other codes can impact how trucks operate. For example, California's

Health and Safety Code requires trucks to have hand-washing stations if food is prepared in the truck, but does not require them on trucks selling only prepackaged foods like frozen desserts (§114311).

Some communities cap the number of licenses available for food trucks to limit their impact, but many others do not. Grand Rapids

requires a temporary use permit, subject to planning commission approval, and gives standards for consideration (§5.9.32.K.18), including an assessment asking “[w]ill the proposed stand, trailer, wagon or vehicle contribute to the general aesthetic of the business district and include high quality materials and finishes?”

Site Amenities

Some communities specify that no tables or chairs are permitted, or if they are, then sanitary facilities are also required. There may be flexibility in the permitted arrangements for such facilities (for example, having permission to use such facilities within a reasonable distance of the mobile unit). Frisco, Texas, prohibits connections to po-



According to Market Master Shelly Mazur, “It’s nice to be able to offer a family-friendly event in a climate-controlled building with renovated bathrooms and seating.”

On the other hand, in its 2010 ordinance, the city of Zillah, Washington, banned mobile food vending altogether, declaring it a “nuisance,” and finding that “when mobile vendors congregate in the same area, the heightened intensity of use negatively impacts the surrounding area, particularly by increased trash” (§8.32). Fort Worth tackled this issue head-on, defining a group of food trucks as a “mobile food court” when two or more mobile vending units congregate. They allow these

p.m.), and others allow sales from early in the morning to late in the evening (e.g., 7 a.m. until 10 p.m.). Some communities place no time limits on these operations in the zoning regulations. Again, consider where these units will be permitted and the potential conflicts with adjacent uses.

Parking and Circulation

Given the mobility of these vendors, they by necessity are typically located in parking areas. Whether in public spaces or a private parking lot, it is important to ensure sufficient parking for existing uses to prevent an undue burden on bricks-and-mortar establishments. For food

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table water, requiring mobile food vendors to store their water in an internal tank. The city also requires vendors to be located within 50 feet of an entrance of a primary building, and drive-through service is expressly prohibited (§3.02.01.A(20)). King County, Washington, requires that all mobile food vending in the county be located within 200 feet of a usable restroom (§5.34).

Signage

Some communities use their existing sign regulations, but others tailor standards for mobile units. In Michigan, both Grand Blanc Township (§7.4.9.F) and Kalamazoo (§§25-63–68) allow one sign on the mobile vending unit itself, but do not allow any other signage. This is fairly common. In many cases, the truck itself essentially functions as one big sign with colorful graphics. Additionally, many mobile food vendors now use social media to get out the word regarding the time and place they will set up shop, potentially reducing the need for additional signage beyond that on the unit itself.

Lighting

Lighting is not as commonly addressed as other issues, especially if a mobile food vending unit is located in an existing developed area, but it is likely presumed that other applicable lighting requirements appropriate to the location are to be followed. Consider adjacent uses and the impact of light trespass and glare. For example, Grand Blanc Township requires mobile food vending units to be lit with available site lighting. No additional exterior lighting is allowed unless permitted by the zoning board of appeals upon finding that proposed exterior lighting mounted to the mobile vending unit will not spill over on to adjacent residential uses as measured at the property line (§7.4.9.F.10).

TESTING, FOLLOW-UP, AND ENFORCEMENT

One of the nice things about mobile food vending is that it is really easy for a community to put a toe in the water and test the impact of regulations on mobile food vendors, other community businesses, and the public, and to adjust the regulations

as appropriate. The Metropolitan Government of Nashville-Davidson County, Tennessee, initiated a test phase beginning April 2012 that will provide evaluative data for a successful mobile food vendor program. The program will initially be operated under a temporary permit issued by the Metro Public Works Permit Office for two specified zones, the downtown core and outside of it. Oakland, California, has a pilot program for "Food Vending Group Sites," defined as "the stationary operation of three (3) or more 'mobile food vendors' clustered together on a single private property site, public property site, or within a specific section of public right-of-way" (§5.51).

Before embarking on extensive zoning rewrites, review the suggested considerations with the community to anticipate and plan for appropriate ways to incorporate this use in a reasonable way. Mobile food vending is on the rise all over the country, from urban sites to the suburbs. When regulated appropriately, mobile food vending can bring real benefits to a community, including jobs, new businesses, fresh food, and vitality.

Cover image by Rodney Arroyo; design concept by Lisa Barton

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ZONING PRACTICE
AMERICAN PLANNING ASSOCIATION

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HOW DOES YOUR COMMUNITY
REGULATE FOOD TRUCKS AND
OTHER MOBILE VENDORS?

9



ITEM NO.: 13b

MEETING DATE: November 4, 2015

AGENDA SUMMARY REPORT

SUBJECT: APPROVAL OF AN ADDITIONAL CUSTOMER SERVICE REPRESENTATIVE III FOR UTILITY BILLING AND CORRESPONDING BUDGET AMENDMENTS.

Summary: City Staff is proposing an additional Customer Service Representative (CSR III) to replace a position lost in Fiscal Year 2015.

Background: In Fiscal Year 2012 to Fiscal Year 2013, the utility billing staff operated with 5.0 FTE Customer Service Representatives (CSR) and one part-time (.80 FTE) Utility Billing Clerk.

This consisted of:

- 1- FTE CSR III whose primary task is billing
- 3-FTE CSR II's (General Billing, Business Licensing, Cashiering and Customer Maintenance)
- 1-FTE CSR I (Cashier/Customer Service).
- .80- FTE CSR Utility Billing Clerk

In 2014-15 Fiscal Year, the .80 FTE Utility Billing Clerk primarily responsible for Ukiah Valley Sanitation (UVSD) maintenance retired and this position was eliminated.

Discussion: Staff is requesting an additional Customer Service Representative (CSR III) for better response to customer service needs and to improve billing and collection services as the City works with Ukiah Valley Sanitation District (UVSD).

In addition, this position will support staff during the software implementation training, provide needed analysis of data, and take on additional workload for Ukiah Valley Sanitation District (UVSD) that was previously assigned to the Utility Billing Clerk. This position will add support to staff to fill in for special projects, provide customer service needs, and provide staff with the ability to cross train employees and have needed succession planning in place.

The cost difference between a .80 FTE Utility Billing Clerk and a full-time CSR III is \$25,069. Because this position was not included in the Fiscal Year 2016 budget, the total (wage and benefits) cost for adding a CSR III is \$78,400. The increase to the general fund is \$396 based on the approved cost allocation plan.

Continued on Page 2

RECOMMENDED ACTION(S): Approval of the addition of a CSR III position and approval of the Corresponding Budget Amendment and corresponding budget amendment(s).

ALTERNATIVES: Do not approve and provide direction to staff.

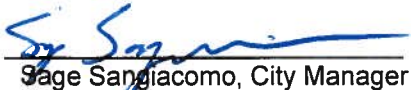
Citizens advised:

Requested by: Karen Scalabrini, Finance Director and Jan Newell, Finance Controller
Prepared by: Karen Scalabrini, Finance Director and Jan Newell, Finance Controller
Coordinated with: Sheri Mannion, Human Resources Management Analyst
Presenters: Karen Scalabrini, Finance Director and Jan Newell, Finance Controller
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

The position primarily supports the billing services for the utility enterprises. The following table shows how this change would be allocated:

Org #	Departments	Utilities Based on Billable Revenues	Department Percent	Total Distribution
GENERAL FUND				
10012200	Administrative Support (includes Landfill)	155,205.44	0.50%	394
10520210	Public Safety Police	864.09	0.00%	2
72022400	Golf	22,698.50	0.07%	58
77725200	Airport	532,163.26	1.72%	1,349
80026400	Electric	14,217,963.46	45.98%	36,050
82024410	Water	5,726,622.23	18.52%	14,520
84024420	Sewer	10,224,066.74	33.07%	25,923
64020213	Parking	<u>41,136.50</u>	<u>0.13%</u>	<u>104</u>
Total Operating Budget Used for Distribution		<u>\$30,920,720.22</u>	<u>100.00%</u>	<u>\$78,400</u>

FISCAL IMPACT:			
Budgeted Amount in 15-16 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required
\$472,779	Billing & Collection Fund \$78,400	20513300.51XXX	Yes ☒ No ☐



ITEM NO.: 13c

MEETING DATE: November 4, 2015

AGENDA SUMMARY REPORT

SUBJECT: APPROVAL OF THE COST ALLOCATION PLAN ADOPTED FOR THE 2015-2016 BUDGET APPLIED TO THE 2014-2015 OPERATIONAL BUDGET AND CORRESPONDING BUDGET AMENDMENTS

Summary: Council will consider utilizing the 2015-2016 Cost Allocation Plan for the 2014-2015 Operations Budget.

