City of Ukiah

City Council Special Meeting

AGENDA

Civic Center Council Chamber ♦ 300 Seminary Avenue♦ Ukiah, CA 95482

January 30, 2019 - 5:30 PM

1 ROLL CALL

2 PLEDGE OF ALLEGIANCE

3 AUDIENCE COMMENTS ON NON-AGENDA ITEMS

4 NEW BUSINESS

4.a. Mid-Year Budget Report and Budget Development Schedule Discussion for Fiscal Year 2019-20.

Recommended Action: Council to receive the mid-year budget report for the 2018-19 fiscal year.

Attachment 1 - Quarterly Report, 2018-19 (2) (Midyear) - ASR Ready.pdf

Attachment 2 - Budget Schedule, 19-20

4.b. Review and Update the Ukiah City Council Strategic Plan.

Recommended Action: Review the Ukiah City Council Strategic Plan and provide direction as may be warranted to update the document.

Attachment #1 - Existing City Council Strategic Plan FY 18-19

Attachment #2 - City Council Strategic Plan 2019 Final

4.c. Five-Year Capital Improvement Program (CIP) Overview and Draft Update for Fiscal Year 2019/20.

Recommended Action: Receive update and provide staff with initial comments and direction.

Attachment 1 - CIP -5 year-FY1920 Draft without PW&WR

ATTACHMENT 2 - Draft Vehicle & Heavy Equipment Request & Justification Sheets

5 ADJOURNMENT

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

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

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Kristine Lawler, City Clerk

Agenda Item No.: 4a

MEETING DATE/TIME: 1/30/2019

PEAK ITEM NO: COU-570-2017

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Mid-Year Budget Report and Budget Development Schedule Discussion for Fiscal Year 2019-20.

DEPARTMENT: Finance **PREPARED BY:** Daniel Buffalo

ATTACHMENTS:

Attachment 1 - Quarterly Report, 2018-19 (2) (Midyear) - ASR Ready.pdf

Attachment 2 - Budget Schedule, 19-20

Summary: Council will receive a presentation that will cover the financial activities and position of all City governmental and proprietary (enterprise and internal service) funds through December 31, 2018, and the presentation will provide Council and the community with a brief budget primer (budget 101), and will discuss the budget development schedule for fiscal year 2019-20.

Background: Regular reporting on the financial results of the City is a standing objective of the Finance Department. This presentation is designed to be brief but informative, reporting on the financial activities - including budget-to-actual results - and ending positions of all City governmental and proprietary funds as of December 31, 2018.

Discussion: The Second Quarter Financial, Mid-year Report document is attached as Attachment 1.

Further, staff will revisit next steps in budget development for the 2019-20 fiscal year, including discussion of

---

RECOMMENDED ACTION: Council to receive the mid-year budget report for the 2018-19 fiscal year.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Sage Sangiacomo, City Manager; Mary Horger, Procurement Manager; Daphine Harris, Management Analyst - Finance

Approved: Sage Sangiacomo, City Manager

the budget schedule presented to the Council in December. That schedule is attached here as Attachment 2.

ATTACHMENT 1

City of Ukiah

Quarterly Financial Report

Second Quarter, 2018-19

THIS REPORT

Management of the City of Ukiah is pleased to present this quarterly financial report on the activities, condition, and budgetary highlights for the second quarter of fiscal year 2018-19 covering the period of July 1, 2018 through December 31, 2018.

Quarterly Financial Report

Second Quarter, 2018-19

Contents

This report was prepared by members of the Finance Department team:

Daniel Buffalo, Finance Director
Mary Horger, Procurement Manger
Daphine Harris, Management Analyst – Finance

"The City budget is a comprehensive policy document and spending plan outlining the priorities of the City Council."

Highlights

Purpose of This Report

This report is intended to provide City management, the city council, and the community a general update on the financial activities and condition of the City on a quarterly basis. In addition to providing financial information it provides a narrative or operational highlights meant to give context to the numbers, charts, and graphs found throughout.

Budget information is also provided in this report, and a link to the City's fiscal year 2018-19 adopted budget can be found here:

Annual Operating and Capital Budget, FY 2018-19

Further, the City uses a web-based application called OpenGov to deliver detailed financial information, including capital project information. A link to the City's OpenGov pages can be found here:

Operating financial detail

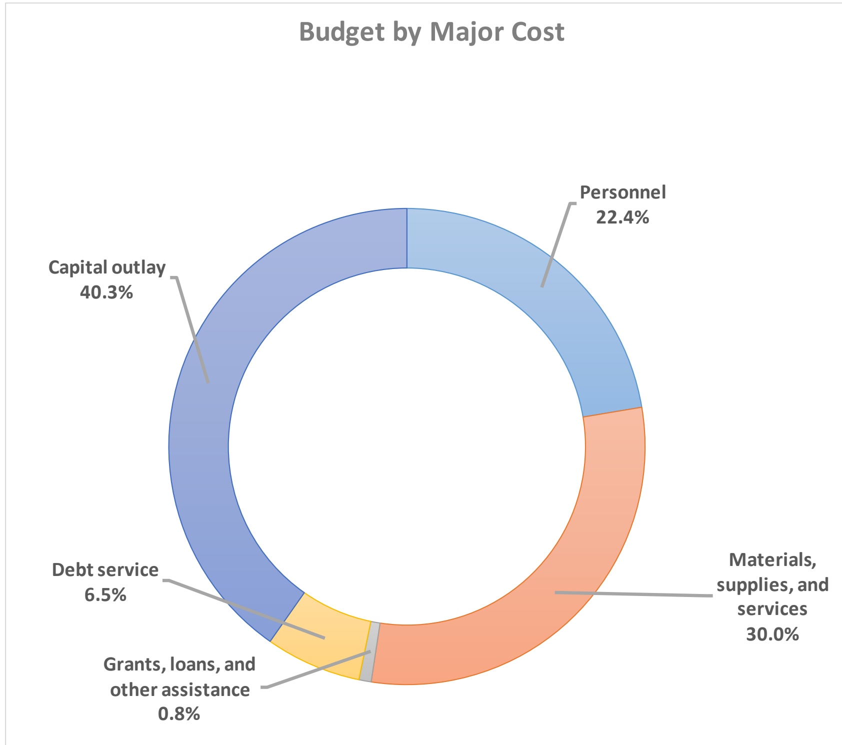
Five-Year Capital Improvement Project

Budgetary Highlights

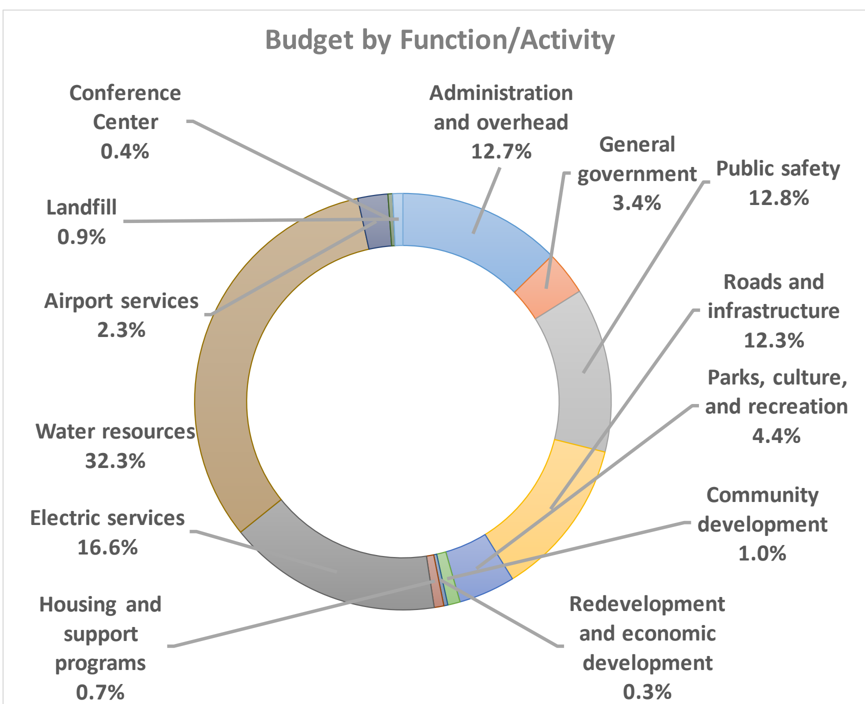
The City budget is a comprehensive policy document and spending plan outlining the priorities of the City Council. The original adopted operating and capital budget for fiscal year 2018-19 was $65.9 million and $17.3 million, respectively, for a grand total of $83.2 million. This amount represents activities in fiduciary funds. For purposes of this report, however, only City funds are presented and reported. The adopted budget for those funds totaled $79.42 million. It has since been amended to include various adjustments brought to the City Council as well as encumbrances from the prior fiscal year. The amended capital budget for fiscal year 2018-19 is currently $45.27 million, of which the amendments are related to the recycled water project.

Highlights

The graph to the right illustrates where the City Council has appropriated resources City-wide by major category.



The graph to the left illustrates how those same appropriations are broken down into major functions or activities.



Operating Highlights

The City engages in numerous activities during the year, offering services and programs to its residents and the greater community as a whole. From law enforcement and public safety to recreation programs, we are a full-service City, a regional economic hub, and a municipal organization of caring and dedicated professionals. Operating highlights for the first quarter include:

City of Ukiah

Our Core Values:

PROFESSIONALISM

SERVICE

TEAMWORK

INNOVATION

SAFETY

- **Fire Authority.** Build of two new fire engines has been completed. Three new fire team members are now on board.
- **Police.** Officer tasers have been replaced with new, compliant equipment. The Department continues to successfully recruit new officers and currently has three new hires in the academy.
- **Community Services, Recreation.** Purchased the new inflatable movie screens to be used in all sorts of locations, including the Plaza and the Ukiah Municipal Swimming Pool for our "*Dive* In Movie Night" featuring Jaws. It will be used at other locations for movie showings such as Observatory Park, Anton Stadium, Todd Grove Park, or even the Softball Complex. Further, Community Services team was reorganized to improve services and cut costs. Of particular note, the Seasonal Program Coordinator position was created and filled, responsible for a variety of new recreation classes, events and activity offerings including Neon Nights, *Dive* In Movie Night (Jaws) and a new full-scale Haunted House. Further, the Ukiah Outdoor Ice Rink successfully completed its run during December.
- **Community Development.** Restored rapid review services in the Building Division, allowing for expedited customer service for routine permitting. The department successfully recruited an Assistant Planner in the Planning Services Division. Deployed economic development resources to a local small business through its CDBG business assistance program, creating five new jobs.
- **Public Works.** In addition to 32 slurry seal projects throughout the City, the following are the streets and rights-of-way projects that were completed or are currently in construction as of December 31, 2018:
    - **Reconstruction projects:**
        - Airport Park Blvd
        - Washington Avenue
        - Luce Street
        - Observatory Street
        - Intersection of State Street-Low Gap and Brush Street
        - Oak Manor Drive
    - **Overlay rehabilitation projects:**
        - Oak Manor Court

  - Yosemite Drive
  - Orchard Avenue
  - Freitas Avenue
  - North State Street (City limits near Garrett Drive to Low Gap)

- **Water Resources.** The most significant capital project for the City in recent memory is the recylced water project. A $32 million dollar initiative, funded by a combination of grants and low-interest loans from the state, the project will allow the City to reuse nearly fifty percent its wastewater effluent for irrigation and other non-potable purposes instead of discharging to the Russian River. A significant amount of construction work has been completed for that project this period, as it remains on schedule and on budget.

Looking Ahead

As we move forward, the future offers many opportunities for organizational development and process improvement. One of the most important and urgent priorities will be the development of our team and its delivery of services for the benefit of our entire Ukiah community. We are excited about the direction the City is moving, including the continued enhancement of transparency of City finances, of which this report is one example.

Sage Sangiacomo
City Manager
January 25, 2019

Financial Summary

In this section we report on the quarterly financial activities of the City as a whole (City-wide), which include all governmental and proprietary (enterprise and internal service) funds, all City departmental activities, and information on the status of capital improvement projects identified by the City Council.

Financial highlights of the first three months ending September 30, 2018 include the following:

- Expenditures of $50.56 million outpaced revenue City-wide of $31.85 million by $18.71 million due to timing differences between revenues and expenditures and the recycled water project which is funded primarily by a loan from the state revolving fund, the proceeds of which are not considered revenue for accounting purposes.
- Capital expenditures were $19.34 million, of which $3.37 million was for paid for by the general fund (including $2.07 million from Measure Y proceeds).
- The major enterprise funds remained well capitalized and able to meet its service demands. The general fund structurally remains balanced as it completes work on the Redwood Business Park right-of-way improvements.
- Top ten revenues of the general fund came in 9.97% higher than the same period last year, driven by increasing sales tax from Costco and positive economic growth of our local economy, new revenue sources (Measure Y) and TOT.
- Most departments and their respective divisions and activities are on pace or under budget estimates. Overall the City has expended 46.3% of its total appropriated budget for 2018-19.
- Personnel expenditures totaled to 30.9% of total City expenditures for this period. Materials, supplies, and services totaled to 26.1%, while debt service and capital outlay rounded out the remaining amount at 4.7% and 38.3%, respectively.

For More Information. This report is prepared by the City's Finance Department and is a summary based on detailed information produced by its financial management system. If you would like additional information, or have questions about this report, please call the Finance Department at 707.463.6220.

Daniel Buffalo, MPA, CPA, CGMA
Finance Director
January 25, 2019

City-Wide

Financial Statements and Schedules

The financial statements and schedules presented here are unaudited. For audited information, or to find greater detail, please refer to the City's Comprehensive Annual Financial Report (CAFR), which is released by December 31 following the end of the fiscal year.

Fund Statements and Schedules

- Summary of all Funds
- Major governmental and proprietary funds:
  - Balance Sheet/Working Capital
  - Statement of Changes

General Revenues

- Top Ten Revenues

The Enterprise Funds

- Changes to Working Capital
- Working Capital Over Time

Department Summary

- Budget to actual

Capital Improvement Update

- Budget and actuals by major category

Special Report: Indirect Cost Allocation

- Report on Cost Allocation Actuals as of the end of the first quarter

Financial Statements and Schedules

Fund Schedules and Statements

FUND-BASED
December 31, 2018

Balance Sheet/Working Capital
Major Funds

ASSETS	General	Electric	Water	Sewer
Current:				
Cash and investments:				
Available for operations	$ -	$ 13,855,152	$ 3,163,841	$ 6,725,816
Restricted	-	28,055	-	4,822,244
Receivables:				
Accounts, net	236,956	2,305,887	1,063,653	743,735
Taxes	1,662,028	-	-	-
Interest	-	-	-	-
Notes	426	-	-	-
Grants and subventions	-	-	-	-
Due from other funds	3,098,525	1,066,430	354,725	456,880
Advances to other funds	843,629	-	-	-
Inventory and prepaids	8,208	1,141,514	124,009	0.08
Land held for resale	-	-	-	-
Total assets	5,849,772	18,397,038	4,706,228	12,748,675

LIABILITIES	General	Electric	Water	Sewer
Current liabilities:				
Accounts payable	1,450,099	-	43,285	2,320
Accrued payroll liabilities	-	-	-	-
Interest payable	-	-	-	-
Deposits payable	-	-	-	-
Due to other funds	2,629,517	-	-	-
Advance from other funds	-	-	745,000	-
Due within one year	-	-	-	-
Intergovernmental payable	-	-	-	-
Total liabilities	4,079,616	-	788,285	2,320

FUND BALANCE/WORKING CAPITAL	General	Electric	Water	Sewer
Nonspendable	844,055	-	-	-
Loans				
Interfund loans				
Restricted	-	-	-	-
Committed	-	-	-	-
Assigned	587,822	-	-	-
Unassigned/unrestricted	338,278	18,397,038	3,917,943	12,746,355
Total fund balance/working capital	1,770,156	18,397,038	3,917,943	12,746,355

(continued)

Notes:

1. Cash in the general fund is zero due to timing differences of revenue receipts as well as payments made for the Redwood Business Park project. Short-term interfund borrowing was used to ensure the fund had cash to settle current liabilities.

Fund Schedules and Statements (cont.)

FUND-BASED
December 31, 2018

Balance Sheet/Working Capital
Non-Major Funds

ASSETS	Governmental	Enterprise	Internal Service	Total
Current:				
Cash and investments:				
Available for operations	$ 327,353	$ 8,923,547	$ (1,170,927)	$ 31,824,783
Restricted	2,812,943	-	-	7,663,242
Receivables:				
Accounts, net	5,680	132,894	81,798	4,570,602
Taxes	-	-	-	1,662,028
Interest	-	-	-	-
Notes	5,083,951	32,500	-	5,116,878
Grants and subventions	-	92,173	-	92,173
Due from other funds	-	170,298	-	5,146,858
Advances to other funds	1,045,994	-	745,000	2,634,623
Inventory and prepaids	1,500	-	760	1,275,990
Land held for resale	2,435,114	-	-	2,435,114
Total assets	11,712,535	9,351,413	(343,369)	62,422,291

LIABILITIES				
Current liabilities:				
Accounts payable	118,836	1,091,636	471	2,706,647
Accrued payroll liabilities	-	-	-	-
Interest payable	-	-	-	-
Deposits payable	-	6,424	-	6,424
Due to other funds	920,489	170,298	14,777	3,735,081
Advance from other funds	185,772	930,200	-	1,860,972
Due within one year	-	-	-	-
Intergovernmental payable	-	-	-	-
Total liabilities	1,225,097	2,198,558	15,248	8,309,124

FUND BALANCE/WORKING CAPITAL				
Nonspendable	6,129,945	32,500	745,000	7,751,501
Loans				
Interfund loans				
Restricted	-	-	-	-
Committed	-	-	-	-
Assigned	-	-	-	587,822
Unassigned/unrestricted	4,357,494	7,120,355	(1,103,617)	45,773,845
Total fund balance/working capital	10,487,439	7,152,855	(358,617)	54,113,167

Financial Statements and Schedules

Fund Schedules and Statements (cont.)

FUND-BASED
Six-month Period Ended December 31, 2018

STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE/WORKING CAPITAL
Major Funds
by major category

		Major Enterprise Funds		
REVENUE	General	Electric	Water	Sewer
Governmental Revenue:				
Taxes:				
Sales	$ 5,076,512	$ -	$ -	$ -
Property	1,607,475	-	-	-
Transient occupancy	801,511	-	-	-
Business license	55,016	-	-	-
Other taxes	107	-	-	-
Licenses, permits, and franchises	1,062,981	-	-	520
Fines, forfeitures, and penalties	17,613	-	-	-
Grants, subventions, and contributions	31,122	-	1,530,330	-
Use of money and property	84,563	(7,937)	-	-
Other revenue	1,206	-	13,634	-
Enterprise revenue and other charges for service:				
Water	-	-	3,781,262	-
Sewer	-	-	-	3,772,766
Electric	-	9,567,481	-	-
Airport	-	-	-	-
Other services	778,282	97,731	232	10,346
Grants and contributions	-	-	-	-
Total operating revenue	9,516,387	9,657,275	5,325,459	3,783,632
EXPENDITURES (by function)				
Current:				
Administration and overhead	1,427,437	576,687	1,826	9,378
Internal services	-	-	-	-
General government	181,297	-	-	-
Public safety	5,454,486	-	-	-
Roads and infrastructure	686,207	-	-	-
Parks, culture, and recreation	1,383,744	-	-	-
Community development	515,343	-	-	-
Redevelopment and economic development	87,111	-	-	-
Housing and support programs	-	-	-	-
Electric services	-	7,838,003	-	-
Water resources	-	-	1,371,430	2,327,427
Airport services	-	-	-	-
Conference Center	-	-	-	-
Sanitation	-	-	-	-
Capital outlay	1,300,880	563,401	888,440	153,350
Debt service:				
Principal	80,070	-	500,000	-
Interest	142,679	(28,043)	214,659	1,343,650
Capital lease installments	63,980	-	-	-
Total expenditures	11,323,233	8,950,047	2,976,355	3,833,804
Excess of revenue over (under) expenditures	$ (1,806,846)	$ 707,228	$ 2,349,104	$ (50,172)
OTHER FINANCING SOURCES (USES)				
Long-term debt proceeds	3,229,982	-	-	-
Transfers in	-	-	-	698,698
Transfers (out)	(273,411)	-	(22,439,898)	-
Total other	2,956,571	-	(22,439,898)	698,698
Net change in fund balance/working capital	1,149,725	707,228	(20,090,794)	648,526
Beginning fund balance/working capital	620,431	17,689,810	24,008,737	12,097,828
Ending fund balance/working capital	$ 1,770,156	$ 18,397,038	$ 3,917,943	$ 12,746,355

Fund Schedules and Statements (cont.)