Background: The adopted 2014-2015 Operations Budget utilized the direct charge method for central service allocations. On August 19, 2015, Council adopted a Cost Allocation Plan for central services for the 2015-2016 Budget.

Discussion: Many hours of work and research went into the cost allocation method adopted for central services for the Fiscal Year 2015-2016 budget. The process was well thought-out and will continue to be used in the future, so staff is requesting that this same methodology be applied to the 2014-2015 operating budget and expenses. By applying the cost allocation procedures to the 2014-2015 operational budget and expenses, all expenses will be spread evenly throughout the City and reflect the cost of services used for the fiscal year. This methodology also results in a General Fund positive adjustment of \$877,937 as shown in the attached Exhibit A – Central Services Summary of Adjustments worksheet. All central services worksheets are included for your review.

It is important to note that the budget adopted for FY 2014-2015 included the use of about \$890,000 from General Fund reserves. The savings to the General Fund from the proposed allocation will provide the City with a General Fund that will not need to use those reserves for the Fiscal Year.

Finance Staff is in the process of closing the books for FY 2014-2015. Auditors will be here the week of November 16th to continue the audit. Final audited figures will be complete by the end of December.

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

RECOMMENDED ACTION(S): Approve the Cost Allocation Plan to be implemented for the 2014-2015 Operations Budget and corresponding budget amendments.

ALTERNATIVES: Use the direct cost allocation method as originally budgeted for 2014-2015 Operations Budget.

Citizens advised: N/A
Requested by: N/A
Prepared by: Karen Scalabrini, Finance Director
Coordinated with: Jan Newell, Finance Controller
Presenters: Karen Scalabrini, Finance Director
Attachments: 1. Exhibit A-Central Services Summary of Adjustments by Fund, Central Services worksheets

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
Sage Sangiacomo, City Manager

Exhibit A - Central Services Summary Adjustments by Fund

Summary of Adjustments to General Fund		
City Council	\$	(22,691)
City Clerk	\$	(74,186)
City Manger	\$	(228,782)
Admin Support	\$	(53,703)
Misc General Government	\$	(668,000)
Accounting	\$	(293,731)
City Attorney	\$	(70,329)
HR	\$	(184,198)
Treasurer	\$	(34,143)
	\$	<u>(1,629,763)</u>

Summary of Adjustments to Parking Enforcement		
City Council	\$	518
City Clerk	\$	494
City Manger	\$	1,493
Admin Support	\$	247
Misc General Government	\$	4,087
Accounting	\$	2,865
City Attorney	\$	503
HR	\$	-
Treasurer	\$	227
	\$	<u>10,434</u>

Summary of Adjustments to Airport		
City Council	\$	(793)
City Clerk	\$	(447)
City Manger	\$	6,922
Admin Support	\$	2,095
Misc General Government	\$	28,139
Accounting	\$	(7,329)
City Attorney	\$	3,697
HR	\$	6,263
Treasurer	\$	(448)
	\$	<u>38,099</u>

Summary of Adjustments to Police (Public Safety Fund)		
City Council	\$	23,250
City Clerk	\$	22,168
City Manger	\$	67,011
Admin Support	\$	11,097
Misc General Government	\$	183,446
Accounting	\$	128,571
City Attorney	\$	13,280
HR	\$	107,385
Treasurer	\$	-
	\$	<u>556,209</u>

Summary of Adjustments to Golf		
City Council	\$	165
City Clerk	\$	157
City Manger	\$	474
Admin Support	\$	79
Misc General Government	\$	1,298
Accounting	\$	910
City Attorney	\$	160
HR	\$	1,189
Treasurer	\$	-
	\$	<u>4,432</u>

Summary of Adjustments to Electric		
City Council	\$	5,699
City Clerk	\$	33,857
City Manger	\$	93,500
Admin Support	\$	22,503
Misc General Government	\$	281,191
Accounting	\$	(108,672)
City Attorney	\$	33,609
HR	\$	(3,364)
Treasurer	\$	(6,957)
	\$	<u>351,366</u>

Summary of Adjustments to Fire (Public Safety Fund)		
City Council	\$	8,433
City Clerk	\$	8,040
City Manger	\$	24,304
Admin Support	\$	4,025
Misc General Government	\$	66,534
Accounting	\$	46,632
City Attorney	\$	8,194
HR	\$	29,455
Treasurer	\$	-
	\$	<u>195,617</u>

Summary of Adjustments to Conference Center		
City Council	\$	1,010
City Clerk	\$	963
City Manger	\$	2,910
Admin Support	\$	482
Misc General Government	\$	7,967
Accounting	\$	5,584
City Attorney	\$	981
HR	\$	7,159
Treasurer	\$	67
	\$	<u>27,122</u>

Summary of Adjustments to Street Lighting		
City Council	\$	1,444
City Clerk	\$	1,377
City Manger	\$	4,163
Admin Support	\$	689
Misc General Government	\$	11,396
Accounting	\$	7,987
City Attorney	\$	1,403
HR	\$	3,038
Treasurer	\$	883
	\$	<u>32,381</u>

Total Saving to General Fund \$ (877,937)
(Includes General Fund, Police, & Fire)

Summary of Adjustments to Public Benefit		
City Council	\$	2,000
City Clerk	\$	1,907
City Manger	\$	5,763
Admin Support	\$	954
Misc General Government	\$	15,778
Accounting	\$	11,058
City Attorney	\$	1,943
HR	\$	-
Treasurer	\$	12
	\$	<u>39,415</u>

Summary of Adjustments to Successor Agency		
City Council	\$	133
City Clerk	\$	126
City Manger	\$	382
Admin Support	\$	63
Misc General Government	\$	1,046
Accounting	\$	733
City Attorney	\$	129
HR	\$	-
Treasurer	\$	-
	\$	<u>2,611</u>

Summary of Adjustments to Museum		
City Council	\$	1,206
City Clerk	\$	1,150
City Manger	\$	3,477
Admin Support	\$	576
Misc General Government	\$	9,519
Accounting	\$	6,672
City Attorney	\$	1,172
HR	\$	10,197
Treasurer	\$	-
	\$	<u>33,970</u>

Summary of Adjustments to Water		
City Council	\$	(11,348)
City Clerk	\$	(146)
City Manger	\$	(2,897)
Admin Support	\$	4,475
Misc General Government	\$	9,116
Accounting	\$	(174,713)
City Attorney	\$	6,711
HR	\$	13,306
Treasurer	\$	7,343
	\$	<u>(148,154)</u>

Summary of Adjustments to ARRC		
City Council	\$	300
City Clerk	\$	286
City Manger	\$	864
Admin Support	\$	143
Misc General Government	\$	2,364
Accounting	\$	1,657
City Attorney	\$	291
HR	\$	608
Treasurer	\$	-
	\$	<u>6,512</u>

Summary of Adjustments to Visit Ukiah		
City Council	\$	431
City Clerk	\$	411
City Manger	\$	1,243
Admin Support	\$	206
Misc General Government	\$	3,403
Accounting	\$	2,385
City Attorney	\$	419
HR	\$	1,321
Treasurer	\$	-
	\$	<u>9,819</u>

Summary of Adjustments to Wastewater		
City Council	\$	(9,816)
City Clerk	\$	3,787
City Manger	\$	6,495
Admin Support	\$	6,443
Misc General Government	\$	41,652
Accounting	\$	(137,519)
City Attorney	\$	(2,220)
HR	\$	17,239
Treasurer	\$	33,012
	\$	<u>(40,927)</u>

Summary of Adjustments to Downtown Bus. Imp.		
City Council	\$	59
City Clerk	\$	56
City Manger	\$	170
Admin Support	\$	28
Misc General Government	\$	464
Accounting	\$	325
City Attorney	\$	57
HR	\$	-
Treasurer	\$	-
	\$	<u>1,159</u>

Central Services - City Council Distribution

Distribution Basis/Bases	Percent	Actual	Budget
Total Actual FY 2014/2015	100.00%	\$ 131,850	128,525
Total	100.00%	\$ 131,850	

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$
				131,850

GENERAL FUND

				Current Expenses	Current Budget				Adjustments
10017100 Business, Economic, Grant & Housing	323,775	0.96%	1,270			GF	18,491	14.02%	(22,691)
10018000 Community Outreach/Public Information Services	37,000	0.11%	145	41,182	37,718	Police	23,250	17.63%	23,250
10022100 Parks	1,101,063	3.27%	4,317			Fire	8,433	6.40%	8,433
10022810 Recreation Administration (includes all Recreation Activities)	866,893	2.58%	3,399			Parking Enf.	518	0.39%	518
10023100 Planning & Community Development	506,928	1.51%	1,988			Golf	165	0.12%	165
10023320 Building Inspection	284,354	0.85%	1,115			Conf. Center	1,010	0.77%	1,010
10024210 Engineering (includes Landfill/Solid Waste)	610,293	1.81%	2,393			Airport	4,388	3.33%	(793)
10024214 Traffic Signal Operations	33,000	0.10%	129	5,181	5,051	Electric	47,147	35.76%	5,699
10024220 Streets	775,765	2.31%	3,042	41,448	41,572	Street Lighting	1,444	1.10%	1,444
10024224 Storm Drain	98,239	0.29%	385			Public Benefit	2,000	1.52%	2,000
10020217 Animal Control	78,500	0.23%	308			Water	9,376	7.11%	(11,348)
10520210 Police Patrol	5,262,672	15.65%	20,635	20,724	20,795	Wastewater	13,499	10.24%	(9,816)
10520224 Police Major Crimes	162,314	0.48%	636	23,315	23,389	Successor Agency	133	0.10%	133
10520218 Community Services Officers (Includes SLESF)	504,767	1.50%	1,979			ARRC	300	0.23%	300
10521210 Fire	2,150,676	6.40%	8,433			Downtown Bus. Imp.	59	0.04%	59
ENTERPRISE FUNDS						Museum	1,206	0.92%	1,206
64020213 Parking Enforcement	132,116	0.39%	518			Visit Ukiah	431	0.33%	431
72022400 Golf	41,973	0.12%	165			Total	131,850	100.00%	(0)
73022600 Conference Center	257,524	0.77%	1,010	131,850	128,525				
77725200 Airport	1,119,216	3.33%	4,388						
80026110 Electric Overhead	1,069,948	3.18%	4,195						
80026120 Electric Underground	1,059,977	3.15%	4,156						
80026130 Electric Substation	297,165	0.88%	1,165						
80026200 Electric Testing & Calibrating	229,920	0.68%	902						
80026300 Electric Generation	8,541,565	25.40%	33,491						
80026330 Electric Hydro Plant	265,284	0.79%	1,040						
80026400 Electric Administration	560,546	1.67%	2,198						
80526610 Street Lighting	368,369	1.10%	1,444						
80626500 Public Benefit	510,000	1.52%	2,000						
82024410 Water Administration	539,837	1.61%	2,117						
82024411 Water Production Operations & Management	1,094,926	3.26%	4,293						
82024414 Water Distribution Operations & Maintenance	758,385	2.25%	2,966						
84024420 Wastewater Administration	562,786	1.67%	2,207						
84024421 Wastewater Operations & Maintenance	580,033	1.72%	2,274						
84024425 Wastewater Treatment	2,300,033	6.84%	9,018						

SPECIAL REVENUES & OTHER FUNDS

96995669 Successor Agency	33,800	0.10%	133
31122870 Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	300
31217100 Downtown Business Improvement	15,000	0.04%	59
69122700 Museum	307,703	0.92%	1,206
75017110 Visit Ukiah	110,000	0.33%	431

Total Operating Budget Used for Distribution **33,626,771** **100.00%** **\$ 131,850**

113,359 Central Services in/Non GF 1001000.49100

Central Services - City Clerk Distribution

Distribution Basis/Bases	Percent	Actual	Budget
Total Actual FY 2014/2015	100.00%	\$ 125,712	141,326
Total	100.00%	\$ 125,712	

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$
				125,712

GENERAL FUND

				Current Expenses	Current Budget				Adjustments
10017100	Business, Economic, Grant & Housing	323,775	0.96%	1,210					
10018000	Community Outreach/Public Information Services	37,000	0.11%	138	91,816	99,991	GF	17,630	14.02% (74,186)
10022100	Parks	1,101,063	3.27%	4,116			Police	22,168	17.63% 22,168
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	3,241			Fire	8,040	6.40% 8,040
10023100	Planning & Community Development	506,928	1.51%	1,895			Parking Enf.	494	0.39% 494
10023320	Building Inspection	284,354	0.85%	1,063			Golf	157	0.12% 157
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	2,282			Conf. Center	963	0.77% 963
10024214	Traffic Signal Operations	33,000	0.10%	123	4,631	5,444	Airport	4,184	3.33% (447)
10024220	Streets	775,765	2.31%	2,900	11,096	13,341	Electric	44,953	35.76% 33,857
10024224	Storm Drain	98,239	0.29%	367			Street Lighting	1,377	1.10% 1,377
10020217	Animal Control	78,500	0.23%	293			Public Benefit	1,907	1.52% 1,907
10520210	Police Patrol	5,262,672	15.65%	19,674	9,085	10,880	Water	8,939	7.11% (146)
10520224	Police Major Crimes	162,314	0.48%	607	9,084	11,670	Wastewater	12,871	10.24% 3,787
10520218	Community Services Officers (includes SLESF)	504,767	1.50%	1,887			Successor Agency	126	0.10% 126
10521210	Fire	2,150,676	6.40%	8,040			ARRC	286	0.23% 286

ENTERPRISE FUNDS

64020213	Parking Enforcement	132,116	0.39%	494					
72022400	Golf	41,973	0.12%	157					
73022600	Conference Center	257,524	0.77%	963	125,712	141,326	Total	125,712	100.00% 0
77725200	Airport	1,119,216	3.33%	4,184	120,956	135,883			
80026110	Electric Overhead	1,069,948	3.18%	4,000	4,756	5,444	Airport has separate activity code in error (777.111)		
80026120	Electric Underground	1,059,977	3.15%	3,963					
80026130	Electric Substation	297,165	0.88%	1,111			108,082	10011000.49101	Central Services in/Non GF
80026200	Electric Testing & Calibrating	229,920	0.68%	860					
80026300	Electric Generation	8,541,565	25.40%	31,932					
80026330	Electric Hydro Plant	265,284	0.79%	992					
80026400	Electric Administration	560,546	1.67%	2,096					
80526610	Street Lighting	368,369	1.10%	1,377					
80626500	Public Benefit	510,000	1.52%	1,907					
82024410	Water Administration	539,837	1.61%	2,018					
82024411	Water Production Operations & Management	1,094,926	3.26%	4,093					
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	2,828					
84024420	Wastewater Administration	562,786	1.67%	2,104					
84024421	Wastewater Operations & Maintenance	580,033	1.72%	2,168					
84024425	Wastewater Treatment	2,300,033	6.84%	8,599					