FUND-BASED

Six-month Period Ended December 31, 2018

STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE/WORKING CAPITAL

Non-Major Funds
by major category

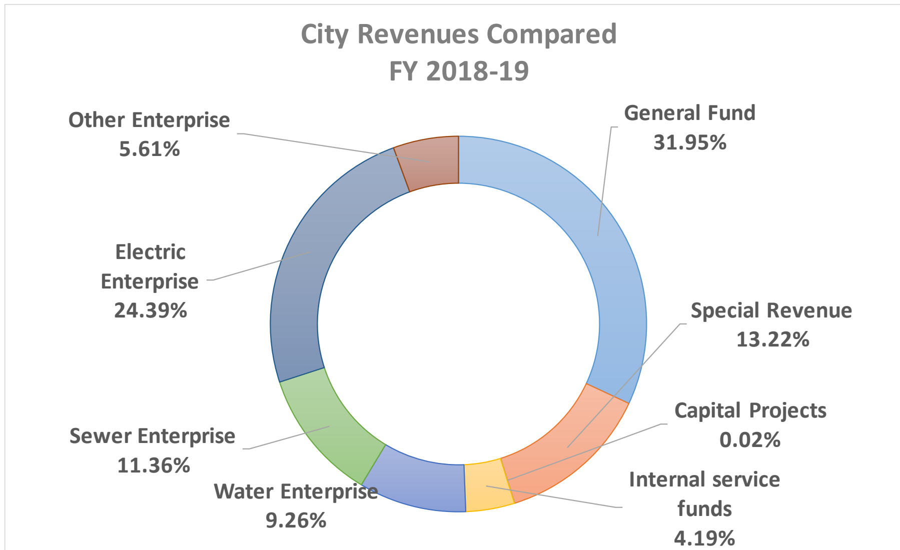
REVENUE	Governmental	Enterprise	Internal Service	Total
Governmental Revenue:				
Taxes:				
Sales	$ -	$ -	$ -	$ 5,076,512
Property	-	9,363	-	1,616,838
Transient occupancy	-	-	-	801,511
Business license	3,101	-	-	58,117
Other taxes	-	-	-	107
Licenses, permits, and franchises	-	-	-	1,063,501
Fines, forfeitures, and penalties	-	-	-	17,613
Grants, subventions, and contributions	399,191	-	-	1,960,643
Use of money and property	254,020	11,536	-	342,182
Other revenue	176,398	59,356	9,354	259,949
Enterprise revenue and other charges for service:				
Water	-	-	-	3,781,262
Sewer	-	-	-	3,772,766
Electric	-	93,417	-	9,660,898
Airport	-	1,103,593	-	1,103,593
Other services	37,294	402,008	1,005,562	2,331,454
Grants and contributions	-	-	-	-
Total operating revenue	870,003	1,679,272	1,014,916	31,846,945
EXPENDITURES (by function)				
Current:				
Administration and overhead	31,010	6,518	1,244,450	3,297,304
Internal services	-	-	-	-
General government	-	-	1,822,013	2,003,310
Public safety	167,761	100,559	722,268	6,445,074
Roads and infrastructure	33,603	-	296,274	1,016,084
Parks, buildings, and grounds	399,678	72,850	341,966	2,198,238
Community development	-	-	-	515,343
Redevelopment and economic development	69,552	-	-	156,663
Housing and support programs	52,985	-	-	52,985
Electric services	-	143,969	223	7,982,195
Water resources	-	91,989	2,724	3,793,569
Airport services	-	868,164	-	868,164
Conference Center	-	160,437	-	160,437
Sanitation	-	297,026	-	297,026
Capital outlay	2,203,355	14,183,586	50,444	19,343,455
Debt service:				
Principal	-	-	-	580,070
Interest	-	-	-	1,672,945
Capital lease installments	-	-	59,562	123,542
Total expenditures	2,957,942	15,925,097	4,539,925	50,506,404
Excess of revenue over (under) expenditures	$ (2,087,939)	$ (14,245,825)	$ (3,525,009)	$ (18,659,459)
OTHER FINANCING SOURCES (USES)				
Long-term debt proceeds	-	-	-	3,229,982
Transfers in	273,411	22,542,478	-	23,514,587
Transfers (out)	(102,580)	-	-	(22,815,889)
Total other	170,831	22,542,478	-	3,928,680
Net change in fund balance/working capital	(1,917,108)	8,296,653	(3,525,009)	(14,730,779)
Beginning fund balance/working capital	12,404,546	(1,143,798)	3,166,392	68,843,946
Ending fund balance/working capital	$ 10,487,439	$ 7,152,855	$ (358,617)	$ 54,113,167

Financial Statements and Schedules

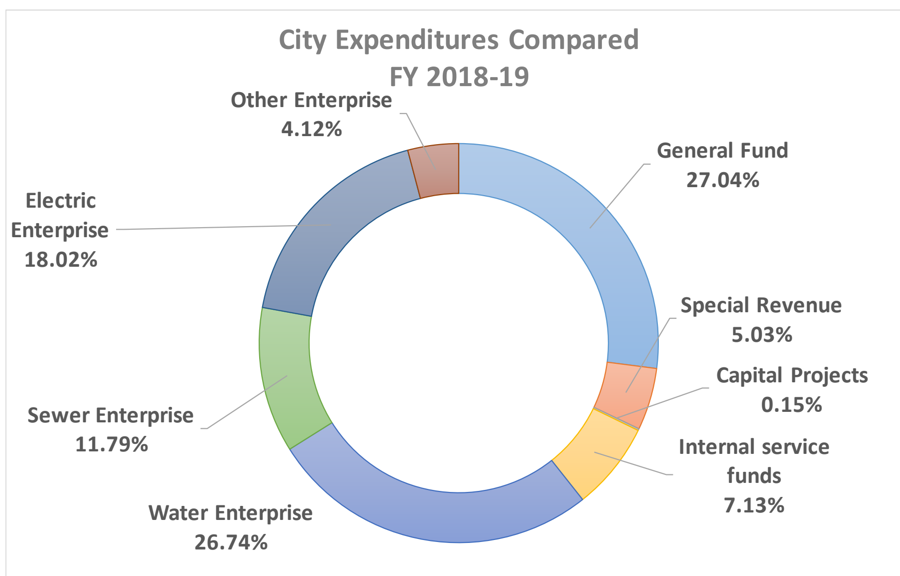
City-wide Revenues and Expenditures

Revenues and Expenditures Compared

Compared to all other ***revenue*** sources of the City, general fund revenues accounts for around one-third of the total.



Compared to all other ***expenditures*** of the City, the general fund typically accounts for about one-quarter of the total.



General Revenues

General Revenues

The City's general fund is its primary source of discretionary resources for the provision of service deemed necessary and desirable by the citizens of Ukiah and the City Council.

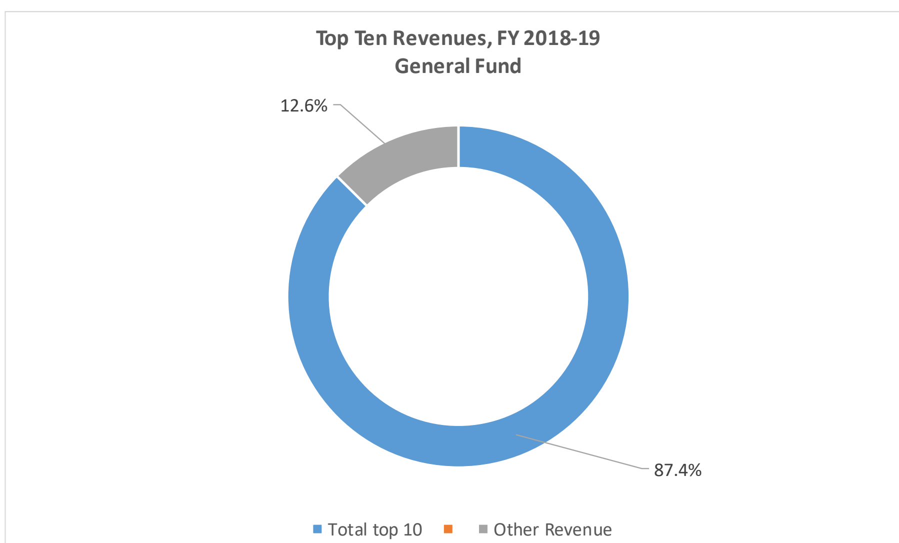
Revenues that are accounted for by management and are at the discretion of the City Council are various and generally include:

- Taxes:
    - Bradley-Burns sales tax (1% of taxable sales)
    - Transaction and use taxes:
        - Measure P
        - Measure Y
    - Property taxes
    - TOT taxes (hotel tax)
    - Business license tax
- Licenses, permits, and franchise fees (cable, phone, garbage collection, utilities)
- Fines, forfeitures, and penalties
- Intergovernmental (grants and subventions)
- Use of money and property (interest earnings, rents, etc.)
- Other miscellaneous.

Altogether, the general fund receives revenue from over 60 distinct sources. However, the majority of the revenue it receives comes from just ten of them.

Top Ten Revenues

The City's top ten revenue sources in the general fund account for approximately 88 percent of total general fund income. Focusing on these sources can provide a useful understanding of the City's revenue position.

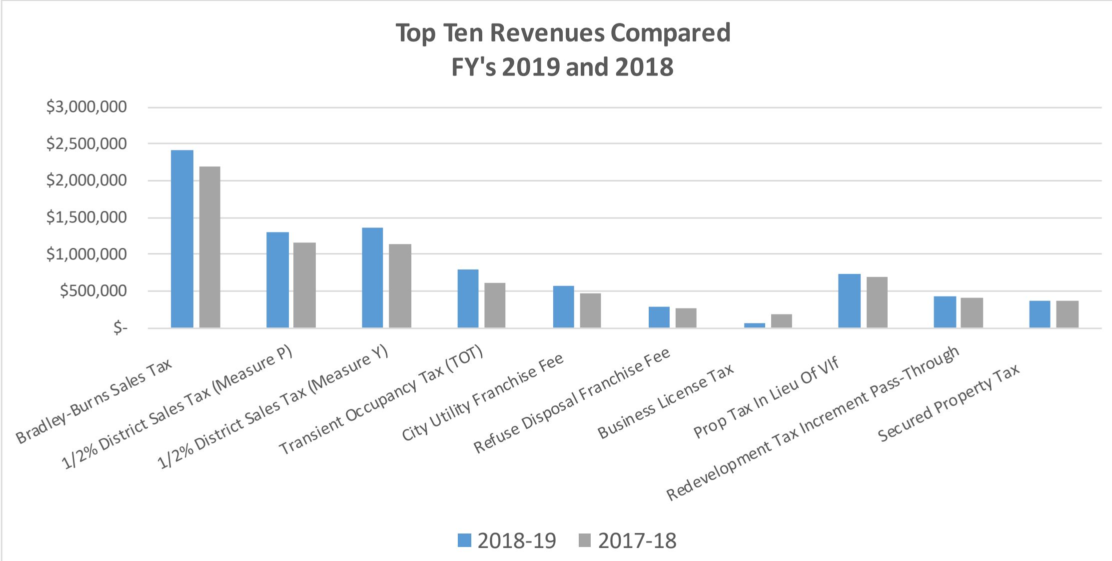


Pg. 15

General Revenues

The bar graph below illustrates the performance of top ten revenues as compared to a year ago. Overall, these revenue sources combined are up over 9.97% from the same time last year. Total general fund revenues are up nearly four percent.

Top 10 general revenues are trending positively, up 9.97% from the same time last year.



TOP 10 - REVENUES
Current to Prior
December 31, 2018 and 2017

REVENUE	2018-19	2017-18	Percent Change	Percent of Total 2018-19 General Revenues
Top 10:				
Bradley-Burns Sales Tax	$ 2,425,565	$ 2,201,296	10.19%	25.49%
1/2% District Sales Tax (Measure P)	1,299,465	1,162,592	11.77%	13.66%
1/2% District Sales Tax (Measure Y)	1,351,482	1,144,644	18.07%	14.20%
Transient Occupancy Tax (TOT)	801,511	619,461	29.39%	8.42%
City Utility Franchise Fee	569,404	525,948	8.26%	5.98%
Refuse Disposal Franchise Fee	294,499	264,099	11.51%	3.09%
Business License Tax	58,117	189,889	-69.39%	0.61%
Prop Tax In Lieu Of Vlf	725,550	695,171	4.37%	7.62%
Redevelopment Tax Increment Pass-Through	419,337	398,618	5.20%	4.41%
Secured Property Tax	374,849	363,951	2.99%	3.94%
Total top 10	8,319,779	7,565,669	9.97%	87.43%
Other Revenue	1,196,608	1,622,304	-26.24%	12.57%
Total operating revenue	$ 9,516,387	$ 9,187,972	3.57%	100.00%

Notes:

1. Property taxes are received by the City in January and June. Amounts reported here reflect the January receipt.

General Revenues

General Revenues (cont.)

Sales Tax. The City collects sales tax from three sources: normal Bradley-Burns sales taxes (1 percent of taxable transactions), a ½ percent sales and use tax, commonly referred to as Measure P and devoted entirely to the City, and another ½ percent sales tax, referred to as Measure Y. All three tax sources are distinct and considered separate sources. Each behave slightly differently given their tax base. Bradley-Burns sales taxes are referred to as "sales and use" taxes, levied on transactions based geographically in the City. Here we see this revenue source up over ten percent (10.19%) from the same time last year. It should be noted, however, that the state's reporting system has undergone significant changes this year. We believe this numbers to be on the low end. Nearly all sectors of Ukiah's economic base are up from the same time last year with the notable addition of Costco.

Measures P and Y. These are what are called "transaction and use" taxes and are applied to any taxable sale in the City as well as any sale where the use of the item is in the City. For instance, a car purchased outside the City but registered to, and therefore presumed to be used at, an address within the City would be levied the ½ cent on the purchase price. Similar to regular Bradley-Burns sales tax, these revenue sources are up significantly from the same time last year. And like Bradley-Burns sales tax, both Measures P and Y are general taxes and can be used for any regular, general governmental purpose. However, the City Council has reserved amounts collected from each for public safety and streets/rights-of-way rehabilitation, respectively.

Property Tax in Lieu of VLF (Vehicle License Fee). These are property tax shares allocated to cities and counties beginning in FY 04-05 as compensation for the State's take of Vehicle License Fees (VLF). This revenue source typically follows regular property tax collections, discussed under "Secured Property Tax."

Transient Occupancy Tax (TOT). Commonly referred to as a "bed," "hotel," or "room" tax this revenue source has performed strongly over the last two years, up over 20 percent (20%) from 2015-16. Here we see it up nearly thirty percent (29.39%) from the same period a year ago. Driven by increased tourism in the greater Ukiah Valley area and a larger volume of travelers heading north, this revenue source is poised to continue its positive growth trend for several more years. Ukiah has historically been considered a final layover before making the trek to Fort Bragg and Humboldt County; however, it is now becoming a destination of its own, with visitors exploring the wonder of what the Ukiah Valley has to offer.

The TOT rate in Ukiah currently is 10 percent; however, 8 percent is considered general revenue to the general fund, which is what is reported here. The remaining 2 percent funds economic development and tourism enterprise and is deposited to a special revenue fund.

City Utility Franchise Fees. This revenue source is a charge to the City's electric utility. Franchise fees are not taxes; rather, they are rents paid by utility providers to operate on or in City rights-of-

General Revenues

General Revenues (cont.)

way and City property, such as streets, sidewalks, parklands, etc. The rents are established by the City Council and typically are correlated to gross revenues generated by the utility provider. This revenue source is trending higher in the current quarter due to an adjustment to electric utility rates in January of 2018 and timing difference as to when revenues were recorded in 2017.

Redevelopment Tax Increment Pass-Through. After the dissolution of Redevelopment in California by the Legislature, the Ukiah Redevelopment Agency was sent into receivership of a successor agency. Property tax increment revenue once received by the former agency was, instead, held in trust by the County Auditor-Controller in a specific fund, affectionately known as the Redevelopment Property Tax Trust Fund (RPTTF). Property tax increment collected in this fund would first pay the County Auditor-Controller's admin costs, then pass to the successor agency of the former RDA (City of Ukiah) to satisfy the obligations of the former agency, then to the taxing entities in the project area of the former RDA, including the Ukiah Unified School District and the County of Mendocino general fund. The City also receives a share of these residuals and deposits them in a specific account in the general fund, which is reported here.

This revenue source tracks relatively similar to regular (secured) property tax, although it is calculated from a slightly different derivative property tax base (tax increment).

Secured Property Tax. Traditionally, revenue from property tax was viewed as a very stable source. The housing collapse of 2008 tested that assumption. However, as the housing market continued to recover modestly in Ukiah, receipts came in higher than the year prior. This was due to a combination of factors, including retroactive Prop 8 (1978) assessment adjustments and increased assessed values from housing sales. Slightly less than 11 percent of property taxes paid by property owners within the City are allocated to the City. The majority is distributed to local schools and the County of Mendocino.

Refuse Disposal Franchise Fees. This revenue source is a charge to the City's franchise solid waste hauler. As discussed earlier, franchise fees are not taxes; rather, they are rents paid by utility providers to operate on or in City rights-of-way and City property, such as streets, sidewalks, parklands, etc. The vehicles used to provide this service (garbage trucks) are heavy machines that wear streets more quickly and significantly than other commercial and non-commercial vehicles. Revenues from this source have come in slightly higher (11.51%) in this period of FY 2018-19 than in the same period of the preceding year due to increased revenue by the hauler, Ukiah Waste Solutions.

Business License Tax. Businesses that operate within City limits are required to obtain a business license. The proceeds from the tax collected are available for unrestricted use in the general fund. Receipts for this period are down significantly from a year ago due to timing differences of payments to the City. We expect receipts in the next period to increase.

Major Enterprise Funds

Enterprise Funds

The City provides various enterprise services, including electric, water, and sewer. Water and sewer are divisions within the Department of Water Resources but are accounted for, like electric, in a proprietary enterprise funds. Through the collection of fees and charges, these funds should collect revenues sufficient to finance costs associated with administration, operations, capital improvements (CIP), and debt service.

Enterprise activities are accounted for like a business in the private sector using the full accrual basis. This is starkly different than governmental fund accounting, which uses the modified accrual basis and is concerned only with current spendable resources, what we call fund balance. Drawing comparisons of information between the two methods can be challenging.

Although the City accounts and reports on these funds using full accrual accounting basis, here we present the activities of the water, sewer, and electric enterprise funds in terms of working capital. Working capital is defined as the difference between current assets and current liabilities, which is closely approximate to the definition of fund balance in governmental funds. In other words, it's the resources available to meet ongoing operating, debt service, and capital activities in the near term. Non-cash expenses, such as depreciation and typically part of full accrual accounting, are excluded from this presentation.

Major Enterprise Funds

Enterprise Funds (cont.)

Rate revenues for the City's electric utility are trending positively largely due to recent rate increases enacted by the City Council in 2017.

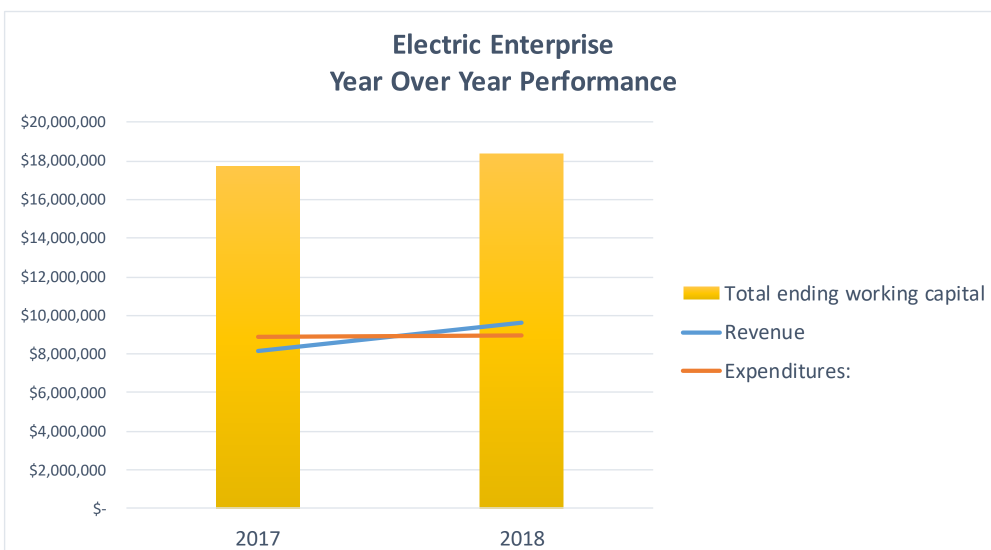
The enterprise is financially stable and engaging in needed capital improvements.