SPECIAL REVENUES & OTHER FUNDS

96995669	Successor Agency	33,800	0.10%	126
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	286
31217100	Downtown Business Improvement	15,000	0.04%	56
69122700	Museum	307,703	0.92%	1,150
75017110	Visit Ukiah	110,000	0.33%	411

Total Operating Budget Used for Distribution **33,626,771** **100.00%** **\$ 125,712**

Central Services - City Manager Distribution

Distribution Basis/Bases	Percent	Actual	Budget
Total Actual FY 2014/2015	100.00%	\$ 380,009	471,486
Total	100.00%	\$ 380,009	

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$
				380,009

GENERAL FUND

10017100	Business, Economic, Grant & Housing	323,775	0.96%	3,659
10018000	Community Outreach/Public Information Services	37,000	0.11%	418
10022100	Parks	1,101,063	3.27%	12,443
10022810	Recreation Administration (includes all Recreation Activities)	866,893	2.58%	9,797
10023100	Planning & Community Development	506,928	1.51%	5,729
10023320	Building Inspection	284,354	0.85%	3,213
10024210	Engineering (includes Landfill/Solid Waste)	610,293	1.81%	6,897
10024214	Traffic Signal Operations	33,000	0.10%	373
10024220	Streets	775,765	2.31%	8,767
10024224	Storm Drain	98,239	0.29%	1,110
10020217	Animal Control	78,500	0.23%	887
10520210	Police Patrol	5,262,672	15.65%	59,472
10520224	Police Major Crimes	162,314	0.48%	1,834
10520218	Community Services Officers (Includes SLESF)	504,767	1.50%	5,704
10521210	Fire	2,150,676	6.40%	24,304

ENTERPRISE FUNDS

64020213	Parking Enforcement	132,116	0.39%	1,493
72022400	Golf	41,973	0.12%	474
73022600	Conference Center	257,524	0.77%	2,910
77725200	Airport	1,119,216	3.33%	12,648
80026110	Electric Overhead	1,069,948	3.18%	12,091
80026120	Electric Underground	1,059,977	3.15%	11,979
80026130	Electric Substation	297,165	0.88%	3,358
80026200	Electric Testing & Calibrating	229,920	0.68%	2,598
80026300	Electric Generation	8,541,565	25.40%	96,526
80026330	Electric Hydro Plant	265,284	0.79%	2,998
80026400	Electric Administration	560,546	1.67%	6,335
80526610	Street Lighting	368,369	1.10%	4,163
80626500	Public Benefit	510,000	1.52%	5,763
82024410	Water Administration	539,837	1.61%	6,101
82024411	Water Production Operations & Management	1,094,926	3.26%	12,374
82024414	Water Distribution Operations & Maintenance	756,385	2.25%	8,548
84024420	Wastewater Administration	562,786	1.67%	6,360
84024421	Wastewater Operations & Maintenance	580,033	1.72%	6,555
84024425	Wastewater Treatment	2,300,033	6.84%	25,992

SPECIAL REVENUES & OTHER FUNDS

96995669	Successor Agency	33,800	0.10%	382
31122870	Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	864
31217100	Downtown Business Improvement	15,000	0.04%	170
69122700	Museum	307,703	0.92%	3,477
75017110	Visit Ukiah	110,000	0.33%	1,243

Total Operating Budget Used for Distribution **33,626,771** **100.00%** **\$ 380,009**

Current Expenses	Current Budget				Adjustments
282,074	278,778	GF	53,292	14.02%	(228,782)
		Police	67,011	17.63%	67,011
		Fire	24,304	6.40%	24,304
		Parking Enf.	1,493	0.39%	1,493
		Golf	474	0.12%	474
		Conf. Center	2,910	0.77%	2,910
5,726	6,498	Airport	12,648	3.33%	6,922
42,385	39,346	Electric	135,885	35.76%	93,500
		Street Lighting	4,163	1.10%	4,163
		Public Benefit	5,763	1.52%	5,763
29,919	27,775	Water	27,022	7.11%	(2,897)
32,412	30,089	Wastewater	38,907	10.24%	6,495
		Successor Agency	382	0.10%	382
		ARRC	864	0.23%	864
		Downtown Bus. Imp.	170	0.04%	170
		Museum	3,477	0.92%	3,477
		Visit Ukiah	1,243	0.33%	1,243
392,516	382,486	Total	380,009	100.00%	(12,507)
0	89,000	fund 251 special capital projects excluded			
392,516	471,486	Total shown in report			
326,715	10012100.49102	Central Services in/Non GF			

Central Services - Administrative Support Distribution

Distribution Basis/Bases	Percent	Actual	Budget
Total Actual FY 2014/2015	100.00%	\$ 62,930	61270
Total	100.00%	\$ 62,930	

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$
				62,930

GENERAL FUND

10017100 Business, Economic, Grant & Housing	323,775	0.96%	606
10018000 Community Outreach/Public Information Services	37,000	0.11%	69
10022100 Parks	1,101,063	3.27%	2,061
10022810 Recreation Administration (includes all Recreation Activities)	866,893	2.58%	1,622
10023100 Planning & Community Development	506,928	1.51%	949
10023320 Building Inspection	284,354	0.85%	532
10024210 Engineering (includes Landfill/Solid Waste)	610,293	1.81%	1,142
10024214 Traffic Signal Operations	33,000	0.10%	62
10024220 Streets	775,765	2.31%	1,452
10024224 Storm Drain	98,239	0.29%	184
10020217 Animal Control	78,500	0.23%	147
10520210 Police Patrol	5,262,672	15.65%	9,849
10520224 Police Major Crimes	162,314	0.48%	304
10520218 Community Services Officers (includes SLESF)	504,767	1.50%	945
10521210 Fire	2,150,676	6.40%	4,025

ENTERPRISE FUNDS

64020213 Parking Enforcement	132,116	0.39%	247
72022400 Golf	41,973	0.12%	79
73022600 Conference Center	257,524	0.77%	482
77725200 Airport	1,119,216	3.33%	2,095
80026110 Electric Overhead	1,069,948	3.18%	2,002
80026120 Electric Underground	1,059,977	3.15%	1,984
80026130 Electric Substation	297,165	0.88%	556
80026200 Electric Testing & Calibrating	229,920	0.68%	430
80026300 Electric Generation	8,541,565	25.40%	15,985
80026330 Electric Hydro Plant	265,284	0.79%	496
80026400 Electric Administration	560,546	1.67%	1,049
80526610 Street Lighting	368,369	1.10%	689
80626500 Public Benefit	510,000	1.52%	954
82024410 Water Administration	539,837	1.61%	1,010
82024411 Water Production Operations & Management	1,094,926	3.26%	2,049
82024414 Water Distribution Operations & Maintenance	756,385	2.25%	1,416
84024420 Wastewater Administration	562,786	1.67%	1,053
84024421 Wastewater Operations & Maintenance	580,033	1.72%	1,085
84024425 Wastewater Treatment	2,300,033	6.84%	4,304

SPECIAL REVENUES & OTHER FUNDS

96995669 Successor Agency	33,800	0.10%	63
31122870 Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	143
31217100 Downtown Business Improvement	15,000	0.04%	28
69122700 Museum	307,703	0.92%	576
75017110 Visit Ukiah	110,000	0.33%	206

Total Operating Budget Used for Distribution **33,626,771** **100.00%** **\$ 62,930**