Electric Enterprise

Revenues during this period were up compared to the same period last year due to strong growth in the commercial sector. The rate adjustment in January 2018 will continue to provide resources to the enterprise to adequately maintain operations and aid in capital infrastructure improvements.

Overall, the electric enterprise maintains a healthy reserve, and its working capital is sufficient to meet its operational needs and capital requirements moving forward through the end of the year.

ELECTRIC ENTERPRISE Year-Over-Year Comparison	Six-Month Period Ended December 31, 2017	2018
Revenue	8,167,324	9,657,275
Expenditures:		
Personnel	1,287,916	1,849,093
Materials, supplies, and services	6,115,236	6,565,597
Debt service	1,035,938	(28,043)
Capital outlay	443,202	563,401
Total expenditures	8,882,291	8,950,047
Excess (deficiency)	(714,967)	707,228
Other sources (uses)	-	-
Change in working capital	$ (714,967)	$ 707,228
Total ending working capital	$ 17,689,810	$ 18,397,038



Major Enterprise Funds

Enterprise Funds (cont.)

Revenues for the City's water enterprise are trending positively largely due to rate adjustments enacted by the City Council.

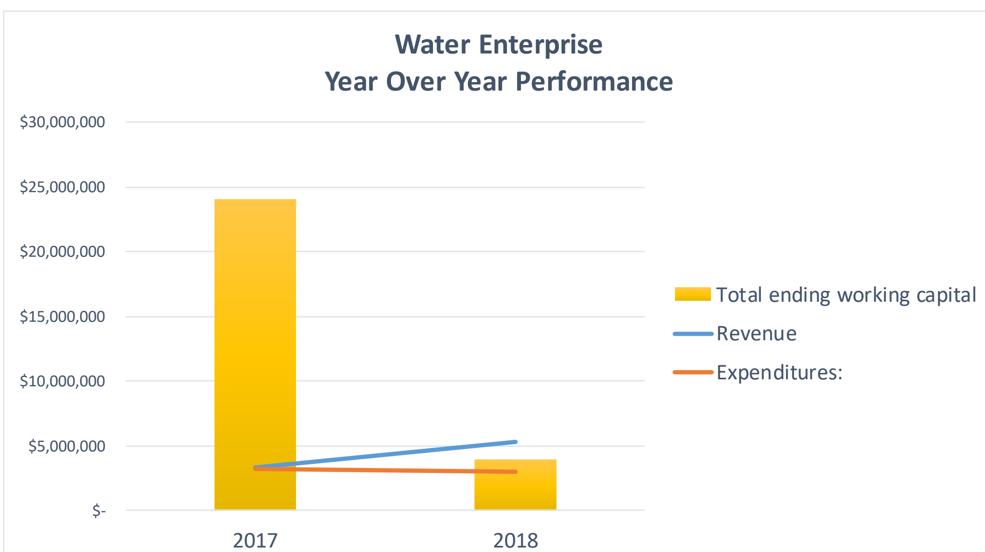
The enterprise is financially stable and engaging in needed capital improvements.

Water Enterprise

Revenue from rates came in higher this period compared to the same last year due primarily to the rate adjustment approved by Council in July 2014 and the receipt of grant revenues for the recycled water project. Overall revenues are lower this period compared to the same period last year due to

The water enterprise maintains a healthy reserve, and its working capital is sufficient to meet its operational needs and capital requirements moving forward through the end of the year. The amount reported here as other sources and uses of $20.4 million was the transfer of RSF grant and loan funds from the water enterprise to the recycled water fund for the recycled water project.

WATER ENTERPRISE	**Six-Month Period Ended December 31,**	
Year-Over-Year Comparison	**2017**	**2018**
Revenue	3,300,383	5,325,459
Expenditures:		
Personnel	629,922	980,877
Materials, supplies, and services	747,437	392,379
Debt service	463,334	714,659
Capital outlay	1,437,204	888,440
Total expenditures	3,277,898	2,976,355
Excess (deficiency)	22,485	2,349,104
Other sources (uses)	-	(22,439,898)
Change in working capital	$ 22,485	$ (20,090,794)
Total ending working capital	$ 24,008,737	$ 3,917,943



Major Enterprise Funds

Enterprise Funds (cont.)

Revenues for the City's wastewater enterprise are trending lower than the same time last year, due largely to lower revenues from the Ukiah Valley Sanitation District, which are tied to expenditures, which are also lower. Other revenues from rates have changed nominally from this time last year.

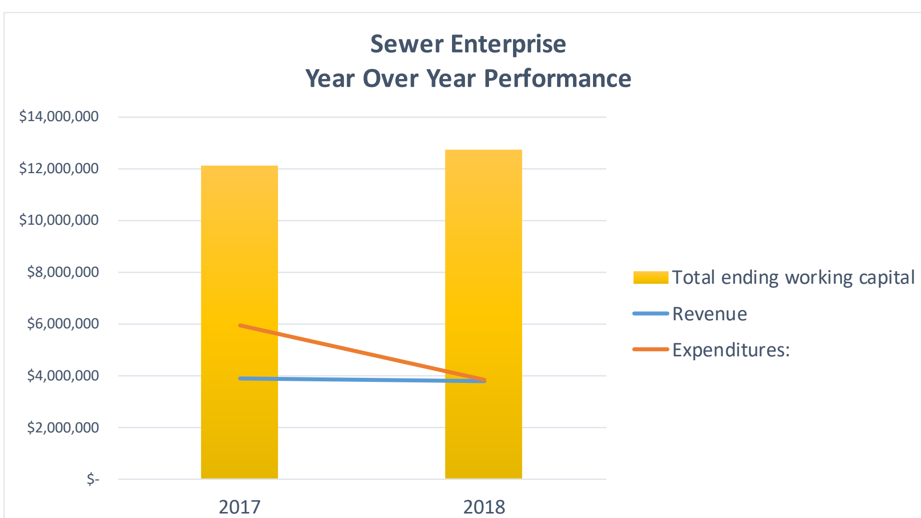
The enterprise is challenged financially but maintains adequate reserves to ensure service delivery to customers.

Sewer Enterprise

Revenues came in lower than the same time last year primarily due to fewer revenues for services provided to the Ukiah Valley Sanitation District (UVSD). These revenues are linked to expenditures incurred by the City in providing services, which also are lower this period than the same last year. A closer examination of revenues from rates indicates nominal growth. The fund continues to perform nominally. This remains problematic, however, as it makes continued investments in capital outlay increasingly challenging. Additionally, settlement of the lawsuit brought against the City by UVSD will impact the City's sewer reserves over the next 4 years by $5 million.

Further, the City has engaged a rate study consultant to ensure the enterprise has sufficient resources to maintain operations, fund capital improvements, meet debt service requirements, and sustain adequate reserves.

SEWER ENTERPRISE	**Six-Month Period Ended December 31,**	
Year-Over-Year Comparison	**2017**	**2018**
Revenue	3,892,117	3,783,632
Expenditures:		
Personnel	738,686	1,024,452
Materials, supplies, and services	2,192,435	1,312,352
Debt service	2,430,450	1,343,650
Capital outlay	578,249	153,350
Total expenditures	5,939,820	3,833,804
Excess (deficiency)	(2,047,703)	(50,172)
Other sources (uses)	-	698,698
Change in working capital	$ (2,047,703)	$ 648,526
Total ending working capital	$ 12,097,828	$ 12,746,355



Department Summary

Department Summary

Budget to Actual

With 50% of the year in the books, departments have spent 46.3% of their budgets.

DEPARTMENT SUMMARY
Budget to Actual
Six-month Period Ended December 31, 2018

EXPENDITURES (by department/division)	Budget Original	Budget Amended	Actual	Variance Favorable (Unfavorable)	% Budget Expended	Budget % of Total Expenditures
Allocated admin and overhead	$ (3,227,047)	$ (3,227,047)	$ -	$ (3,227,047)	-	-2.95%
UNDEFINED	8,849,990	9,297,672	1,352,237	7,945,435	14.54%	8.51%
CITY COUNCIL	183,102	183,102	51,857	131,245	28.32%	0.17%
CITY MANAGER	551,876	551,876	294,692	257,184	53.40%	0.51%
CITY-WIDE ADMIN SERVICES	235,383	235,384	113,634	121,750	48.28%	0.22%
COMMUNITY OUTREACH/PUBLIC INFO	24,761	24,761	16,436	8,325	66.38%	0.02%
MISCELLANEOUS GENERAL GOVERNMENT ACTVITIES	-	800,000	1,002,579	(202,579)	125.32%	0.73%
CITY CLERK	354,969	653,850	113,003	540,847	17.28%	0.60%
ECONOMIC DEVELOPMENT	164,457	183,457	88,602	94,855	48.30%	0.17%
VISIT UKIAH	137,455	137,455	40,212	97,243	29.25%	0.13%
EMERGENCY MANAGEMENT	52,369	52,369	30,760	21,609	58.74%	0.05%
BUDGET DEVELOPMENT AND MANAGEMENT	207,391	207,391	151,509	55,882	73.05%	0.19%
UTILITY BILLING	1,763,629	1,763,627	573,826	1,189,802	32.54%	1.61%
ACCOUNTING & REPORTING	886,493	1,096,262	466,874	629,388	42.59%	1.00%
PURCHASING	452,632	452,632	250,978	201,655	55.45%	0.41%
IT	1,477,918	1,389,851	667,474	722,376	48.02%	1.27%
CITY ATTORNEY	143,911	143,911	84,504	59,407	58.72%	0.13%
CITY TREASURER	64,380	64,381	20,906	43,475	32.47%	0.06%
HUMAN RESOURCES	572,410	572,411	313,787	258,624	54.82%	0.52%
RISK MANAGEMENT	1,475,862	675,863	612,609	63,255	90.64%	0.62%
SUCCESSOR AGENCY	21,500	16,000	16,646	(646)	104.03%	0.01%
GRANTS DIVISION	-	11,125	11,203	(78)	100.70%	0.01%
POLICE OPERATIONS	10,450,292	10,492,571	5,041,599	5,450,972	48.05%	9.61%
CITY FIRE	3,830,336	3,830,337	1,496,529	2,333,808	39.07%	3.51%
ARRC	91,525	89,490	34,382	55,108	38.42%	0.08%
PARKS	1,661,383	1,716,723	680,772	1,035,952	39.66%	1.57%
PARK DEVELOPMENT	38,000	77,117	-	77,117	0.00%	0.07%
AQUATICS	252,175	261,315	180,537	80,779	69.09%	0.24%
GOLF	229,813	229,640	72,850	156,790	31.72%	0.21%
BUILDINGS & GROUNDS MAINTENANCE	965,916	989,428	351,330	638,098	35.51%	0.91%
CONFERENCE CENTER	402,991	402,991	213,401	189,590	52.95%	0.37%
MUSEUM	586,983	595,502	264,745	330,757	44.46%	0.55%
RECREATION	951,598	976,481	647,514	328,967	66.31%	0.89%
COMMUNITY PLANNING	578,261	581,234	321,634	259,601	55.34%	0.53%
BUILDING INSPECTION	467,270	498,836	221,053	277,783	44.31%	0.46%
HOUSING	608,450	841,008	52,985	788,024	6.30%	0.77%
FLEET AND PLANT MAINTENANCE	480,705	480,904	251,363	229,541	52.27%	0.44%
ENGINEERING	6,449,766	6,504,890	2,356,526	4,148,364	36.23%	5.96%
CORPORATION YARD	100,094	101,335	45,186	56,149	44.59%	0.09%
LANDFILL	763,631	891,592	297,026	594,566	33.31%	0.82%
STREETS	4,572,567	6,738,513	1,686,190	5,052,323	25.02%	6.17%
AIRPORT OPERATIONS	2,257,558	2,621,560	868,164	1,753,396	33.12%	2.40%
ELECTRIC DISTRIBUTION	6,436,540	6,781,854	1,732,824	5,049,030	25.55%	6.21%
TECHNICAL SERVICES	851,116	880,510	315,521	564,989	35.83%	0.81%
ELECTRIC ADMINISTRATION	10,827,799	11,022,279	6,136,395	4,885,884	55.67%	10.09%
PUBLIC BENEFIT	-	8,250	-	8,250	0.00%	0.01%
WATER SERVICES	4,265,890	5,447,162	2,985,121	2,462,041	54.80%	4.99%
SEWER SERVICES	6,773,544	8,160,520	3,816,558	4,343,961	46.77%	7.47%
RECYCLED WATER SERVICES	132,737	22,708,829	14,161,873	8,546,956	62.36%	20.79%
Total	$ 79,420,381	$ 109,217,205	$ 50,506,404	$ 58,710,801	46.24%	100.00%

Notes:

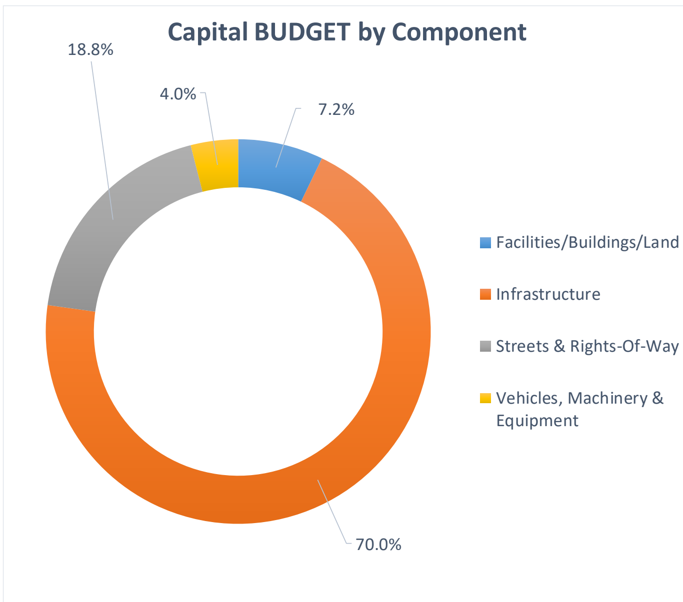
1. Does not include fiduciary fund activities, e.g. RDA Successor Agency, Ukiah Valley Fire District.
2. Further information can be found on the City's OpenGov page, found by clicking here.
3. Amended budget amounts do not include potential adjustments due to prior year purchase orders that cannot be made until the prior year is audited and closed.

Capital Improvements

CIP Update

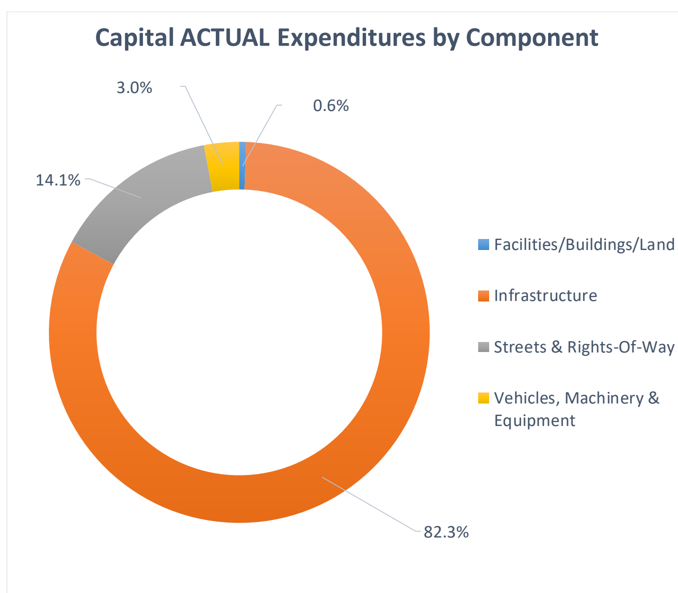
Capital Improvement Program
Fiscal Year 2018-19

Fiscal Year 2018-19	**Budget**	**Actual**	**Percent Expended**
Facilities/Buildings/Land	$ 3,242,824	$ 112,635	3.47%
Infrastructure	$ 31,703,137	$ 15,918,455	50.21%
Streets & Rights-Of-Way	8,523,222	2,735,951	32.10%
Vehicles, Machinery & Equipment	1,799,576	576,415	32.03%
	$ 45,268,759	$ 19,343,455	42.73%



The chart to the left illustrates the components of capital appropriated by the City Council in the 2018-19 budget. Here we see Infrastructure as the largest component at 70 percent. This is largely related to the recycled water project.

The chart to the right illustrates how the components of capital have been expended in this period. Again, the majority of capital expenditures incurred are for infrastructure related to the recycled water project.



Pg. 24 Capital Improvements

Capital Improvement Program
Expenditure Plan - Current
Fiscal Year 2018-19

Division	**Facilities/Buildings/Land** Budget	Actual	**Infrastructure** Budget	Actual	**Streets & Rights-Of-Way** Budget	Actual	**Equipment** Budget	Actual	**Total** Budget	Actual
MISCELLANEOUS GENERAL GOVERNMENT ACTVITIES	-	-	-	-	-	-	-	5,369	-	5,369
UTILITY BILLING	100,000	-	-	-	-	-	-	-	100,000	-
IT	-	-	-	-	-	-	31,619	41,079	31,619	41,079
POLICE OPERATIONS	-	-	-	-	-	-	160,000	118,631	160,000	118,631
CITY FIRE	-	-	-	-	-	-	55,200	5,183	55,200	5,183
DISTRICT FIRE	-	-	-	-	-	-	-	-	-	-
PARKS	386,958	24,527	-	-	-	-	35,000	-	421,958	24,527
PARK DEVELOPMENT	22,117	-	20,000	-	-	-	-	-	42,117	-
BUILDINGS & GROUNDS MAINTENANCE	324,950	9,364	-	-	-	-	-	-	324,950	9,364
CONFERENCE CENTER	25,000	23,018	-	29,946	-	-	-	-	25,000	52,964
MUSEUM	100,000	-	8,519	-	-	-	-	-	108,519	-
COMMUNITY PLANNING	-	-	-	-	-	-	-	27,344	-	27,344
FLEET AND PLANT MAINTENANCE	-	-	-	-	-	-	35,000	-	35,000	-
ENGINEERING	-	-	2,311,816	132,773	3,247,694	1,923,534	63,500	-	5,623,010	2,056,307
CORPORATION YARD	-	-	-	-	-	-	12,000	-	12,000	-
STREETS	-	-	458,430	454,456	5,275,528	812,417	82,000	-	5,815,957	1,266,873
AIRPORT OPERATIONS	-	-	1,260,000	-	-	-	197,000	-	1,457,000	-
ELECTRIC DISTRIBUTION	2,282,250	50	1,638,408	229,626	-	-	95,455	912	4,016,113	230,588
TECHNICAL SERVICES	-	-	-	-	-	-	25,000	-	25,000	-
WATER SERVICES	1,549	55,675	1,661,519	830,025	-	-	536,798	2,740	2,199,866	888,440
SEWER SERVICES	-	-	1,528,531	99,036	-	-	471,005	54,314	1,999,535	153,350
RECYCLED WATER SERVICES	-	-	22,576,091	14,069,884	-	-	-	-	22,576,091	14,069,884
Total	3,242,824	112,635	31,703,137	15,918,455	8,523,222	2,735,951	1,799,576	576,415	45,268,759	19,343,455

Notes:

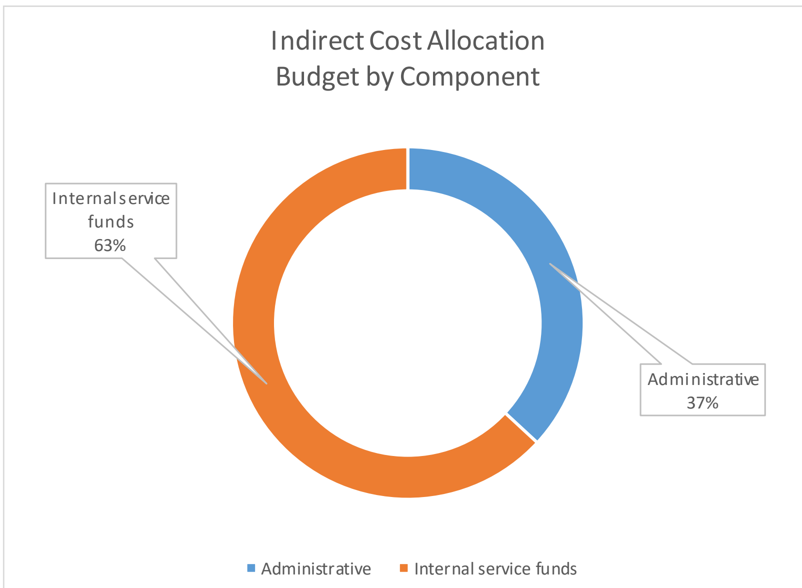
1. Amounts reported here to not include amounts encumbered by contract for work not yet performed or invoiced.
2. For additional information on the City's capital improvement program (including project updates and status), please visit its OpenGov page by clicking here.

Special Report: Indirect Cost Allocation

Special Report: Indirect Cost Allocation

Indirect Cost Allocation Plan
Fiscal Year 2018-19

Indirect Costs Allocated	**Budgeted**	**Actual Incurred**	**Percent Incurred**
Administrative	$ 3,228,146	$ 1,877,848	58.17%
Internal service funds	5,526,198	3,170,903	57.38%
Total indirect costs allocated	$ 8,754,344	$ 5,048,751	57.67%

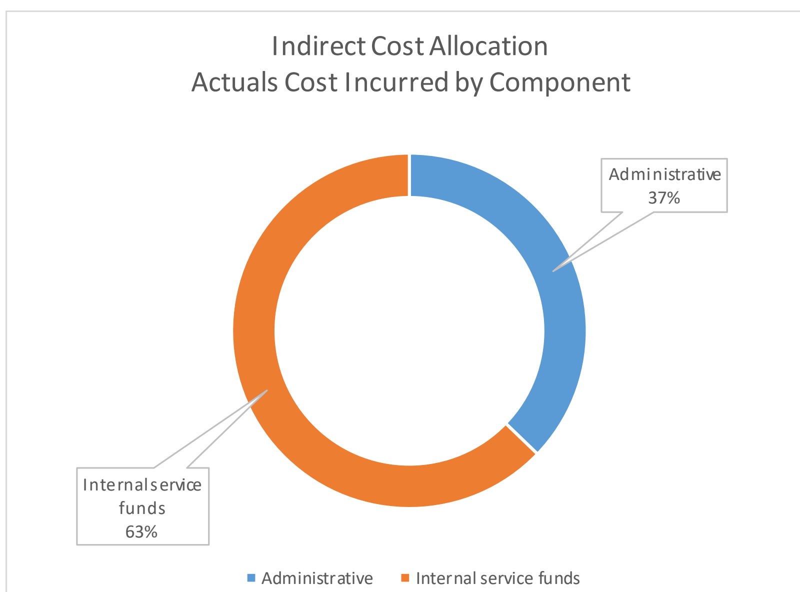


The chart to the left illustrates the components of indirect cost as estimated in the 2018-19 budget.

The administrative and overhead indirect cost rate is estimated to be 6.56% of direct costs.

The internal services indirect cost rate is estimated to be 7.35% of direct cost.

The chart to the right illustrates the components of indirect costs actually incurred during this period.



Special Report: Indirect Cost Allocation

Special Report: Indirect Cost Allocation (cont.)

Indirect Cost Allocation by Division

Division	Budgeted Allocation for the Year	Actual Incurred	Variance
0 UNDEFINED	$ 741,325	656,932	88.62%
100 CITY COUNCIL	95,887	31,742	33.10%
121 CITY MANAGER	67,502	32,787	48.57%
122 CITY-WIDE ADMIN SERVICES	33,199	19,179	57.77%
123 COMMUNITY OUTREACH/PUBLIC INFO	2,261	2,068	91.44%
125 CITY CLERK	60,888	23,302	38.27%
126 ECONOMIC DEVELOPMENT	15,173	9,759	64.32%
127 VISIT UKIAH	10,705	3,287	30.70%
128 EMERGENCY MANAGEMENT	4,641	2,774	59.77%
132 BUDGET DEVELOPMENT AND MANAGEMENT	33,669	18,256	54.22%
133 UTILITY BILLING	207,278	92,852	44.80%
134 ACCOUNTING & REPORTING	118,221	67,709	57.27%
135 PURCHASING	52,662	31,143	59.14%
139 IT	129,090	65,222	50.52%
140 CITY ATTORNEY	14,411	12,049	83.61%
151 CITY TREASURER	9,233	4,558	49.36%
161 HUMAN RESOURCES	65,509	36,216	55.28%
162 RISK MANAGEMENT	36,846	36,041	97.81%
202 POLICE OPERATIONS	2,187,088	1,156,822	52.89%
212 CITY FIRE	506,104	221,080	43.68%
214 DISTRICT FIRE	318,467	143,547	45.07%
220 ARRC	11,419	7,278	63.73%
221 PARKS	199,526	95,965	48.10%
223 AQUATICS	43,520	37,417	85.98%
224 GOLF	16,077	7,043	43.81%
225 BUILDINGS & GROUNDS MAINTENANCE	82,819	51,238	61.87%
226 CONFERENCE CENTER	49,847	26,920	54.01%
227 MUSEUM	70,275	45,831	65.22%
228 RECREATION	163,713	95,375	58.26%
231 COMMUNITY PLANNING	76,484	38,682	50.57%
233 BUILDING INSPECTION	56,407	28,578	50.66%
234 HOUSING	1,742	-	0.00%
241 FLEET AND PLANT MAINTENANCE	48,539	30,389	62.61%
242 ENGINEERING	104,298	39,645	38.01%
243 CORPORATION YARD	10,009	6,843	68.36%
245 LANDFILL	74,662	32,900	44.06%
246 STREETS	237,895	92,643	38.94%
252 AIRPORT OPERATIONS	116,802	78,807	67.47%
261 ELECTRIC DISTRIBUTION	269,349	151,568	56.27%
262 TECHNICAL SERVICES	75,572	37,601	49.76%
264 ELECTRIC ADMINISTRATION	928,259	526,007	56.67%
271 WATER SERVICES	444,157	244,050	54.95%
272 SEWER SERVICES	818,703	693,823	84.75%
273 RECYCLED WATER SERVICES	13,983	10,175	72.77%
900 AGENCY ACTIVITIES	130,128	2,648	2.04%
Total	$ 8,754,344	$ 5,048,751	57.67%

Special Report: Indirect Cost Allocation

Special Report: Indirect Cost Allocation (cont.)

Indirect Cost Allocation by Fund

Fund	Budgeted Allocation for the Year	Actual Incurred	Variance
100 GENERAL FUND	$ 3,872,470	2,034,829	52.55%
120 STREETS CAPITAL IMPROVEMENT	9,796	5,358	54.70%
202 LIABILITY FUND	36,846	36,041	97.81%
203 GARAGE FUND	49,130	30,804	62.70%
204 PURCHASING FUND	52,662	31,447	59.72%
205 BILLING AND COLLECTION FUND	207,278	93,218	44.97%
206 PUBLIC SAFETY DISPATCH FUND	149,922	88,824	59.25%
208 BUILDING & MAINTENANCE FUND	92,828	58,065	62.55%
209 IT FUND	129,090	65,468	50.72%
253 CITY PROP 172	5,806	-	0.00%
311 ARRC GENERAL OPERATING FUND	13,454	8,627	64.13%
312 DOWNTOWN BUSINESS IMPROVEMENT	1,266	-	0.00%
313 LMIHF HOUSING ASSET FUND	1,009	649	64.31%
314 WINTER SPECIAL EVENTS	8,043	-	0.00%
500 2106 GAS TAX FUND	11,454	-	0.00%
505 SIGNALIZATION FUND	230	-	0.00%
510 TRANS-TRAFFIC CONGEST RELIEF	13,918	2	0.02%
612 16-HOME-11376	1,742	-	0.00%
630 ASSET SEIZURE FUND	3,558	-	0.00%
633 H&S EDUCATION 11489(B)(2)(A1)	1,669	-	0.00%
635 SUP.LAW ENFORCE.SVC.FD(SLESF)	8,321	-	0.00%
636 CBTHP OFFICER	7,604	-	0.00%
638 ASSET FORFEITURE 11470.2 H&S	1,669	508	30.45%
640 PARKING DISTRICT #1	26,394	15,190	57.55%
691 MUSEUM FUND	70,275	45,831	65.22%
700 SANITARY DISPOSAL SITE FUND	74,662	32,900	44.06%
720 GOLF FUND	16,077	7,043	43.81%
730 CONFERENCE CENTER FUND	49,847	27,211	54.59%
750 VISIT UKIAH FUND	10,705	3,287	30.70%
777 AIRPORT FUND	126,204	84,587	67.02%
800 ELECTRIC FUND	1,655,937	977,160	59.01%
805 STREET LIGHTING FUND	18,520	13,529	73.05%
806 PUBLIC BENEFITS CHARGES FUND	32,198	24,197	75.15%
820 WATER FUND	588,677	355,525	60.39%
822 WATER CONNECTION FEE FUND	473	48	10.14%
830 RECYCLED WATER FUND	13,983	10,175	72.77%
840 CITY WASTEWATER OPERATIONS FUND	830,750	719,291	86.58%
844 CITY SEWER CAPITAL PROJECTS FUND	111,282	56,457	50.73%
915 UVFD	312,303	141,662	45.36%
916 UVFD PROP 172	5,760	1,884	32.72%
940 SANITATION DISTRICT OPERATING	130,128	78,934	60.66%
	$ 8,754,344	$ 5,048,751	57.67%

Notes to Financial Statements

New Funds

A new fund was created in 2018-19 during the budget development process to account for capital street and rights-of-way projects associated with resources collected from Measure Y. The fund is called Streets Capital Improvement and is numbered 120.

Significant Changes

No significant accounting or budgeting changes were made this quarter or since the start of the fiscal year.

City-Wide Notes

None.

Department Notes

One division experienced a material exceedance of its budget appropriation:

- **Miscellaneous General Government Activities.** This division accounts for workers' comp expenses for which the City exceeded anticipated amounts. Finance is working with the Human Resources/Risk Management Department to analyze and bring a budget amendment to Council, if determined necessary.

Takeaways

- City revenues continue to trend positively
- Excepted as noted above, expenditures City-wide and at the fund level are within budgeted appropriations
- Most departments currently are within budget estimates

Ukiah City Council and Treasurer

Maureen Mulheren, Mayor

Email: mmulheren@cityofukiah.com

Allen Carter, Treasurer

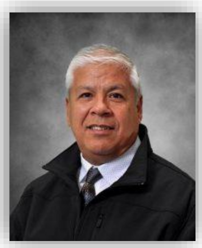
Email: acarter@cityofukiah.com

Douglas Crane, Vice-mayor

Email: dcrane@cityofukiah.com

Jim Brown, Council Member

Email: jbrown@cityofukiah.com



Juan Orozco, Council Member

Email: jorozco@cityofukiah.com

Steve Scalmanini, Council Member

Email: sscalmanini@cityofukiah.com

City Executive Management Team

The senior management team for the City of Ukiah.

City Manager
Sage Sangiacomo
Email: ssangiacomo@cityofukiah.com
Phone: 707.463.6221

Deputy City Manager
Shannon Riley
Email: sriley@cityofukiah.com
Phone: 707.467.5793

City Attorney
David Rapport
Email: drapport@cityofukiah.com
Phone: 707.467.2800

City Clerk
Kristine Lawler
Email: klawler@cityofukiah.com
Phone: 707.463.6217

Human Resources/Risk Management Director
Sheri Mannion
Email: smannion@cityofukiah.com
Phone: 707.463.6272

Public Works Director/City Engineer
Tim Eriksen
Email: teriksen@cityofukiah.com
Phone: 707.463.6280

Electric Utility Director
Mel Grandi
Email: mgrandi@cityofukiah.com
Phone: 707.463.6295

Water Resources Director
Sean White
Email: swhite@cityofukiah.com
Phone: 707.467.5712

Community Development Director
Craig Schlatter
Email: cschlatter@cityofukiah.com
Phone: 707.463.6207

Finance Director
Daniel Buffalo
Email: dbuffalo@cityofukiah.com
Phone: 707.463.6220

IT Administrator
Michael Ingwell (Acting)
Email: mingwell@cityofukiah.com
Phone: 707.467.5722

Police Chief
Justin Wyatt
Email: jwyatt@cityofukiah.com
Phone: 707.463.6245

Ukiah Valley Fire Authority Administrator
Dan Grebil (Interim)
Email: dgrebil@cityofukiah.com
Phone: 707.462.7921

Community Services Administrator
Tami Bartolomei
Email: tbartolomei@cityofukiah.com
Phone: 707.467.5764

Airport Manager
Greg Owen
Email: gowen@cityofukiah.com
Phone: 707.467.2855

City Contact Information

City of Ukiah

300 Seminary Ave
Ukiah, CA 95482

Tel 707.463.6200

www.cityofukiah.com

City of Ukiah

Budget Development Schedule

Fiscal Year: 2019-20

Activity	Tasks	Start Date	Completion Date
Budget Memo and Schedule Release	• Budget Memo released • Budget Schedule released • 5-year CIP worksheet released • Narrative, Objectives, Accomplishments update	December 10	December 10
Mandatory Training -Office 365	• 5-year CIP update • Department Narrative Development • Additional training week of December 17, if necessary	December 10	December 10
Mandatory Budget training – Munis Central Budget	• Computer Lab – Set up in Conference Room 3 for budget entry training/ refresher • Munis module will be open for entry	January 14	January 15
Mid-year Review	• 18/19 review and discussion		January 16
5-year CIP updates	• 18/19 5-year CIP updates • 19/20 5-year requests • All CIP narrative		**January 18**
Budget Kick-Off & 5-Year CIP Review (City Council Special Meeting)	• Budget 101 – including CIP • Review Council's Strategic Plan • Receive council/community communication • Discuss priorities for the fiscal year • Discuss & review capital and special projects Review proposed 19/20 CIP requests		January 30
Department Narrative	• 18/19 Accomplishments • 19/20 Objectives • Departmental Narrative		**January 31**
Department initiation • UVFA • UVSD	• Schedule budget meetings with Departments • Distribute budget workbooks • Begin budget planning • Start drafting MOU's with UVSD for Capital Projects	February 1	February 28
City Council update on Objectives and Accomplishments (Regular City Council Meeting)	• City Manager's Office • Airport • Police Department		February 6
City Council update on Objectives and Accomplishments (Regular City Council Meeting)	• Finance • Fire Department • Water Resources		February 20
Personnel Requests	• Personnel changes and requests due to HR		**March 1**
Personnel Review	• Personnel changes and requests reviewed by the City Manager		March 15
Department Budget entry	• Departments finish building budget in Central Budget Module • Any updates to Accomplishments/Objectives		**March 29**

Activity	Tasks	Start Date	Completion Date
City Council update on Objectives and Accomplishments (Regular City Council Meeting)	• Human Resources • Community Services • Electric Utility Department		March 6
City Manager review of budget requests	• Review appropriation requests • Meet with Finance for discussion/analysis • Finance to conduct preliminary revenue forecasts for all major funds	March 12	March 29
City Council update on Objectives and Accomplishments (Regular City Council Meeting)	• Community Development • Public Works		March 20
Reconciled Budget Meetings with City Manager	• **First-round** budget meetings with Departments and CM/Finance Discussion of appropriation requests • Finalize initial appropriation requests • **Second-round** will be scheduled as needed	April 1	April 12
Budget Training and Review with Council (Regular City Council Meeting)	• Review/discussion of Budget Development Status • Review/discussion of 5-year CIP as proposed on January 30 Council feedback		April 17
Draft Budget	• Draft budget to UVSD • UVSD draft budget due to the City • Draft budget to UVFA		April 30
Finalize Draft Budget Document	• Finalize revenue estimates • Complete special revenue funds and trust/agency funds • Circulate for review/edits	May	May 31
Budget Hearing with Council (Special meeting/Workshop)	• Overview presentation of budget proposal • Discussion of changes from prior year • Take questions and requests from Council	May 29	May 29
Draft budget comments	• UVSD comments on proposed budget due to the City • City comments on proposed budget due to UVSD • Meetings to be scheduled between City & UVSD as needed		May 30
Budget Hearing (cont) - Department presentations (Special City Council Meetings)	• Department presentation • Discussion and Q&A • Take requests and revisions	June 6	June 7 (If necessary)
Budget Hearing (cont) Department presentations If necessary (Special City Council Meetings)	• Department presentation • Discussion and Q&A • Take requests and revisions	June 10 (If necessary)	June 11 (If necessary)
Budget Hearing (cont) Adoption of either final or tentative (Regular City Council Meeting)	• Final Q&A • Adoption – tentative or final	June 19	June 19

BudgetHearing, if necessary (Special City Council Meeting)	• Final Q&A • Adoption/continuation of 19/20 budget	June 26 (If necessary)	

Agenda Item No.: 4b

MEETING DATE/TIME: 1/30/2019

PEAK ITEM NO: COU-571-2017

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Review and Update the Ukiah City Council Strategic Plan.

DEPARTMENT: Administration **PREPARED BY:** Sage Sangiacomo

ATTACHMENTS:

Attachment #1 - Existing City Council Strategic Plan FY 18-19

Attachment #2 - City Council Strategic Plan 2019 Final

Summary: Each year during the annual budget process, the Ukiah City Council reviews and updates the Strategic Plan. The Strategic Plan provides a comprehensive framework that prioritizes focus on core functions and ensures City Departments are working together to meet the needs of our residents and businesses.

Background: The Strategic Plan provides a comprehensive framework that prioritizes focus on core functions and ensures City Departments are working together to meet the needs of our residents and businesses. The priorities identified in the Plan will guide decision-making to desired outcomes through strategies and specific actions.

The priorities, strategies and actions that make up the strategic plan evolve over time with the changing needs of the community and organization. During the annual budget process, the City Council reviews and modifies the Plan as necessary and sets annual objectives for all departments that are in line with the City's priorities.

RECOMMENDED ACTION: Review the Ukiah City Council Strategic Plan and provide direction as may be warranted to update the document.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Finance Department

Approved: Sage Sangiacomo, City Manager

The current Plan is included as Attachment #1 for reference.

Discussion: As part of the continued evolution of the Strategic Plan, the City Manager is recommending some revisions based on Council direction and discussions over the the past year. Most notable is the inclusion of a fifth strategic priority that focuses on quality of life related services, programs, and places.

Added Priority for Consideration:
Enhance Our Neighborhoods: Foster a sense of small-town life by embracing our diversity and supporting our residents with quality services and vibrant places (People, Places, & Services).

This added priority has always been a major focus for the City and well documented within departmental budgets, but hasn't been specifically detailed is past strategic planning documents. The corresponding recommended strategies and actions are consistent with past Council direction.

Overall, the Strategic Plan has been reformatted and includes a revised summary of purpose and other minor non-substantive edits. The draft revision is included as Attachment #2 for review and discussion.

CITY COUNCIL'S STRATEGIC PLAN

The Ukiah City Council, through a strategic process of discussion, observation, and education, has developed the following set of focused priorities and strategies. The four identified areas are in no way all-encompassing of the City's scope of work nor are they finite; rather, the strategic planning process is evolutionary and often vision-based. All of these areas work to further promote the vibrancy and sustainability of the Ukiah community and the organization.

Outcomes

The primary outcomes for the Strategic Plan are threefold:

1. Create alignment among the Councilmembers about the top strategic priorities for the City of Ukiah.
2. Develop a set of operational principles that will guide the practices and decisions of the Council in focusing the strategic priorities.
3. Identify specific mechanisms for tracking these strategic priorities over time that will allow the Council and City Staff to make the necessary adjustments to achieve the strategic priorities.

General Principles

A set of accepted guidelines formed to capture values and priorities that transcend directly to the strategic plan.

- Our strategies and approaches maintain or enhance the unique positive characteristics of our community.
- Our decisions reflect fiscal responsibility, reliability, sustainability, and affordability with an understanding and consideration of impacts to the entire organization.
- We look to partner with our community members to promote greater ownership and involvement in their services.
- We look for strategies that increase efficiencies while enhancing customer service.
- Where applicable, we adjust rates and fees to reflect changes in the economy and cost of services.

Strategic Planning Areas & Initiatives

- Develop a prioritized plan for maintaining and improving public infrastructure.
  - *Continue the development and maintenance of a comprehensive Capital Improvement Plan.*
  - *Identify and/or develop funding for essential and vital infrastructure for the long-term.*
- Planning Valley-Wide takes place based on sound planning principles.
  - *Review and revise land use planning documents to be reflective of the long-term vision for the community*
  - *Analyze and consider opportunities for regional partnerships that support or improve the delivery of municipal services*
- Facilitate the development of a sound local economy that attracts investment, promotes economic diversity, supports businesses, creates employment opportunities, and generates public revenues.
  - *Identify and remove barriers to economic development while leveraging economic opportunities*
  - *Develop and preserve the downtown historic place as a regional center of civic and economic activity*
- Council and staff work together to create a more responsive and effective workplace environment.
  - *Promote core values that are embedded in the operational culture of the organization*
  - *Develop open communication and workflow practices that cultivate invested team members and community awareness/involvement*

Attachment #2

Ukiah City Council Strategic Plan

The Strategic Plan provides a comprehensive framework that prioritizes focus on core functions and ensures City Departments are working together to meet the needs of our residents and businesses. The priorities identified in the Plan will guide decision-making to desired outcomes through strategies and specific actions.