Current Expenses	Current Budget	Adjustments			
62,528	61,270	GF	8,825	14.02%	(53,703)
		Police	11,097	17.63%	11,097
		Fire	4,025	6.40%	4,025
		Parking Enf.	247	0.39%	247
		Golf	79	0.12%	79
		Conf. Center	482	0.77%	482
		Airport	2,095	3.33%	2,095
		Electric	22,503	35.76%	22,503
		Street Lighting	689	1.10%	689
		Public Benefit	954	1.52%	954
		Water	4,475	7.11%	4,475
		Wastewater	6,443	10.24%	6,443
		Successor Agency	63	0.10%	63
		ARRC	143	0.23%	143
		Downtown Bus. Imp.	28	0.04%	28
		Museum	576	0.92%	576
		Visit Ukiah	206	0.33%	206
62,528	61,270	Total	62,930	100.00%	402

54,105 10012200.49103 Central Services In/Non GF

Central Services - Miscellaneous General Government Distribution

Distribution Basis/Bases	Percent	Actual	Budget
Total Actual FY 2014/2015	100.00%	\$ 1,040,295	
Total	100.00%	\$ 1,040,295	

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution
				\$ 1,040,295

GENERAL FUND

				Current Expenses	Current Budget				Adjustments
10017100 Business, Economic, Grant & Housing	323,775	0.96%	10,016			GF	145,891	14.02%	(668,000)
10018000 Community Outreach/Public Information Services	37,000	0.11%	1,145	813,891	799,767	Police	183,446	17.63%	183,446
10022100 Parks	1,101,063	3.27%	34,063			Fire	66,534	6.40%	66,534
10022810 Recreation Administration (includes all Recreation Activities)	866,893	2.58%	26,819			Parking Enf.	4,087	0.39%	4,087
10023100 Planning & Community Development	506,928	1.51%	15,683			Golf	1,298	0.12%	1,298
10023320 Building Inspection	284,354	0.85%	8,797			Conf. Center	7,967	0.77%	7,967
10024210 Engineering (includes Landfill/Solid Waste)	610,293	1.81%	18,880			Airport	34,625	3.33%	28,139
10024214 Traffic Signal Operations	33,000	0.10%	1,021	6,486	6,486	Electric	371,993	35.76%	281,191
10024220 Streets	775,765	2.31%	23,999	90,802	90,802	Street Lighting	11,396	1.10%	11,396
10024224 Storm Drain	98,239	0.29%	3,039			Public Benefit	15,778	1.52%	15,778
10020217 Animal Control	78,500	0.23%	2,429			Water	73,974	7.11%	9,116
10520210 Police Patrol	5,262,672	15.65%	162,809	64,858	64,858	Wastewater	106,510	10.24%	41,652
10520224 Police Major Crimes	162,314	0.48%	5,021	64,858	64,858	Successor Agency	1,046	0.10%	1,046
10520218 Community Services Officers (Includes SLESF)	504,767	1.50%	15,616			ARRC	2,364	0.23%	2,364
10521210 Fire	2,150,676	6.40%	66,534			Downtown Bus. Imp.	464	0.04%	464

ENTERPRISE FUNDS

64020213 Parking Enforcement	132,116	0.39%	4,087			Museum	9,519	0.92%	9,519
72022400 Golf	41,973	0.12%	1,298			Visit Ukiah	3,403	0.33%	3,403
73022600 Conference Center	257,524	0.77%	7,967	1,040,895	1,026,771	Total	1,040,295	100.00%	(600)
77725200 Airport	1,119,216	3.33%	34,625						
80026110 Electric Overhead	1,069,948	3.18%	33,100	647,332	539,137	Exceptions:			
80026120 Electric Underground	1,059,977	3.15%	32,792	(132,834)	648,582	less workers comp fund			
80026130 Electric Substation	297,165	0.88%	9,193	8,814	50,000	plus use of liability property funds			
80026200 Electric Testing & Calibrating	229,920	0.68%	7,113	1,564,207	2,264,490	less property tax admin fee			
80026300 Electric Generation	8,541,565	25.40%	264,246			Total shown in report			

80026330 Electric Hydro Plant	265,284	0.79%	8,207	894,404	10012400.49104	Central Services In - Non General Fund			
80026400 Electric Administration	560,546	1.67%	17,341						
80526610 Street Lighting	368,369	1.10%	11,396						
80626500 Public Benefit	510,000	1.52%	15,778						
82024410 Water Administration	539,837	1.61%	16,701						
82024411 Water Production Operations & Management	1,094,926	3.26%	33,873						
82024414 Water Distribution Operations & Maintenance	756,385	2.25%	23,400						
84024420 Wastewater Administration	562,786	1.67%	17,411						
84024421 Wastewater Operations & Maintenance	580,033	1.72%	17,944						
84024425 Wastewater Treatment	2,300,033	6.84%	71,155						

SPECIAL REVENUES & OTHER FUNDS

96995669 Successor Agency	33,800	0.10%	1,046		
31122870 Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	2,364		
31217100 Downtown Business Improvement	15,000	0.04%	464		
69122700 Museum	307,703	0.92%	9,519		
75017110 Visit Ukiah	110,000	0.33%	3,403		

Total Operating Budget Used for Distribution 33,626,771 100.00% \$ 1,040,295

Central Services - Accounting Distribution

Distribution Basis/Bases	Percent	Actual	Budget
Total Actual FY 2014/2015	100.00%	\$ 729,108	1,292,609
Total	100.00%	\$ 729,108	

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$
				729,108

1241443.2

GENERAL FUND

10017100 Business, Economic, Grant & Housing	323,775	0.96%	7,020
10018000 Community Outreach/Public Information Services	37,000	0.11%	802
10022100 Parks	1,101,063	3.27%	23,874
10022810 Recreation Administration (includes all Recreation Activities)	866,893	2.58%	18,796
10023100 Planning & Community Development	506,928	1.51%	10,991
10023320 Building Inspection	284,354	0.85%	6,165
10024210 Engineering (includes Landfill/Solid Waste)	610,293	1.81%	13,233
10024214 Traffic Signal Operations	33,000	0.10%	716
10024220 Streets	775,765	2.31%	16,820
10024224 Storm Drain	98,239	0.29%	2,130
10020217 Animal Control	78,500	0.23%	1,702
10520210 Police Patrol	5,262,672	15.65%	114,107
10520224 Police Major Crimes	162,314	0.48%	3,519
10520218 Community Services Officers (Includes SLESF)	504,767	1.50%	10,945
10521210 Fire	2,150,676	6.40%	46,632

Current Expenses	Current Budget				Adjustments
395,981	371,619	GF	102,250	14.02%	(293,731)
		Police	128,571	17.63%	128,571
		Fire	46,632	6.40%	46,632
		Parking Enf.	2,865	0.39%	2,865
		Golf	910	0.12%	910
		Conf. Center	5,584	0.77%	5,584
31,596	33,287	Airport	24,267	3.33%	(7,329)
369,389	393,028	Electric	260,717	35.76%	(108,672)
		Street Lighting	7,987	1.10%	7,987
		Public Benefit	11,058	1.52%	11,058
226,559	259,384	Water	51,846	7.11%	(174,713)
212,168	223,992	Wastewater	74,649	10.24%	(137,519)
		Successor Agency	733	0.10%	733
		ARRC	1,657	0.23%	1,657
		Downtown Bus. Imp.	325	0.04%	325
		Museum	6,672	0.92%	6,672
		Visit Ukiah	2,385	0.33%	2,385
1,235,693	1,281,310	Total	729,108	100.00%	(506,585)

ENTERPRISE FUNDS

64020213 Parking Enforcement	132,116	0.39%	2,865
72022400 Golf	41,973	0.12%	910
73022600 Conference Center	257,524	0.77%	5,584
77725200 Airport	1,119,216	3.33%	24,267
80026110 Electric Overhead	1,069,948	3.18%	23,199
80026120 Electric Underground	1,059,977	3.15%	22,983
80026130 Electric Substation	297,165	0.88%	6,443
80026200 Electric Testing & Calibrating	229,920	0.68%	4,985
80026300 Electric Generation	8,541,565	25.40%	185,201
80026330 Electric Hydro Plant	265,284	0.79%	5,752
80026400 Electric Administration	560,546	1.67%	12,154
80526610 Street Lighting	368,369	1.10%	7,987
80626500 Public Benefit	510,000	1.52%	11,058
82024410 Water Administration	539,837	1.61%	11,705
82024411 Water Production Operations & Management	1,094,926	3.26%	23,741
82024414 Water Distribution Operations & Maintenance	756,385	2.25%	16,400
84024420 Wastewater Administration	562,786	1.67%	12,203
84024421 Wastewater Operations & Maintenance	580,033	1.72%	12,576
84024425 Wastewater Treatment	2,300,033	6.84%	49,870

SPECIAL REVENUES & OTHER FUNDS

96995669 Successor Agency	33,800	0.10%	733
31122870 Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	1,657
31217100 Downtown Business Improvement	15,000	0.04%	325
69122700 Museum	307,703	0.92%	6,672
75017110 Visit Ukiah	110,000	0.33%	2,385

Total Operating Budget Used for Distribution 33,626,771 100.00% \$ 729,108

Exceptions:
29339 11299 Equipment Reserve Fund 220
1,265,032 1,292,609 Total shown in report

626,858 10013400.49105 Central Services In - Non General Fund

Central Services - City Attorney Distribution

Distribution Basis/Bases	Percent	Actual	Budget
Total Actual FY 2014/2015	100.00%	\$ 128,112	181,500
Total	100.00%	\$ 128,112	

Org #	Departments	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$
				128,112

GENERAL FUND

10017100 Business, Economic, Grant & Housing	323,775	0.96%	1,234
10018000 Community Outreach/Public Information Services	37,000	0.11%	141
10022100 Parks	1,101,063	3.27%	4,195
10022810 Recreation Administration (Includes all Recreation Activities)	866,893	2.58%	3,303
10023100 Planning & Community Development	506,928	1.51%	1,931
10023320 Building Inspection	284,354	0.85%	1,083
10024210 Engineering (includes Landfill/Solid Waste)	610,293	1.81%	2,325
10024214 Traffic Signal Operations	33,000	0.10%	126
10024220 Streets	775,765	2.31%	2,956
10024224 Storm Drain	98,239	0.29%	374
10020217 Animal Control	78,500	0.23%	299
10520210 Police Patrol	5,262,672	15.65%	20,050
10520224 Police Major Crimes	162,314	0.48%	618
10520218 Community Services Officers (Includes SLESF)	504,767	1.50%	1,923
10521210 Fire	2,150,676	6.40%	8,194

ENTERPRISE FUNDS

64020213 Parking Enforcement	132,116	0.39%	503
72022400 Golf	41,973	0.12%	160
73022600 Conference Center	257,524	0.77%	981
77725200 Airport	1,119,216	3.33%	4,264
80026110 Electric Overhead	1,069,948	3.18%	4,076
80026120 Electric Underground	1,059,977	3.15%	4,038
80026130 Electric Substation	297,165	0.88%	1,132
80026200 Electric Testing & Calibrating	229,920	0.68%	876
80026300 Electric Generation	8,541,565	25.40%	32,542
80026330 Electric Hydro Plant	265,284	0.79%	1,011
80026400 Electric Administration	560,546	1.67%	2,136
80526610 Street Lighting	368,369	1.10%	1,403
80626500 Public Benefit	510,000	1.52%	1,943
82024410 Water Administration	539,837	1.61%	2,057
82024411 Water Production Operations & Management	1,094,926	3.26%	4,171
82024414 Water Distribution Operations & Maintenance	756,385	2.25%	2,882
84024420 Wastewater Administration	562,786	1.67%	2,144
84024421 Wastewater Operations & Maintenance	580,033	1.72%	2,210
84024425 Wastewater Treatment	2,300,033	6.84%	8,763

SPECIAL REVENUES & OTHER FUNDS

96995669 Successor Agency	33,800	0.10%	129
31122870 Alex Rorabaugh Recreation Center (ARRC)	76,426	0.23%	291
31217100 Downtown Business Improvement	15,000	0.04%	57
69122700 Museum	307,703	0.92%	1,172
75017110 Visit Ukiah	110,000	0.33%	419

Total Operating Budget Used for Distribution **33,626,771** **100.00%** **\$ 128,112**

Current Expenses	Current Budget				Adjustments
88,295	99,825	GF	17,966	14.02%	(70,329)
9,311		Police	22,591	17.63%	13,280
		Fire	8,194	6.40%	8,194
		Parking Enf.	503	0.39%	503
		Golf	160	0.12%	160
		Conf. Center	981	0.77%	981
567	1,815	Airport	4,264	3.33%	3,697
12,202	25,410	Electric	45,811	35.76%	33,609
		Street Lighting	1,403	1.10%	1,403
		Public Benefit	1,943	1.52%	1,943
2,399	18,150	Water	9,110	7.11%	6,711
15,337	36,300	Wastewater	13,117	10.24%	(2,220)
		Successor Agency	129	0.10%	129
		ARRC	291	0.23%	291
		Downtown Bus. Imp.	57	0.04%	57
		Museum	1,172	0.92%	1,172
		Visit Ukiah	419	0.33%	419
128,111	181,500	Total	128,112	100.00%	1
Exceptions:					
0 less purchasing allocation					
0 Less fund 700 Sanitary disposal					
0 Less fund 704 post closure					
0 less litigation fund 840					
0 less Garbage billing					
Total shown in report					
110,145	10014000.49106	Central Services In - Non General Fund			

Central Services - Human Resources/Risk Management Distribution

Distribution Basis/Bases	Percent	Actual	Budget
Number of Full Time Equivalent Employees (FTEs)	100.00%	\$ 413,638	414,693
Total	100.00%	\$ 413,638	

		Department Percent		
Org #	Departments	Number of Full Time Equivalent Employees (FTEs)	Department %	Total Distribution \$
413,638				
GENERAL FUND				
10010000	City Council	1.90	1.21%	5,019
10015100	City Treasurer	0.38	0.24%	1,004
10011100	City Clerk	1.00	0.64%	2,642
10012100	City Manager	1.56	1.00%	4,121
10012200	Administrative Support	0.50	0.32%	1,321
10013400	Accounting	6.80	4.34%	17,964
10017100	Business, Economic, Grant & Housing	2.40	1.53%	6,340
10022100	Parks	11.15	7.12%	29,455
10022810	Recreation Administration (includes all Recreation Activities 4 40)	7.81	4.99%	20,632
10023100	Planning & Community Development	3.44	2.20%	9,087
10023320	Building Inspection	2.06	1.32%	5,442
10024210	Engineering (includes Landfill/Solid Waste 1.40)	2.56	1.63%	6,763
10024220	Streets	5.05	3.23%	13,341
10024214	Storm Drain	1.30	0.83%	3,434
10520210	Police Patrol	33.85	21.62%	89,422
10520224	Police Major Crimes	1.00	0.64%	2,642
10520218	Community Services Officers (Includes SLESF 1.00)	5.80	3.70%	15,322
10521210	Fire	11.15	7.12%	29,455
ENTERPRISE FUNDS				
72022400	Golf	0.45	0.29%	1,189
73022600	Conference Center	2.71	1.73%	7,159
77725200	Airport	4.24	2.71%	11,201
80026110	Electric Overhead	5.20	3.32%	13,737
80026120	Electric Underground	6.16	3.93%	16,273
80026200	Electric Testing & Calibrating	1.40	0.89%	3,698
80026130	Electric Substation	1.70	1.09%	4,491
80026330	Electric Hydro Plant	0.75	0.48%	1,981
80026400	Electric Administration	2.03	1.30%	5,363
80526610	Street Lighting	1.15	0.73%	3,038
82024410	Water Administration	2.03	1.30%	5,363
82024411	Water Production Operations & Management	4.99	3.19%	13,182
82024414	Water Distribution Operations & Maintenance	5.60	3.58%	14,794
84024420	Wastewater Administration	2.98	1.90%	7,872
84024421	Wastewater Operations & Maintenance	4.41	2.82%	11,650
84024425	Wastewater Treatment	6.48	4.14%	17,118
SPECIAL REVENUE & OTHER FUNDS				
31122870	Alex Rorabaugh Recreation Center (ARRC)	0.23	0.15%	608
69122700	Museum	3.86	2.47%	10,197
75017110	Vist Ukiah	0.50	0.32%	1,321
Total FTE's for Distribution		156.58	100.00%	\$ 413,638