The priorities, strategies and actions that make up the strategic plan evolve over time with the changing needs of the community and organization. During the annual budget process, the City Council reviews and modifies the Plan as necessary and sets annual objectives for all departments that are in line with the City's priorities.

Outcomes

The primary outcomes for the Strategic Planning Process are threefold:

1. Create alignment among Councilmembers, City Staff, and the Community about the top strategic priorities for the City of Ukiah.
2. Develop a set of operational principles that will guide the practices and decisions of the Council in focusing the strategic priorities.
3. Identify specific mechanisms for tracking these strategic priorities over time that will allow the Council and City Staff to make the necessary adjustments to achieve the strategic priorities.

General Principles

A set of accepted guidelines formed to capture values and priorities that transcend broadly to the strategic plan.

- Our strategies and approaches maintain or enhance the unique positive characteristics of our community.
- Our decisions reflect fiscal responsibility, reliability, sustainability, and affordability with an understanding and consideration of impacts to the entire organization.
- We look to partner with our community members to promote greater ownership and involvement in their services.
- We look for strategies that increase efficiencies while enhancing customer service.
- Where applicable, we adjust rates and fees to reflect changes in the economy and cost of services.

Components of the Plan

- **Priorities** are guiding statements that describe desired outcomes for our community and organization. A priority may not be completely attainable, but it is used as a point towards which to strive.
- **Strategies** describe what is needed to move the City in the direction of completing each priority.
- **Actions** outline specific steps to be taken to achieve the strategy. Actions are further detailed as objectives within each departmental budget.

Strategic Plan Priorities

Enhance Our Neighborhoods: Foster a sense of small-town life by embracing our diversity and supporting our residents with quality services and vibrant places (People, Places, & Services).

Develop Quality Infrastructure: Implement a prioritized plan for maintaining and improving public infrastructure and utilities.

Plan for the Future: Utilize sound principles for valley-wide planning

Grow our Businesses: Facilitate the development of a sound local economy that attracts investment, promotes economic diversity, supports businesses, creates employment opportunities, and generates public revenues.

Value our Team: Ensure Council and staff work together to create a more responsive and effective workplace environment.

Enhance Our Neighborhoods

Foster a sense of small-town life by embracing our diversity and supporting our residents with quality services and vibrant places (People, Places, Services).

<u>Recommended Strategy:</u>

Build neighborhoods that provide access to a compatible balance of housing, employment, commercial, medical, education, and recreational resources.

Actionable Items:

- Implement a housing plan that works to support the development of all types of housing
- Engage with our neighborhoods to align services with their changing needs
- Seek funding opportunities and partnerships to update and add park and recreational facilities
- Work to preserve, conserve, and protect the natural resources/features of the Ukiah Valley and open space.
- Develop a transportation network that provides safe and efficient access to all parts of the city and emphasizes infrastructure that makes it easy to walk and bike.

<u>Recommended Strategy:</u>

Provide services that support a high quality of life for all residents

Actionable Items:

- Ensure the safety of our community through proactive and responsive policing and fire services.
- Promote healthy neighborhoods with access to quality recreational opportunities
- Work with partnering agencies and stakeholders to address the needs of the community’s most disadvantaged.

DRAFT

Develop Quality Infrastructure

Implement a prioritized plan for maintaining and improving public infrastructure and utilities.

<u>Recommended Strategy:</u>

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

Actionable Items:

- *Determine current conditions, needs and opportunities, and focus on specific capital improvement projects for the following areas:*
    - Streets
    - Water
    - Sewer
    - Electric
    - Storm drains
    - Landfill

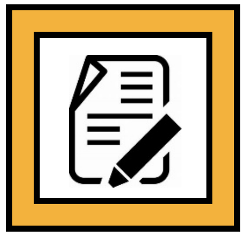
<u>Recommended Strategy:</u>

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

Actionable Items:

- Conduct regular evaluation of utility rates to ensure sustainability of services
- Explore and seek grant funding
- Evaluate a potential trench cut fee to protect the community’s investment

DRAFT



Plan for the Future

Utilize sound principles for valley-wide planning.

<u>Recommended Strategy:</u>

Review and revise land use planning documents to be reflective of the long-term vision for the community

Actionable Items:

- Update the Ukiah General Plan
- Update the City of Ukiah's sphere of influence (SOI)
- Prepare and adopt annexation policies
- Evaluate and amend the city zoning code to improve efficiencies/public service and protect natural resources

<u>Recommended Strategy:</u>

Analyze and consider opportunities for regional partnerships that support or improve the delivery of municipal services

Actionable Items:

- Develop tax sharing agreement with the County of Mendocino
- Implement the participation agreement with the Ukiah Valley Sanitation District
- Continue the development of a plan for the delivery of fire services for the Ukiah Valley

DRAFT

Grow Our Businesses

Facilitate the development of a sound local economy that attracts investment, promotes economic diversity, supports businesses, creates employment opportunities, and generates public revenues.

Recommended Strategy:

Identify and remove barriers to economic development while leveraging economic opportunities

Actionable Items:

- Leverage partnerships with other local agencies and stakeholders to provide economic development resources and services for the retention and recruitment of businesses.
- Identify and support the development of public infrastructure needed to support growth

Recommended Strategy:

Develop and preserve the downtown historic place as a regional center of civic and economic activity.

Actionable Items:

- Develop a plan to identify and attract anchor tenants to the downtown core
- Continue efforts to affect positive change with the Palace Hotel
- Coordinate with the County and State for a reuse plan for the Courthouse
- Evaluate and implement Downtown Streetscape Improvement Plan
- Support public infrastructure development at the Perkins Street Depot site in support of the courthouse development and buildout of the property.
- Develop and implement an improved downtown parking plan

DRAFT

Value our Team

Ensure Council and staff work together to create a more responsive and effective workplace environment.

<u>Recommended Strategy:</u>

Promote core values that are embedded in the operational culture of the organization

Actionable Items:

- Redefine organizational practices to embed core values

<u>Recommended Strategy:</u>

Develop open communication and workflow practices that cultivate invested team members and community awareness/involvement

Actionable Items:

- Develop and expand a public education and outreach plan
- Continue to redesign City Council workflow calendaring and ad-hoc/committee files

DRAFT

Agenda Item No.: 4c

MEETING DATE/TIME: 1/30/2019

PEAK ITEM NO: COU-572-2017

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Five-Year Capital Improvement Program (CIP) Overview and Draft Update for Fiscal Year 2019/20.

DEPARTMENT: Finance **PREPARED BY:** Mary Horger

ATTACHMENTS:
Attachment 1 - CIP -5 year-FY1920 Draft without PW&WR
ATTACHMENT 2 - Draft Vehicle & Heavy Equipment Request & Justification Sheets

Summary: Council will be reviewing the draft of the updated five-year Capital Improvement Plan (CIP) as part of the development of the 2019/20 fiscal year budget. This is the initial review of the plan and continued direction and changes will be incorporated as the City Council directs budget development for the next fiscal year. The final review and approval of the 2019/20 fiscal year budget is scheduled for June 2019.

Background: During the development of the current fiscal year budget, the City Council adopted a 5-year Capital Improvement Plan (CIP) . The plan is a fluid, living document, which is subject to further revisions by Council during the course of the budget year and each subsequent fiscal year. Projects are approved by Council on a case-by-case basis. Even though the plan is adopted each year, it is not an automatic authorization for staff to proceed with a purchase or project, unless it is part of the formal budget adoption of that budget year, or brought to Council for approval during the course of the year. Further, formal procurement protocols still apply to all capital acquisitions and projects.

RECOMMENDED ACTION: Receive update and provide staff with initial comments and direction.

BUDGET AMENDMENT REQUIRED: No
CURRENT BUDGET AMOUNT: N/A
PROPOSED BUDGET AMOUNT: N/A
FINANCING SOURCE: N/A
PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A
COORDINATED WITH: City Manager's Office, all City departments

Approved: Sage Sangiacomo, City Manager

Discussion: This is a review and update of the 5-year CIP. Provided as Attachment 1 is a copy of the draft updated 5-year CIP, as recommended by staff.

Updates include:
1. Status of current projects (completed, planned to be deferred, etc.).
2. Proposed additions and project year moves that have occurred since the original plan was adopted for the 18/19 fiscal year.
3. Proposed projects to be considered the next rolling out year (fiscal year 22/23).

Also included as Attachment 2 are the draft Vehicle & Heavy Equipment Request & Justification sheets for the items proposed for the 19/20 fiscal year. Note: A fire command vehicle justification sheet is pending development.

Once Council provides comments and direction, and as per the current Budget Development Schedule, staff will come back to Council on April 17th for further review and discussion.

Please note: Revised CIP sheets for Public Works and Water Resources are anticipated as a few items for inclusion and/or adjustment are currently under development and administrative review.

ATTACHMENT 1

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2018 - Revised for Council Review: JANUARY 30, 2019

FACILITIES/BUILDINGS/LAND

COMMUNITY SERVICES DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Improvements to Vinewood Park	Staff received a grant to renovate Vinewood Park. The current funding will allow for complete removal of degraded asphalt, install of new decomposed granite pathways, new basketball court, addition of ADA parking on west side and improved landscaping. Also included is a master plan for the park to be completed when more funding is available. The master plan includes a themed tot playground, covered BBQ area, walking path and "birthday ring."	Parks	10022100.80220	18011	N/A	In Progress	2018	2019	General	Yes	New Revenues	Grant funded.	$ 24,537	$ 255,463						$ 280,000	Project will be completed by 9/2019	Budget Adopted
Todd Grove Park Pathways	Pathways deteriorating beyond repair, need to be replaced.	Parks	10022100.80220	18102	N/A	Ongoing	2019	2020	General	No	New Revenues				$ 150,000					**$ 150,000**		Not Reviewed
McGarvey Park Pathways	Pathways deteriorating beyond repair, need to be replaced.	Parks	1022100.80220	18116	N/A	Ongoing	2021	2022	General	No	New Revenues						$ 75,000			**$ 75,000**		Not Reviewed
McGarvey Park Irrigation	Replace Irrigation System	Parks	1022100.80220	18103	N/A	New	2023	2024	General	No	New Revenues								$ 100,000	**$ 100,000**		Not Reviewed
Pool Pump House	The pool pump house pool is in need of replacement due to age and general deterioration of the building.	Parks	10022100.80220	18012	N/A	New	2019	2020	General	No	Current Revenues				$ 50,000	$ 200,000				**$ 250,000**	Project was formerly called "Pool Block House". Looking for funding; FY $50k for design and specs; FY 21 $200k for construction-need to rebudget	Reviewed
Anton Stadium Building Removal	Remove prior Park Department Office.	Parks	1022100.80220	18104	N/A	New	2019	2020	General	No	New Revenues				$ 30,000					**$ 30,000**	Removal of this building was in progress FY 2017/2018. Contractor was found, but project was canceled because contractors unavailability due to fires.	Not Reviewed
Standley Street Building Removal	Remove unsafe building.	Parks	10022100.80220	18105	N/A	New	2019	2020	General	Yes	Current Revenues				$ 60,000					**$ 60,000**	Removal of this building was in progress FY 2017/2018. Contractor was found, but project was canceled because contractors unavailability due to fires.	Not Reviewed
Riverside Park	State grant to provide some grading, flood surveying, debris removal and planting.	Parks	10022100.80220	18014	N/A	In Progress	2018	2020	General	Yes	New Revenues	Grant funded.			$ 1,000,000					**$ 1,000,000**	RFP for design process is complete 12/2018; permitting and construction to begin late spring 2019	Reviewed and Supported
Wagenseller Park	In 2017 the Community Development Department began work on a Wagenseller Park Feasibility Analysis. After taking public input the analysis will be completed in 2018. It has been determined through the analysis and other surveys a park is needed in the Wagenseller area. Community Services is working on the necessary steps for developing a park, they are; acquiring property, park planning then construction.	Parks	10022100.80220	18063	N/A	New	2022	2023	Capital Projects	No	New Revenues	Staff is researching acquisition funding along with park development funding to complete the project.						$ 950,000		**$ 950,000**	Working with RCHDC to determine location	Reviewed
Splash Pad	This project would solve multiple issues at the Municipal Pool Facility. The first is a safety issue for young children and non-swimmers, our pool's current minimum depth is 3.5' which is quite deep for children under 5 years old. The second issue is that of wasted space. We have a 30' x 90' area which was previously a kiddy pool area that is now unusable and defunct. A splash pad is a flat area with water features such as jets, fountains and overhead sprays which provides a "zero depth" space for safe water play. They are very popular and would be an additional attraction to the pool facility, resulting in increased usage and revenue. A splash pad would solve both the safety issue and maximize the pool facility. Minimal maintenance issues have been reported by other facilities, due to a recirculating system there would be zero water loss (except evaporation) and the splash pad would only require the addition of one lifeguard to the staffing rotation. The current estimated cost is $200,000 with the Friends of Todd Grove Pool and the Parks, Recreation and Golf Commission already on board to help fundraise for the project. The splash pad area will be ADA accessible and will be inclusive for children with disabilities.	Aquatics	10022300.80220	17048	N/A	New	2019	2020	General	No	New Revenues	Staff plans to begin fundraising and seek grant funding for this project in fiscal year 18/19.			$ 200,000					**$ 200,000**	Council refers to Park & Recreation Commission for review and consideration for concept and funding. PRGC supports the project, Prop 68 funds possible source of funding	Explore
Todd Grove Park Wall and Parking Safety Issues	Improve the maintenance plan of the wall, as well as parking safety issues around the park.	Parks	10022100.80220	18071	N/A	New	2019	2021	General	No	New Revenues	Funding sources being sought.			$ 20,000					**$ 20,000**	Council refers to Park & Recreation Commission for review and consideration for concept and funding.	Explore
Civic Center Reconfiguration - Shared Cost	Reconfiguration of Civic Center customer service and finance areas. Two divisions share this cost. Total cost: $175,000	Building & Grounds Maintenance	20822500.80220	15038	Shared cost with Utility Billing Fund 208.	In Progress	2019	2020	Internal Service	Yes	Reserves	Utilizing Building Fund Reserves.			$ 75,000					**$ 75,000**	Re-budgeted. Project is in design status.	Budget Adopted
Civic Center front of building replacement of tile, clean and paint.	Tile missing and/or broken, front of building needs cleaning and painting.	Building & Grounds Maintenance	20822500.80220	18106	N/A	New	2019	2020	General	No	New Revenues	Utilizing Building Fund Reserves.			$ 45,000					**$ 45,000**		Not Reviewed
Civic Center Bathroom Tile	The tiles in the bathrooms at the Civic Center have come loose and are creating a tripping hazard. Tile needs to be removed and replaced. Cement floor needs to be treated to exclude calcium intrusion.	Building & Grounds Maintenance	20822500.80220	18107	N/A	New	2019	2020	General	Yes		Building maintenance reserve			$ 35,000					**$ 35,000**		Not Reviewed
Fascia Renovation - Civic Center Annex	The fascia of the Civic Center Annex is deteriorating and is in need of repair.	Building & Grounds Maintenance	20822500.80220	15037	N/A	In Progress	2018	2020	Internal Service	Yes	Reserves	Utilizing Building Fund Reserves.			$ 150,000					**$ 150,000**	Was reviewed, and part of the 2017/2018 budget. Requested re-budget in 2018/2019 budget. Based on recent architectural review, project cost has increased from $75k to $150k. Project is going out to bid.	Budget Adopted

3

Refer to last page of this document for definition of terms used.

Council Chamber Technology Upgrade	The technology in the Council Chamber is failing. Software and hardware that control the PTZ camera has failed. Other audio equipment and speakers are end of life and do not operate at a reasonable quality level. The camera technology is aged and picture quality is not acceptable and video streaming needs to be HD content for better viewing. This will bring the technology to a current functional level. This will also provide constituents a quality experience when viewing from home or attending our City Council meetings.	Building & Grounds Maintenance	20822500.80220	15016	N/A	In Progress	2018	2019	Internal Service	Yes	Reserves	Utilizing Building Fund Reserves.		$ 150,000						**$ 150,000**	Re-budgeted 2018/2019. Project in process, working on design and then bid. Requesting rebudget.	Budget Adopted
Picnic Area at Todd Grove Park	The Todd Grove picnic area is in need of replacing the asphalt surface area, barbeque and tables. There is currently $50,000 in Park Development Funds 25100000.39044 to begin planning and design of the area.	Parks	25122100.80220	18013	N/A	New	2019	2020	Capital Projects	No	Reserves	Utilizing Park Development funds. Will also be seeking grant funding.		$ 50,000	$ 50,000					**$ 100,000**	18/19 currently funded, 19/20 is not.	Budget Adopted
Replace Summer Safari Building located at Todd Grove Park	Summer Safari staff use the building as an office, breakroom, parent meetings, storage and bathrooms. The building is in need of replacement.	Parks	10022100.80220	18105	N/A	New	2023	2024	Capital Projects	No	New Revenues								$ 75,000	**$ 75,000**	The building is deteriorating and general maintenance will no longer fix ongoing issues	Not Reviewed
Todd Grove Park Play Equipment Replacement	The State of California Health and Safety Code calls for all public agencies operating playgrounds, shall upgrade their playgrounds by replacement or improvements as necessary to satif	Parks	10022100.80220	18009	N/A	Ongoing	2019	2024	Special Project Funds	No	New Revenues	Set aside special project funds for each year			$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	**$ 250,000**	Set aside special project funding for each year	Not Reviewed
Playground Equipment Replacement - Oak Manor	Replacement of this equipment is necessary, due to the age and high usage of this equipment, as well as safety concerns. Staff will be seeking grant funds to assist with the cost.	Parks	10022100.80220	18010	N/A	New	2022		General	No	New Revenues	Seeking grant funding.						$ 100,000		**$ 100,000**		Reviewed
Anton Stadium - Donor Sign	New sign to recognize donors for the Anton Stadium Project.	Parks	30122210.80220	18020	N/A	In Progress	2018	2018	Special Revenue	Yes	Current Revenues			$ 20,000						**$ 20,000**	Re-budgeted	Budget Adopted
Softball Fields Restroom Concession Building Roof Replacement	Replace roof at softball fields	Parks	30122210.80220	18110	N/A	New	2020	2021	General	No	New Revenues					$ 30,000				**$ 30,000**	Roof currently has some leakage and panels are pealing up.	Not Reviewed
Museum Roof Partial Repair/Replacement	Replace a portion of the roof of the Museum, or at least the underlayment. A good portion of the roof is now 30 years old and leaks are appearing in the older part of the building. Additionally, the beams under the front awning are suffering from wood rot, as is a section of the exterior under-roof at the southeast end. Benefits are to ensure protection of the building's exterior and the art and artifacts housed within the buildings, as well as ensure the safety of the visiting public and Museum staff.	Museum	69122700.80220	18021	N/A	In Progress	2018	2019	Special Revenue	Yes	Reserves			$ 100,000					$ 350,000	**$ 450,000**	Working with architectural consultant to determine best use of the $100,000. Waiting now on consultant report. Strong likelihood that funding will only cover the repair of beams. Roof will need to have complete replacement.	Budget Adopted
Museum Signage	Create and install museum signage at the mouth of the driveway on main street. Signage was designed as part of the Wild Gardens grant project. Due to cost overruns for the overall project, this signage was deferred. Currently the only identifying signage at the front of the museum is an historic marker. Signage indicating entrance to the museum grounds is needed as a navigation tool for drivers and pedestrians, as well as for branding purposes that help signal the beginning of the visitor's museum experience.	Museum	69122700.80220	18022	N/A	In Progress	2019	2020	Special Revenue	No	Current Revenues				$ 25,000					**$ 25,000**	For first of two signs, vendor is secured, City permitting process is complete, project is ready to move to fabrication and installation. Cost of this sign is roughly $2,000 and will come from operations budget. Bidding for second sign in progress; estimated cost under $6,000.	Reviewed
Museum Exterior Painting	Museum exterior is in need of painting to ensure on-going protection of the wood surface. According to staff it has been close to ten years since last exterior painting. Major benefits include the protection of a major City asset and the maintaining of the beauty of the building for the public.	Museum	69122700.80220	18023	N/A	New	2019	2020	Special Revenue	No	Current Revenues				$ 35,000					**$ 35,000**		Reviewed
Museum LED Lighting	Replace aging gallery lighting fixtures and change out bulbs from halogen to LED. Original fixtures are nearing the end of their life span and failing at an accelerated rate. Currently the Museum has no extra fixtures to spare. LED lighting has the following major benefits: 1) Energy efficiency that can reduce electricity bills by 30-50% annually, plus are more environmentally friendly; 2) Significantly longer lifespan of each bulb reduces amount of time staff spends changing out bulbs and the annual expenditure on bulbs; 3) Greater protection of art work and artifacts as LED bulbs emit far less infrared and ultraviolet rays. This project would require a large expenditure at the beginning, with cost savings in electricity and bulb purchasing leading to greater savings over time.	Museum	69122700.80220	18024	N/A	New	2019	2020	Special Revenue	No	Current Revenues				$ 25,000					**$ 25,000**	Energy audit 95% complete; need to identify lighting vendor to complete audit	Reviewed
Security Cameras at Museum	Outdoor security cameras for protection of property.	Museum	69122700.80220	18111	N/A	New	2019	2020	Special Revenue	No	Current Revenues				$ 14,000					**$ 14,000**		Not Reviewed
Awning Clean and/or Replace - Conference Center	Clean or replace front School Street facing awning with logo.	Ukiah Valley Conference Center	73022600.80220	18028	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			$ 17,000						**$ 17,000**	$10,000 in budget, but quote is for $17,000. Looking to secure additional funding.	Budget Adopted
Conference Center Exterior Painting	Building exterior needs painting	Ukiah Valley Conference Center	73022600.80220	18112	N/A	New	2019	2020	Enterprise	No	New Revenues					$ 45,000					Funding not secured, planning for routine maintenance.	Not Reviewed
Conference Center Floor Repair	Lobby tiles are loose and missing, becoming a safety hazard, need to be replaced.	Ukiah Valley Conference Center	73022600.80220	18113	N/A	New	2019	2020	Enterprise	No	New Revenues				$ 15,000					**$ 15,000**	A lime intrusion has lifted tiles from conference center foyer	Not Reviewed
Conference Center Security	Security cameras and keyless entry systems.	Ukiah Valley Conference Center	73022600.80220	18114	N/A	New	2022	2023	Enterprise	No	New Revenues							$ 100,000		**$ 100,000**	Looking for funding.	Not Reviewed
Conference Center Roof Repair	Roof sheeting rotting under Duralast product, needs to be replaced	Ukiah Valley Conference Center	73022600.80220	18115	N/A	New	2019	2020	Enterprise	No	New Revenues				$ 25,000					**$ 25,000**	No quotes yet. Recent drain failure caused damage in tenant store. It is imperative to repair.	Not Reviewed
Paint offices and Conference Rooms - Conference Center	Paint the interior offices and conference rooms.	Ukiah Valley Conference Center	73022600.80220	18030	N/A	In Progress	2019	2020	Enterprise	Yes	Current Revenues			$ 15,000	$ 15,000					**$ 30,000**	Bids are in the process of being received for Red Rooms and hallway. Funding has not been secured for interior walls for 19/20.	Budget Adopted
												SUB-TOTAL:	**$ 24,537**	**$ 607,463**	**$ 2,069,000**	**$ 325,000**	**$ 125,000**	**$ 125,000**	**$ 575,000**	**$ 4,881,000**		

4

***Refer to last page of this document for definition of terms used.**

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2018 - Revised for Council Review: JANUARY 30, 2019

ELECTRIC UTILITY DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year						Totals	Comments	City Council Status
							Start	End						18/19	19/20	20/21	21/22	22/23	23/24			
Electric Utility Service Center - Remodel & Facility Improvements	Provides offices and warehouse facilities for the Electric Utility Dept. to better serve the community. Currently offices are located in 40 year old temporary modular buildings with no foundation. The electrical construction and maintenance materials are stored in an uninsulated unsealed tin building.	Technical Services	80126100.80220	17023 & 15095	N/A	In Progress	2017	2021	Enterprise	Yes	Current Revenues		$ 70,000	$ 600,000	$ 1,700,000	$ 120,000	$ 30,000	$ 10,000		$ 2,530,000	Expanded scope including re-roof task. Re-budgeted due to planning and design scheduling.	Budget Adopted
Renewable Resource Development - Solar	Renewable energy development for the Utility's resource portfolio in meeting the States green energy mandates.	Administration	80126100.80220	ECC01	N/A	New	2018	2023	Enterprise	Yes	Current Revenues		$ 300.00	$ 1,100,000	$ 1,200,000	$ 600,000	$ 50,000	$ 600,000	$ 400,000	$ 3,950,300	Rebudgeted to insure replacement roofing system meets building, solar and grading requirements.	Budget Adopted
Hydroelectric Plant Warehouse, Shop and Restroom	Needed to store hydro specialized plant materials, spare parts, provides staff workspace and restroom/sink facilities.	Technical Services	80126100.80230	18038	N/A	New	2020	2021	Enterprise	Yes	Current Revenues		$ 12,000		$ 190,000					$ 202,000	New rebudgeted project.	Reviewed
Substation Site Development	Evaluate the need and sites available to construct a future electrical substation to serve future loads based on planning forecasts of the City's growth.	Technical Services	80126100.80230	18046	N/A	New	2021	2022	Enterprise	Yes	Current Revenues					$ 20,000	$ 300,000			$ 320,000		Reviewed
Gobbi Material Yard	Material storage yard, driveway and fence improvements	Construction	80126100.80230	18117	N/A	New	2021	2022	Enterprise	Yes	Current Revenues				$ 45,000					$ 45,000		Not Reviewed
												SUB-TOTAL:	$ 82,300	$ 1,700,000	$ 3,135,000	$ 740,000	$ 380,000	$ 610,000	$ 400,000	$ 7,047,300		

FINANCE DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year						Totals	Comments	City Council Status
							Start	End						18/19	19/20	20/21	21/22	22/23	23/24			
Civic Center Reconfiguration - Shared Cost	Reconfiguration of Civic Center customer service and finance areas. Two divisions share this cost. Total cost: $175,000	Utility Billing	20513300.80220	15038	Shared cost with Utility Billing Fund 205.	In Progress	2018	2019	Internal Service	Yes	Reserves	Existing Utility Billing Fund reserves.		$ 30,000	$ 70,000					$ 100,000	Architect has been engaged to design the reception area, including the utility billing area and planning/building area. Project is still expected to begin in FY 2018-19 and be completed in FY 19-20.	Budget Adopted
Card Lock Phase II	The Police Department is in need of providing a more controlled, secure environment for their officers and employees. Card lock provides access security to all entrances and exits using key fobs and access cards. This is already installed in the Civic Center and Annex and is providing a high level of access security. This would provide additional Public Safety as well.	IT	20822500.80220	15019	N/A	Deferred	2019	2020	Internal Service	No	Current Revenues				$ 85,000					$ 85,000	This would be an expansion to the existing Card Lock system.	Reviewed
												SUB-TOTAL:	$ -	$ 30,000	$ 155,000	$ -	$ -	$ -	$ -	$ 185,000		

FIRE AUTHORITY

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year						Totals	Comments	City Council Status
							Start	End						18/19	19/20	20/21	21/22	22/23	23/24			
South Station HVAC Replacement	It is recommended to continue from the 17/18, 18/19 budget cycle into the 19/20 budget cycle, the replacement of the current HVAC system. The current HVAC system is not currently not operable. The HVAC system is a critical and essential component to providing and maintaining a minimal level of environmental comfort for crews assigned to 24hr. shifts, daytime staff, and the general public. The project completion is dependent upon the completion of repairs to the roof currently in progress.	Valley Fire	91521400.80220	18060	N/A	In Progress	2018	2020	Fiduciary	Yes	Current Revenues				$ 60,000					$ 60,000	Re-budgeted.	Budget Adopted
South Station Roof Replacement	It is recommended to continue from the 17/18, 18/19 budget cycle into the 19/20 budget cycle, the roof repair of the South Station. Due to excessive water damage in the past and the replacing the current HVAC system located on the roof, it is in need of major repairs. Structural repairs around the HVAC system platform along with minor repair throughout the roof. The composite roof also needs to be replaced replacement. Monies for the project were budget in the 17/18 and again in the 18/19 budget cycle. The project in currently in process with an engineering report. It is recommended to continue with the funds being budgeted for the 19/20 budget cycle.	Valley Fire	91521400.80220	18061	N/A	In Progress	2018	2020	Fiduciary	Yes	Current Revenues				$ 150,000					$ 150,000	Re-budgeted. Cost estimates have increased based on estimates during design phase.	Budget Adopted
												SUB-TOTAL:	$ -	$ -	$ 210,000	$ -	$ -	$ -	$ -	$ 210,000		

PUBLIC WORKS DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year						Totals	Comments	City Council Status
							Start	End						18/19	19/20	20/21	21/22	22/23	23/24			
HVAC Upgrade - Garage	The garage's heating and air is inefficient, old, and needs to be upgraded. An upgrade will provide economical benefits in energy savings.	Corporation Yard	20824300.80220	18018	N/A	New	2019	2020	Internal Service	No	Current Revenues				$ 40,000					$ 40,000	Look for alternative energy sources as part of the consideration of this project.	Reviewed
												SUB-TOTAL:	$ -	$ -	$ 40,000	$ -	$ -	$ -	$ -	$ 40,000		
												TOTALS FOR *FACILITIES/BUILDINGS/LAND* :	$ 106,837	$ 2,337,463	$ 5,609,000	$ 1,065,000	$ 505,000	$ 735,000	$ 975,000	$ 12,363,300		

5

Refer to last page of this document for definition of terms used.

INFORMATION TECHNOLOGY

FINANCE DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Utility Billing CIS Replacement	The current utility billing software is becoming obsolete. Replacement is necessary.	Utility Billing	20513300.54320	18062	N/A	In Progress	2018	2020	Enterprise	Yes	Reserves	Funding specific to department.		$ 20,000	$ 380,000					**$ 400,000**	The Department expects to start the process of CIS selection in FY 2018-19. Procurement and implementation is anticipated to occur in FY 2019-20.	Budget Adopted
IBM/AS400 Replacement	The IBM server is at end of life. Purchase of a new server will also include a new Operating System and require us to make sure our old applications will function. Our vendor will primarily test our environment under the new OS. If all functions, the new server will be purchased and our full backup with data will be transferred to it. Utility Billing is currently reliant on this server for Customer Service use. In addition archive access to past City of Ukiah data is constantly needed for past history. IBM software and hardware maintenance will be included in the IT Software Budget (54320) for FY 18/19 for the following amounts: 3 year x 24/7, Software Maintenance = $3966.25, Extended Maintenance = $2,515.30 , for a Total=$6,481.55	IT	20913900.80100	17042	N/A	Completed	2018	2019	Internal Service	Yes	Current Revenues		$ 31,348	$ 29,617						**$ 31,348**		Budget Adopted
Core - 4 Cisco 3750 Switches & 2 Cisco N5548 Switches - End of Life - Replacements	These switches are the center core of our network infrastructure. They serve as data conduits for all City of Ukiah operations. They are nearing end-of-life, as warranty and support runs out during this time-frame.	IT	20913900.80100	17044	N/A	New	2019	2020	Internal Service	No	Current Revenues				$ 155,550					**$ 155,550**		Reviewed
Checkpoint Firewall Replacement - With Cisco ASA Checkpoint Firewall Replacement	The City of Ukiah utilizes a Checkpoint perimeter firewall to protect our network from outside threats that can originate from the internet. Equipment and services provided in the agreement include: Detects and controls application usage • Identifies, allows, blocks or limits usage of applications, and features within them which enables safe Internet use while protecting against threats and malware • Leverages the world's largest application library with more than 6,600 web 2.0 applications Supports advanced identity awareness for stress-free policy enforcement • Creates granular policy definitions per user and group • Integrates seamlessly with Active Directory and protects our environments containing social media and internet applications • Provides the benefits of application control and intrusion protection (IPS), as well as extensibility support for additional security capabilities. This system will be at end of life in 2021 and up for replacement. We will replace this with a Cisco ASA Firewall.	IT	20913900.80100	17045	N/A	New	2020	2021	Internal Service	No	Current Revenues					$ 120,000				**$ 120,000**		Reviewed
Redundant Internet Gateway (Fall-over Load Balancer)	Our current AT&T Internet gateway provides service to all of the City of Ukiah departments for Internet access, as well as Public Safety access to law enforcement websites and other important services. If service fails, we do not have a failover scenario in place. A failover scenario would involve an additional Internet Gateway with a different Internet service provider (ISP). If one ISP fails, the gateway would failover to the alternate one available. This would ensure service availability, virtually 100% of the time.	IT	20913900.80100	17046	N/A	New	2020	2022	Internal Service	No	Current Revenues					$ 166,800	$ 48,400			**$ 215,200**		Reviewed
Dell Compellent Storage - 5 year cyclic end of life replacement	The Dell Compellent Storage serves as our main live data storage for the City of Ukiah. It is used in conjunction with our four Virtual Machine Hosts, which control and offer resources to all of our virtual servers. This basically contains the majority of our production servers upon which all City of Ukiah data services reside. In addition, our VMM (Virtual Machine Manager) server operates as stated. It manages all of the virtual servers within the infrastructure. Dell-4 VM Hosts & Virtual Machine Manager Server - 5 year cyclic - end of life - replacement (Refinance)) $290,000 at approximately $59,000/year x 5 years.	IT	20913900.80100	17047	N/A	On-going	2021	2022	Internal Service	No	Current Revenues						$ 59,000	$ 59,000		**$ 118,000**	*Department is exploring cloud storage solution where a portion of this may not be necessary.*	Reviewed
Cisco Access Switch EOL Replacement	These switches connect the City's computers, phones, printers, and wifi units into the core infrastructure. The switches allow these devices to connect to the Internet and internal servers. They will be End-Of-Life and will no longer be supported by the manufacture.	IT	20913900.80100	18100	N/A	New	2022	2023	Internal Service	No	Current Revenues							$ 180,000		**$ 180,000**		Not Reviewed
												SUB-TOTAL:	**$ 31,348**	**$ 49,617**	**$ 535,550**	**$ 286,800**	**$ 107,400**		**$ -**	**$ 1,220,098**		

POLICE DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Tritech WEB RMS Upgrade to include NIBRS	Legislation mandates by 2021 that Law Enforcement transition from summarily reporting crime statistics to the Department of Justice, to an incident based model known as the National Incident-Based Reporting System (NIBRS). The current Records Management System platform is over 20 years old and has never been updated and does not allow for NIBRS reporting. This upgrade is NIBRS compliant, and additionally is Web-enabled which will allow for field-based reporting and data entry, designed to streamline reporting and eliminate redundant entries, and is customizable to further ensure compliance with the legislative mandate to gather and report race related data beginning in 2022.	Police	10020210.54320	18099	N/A	New	2019	2020	General	No	Current Revenues				$ 125,000					**$ 125,000**	Also exploring the slight possibility of grant funding.	Not Reviewed
												SUB-TOTAL:	**$ -**	**$ -**	**$ 125,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,000**		

6

Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*

JULY 2018 - Revised for Council Review: JANUARY 30, 2019

WATER RESOURCES DEPARTMENT																						
Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year						Totals	Comments	City Council Status
							Start	End						18/19	19/20	20/21	21/22	22/23	23/24			
Water Treatment Plant Network Security	One Cisco ASA firewall at each location, with an additional Cisco ASA firewall at the Civic Center - >connecting to our Checkpoint firewall. This will provide the necessary security needed between our Civic Center, WWTP and WTP utilities. Our Water and Wastewater utilities utilize SCADA networks that serve as control centers for PLC (programmable logic controllers) which in turn control associated pumps, motors etc. These operations are connecting to the City of Ukiah network, to provide remote vendor support and will also provide necessary data shares for reporting purposes. This will protect our water utilities from the ever increasing network security breaches that are a continual threat.	Water Treatment Plant	82027111.80100	17039	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 27,798						**$ 27,798**		Budget Adopted
Wastewater Treatment Plant Network Security	One Cisco ASA firewall at each location, with an additional Cisco ASA firewall at the Civic Center - >connecting to our Checkpoint firewall. This will provide the necessary security needed between our Civic Center, WWTP and WTP utilities. Our Water and Wastewater utilities utilize SCADA networks that serve as control centers for PLC (programmable logic controllers) which in turn control associated pumps, motors etc. These operations are connecting to the City of Ukiah network, to provide remote vendor support and will also provide necessary data shares for reporting purposes. This will protect our water utilities from the ever increasing network security breaches that are a continual threat.	Wastewater Treatment Plant	84027225.80100	17039	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 27,798						**$ 27,798**		Budget Adopted
												SUB-TOTAL:	**$ -**	**$ 55,596**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 55,596**		
											TOTALS FOR *INFORMATION TECHNOLOGY* :		**$ 31,348**	**$ 105,213**	**$ 535,550**	**$ 286,800**	**$ 107,400**	**$ -**	**$ -**	**$ 1,275,694**		

7

Refer to last page of this document for definition of terms used.

INFRASTRUCTURE

AIRPORT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Runway 15-33 Pavement Reduction (Construction Phase 1)	Runway is currently 4,415 feet long and 150 feet wide. This project will provide construction to reduce the runway width to 75 feet by installing LED Medium Intensity Runway Lights to meet new runway width, adjust existing pavement markings to meet new pavement width with an application of slurry seal in areas that markings are removed, and then apply new pavement markings to meet new pavement width. Some crack fill and sealing will be required in areas where trenching is performed to prevent FOD. Pavement is 31 years old.	Airport	77800000.80230	13044	N/A	In Progress	2018	2019	Enterprise	Yes	Current Revenues	FAA Grant Funding.		$ 1,260,000						**$ 1,260,000**	The FAA has made cost and project scope adjustments.	Budget Adopted
Runway 15-33 Pavement Reduction (Construction Phase 2)	Runway 15-33 is currently 4,451 feet long and 150 feet wide. The project will be for the construction of the 75-foot reduced width runway pavement. New pavement marking will be applied. Pavement is 31 years old.	Airport	77800000.80230	18032	N/A	New	2019	2020	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.			$ 1,900,000					**$ 1,900,000**	The FAA has made cost and project scope adjustments.	Reviewed and Supported
REMOVING**- Taxiways B&D Demolition; Construction of New Taxiways A2 and A4, and Runway 33 Blast Pad (Construction Phase 3)**	This project will be for the demolition of existing Taxiways B & D and construction of new connector taxiways A2 (250'x45') and A4 (250'x45'), and construction of new blast pad at Runway 33 end, to meet FAA standards. Taxiway B does not connect at Runway 15 threshold and Taxiway D alignment does not meet standards.	Airport	77800000.80230	18033	N/A	New	2020	2021	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.				$-				**$-**	Moved into the two projects listed below.	Reviewed and Supported
Pavement Rehabilitation of Taxiways A, A3 and A5 - Construction	This project will cover construction to rehabilitate pavements of Taxiways A (4,540'x55'), A3 (250'x45') and A5 (250'x45').	Airport	77800000.80230	18035	N/A	New	2022	2023	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.						$ 500,000		**$ 500,000**	The FAA has made cost and project scope adjustments.	Reviewed and Supported
Pavement Rehabilitation of Taxiways A, A3 and A5 - Design	This project is for the design of Taxiways A (4,540'x55'), A3 (250'x45'), and A5 (250'x45') pavement rehabilitation assumed to be a crack fill, seal and slurry.	Airport	77900000.80230	18034	N/A	New	2021	2022	Enterprise	Yes	New Revenues	Contingent upon FAA Grant Funding.					$ 60,000			**$ 60,000**	The FAA has made cost and project scope adjustments.	Reviewed and Supported
												SUB-TOTAL:	**$ -**	**$ 1,260,000**	**$ 1,900,000**	**$ -**	**$ 60,000**	**$ 500,000**	**$ -**	**$ 3,720,000**		