Current Expenses		Current Budget		Adjustments	
	310,762		314,734		
GF	126,564	30.60%		(184,198)	
Police	107,385	25.96%		107,385	
Fire	29,455	7.12%		29,455	
Golf	1,189	0.29%		1,189	
Airport	11,201	2.71%		6,263	
Conf. Center	7,159	1.73%		7,159	
Electric	45,543	11.01%		(3,364)	
Street Lighting	3,038	0.73%		3,038	
Water	33,338	8.06%		13,306	
Wastewater	36,640	8.86%		17,239	
ARRC	608	0.15%		608	
Museum	10,197	2.47%		10,197	
Visit Ukiah	1,321	0.32%		1,321	
Total	413,638	100.00%		9,598	
310,762			314,734	Activity 16100 shown in Report General Fund	
93,278			99,959	Activity 16100 shown in Report	
404,040			414,693		

287,074 10016100.49108 Central Services In - Non General Fund

Central Services - Treasurer

Distribution Basis/Bases	Percent	Actual	Budget
Total Actual FY 2014/2015	100.00%	\$ 85,983	78,481
Total	100.00%	\$ 85,983	

Org #	Fund/Department Name	Total Operating Budget FY 2015/2016	Department Percent	Total Distribution \$	Current Expenses	Budget	Adjustments
GENERAL FUND							
10000000	General Fund	3,305,267	7.70%	6,618	40,761	38,374	(34,143.15)
ENTERPRISE FUNDS							
64020213	Parking Enforcement	113,260	0.26%	227			226.77
73022600	Conference Center	33,483	0.08%	67			67.04
77725200	Airport	186,827	0.44%	374	822	857	(447.83)
80026400	Electric Administration	12,131,498	28.25%	24,290	31,247	32,420	(6,957.16)
80526610	Street Lighting	440,856	1.03%	883			882.69
80626500	Public Benefit	6,039	0.01%	12			12.09
82024410	Water Administration	6,953,266	16.19%	13,922	6,579	6,830	7,342.92
84024420	Wastewater Administration (includes Fund 940)	19,773,631	46.05%	39,591	6,579	6,830	33,012.02
Total Fund Balance for Distribution		42,944,127	100.00%	\$ 85,983	85,988	85,311	(4.71)

79,366 10015100.49107 Central Services In - Non General Fund

Summary of Allocations

	Central Services	Human Resources	Treasurer	Total
GF	\$ 364,345	\$ 126,564	\$ 6,618	\$ 497,527
Police	\$ 458,135	\$ 107,385		\$ 565,520
Fire	\$ 166,162	\$ 29,455		\$ 195,617
Parking Enf.	\$ 10,207		\$ 227	\$ 10,434
Golf	\$ 3,243	\$ 1,189		\$ 4,432
Airport	\$ 86,471	\$ 11,201	\$ 374	\$ 98,046
Electric	\$ 929,010	\$ 45,543	\$ 24,290	\$ 998,842
Street Lighting	\$ 28,460	\$ 3,038	\$ 883	\$ 32,381
Public Benefit	\$ 39,403		\$ 12	\$ 39,415
Water	\$ 184,741	\$ 33,338	\$ 13,922	\$ 232,001
Wastewater	\$ 265,996	\$ 36,640	\$ 39,591	\$ 342,227
Successor Agency	\$ 2,611			\$ 2,611
ARRC	\$ 5,905	\$ 608		\$ 6,512
Downtown Bus. Imp.	\$ 1,159			\$ 1,159
Museum	\$ 23,773	\$ 10,197		\$ 33,970
Conf. Center	\$ 19,896	\$ 7,159	\$ 67	\$ 27,122
Visit Ukiah	\$ 8,499	\$ 1,321		\$ 9,819
Total	\$ 2,598,015	\$ 413,638	\$ 85,983	\$ 3,097,637



ITEM NO.: 13d

MEETING DATE: November 4, 2015

AGENDA SUMMARY REPORT

SUBJECT: ADOPTION OF A REIMBURSEMENT RESOLUTION, AN AUTHORIZING RESOLUTION AND A PLEDGED REVENUE RESOLUTION TO SUBMIT TO THE STATE WATER RESOURCES CONTROL BOARD DIVISION OF FINANCIAL ASSISTANCE IN SUPPORT OF A FUNDING APPLICATION FOR THE CONSTRUCTION OF THE RECYCLED WATER SYSTEM.

Summary: The City Council will consider adopting resolutions to apply for competitive funding for the construction of the recycled water system.

Background: Over the course of the past 5 years, the City has completed a Recycled Water Feasibility Study and all CEQA documentation with the ultimate goal of constructing a Recycled Water System to assist in the disposal of effluent generated at the Waste Water Treatment Plant (WWTP). Staff updated Council on the progress of this project on February 18, 2015. At that time, staff informed Council on potential funding opportunities and indicated a need to return for the adoption of resolutions to seek competitive funding for this project.

Discussion: As California has been in drought conditions for the last few years, the State Water Resources Control Board (SWRCB) Division of Financial Assistance (DOFA) has been accepting applications for a 1% interest loan for the construction of recycled water projects. In addition, they are offering a 30% grant for said systems to a maximum of \$15,000,000. These funding opportunities are limited. The 1% rate will increase to 1.6% on December 2, 2015. In addition, the available grant funds are expected to be fully allocated in the near future. Staff has been encouraged by the design consultants and staff at the SWRCB to request the maximum amount potentially needed while funds are still available and the interest rate is low. Staff requests that Council consider taking advantage of these funding sources and requests approval to submit an application for the anticipated loan amount and subsequent grant amount for all four phases of the Recycled Water System in the amount of \$55,620,000. If alternative storage sources (e.g. lining existing percolation ponds) can be found, the project cost will decrease significantly to approximately \$35,910,000. Only the funds needed for the construction of the

Continued on Page 2

RECOMMENDED ACTION(S): Adoption of a Reimbursement Resolution, an Authorizing Resolution and a Pledged Revenue Resolution to submit to the State Water Resources Control Board Division of Financial Assistance in support of a funding application for the construction of the Recycled Water System.

ALTERNATIVES: Do not approve the submittal of a funding application and/or provide alternate direction to staff

Citizens advised:

Requested by: Sage Sangiacomo, City Manager

Prepared by: Jarod Thiele, Public Works Project Analyst; Sean White, Director of Water & Sewer Utilities; Tim Eriksen, Director of Public Works/City Engineer; David Rapport, City Attorney

Coordinated with: Sage Sangiacomo, City Manager

Presenters: Sean White, Director of Water & Sewer Utilities; Jarod Thiele, Public Works Project Analyst

Attachments: 1. Reimbursement Resolution; 2. Authorized Representative Resolution; 3. Pledged Revenue Resolution

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

system will be drawn down. If the full project cost (\$55,620,000) is required the 30% grant maximum will be exceeded by 3%. The requested loan amount is not a commitment to use all of the funds.