ELECTRIC UTILITY DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Upgrade fish hatchery pumps and controls (Hydro)	Control upgrades to provide expanded abilities: 1. Remote control and monitoring from the Fish Hatchery and 2. Emergency station light and power backup to the hydro plant.	Technical Services	80126100.80230	18037	N/A	New	2020	2021	Enterprise	Yes	Current Revenues					$ 25,000	$ 200,000			**$ 225,000**		
Automate Station Light & Power, Pump & Generator Controls (Hydro)	Hydro Plant control and power upgrades to automate emergency station light and power and hatchery backup pumps.	Technical Services	80126100.80230	18119	N/A	New	2020	2021	Enterprise	Yes	Current Revenues				$ 25,000	$ 80,000				**$ 105,000**		Reviewed
Cherry Street Circuit Capacity Increase	Re-Conductor Cherry Street from Rail Line to Dora Street. Extends new circuit capacity to the south-west area of Ukiah improving system capacity and the ability to restore outages in the shortest amount of time necessary.	Distribution	80126100.80230	18039	N/A	New	2018	2019	Enterprise	Yes	Current Revenues		$ 10,000		$ 80,000					**$ 90,000**	Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project.	Budget Adopted
Community Power Management Projects	Power pedestal replacement program goals includes reducing energy loss, improve lighting/access control, safety and availability of power in public places. *Includes charging stations and power pedestals.*	Administration	80126100.80230	18040	N/A	On-going	2018	2022	Enterprise	Yes	Current Revenues		$ 7,000	$ 100,000	$ 60,000	$ 60,000	$ 60,000			**$ 287,000**	Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project.	Budget Adopted
Fairgrounds 4160 to 12,000 volt Conversion	Replaces existing low voltage (4160V) system with 12,000 Volt primary rated cable and transformers and secondary conductor. Fairgrounds to provide USERC specified metering and underground duct. Removes existing low voltage (4160V) system.	Distribution	80126100.80230	18041	N/A	In Progress	2019	2021	Enterprise	Yes	Current Revenues		$ 45,000		$ 150,000	$ 150,000	$ 75,000			**$ 420,000**	Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project.	Budget Adopted
Substation and Hydroelectric Plant Control, Protection and Communication Systems Replacement	Replace the Mendocino Hydro control, protection and communication systems hardware, program and coding for hydro specific automation control. The existing systems are outdated with limited after-market support and no new replacement part availability.	Technical Services	80126100.80230	18042	N/A	In Progress	2017	2020	Enterprise	Yes	Current Revenues		$ 15,000	$ 200,000	$ 325,000				$ 80,000	**$ 620,000**		Budget Adopted
Underground Capital System Improvements (<$50,000 each)	Transformer replacement and upgrades, wood pole testing and replacement, system capacity improvements and protection, control, monitoring and communication enhancements.	Distribution	80126100.80230	18043	N/A	On-going			Enterprise	Yes	Current Revenues		$ 105,000	$ 225,000	$ 225,000	$ 230,000	$ 230,000	$ 235,000	$ 235,000	**$ 1,485,000**		Budget Adopted
Overhead Capital System Improvements (<$50,000 each)	Transformer replacement and upgrades, system capacity improvements and protection, control, monitoring and Communication enhancements.	Distribution	80126100.80230	18044	N/A	On-going			Enterprise	Yes	Current Revenues		$ 218,000	$ 340,000	$ 340,000	$ 340,000	$ 340,000	$ 345,000	$ 345,000	**$ 2,268,000**	Prior years funding was budgeted at $350,000. FY 2019 adjustment corresponds to anticipated expenditures for critical repair work.	Budget Adopted
Gobbi St. Undergrounding Phase 3: Overhead to Underground	Relocates or undergrounds overhead electric, phone and cable TV utilities along Gobbi and State Streets.	Distribution	80126100.80230	18045	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues		$ 75,000	$ 600,000	$ 500,000					**$ 1,175,000**	2019 costs increased based on Engineer's cost estimate.	Budget Adopted
Governor speed control & Valve Upgrades (Hydro)	Upgrades to the governor sensing, controller and feedback transducers to improve performance and reliability. Existing governor controls frequently are out of service due to failure or adjustment.	Technical Services	80126100.80230	18047	N/A	New	2020	2022	Enterprise	Yes	Current Revenues					$ 200,000	$ 180,000			**$ 380,000**		Reviewed
State St. Undergrounding Phase 4: Overhead to Underground	Relocates or undergrounds overhead electric, phone and cable TV utilities - *State Street from Talmage to Clay.*	Distribution	80126100.80230	18048	N/A	New	2021	2023	Enterprise	Yes	Current Revenues						$ 30,000	$ 600,000	$ 400,000	**$ 1,030,000**	Project deferred based on available allocated funding. All non electric Undergrounding is based on Rule 20 guidelines.	Reviewed
Orchard Substation Bank 1 & 3 Replace Nitrogen Regulators	Replace the nitrogen regulators on transformer 1 & 3 at the Orchard Substation	Distribution	80126100.80230	18119	N/A	New	2021	2023	Enterprise	Yes	Current Revenues				$ 15,000					**$ 15,000**		Reviewed
Oak Manor Dr. Joint Trench Project	Install underground duct system on Oak Manor between Perkins and Gobbi	Distribution	80126100.80230	18120	N/A	New	2019	2019	Enterprise	Yes	Current Revenues		$ 20,000	$700,000						**$ 720,000**		Reviewed
Oak Manor Dr. Overhead to Underground Conversion	Install cable and associated equipment for replacing the overhead facilities	Distribution	80126100.80230	18121	N/A	New	2021	2021	Enterprise	Yes	Current Revenues					$500,000				**$ 500,000**		Reviewed
Overhead Recloser Installation	Install reclosers on overhead power lines	Distribution	80126100.80230	18122	N/A	New	2019	2020	Enterprise	Yes	Current Revenues				$ 225,000					**$ 225,000**		Reviewed

8

Refer to last page of this document for definition of terms used.

Overhead Capacitor Bank Installation	Install capacitors on overhead power lines	Distribution	80126100.80230	18123	N/A	New	2019	2020	Enterprise	Yes	Current Revenues				$ 110,000	$ -	$ -			**$ 110,000**		Reviewed
Policy and Legislated System Modifications	System design, equipment and installation to conform to mandated industry standards. Proposed fire mitigation requirements require selected equipment to be replaced or	Distribution	80126100.80231	18124	N/A	New	2019	2025	Enterprise	Yes	Current Revenues				$ 80,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	**$ 880,000**		Reviewed
Hydroelectric Plant Transfer Trip Upgrade	Upgrade existing and provide redundancy for Hydro transfer trip circuit	Technical Services	80126100.80230	18124	N/A	New	2019	2020	Enterprise	Yes	Current Revenues			$30,000	$ 225,000					**$ 255,000**		Reviewed
Undergrounding Phase 4: Overhead to Underground	Relocates or undergrounds overhead electric, phone and cable TV utilities - *State Street from Talmage to Clay.*	Distribution	80126100.80230	18048	N/A	New	2021	2023	Enterprise	Yes	Current Revenues					$ 30,000	$ 600,000	$ 125,000		**$ 755,000**		Reviewed
												SUB-TOTAL:	**$ 495,000**	**$ 2,195,000**	**$ 2,360,000**	**$ 1,815,000**	**$ 1,915,000**	**$ 1,505,000**	**$ 1,260,000**	**$ 11,545,000**		

PUBLIC WORKS DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Museum Sidewalk	Construct new sidewalk along the Main Street frontage of the Sun House/Grace Hudson Museum.	Engineering	50024220.80230	18069	N/A	In Progress	2018	2019	Special Revenue	Yes	Current Revenues			$ 50,000						**$ 50,000**		Budget Adopted
NWP Rail Trail Phase 2	NWP Rail Trail Phase 2 Construction.	Engineering	51124210.80230	17034	N/A	In Progress	2019	2020	Special Revenue	Yes	Current Revenues			$ 1,484,000						**$ 1,484,000**		Budget Adopted
NWP Rail Trail Phase 3	This project will construct the NWP Rail Trail, Phase 3 from Clara Ave. to Brush St. The Non-Construction Phase (Design, Engineering, Permitting, Landscape Design) funding amount is $442,000 in FY 18-19. The construction phase funding is $1,400,067 in FY 19-20.	Engineering	51124210.80230	18070	N/A	In Progress	2018	2019	Special Revenue	Yes	Current Revenues			$ 391,000	$ 1,400,067					**$ 1,791,067**		Budget Adopted
Landfill Closure	This project will permanently close the Landfill Disposal site per Federal Mandates.	Landfill	70224500.80230	18025	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues					$ 10,383,000				**$ 10,383,000**	Project specifics will require additional Council review.	Reviewed and Supported
												SUB-TOTAL:	**$ -**	**$ 1,925,000**	**$ 1,400,067**	**$ 10,383,000**	**$ -**	**$ -**	**$ -**	**$ 13,708,067**		

WATER RESOURCES DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Large Scale Solar - Shared Cost	The Water Resources Department spends approximately $600k per year on electricity. There are numerous opportunities for grants to construct solar projects that will significantly reduce these annual costs. The department will be investing in the necessary planning and engineering to be able to qualify for grant funding. Total Project Cost: $8,150,000	Water Treatment Plant	82027111.52100	18067	Cost shared with fund 840 Wastewater	New	2018	2020	Enterprise	Yes	Current Revenues	Year 18/19 planning/engineering costs to be funded from Utility, 19/20 construction cost to be 100% grant funded - grants yet to be determined.		$ 75,000	$ 4,000,000					**$ 4,075,000**		Budget Adopted
Replacement of Pressure Zone 2 South Reservoir	The new reservoir is needed due to the deteriorating condition of the existing one. This provides value to the Water customers as it provides storage for treated, potable water.	Water Treatment Plant	82227113.80230	15071	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues		$ 43,586	$ 450,000						**$ 493,586**	*100% design complete. Out to bid this summer.*	Budget Adopted
Henderson Lane Water Main Replacement	Project is needed in order to upgrade a failing water main. This is needed in order to provide potable water to the Water customers.	Water Treatment Plant	82227113.80230	18051	N/A	In Progress	2018	2020	Enterprise	Yes	Current Revenues			$ 150,000						**$ 150,000**		Reviewed
Water Main Replacements	Plan for water main replacements throughout the City.	Water Operations	82027113.80230	18072	N/A	On-going			Enterprise	No	Current Revenues				$ 1,500,000	$ 1,500,000	$ 1,500,000	$ 1,500,000		**$ 6,000,000**		Reviewed
Recycled Water Project Phases 1-3	This project will provide irrigation and frost protection water for vineyards and orchards along the Russian River. This will assist in reducing discharge to the Russian River	Recycled Water	83027330.80230	15062	N/A	In Progress	2018	2019	Enterprise	Yes	Current Revenues		$ 4,800,000	$ 21,000,000						**$ 25,800,000**	17/18 Budgeted and Encumbered - will be fully expensed in the 2018/2019 fiscal year	Budget Adopted
Phase 4 Recycled Water	This project will provide an additional irrigation source for City Parks, Golf Course, Cemetery and Schools. This will reduce the demand on the potable water system and reduce discharge to the Russian River	Recycled Water	83027330.80230	18052	N/A	New	2019	2022	Enterprise	Yes	New Revenues	Seeking grant funding.			$ 25,875,000					**$ 25,875,000**		Reviewed and Supported
Chlorine Contact Basin Replacement	Replace the chlorine contact basin with a new facility in order to increase production of recycled water and meet Title 22 limits. The new basin will double the capacity of the existing contact basin. The new facility will also be significantly easier to maintain which will reduce the production of chlorination byproducts such as DCBM. We have received approximately $1.5 M in Proposition 84 grant funding to help reduce costs.	Recycled Water	83027330.80230	18068	N/A	In Progress	2018	2019	Enterprise	Yes	Current Revenues	Cost will be offset by $1.5 million in Proposition 84 Grant funding.	$ 432,000	$ 3,999,000						**$ 4,431,000**	Project is awarded.	Budget Adopted
Large Scale Solar - Shared Cost	The Water Resources Department spends approximately $600k per year on electricity. There are numerous opportunities for grants to construct solar projects that will significantly reduce these annual costs. The department will be investing in the necessary planning and engineering to be able to qualify for grant funding. Total Project Cost: $8,150,000	Wastewater Treatment Plant	84027225.52100	18067	Cost shared with fund 820 Water	New	2018	2020	Enterprise	Yes	Current Revenues	Year 18/19 planning/engineering costs to be funded from Utility, 19/20 construction cost to be 100% grant funded - grants yet to be determined.		$ 75,000	$ 4,000,000					**$ 4,075,000**		Budget Adopted

9

Refer to last page of this document for definition of terms used.

AWT Actuators/Valves	These actuators and valves need to be replaced due to their age at the Wastewater Treatment Plant.	Wastewater Treatment Plant	84027225.80230	18053	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 40,000						**$ 40,000**		Budget Adopted
Chlorine Residual Valve/Alarm on Discharge	Engineering and installation. Critical safety valve to monitor the outflow of chlorinated water into the river.	Wastewater Treatment Plant	84027225.80230	18054	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 150,000						**$ 150,000**		Budget Adopted
Telemetry	Add telemetry to automatically control discharge ratio.	Wastewater Treatment Plant	84027225.80230	18055	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 30,000						**$ 30,000**		Budget Adopted
												SUB-TOTAL:	**$ 5,275,586**	**$ 25,969,000**	**$ 35,375,000**	**$ 1,500,000**	**$ 1,500,000**	**$ 1,500,000**	**$ -**	**$ 71,119,586**		
											TOTALS FOR *INFRASTUCTURE* :		**$ 5,770,586**	**$ 31,349,000**	**$ 41,035,067**	**$ 13,698,000**	**$ 3,475,000**	**$ 3,505,000**	**$ 1,260,000**	**$ 100,092,653**		

***Refer to last page of this document for definition of terms used.**

STREETS & RIGHTS-OF-WAY

PUBLIC WORKS DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Talmage Interchange/Redwood Business Park Improvements Project	This project will provide better traffic flow in the Airport Park Boulevard Area of Ukiah.	Streets	10024620.80230	13001	N/A	In Progress	2017	2018	General	Yes	Current Revenues	Financing established.	$ 3,700,000	$ 3,633,000						**$ 7,333,000**		Budget Adopted
2018 Street Rehabilitation Project	This project generally consists of edge grinding and applying 2" AC overlay over existing asphalt concrete pavement as well as curb ramp construction, at various locations.	Engineering	12024200.80230	18006	N/A	In Progress	2017	2018	General	Yes	Current Revenues	Measure Y		$ 1,193,592						**$ 1,193,592**	Awarded and in progress.	Budget Adopted
2019 Measure Y Arterial Street Improvement Project	This is a general placeholder for projects that will improve the Streets network.	Engineering	12024200.80230	18015	N/A	New	2018	2019	Special Revenue	Yes	Current Revenues	Measure Y		$ 149,000						**$ 149,000**	Originally $3.1 mil, been reduced as projects awarded, and funds re-distributed.	Budget Adopted
2020 Measure Y Local Street Project	This project will improve the Streets network.	Engineering	12024200.80230	18016	N/A	New	2019	2020	Special Revenue	Yes	Current Revenues	Measure Y			$ 3,000,000					**$ 3,000,000**	Needs Council direction.	Reviewed
Measure Y Street Improvement Projects	On-going projects to improve the Streets network.	Engineering	12024200.80230		N/A	New	2020	2023	Special Revenue	Yes	Current Revenues	Measure Y				$ 3,000,000	$ 3,000,000	$ 3,000,000		**$ 9,000,000**	Needs Council direction.	Reviewed
Smith Street Reconstruction	This project will improve the Streets network.	Engineering	12024200.80230	15030	N/A	In Progress	2017	2019	Special Revenue	Yes	Current Revenues	Measure Y		$ 277,000						**$ 277,000**	Awarded and in progress.	Budget Adopted
Street Striping 2018	This will update striping on streets in selected areas.	Engineering	12024200.80230	18082	N/A	In Progress	2018	2019	Special Revenue	Yes	Current Revenues	Measure Y		$ 55,646						**$ 55,646**	Awarded and in progress.	Budget Adopted
Oak Manor Utility Improvement	This is the street improvement portion of the project.	Engineering	12024200.80230	18086	N/A	In Progress	2018	2019	Special Revenue	Yes	Current Revenues	Measure Y		$ 1,323,464						**$ 1,323,464**	Awarded and in progress.	Budget Adopted
Downtown Streetscape	This project will improve the Streets network and provide a more pedestrian friendly downtown corridor.	Engineering	25124220.80230	18019	N/A	In Progress	2019	2021	Capital Projects	Yes	Reserves	Combination of General Fund and Grants.			$ 6,000,000					**$ 6,000,000**		Reviewed and Supported
Orr Street Bridge	This project will improve the bridge on Orr Street at Orr Creek.	Engineering	25124220.80230	18065	N/A	In Progress	2019	2020	Capital Projects	Yes	Reserves				$ 254,438					**$ 254,438**	Direction by Council was to develop the option for a pedestrian bike bridge with access for service and emergency vehicles only; look into options and cost for getting a turn-around on the south side; bring back cost scenarios for decking; and work with Wagenseller group with design options and budget.	Reviewed and Supported
Low Gap Road and North Bush Street Roundabout	This project will complete the environmental, ROW, and design phases for a roundabout at Low Gap Road and N. Bush St. Construction phase not currently funded.	Engineering	50724620.80230	18064	N/A	In Progress	2019	2021	Special Revenue	Yes	Current Revenues	$110k Design Funded, Construction Funding Not Approved.		$ 110,000			$ 1,500,000			**$ 1,610,000**	Design authorized, but project requires additional Council review.	Budget Adopted
Slurry Seal Project	This project will improve the Streets network.	Engineering	12024200.80230	18007	N/A	On-going	2017	2019	Special Revenue	Yes	Current Revenues			$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000		**$ 1,000,000**		Budget Adopted
Gobbi/Waugh Traffic Signal	This project will alleviate traffic for better vehicle flow.	Traffic Signal	50724620.80230	18029	N/A	New	2018	2020	Special Revenue	Yes	Current Revenues			$ 716,000						**$ 716,000**	Rebudgeted.	Budget Adopted
Gobbi/Main Traffic Signal	This project will alleviate traffic for better vehicle flow.	Traffic Signal	50724620.80230	18073	N/A	New	2018	2020	Special Revenue	No	New Revenues	Will need to apply for STIP funding.					$ 800,000			**$ 800,000**		Reviewed
												SUB-TOTAL:	**$ 3,700,000**	**$ 7,657,703**	**$ 9,454,438**	**$ 3,200,000**	**$ 5,500,000**	**$ 3,200,000**	**$ -**	**$ 32,712,141**		
												TOTALS FOR *STREETS & RIGHTS-OF-WAY* :	**$ 3,700,000**	**$ 7,657,703**	**$ 9,454,438**	**$ 3,200,000**	**$ 5,500,000**	**$ 3,200,000**	**$ -**	**$ 32,712,141**		

Refer to last page of this document for definition of terms used.