The construction of a recycled water system will enhance the City's water and waste water infrastructure by addressing the following factors:

- 1) The Waste Water Treatment Plant (WWTP) discharges tertiary effluent to the Russian River seasonally under a Nation Pollutant Discharge Elimination System (NPDES) Permit from the Regional Water Quality Control Board (RWQCB). The restrictions for the quality of effluent discharges to the River are becoming much more stringent, mainly for nitrogen and ammonia constituents. This system will provide an alternative disposal option for the effluent that will ease the discharge restrictions. It is the hope that this system could lead to eventually ceasing the discharge to the River, thus reducing lab testing and other costs relating to discharging to the River. In addition, this project could offset an additional \$22,000,000 project to improve the WWTP in order to meet the limits on nitrogen and ammonia constituents discharged to the River.
- 2) The Recycled Water System will provide a reliable supply of water for agricultural, parks, schools, the golf course, other and other municipal purposes on a year-round basis even in drought conditions. It will also aid in alleviating demand on the potable water currently used for landscape irrigation. This demand offset will improve reliability for municipal customers in times of drought. The recycled water system will include a "trucking station" that can also be used for construction, irrigation, and industrial purposes that will provide additional disposal and potable offsets.
- 3) The Recycled Water System will decrease diversion of freshwater from sensitive ecosystems. Plants, wildlife, and fish depend on sufficient water flows to their habitats to live and reproduce. The lack of adequate flow, or variation in flow, as a result of diversion for agricultural, urban, and industrial purposes, can cause deterioration of water quality and ecosystem health. Providing people with recycled water can offset their demand for freshwater thus leaving considerable amounts of water for the benefit of the environment. For example, during the frost protection season, farms connected to the recycled water system will no longer need to divert water from the Russian River or adjacent tributaries.

The City is currently under contract with Carollo Engineers and is in the process of designing Phases 1 and 2 of the Recycled Water System. In addition, staff has received a proposal from Carollo to add Phases 3 and 4 to the current design contract. Staff will request they refine their proposal and bring it to Council for consideration at a future date. The contract currently involves local firms and staff is very pleased with their knowledge of recycled water systems as well as their performance.

Staff is requesting the adoption of the 3 attached resolutions in order to apply for funding for the Recycled Water System. They include the following:

- 1) Reimbursement Resolution- finances the cost of the system
- 2) Authorizing Resolution- establishes an Authorized Representative
- 3) Pledged Revenue- commits revenues to cover debt service

FISCAL IMPACT:				
Budgeted Amount in 15-16 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

RESOLUTION NO. 2015-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AUTHORIZING REIMBURSEMENT FUNDS TO FINANCE COSTS FOR THE RECYCLED WATER SYSTEM

WHEREAS, the City of Ukiah (the "City") desires to finance the costs of constructing certain public facilities and improvements relating to its wastewater system, including the construction of a Recycled Water System (the "Project"); and

WHEREAS, the City intends to finance the construction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board (State Water Board); and

WHEREAS, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"), and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the City desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the City; and

WHEREAS, the City has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the City for the Expenditures from the proceeds of the Obligations.

NOW, THEREFORE, THE CITY DOES HEREBY RESOLVE, ORDER AND DETERMINE AS FOLLOWS:

SECTION 1. The City hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.

SECTION 2. The reasonably expected maximum principal amount of the Project Funds is \$55,620,000.

SECTION 3. This resolution is being adopted no later than 60 days after the date on which the City will expend moneys for the construction portion of the Project costs to be reimbursed with Project Funds.

SECTION 4. Each City expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

SECTION 5. To the best of the City's knowledge, the City is not aware of the previous adoption of official intents by the City that have been made as a matter of course for the

purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

SECTION 6. This resolution is adopted as official intent of the City in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

SECTION 7. All the recitals in this Resolution are true and correct and this City so finds, determines and represents.

PASSED AND ADOPTED this 4th day of November, 2015, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Douglas F. Crane, Mayor

ATTEST:

Kristine Lawler, City Clerk

RESOLUTION NO. 2015-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S AUTHORIZED REPRESENTATIVE

WHEREAS, the City of Ukiah desires to construct a Recycled Water System.

THEREFORE, BE IT RESOLVED by the City Council of the City of Ukiah (the "City"), as follows:

City Manager (the "Authorized Representative") is hereby authorized and directed to sign and file, for and on behalf of the City, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the City of Ukiah Recycled Water System (the "Project").

The Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the Financial Assistance Application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the City in carrying out the City's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the City and compliance with applicable state and federal laws.

PASSED AND ADOPTED this 4th day of November, 2015, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Douglas F. Crane, Mayor

ATTEST:

Kristine Lawler, City Clerk

RESOLUTION NO. 2015-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH PLEDGING REVENUE FOR THE REPAYMENT OF THE LOAN

WHEREAS, the City of Ukiah desires to construct a Recycled Water System.

THEREFORE, BE IT RESOLVED, the City of Ukiah (the "City") hereby dedicates and pledges Recycled Water Revenues Fund 830 for payment of any and all Clean Water State Revolving Fund and/or Water Recycling Funding Program financing for City of Ukiah Recycled Water System (the "Project"). The City of Ukiah Recycled Water System, Project Number 8076.

City commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the City has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board. So long as the financing agreement(s) are outstanding, the City's pledge hereunder shall constitute a lien, subject to any pre-existing liens or pledges of revenue, in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary. So long as the financing agreement(s) are outstanding, the City commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s).

PASSED AND ADOPTED this 4th day of November, 2015, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Douglas F. Crane, Mayor

ATTEST:

Kristine Lawler, City Clerk



ITEM NO.: 13e

MEETING DATE: November 4, 2015

AGENDA SUMMARY REPORT

SUBJECT: CREATION OF TWO SEPARATE AD HOCs TO REPRESENT THE CITY COUNCIL IN TWO SEPARATE SOLID WASTE ISSUES REGARDING LANDFILL CLOSURE AND THE FIVE YEAR RATE REVIEW PROCESS

Summary: The City Council will consider the creation of two separate and distinct ad hoc groups to represent the City Council in discussions regarding the closure of the Ukiah Landfill and the solid waste five year rate review.

Background: City staff is beginning the process of two separate solid waste related issues/processes. The first is the closure of the landfill and the second is the five year rate review for the curb side collection and transfer station.

Discussion: The landfill closure is currently nearing the end of the design process. Many policy decisions, including final use for the site, need to be studied as we go into the final process for closure. There are also many items about the landfill closure including funding, closure schedule, and construction issues that will need to come to Council for consideration, but should first be analyzed with staff through an ad hoc.

The second project is the five year rate review for the solid waste curb side collection rate and the rate at the Ukiah transfer station. This is a contractual obligation of the existing contract between the City and the franchisee. This process requires a very diligent review that leads to a public rate hearing that must comply with proposition 218. Proposition 218 requires a very stringent set of review and procedures to be complied with during the rate adjustment process.

Both of these issues are very technical and very detailed. Staff would appreciate the oversight and the interactive process of the ad hoc working groups in order to provide the City Council with well analyzed options.

FISCAL IMPACT:				
Budgeted Amount in 15-16 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): 1. Appoint two members of the Ukiah City Council to serve on an ad hoc to address the issue of closure of the Ukiah Landfill. 2. Appoint two members of the Ukiah City Council to serve on an ad hoc to address the issue of the five year rate review for solid waste.

ALTERNATIVES:

Citizens advised: None
Requested by: Tim Eriksen, Director of Public Works and City Engineer
Prepared by: Tim Eriksen, Director of Public Works and City Engineer
Coordinated with: Sage Sangiacomo, City Manager
Presenters: Sage Sangiacomo, City Manager
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