VEHICLES, MACHINERY & EQUIPMENT

AIRPORT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Replace 20,000 gallon fuel tank with 20,000 gallon Jet A tank	Current tank is a split fuel system, containing both Jet A fuel and AvGas. Conversion to Jet A is necessary to maximize the fuel sources for the airport, and provide better service to its customers.	Airport	77925200.80100	15042	N/A	In Progress	2017	2019	Enterprise	Yes	Current Revenues			$ 150,000						**$ 150,000**	Rebudgeted.	Budget Adopted
ATV Golf Cart	With over 160 acres of airport ground, staff needs to be able to get around the airport quickly. The use of this vehicle is more practical for frequent stops made during airfield inspections.	Airport	77925200.80100	E4956	N/A	Completed	2019		Enterprise	Yes	Current Revenues			$ 12,000						**$ 12,000**		Reviewed
Mower Replacement - Shared Cost	The replacement of Equipment #1230, a 1987 Massey Ferguson with a 383 sidearm, is necessary as it is not CARB compliant, and replacement parts are unavailable. This equipment is used to maintain the public right-of-way, Wastewater Treatment Plant, and the Ukiah Municipal Airport. It keeps City facilities appearing tidy for the public, and specifically equipped with a sidearm mower for banks, levees and other difficult to access locations. Three divisions share the cost: $140,000 total	Airport	77925200.80100	E1231	Shared with 100 Streets, and 840 Wastewater	Completed	2018	2019	Enterprise	Yes	Current Revenues			$ 35,000						**$ 35,000**		Reviewed
												SUB-TOTAL:	**$ -**	**$ 197,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 197,000**		

COMMUNITY SERVICES DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Parks Replacement Truck	Parks Department needs to replace one truck in order for staff to continue to provide daily maintenance to parks and other City owned properties.	Parks	10022100.80100	V3263	N/A	Completed	2018	2018	General	Yes	Current Revenues			$ 35,000						**$ 35,000**		Reviewed
Replacement Truck	Replacement of vehicles that are no longer cost effective to repair.	Parks	10022100.80100	V737	N/A	New	2019	2019	General	No	Current Revenues					$ 70,000				**$ 70,000**		Reviewed
Replacement Truck	Replacement of vehicles that are no longer cost effective to repair.	Parks	10022100.80100	18066	N/A	New	2020	2020	General	No	Current Revenues					$ 70,000				**$ 70,000**		Reviewed
Additional Truck- Building Maintenance	Replacement truck is necessary	Building Maintenance	20855200.80100	V2642	N/A	New	2019	2020	General	No	Reserves				$ 48,000					**$ 48,000**		Not Reviewed
Bucket Truck Replacement - Shared Cost	There are currently two bucket trucks, Vehicle #2221, a 1992 Ford F450 which is being put into surplus in fiscal year 2017/2018, and Vehicle #2230, a 1995 Ford F450, which will be kept into service until it is replaced. It is used to trim street and park trees, and also assists in hanging banners which promote City services and activities which benefit the community. Two divisions share the cost: $100,000 total	Parks	10022100.80100	V2224	Shared with 100 Streets	New	2019	2020	General	No	Current Revenues				$ 55,000					**$ 55,000**		Reviewed
Water Tender - Shared Cost	Three divisions share the cost: $140,000 total	Parks	10022100.80100	V2224	Shared with 100 Streets	New	2019	2020	General	No	Current Revenues				$ 55,000					**$ 55,000**		Reviewed
												SUB-TOTAL:	**$ -**	**$ 35,000**	**$ 158,000**	**$ 140,000**	**$ -**	**$ -**	**$ -**	**$ 333,000**		

ELECTRIC UTILITY DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Micron Oil Filter Cart	The proposed cart will be used to maintain, filter and transfer oils used in the plant's turbines and generators for lubrication and for oil used in hydraulic systems to operate large valves and gates. The new cart will provide staff will a significantly improved oil handling and filtering system resulting in longer equipment life with improved efficiency.	Technical Services	80026220.80100	18036	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 25,000						**$ 25,000**		Budget Adopted
Electric Meter Replacements	Electric Meter Replacement and cloud based data management system improving customer access to outage information, usage data and provide customer selectable notifications.	Technical Services	80126100.80100	15080	N/A	In Progress	2018	2022	Enterprise	Yes	Current Revenues		$ 5,000	$ 10,000	$ 10,000	$ 500,000	$ 2,000,000			**$ 2,525,000**	Currently in the planning stage.	Budget Adopted
Truck - Supervisor	Replaces a Ford F-150 pickup truck with a projected 120,000 miles at time of replacement.	Distribution	80126100.80100	V3764	N/A	New	2020	2020	Enterprise	Yes	Current Revenues				$ 55,000					**$ 55,000**		Reviewed
Lift	Replaces a high capacity fork lift due to 1. Air quality standards to update/improve engine emissions and 2. Due to the equipment's condition and age.	Distribution	80126100.80100	E1718	N/A	New	2021	2021	Enterprise	Yes	Current Revenues					$ 70,000				**$ 70,000**		Reviewed
												SUB-TOTAL:	**$ 5,000**	**$ 35,000**	**$ 65,000**	**$ 570,000**	**$ 2,000,000**	**$ -**	**$ -**	**$ 2,675,000**		

Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
JULY 2018 - Revised for Council Review: JANUARY 30, 2019

FIRE AUTHORITY

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year						Totals	Comments	City Council Status
							Start	End						18/19	19/20	20/21	21/22	22/23	23/24			
Type VI Wildland Fire Engine	This Engine is to replace U-6547, which is a 1999 Ford F-350 with a 120 gpm pump and 250 gallon water tank. The replacement is per NFPA guidelines of 10 years as a frontline, and 10 years as a reserve. The U-6547 will be repurposed as a utility vehicle. The new Wildland Type VI Engine will be equipped with a pump and water tank, and will have compartment space to allow additional medical and rescue gear to be stored. This will allow the vehicle to respond to any type of emergency incident, and will serve as a first out for volunteer and personnel call back response. It will also back-up vehicles E-6465 and E6463 when they are called on an out-of-county assignment, assisting other communities in need.	City Fire	10021210.74500	V2671	N/A	In Progress	2018	2028	General	Yes	Current Revenues	Lease purchase. Budgeted payments at 3.75%, 10 years paid semi-annually. Total cost is $240,000 plus interest.		$ 29,200	$ 29,200	$ 29,200	$ 29,200	$ 29,200	$ 29,200	**$ 175,200**	Other org and object is 10021210.74501. Purchase was approved.	Budget Adopted
Command/Chief Vehicle	This new Command/Chief Vehicle will serve as the Fire Chief's vehicle. It will replace C-6815, which is a 1999 Chevy Blazer S10, with current mileage of 104,116. C-6815 will be removed from service and the fleet. This vehicle was budgeted and approved for the 18/19 budget cycle.	City Fire	10021210.80100	V3164	N/A	New	2018	2020	General	Yes	Current Revenues			$ 50,000						**$ 50,000**		Budget Adopted
Command/Chief Vehicle	This new Command/Chief vehicle would service as a Division Chiefs vehicle. It will replace C-6805, a 2006 Chevy 2500 HD, with current mileage of 79,511. Following industry standard of NFPA guidelines, this vehicle will be repurposed as a utility vehicle.	City Fire	10021210.80100	V3165	N/A	New	2019	2020	General	No	New Revenues				$ 50,000					**$ 50,000**		Reviewed
Command/Chief Vehicle	This new Command/Chief vehicle will serve as a Command/Chief vehicle. It will replace D-6802, a 2007 Chevy 2500 HD with 73,012 miles. D-6802 may be repurposed as a utility vehicle.	City Fire	10021210.80100	V3166	N/A	New	2020	2021	General	No	New Revenues					$ 50,000				**$ 50,000**		Reviewed
Type I Reserve Fire Engine	This Engine is to replace E-6483, which is a 1995 Freightliner/3D with a pump capacity of 1500 gpm, with a 750 gallon water tank, and current mileage of 95,944. The purchase of a reserve type engine will serve to maintain our current ISO rating. It will be utilized and housed at the Central Station, with the primary assignment of volunteer response.	Valley Fire	91721400.80100	V6822	N/A	New	2018	2019	Special Revenue	Yes	Current Revenues	Measure B Funded.		$ 250,000						**$ 250,000**	Purchased, currently being outfitted for service.	Budget Adopted
Command/Chief Vehicle	The purchase of this new vehicle will serve as Command/Chief vehicle, replacing C-6803, which is a 2006 Ford Expedition, with 113,000 miles. Following the industry standard NFPA guidelines C-6803 will be removed from service and the fleet. C-6803 is currently being used as a Command/Chief vehicle.	Valley Fire	91721400.80100	18059	N/A	New	2019	2020	Special Revenue	Yes	Current Revenues	Measure B Funded.			$ 50,000					**$ 50,000**		Reviewed
Auto Extrication Equipment	It is recommended to replace our aging gas powered hydraulic auto extrication equipment, commonly know as the "Jaws Of Life". Replacement units will consist of newer technology battery operated E-Hydraulic extrication equipment. These newer units will eliminate heavy gas powered motors and associated hydraulic lines increasing mobility and range of use. This will be a three year phased purchase to replace the units currently in service.	City/Valley Fire	91621400.80100 & 25321210.80100	18101	N/A	New	2019	2023	Special Revenue	Yes	Current Revenues	Prop. 172			$ 30,000	$ 31,500	$ 33,000			**$ 94,500**		Not Reviewed
												SUB-TOTAL:	**$ -**	**$ 329,200**	**$ 159,200**	**$ 110,700**	**$ 62,200**	**$ 29,200**	**$ 29,200**	**$ 719,700**		

POLICE DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year						Totals	Comments	City Council Status
							Start	End						18/19	19/20	20/21	21/22	22/23	23/24			
Replace Damaged Patrol Car	Replace patrol car that was damaged beyond repair as a result of a police pursuit. REMIF had determined that the damage was too costly to repair and declared the vehicle a complete loss. REMIF will be paying to replace the vehicle.	Police	10020210.80100	V4206	N/A	Completed	2018	2019	General	Yes	New Revenues	REMIF Reimbursement	$ 46,000	$ 60,000						**$ 60,000**	Vehicle purchase approved by Council.	Budget Adopted
Annual Police Car Replacement	Annually the Police Department schedules the replacement of two patrol cars. Typically, a patrol car lasts about 3 years before it reaches the end of it's service life. It takes the department about a year to order, receive and outfit a car for patrol use. By scheduling regular replacement of cars, the department ensures we have enough cars available for use.	Police	10020210.80100	V4208 & V4199	N/A	Ongoing	2018	2024	General	Yes	Current Revenues			$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	**$ 600,000**	18/19 fiscal year vehicles purchased. Two Dodge Charger Pursuits planned for 19/20 fiscal year (V4209 & V4210).	Budget Adopted
												SUB-TOTAL:	**$ 46,000**	**$ 160,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 660,000**		

PUBLIC WORKS DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project		Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year						Totals	Comments	City Council Status
							Start	End						18/19	19/20	20/21	21/22	22/23	23/24			
Engineering Inspector Vehicle - Ford F-150 - Shared Cost	Due to the addition of Engineering Staff, a Ford F-150 is needed in order to manage and inspect projects that improve the Streets, Water and Wastewater infrastructure in order to provide required services to our citizens. Three divisions share the cost: $33,000 total	Engineering	10024210.80100	V3722	Shared with 820 Water and 840 Wastewater	New	2018	2019	General	Yes	Current Revenues			$ 11,000						**$ 11,000**		Reviewed
Camera Truck Replacement - Shared Cost	The existing camera truck, Vehicle #2636, a 2008 Chevy Hi-Cube Van, equipped with Cues camera equipment, needs to be replaced, as the technology is outdated, and the vehicle itself unreliable. This replacement is necessary in order to continue to CCTV Sewer mains and Storm drains. Two divisions share this cost. Total cost: $250,000	Storm Water	10024224.80100	V2637	Shared with 840 Wastewater	New	2018	2019	Enterprise	Yes	Current Revenues			$ 27,500						**$ 27,500**		Reviewed
Sweeper Replacement	The existing sweeper, Vehicle #2522, a 2008 Tymco Sweeper, will need to be replaced due to its high use and anticipated hours it will reach. Total cost: $248,100	Streets	10024224.80100	V2524	N/A	New	2019	2021	General	No	Current Revenues	Department plans to set aside funds for this replacement.				$ 248,100				**$ 248,100**		Reviewed
Mower Replacement - Shared Cost	The replacement of Equipment #1230, a 1987 Massey Ferguson with a 383 sidearm, is necessary as it is not CARB compliant, and replacement parts are unavailable. This equipment is used to maintain the public right-of-way, Wastewater Treatment Plant, and the Ukiah Municipal Airport. It keeps City facilities appearing tidy for the public, and specifically equipped with a sidearm mower for banks, levees and other difficult to access locations. Three divisions share the cost: $140,000 total	Streets	10024620.80100	E1231	Shared with 779 Airport and 840 Wastewater	New	2018	2019	General	Yes	Current Revenues			$ 70,000						**$ 70,000**		Reviewed
Asphalt Zipper - Shared Cost	The current equipment is Equipment #1000, a 1994 Wirgten W500 Grinder. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: $120,000 total	Streets	10024620.80100	E1001	Shared with 820 Water and 840 Wastewater	New	2022	2023	General	Yes	Current Revenues	Department plans to set aside funds for this replacement.						$ 40,000		**$ 40,000**		Reviewed

13

Refer to last page of this document for definition of terms used.

Asphalt Roller -Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: $66,000 total	Streets	10024620.80100	E1612	Shared with 820 Water and 840 Wastewater	New	2022	2023	General	Yes	Current Revenues	Department plans to set aside funds for this replacement.						$ 22,000		**$ 22,000**		Reviewed
Asphalt Paver - Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: $210,000 total	Streets	10024620.80100	E1812	Shared with 820 Water and 840 Wastewater	New	2022	2023	General	Yes	Current Revenues	Department plans to set aside funds for this replacement.						$ 70,000		**$ 70,000**		Reviewed
Cold Planer	This equipment is needed to remove thermoplastic striping from the Streets network and to remove raised sidewalk in order to provide safer pedestrian facilities.	Streets	12024200.80100	E1401	N/A	New	2018	2019	Special Revenue	Yes	Current Revenues	Measure Y		$ 25,000						**$ 25,000**		Budget Adopted
Backhoe Replacement - Shared Cost	The existing Backhoe, Equipment #1321, a 1990 Case 580 Backhoe, needs to be replaced in order to meet CARB requirements. It provides a much needed service of maintaining and repairing Water Mains, Sewer Mains, Streets and the Corporation Yard. All of these services are provided in order to continue providing services to our ratepayers and citizens. Four divisions share the cost: $120,000 total	Streets	10024620.80100	E1323	Shared with 820 Water, 840 Wastewater, and 208 Corporation Yard	New	2018		General	Yes	Current Revenues			$ 12,000						**$ 12,000**		Reviewed
Bucket Truck Replacement - Shared Cost	There are currently two bucket trucks, Vehicle #2221, a 1992 Ford F450 which is being put into surplus in fiscal year 2017/2018, and Vehicle #2230, a 1995 Ford F450, which will be kept into service until it is replaced. It is used to trim street and park trees, and also assists in hanging banners which promote City services and activities which benefit the community. Two divisions share the cost. Total cost: $100,000	Streets	10024620.80100	V2224	Shared with 100 Parks	New	2019		General	No	Current Revenues				$ 50,000					**$ 50,000**		Reviewed
Ford F-150 - Fleet & Plant Maintenance	Fleet and Plant Maintenance Division currently uses Vehicle #3111, a 2004 Ford Ranger, that was originally purchased by the Police Department. The replacement is needed is in needed so this division is better equipped to continue to provide services to all City Department and outside agencies. Existing Vehicle #3111 will be transferred back to the Police Department.	Fleet Maintenance	20324100.80100	V3245	N/A	New	2018	2019	Internal Service	Yes	Current Revenues			$ 35,000						**$ 35,000**		Reviewed
Backhoe Replacement - Shared Cost	The existing Backhoe, Equipment #1321, a 1990 Case 580 Backhoe, needs to be replaced in order to meet CARB requirements. It provides a much needed service of maintaining and repairing Water Mains, Sewer Mains, Streets and the Corporation Yard. All of these services are provided in order to continue providing services to our ratepayers and citizens. Four divisions share the cost: $120,000 total	Corporation Yard	20824300.80100	E1323	Shared with 100 Streets, 820 Water, and 840 Wastewater	New	2018	2019	Internal Service	Yes	Current Revenues			$ 12,000						**$ 12,000**		Reviewed
Loader and Dump Truck Replacements	Loader and Dump Truck Replacement for 3 years. This equipment is used to maintain and repair the Infrastructure for our citizens. Total cost: $686,700	Corporation Yard	20824300.80100	18017	N/A	New	2021	2022	Internal Service	Yes	Current Revenues	Department plans to set aside funds for this replacement.					$ 686,700			**$ 686,700**		Reviewed
												SUB-TOTAL:	**$ -**	**$ 192,500**	**$ 50,000**	**$ 248,100**	**$ 686,700**	**$ 132,000**	**$ -**	**$ 1,309,300**		

WATER RESOURCES DEPARTMENT

Project Name	Project Description	Division	Org/Object	Project Number	Allocation to Multi-funds	Project Status	Project Start	Project End	Funding Source	Funding Identified	Funding Type	Funding Type Add'l Comments	Costs to date	Estimated Costs per Fiscal Year 18/19	19/20	20/21	21/22	22/23	23/24	Totals	Comments	City Council Status
Engineering Inspector Vehicle - Ford F-150 - Shared Cost	Due to the addition of Engineering Staff, a Ford F-150 is needed in order to manage and inspect projects that improve the Streets, Water and Wastewater infrastructure in order to provide required services to our citizens. Three divisions share the cost: $33,000 total	Water Administration	82027110.80100	V3722	Shared with 100 Streets and 840 Wastewater	New	2018	2019	Enterprise	Yes	Current Revenues			$ 11,000						**$ 11,000**		Reviewed
WTP Ford F-150	Replaces Vehicle #3730, a 2002 Ford F-150. Due to the age and high usage of this vehicle, it is time to replace. This vehicle will be used to assist in the operations of the Water Department in order to provide potable water to our customers.	Water Treatment Plant	82027111.80100	V3732	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 35,000						**$ 35,000**		Reviewed
Replace VFD at Ranney Collector	This replacement is necessary in order to update aging infrastructure so the City can continue to provide services to our water customers.	Water Treatment Plant	82027111.80100	18049	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 100,000						**$ 100,000**		Budget Adopted
Upgrade SCADA System	This upgrade is necessary in order to update aging infrastructure so we can continue to provide services to our water customers.	Water Treatment Plant	82027111.80100	18050	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 300,000						**$ 300,000**		Budget Adopted
Water Meter Replacements	Upgrade aged meter in order to provide increased service efficiency.	Water Operations	82027114.80100	18074	N/A	New	2019	2023	Enterprise	Yes	Current Revenues				$ 50,000	$ 50,000	$ 50,000	$ 50,000		**$ 200,000**		Reviewed
Asphalt Zipper - Shared Cost	The current equipment is Equipment #1000, a 1994 Wirgten W500 Grinder. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: $120,000 total	Water Operations	82027114.80100	E1001	Shared with 100 Streets and 840 Wastewater	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						$ 40,000		**$ 40,000**		Reviewed
Asphalt Roller -Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: $66,000 total	Water Operations	82027114.80100	E1612	Shared with 100 Streets and 840 Wastewater	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						$ 22,000		**$ 22,000**		Reviewed
Asphalt Paver - Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: $210,000 total	Water Operations	82027114.80100	E1812	Shared with 100 Streets and 840 Wastewater	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						$ 70,000		**$ 70,000**		Reviewed
Backhoe Replacement - Shared Cost	The existing Backhoe, Equipment #1321, a 1990 Case 580 Backhoe, needs to be replaced in order to meet CARB requirements. It provides a much needed service of maintaining and repairing Water Mains, Sewer Mains, Streets and the Corporation Yard. All of these services are provided in order to continue providing services to our ratepayers and citizens. Four divisions share the cost: $120,000 total	Water Operations	82027114.80100	E1323	Shared with 100 Streets, 840 Wastewater and 208 Corporation Yard	New	2018	2019	Enterprise	Yes	Current Revenues			$ 48,000						**$ 48,000**		Reviewed

14

Refer to last page of this document for definition of terms used.

Vactor Replacement - Shared Cost	The existing vehicle, Vehicle #2515, a 2009 VacCon V350 LHA, will need to be replaced as it will be soon reaching its end-of-life. This equipment assists in repairing and maintaining the Water Distribution and Sewer Collection System in order to provide services to our rate payers. Two divisions share the cost: $300,000 total	Water Operations	82027114.80100	V2518	Shared with 840 Wastewater	New	2020	2021	Enterprise	No	Current Revenues					$ 150,000				**$ 150,000**	Electric Utility Department needs will also be considered.	Reviewed
Engineering Inspector Vehicle - Ford F-150 - Shared Cost	Due to the addition of Engineering Staff, a Ford F-150 is needed in order to manage and inspect projects that improve the Streets, Water and Wastewater infrastructure in order to provide required services to our citizens. Three divisions share the cost: $33,000 total	Sewer Administration	84027220.80100	V3722	Shared with 100 Streets and 820 Water	New	2018	2019	Enterprise	Yes	Current Revenues			$ 11,000						**$ 11,000**		Reviewed
Mower Replacement - Shared Cost	The replacement of Equipment #1230, a 1987 Massey Ferguson with a 383 sidearm, is necessary as it is not CARB compliant, and replacement parts are unavailable. This equipment is used to maintain the public right-of-way, Wastewater Treatment Plant, and the Ukiah Municipal Airport. It keeps City facilities appearing tidy for the public, and specifically equipped with a sidearm mower for banks, levees and other difficult to access locations. Three divisions share the cost: $140,000 total	Sewer Operations	84027221.80100	E1231	Shared with 100 Public Works, and 779 Airport	New	2018	2019	Enterprise	Yes	Current Revenues			$ 35,000						**$ 35,000**		Reviewed
Asphalt Zipper - Shared Cost	The current equipment is Equipment #1000, a 1994 Wirgten W500 Grinder. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: $120,000 total	Sewer Operations	84027221.80100	E1001	Shared with 100 Streets and 820 Water	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						$ 40,000		**$ 40,000**		Reviewed
Asphalt Roller -Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: $66,000 total	Sewer Operations	84027221.80100	E1612	Shared with 100 Streets and 820 Water	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						$ 66,000		**$ 66,000**		Reviewed
Asphalt Paver - Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: $210,000 total	Sewer Operations	84027221.80100	E1812	Shared with 100 Streets and 820 Water	New	2022	2023	Enterprise	Yes	Current Revenues	Department plans to set aside funds for this replacement.						$ 70,000		**$ 70,000**		Reviewed
Backhoe Replacement - Shared Cost	The existing Backhoe, Equipment #1321, a 1990 Case 580 Backhoe, needs to be replaced in order to meet CARB requirements. It provides a much needed service of maintaining and repairing Water Mains, Sewer Mains, Streets and the Corporation Yard. All of these services are provided in order to continue providing services to our ratepayers and citizens. Four divisions share the cost: $120,000 total	Sewer Operations	84027221.80100	E1323	Shared with 100 Streets, 820 Water and 208 Corporation Yard	New	2018	2019	Enterprise	Yes	Current Revenues			$ 48,000						**$ 48,000**		Reviewed
Vactor Replacement - Shared Cost	The existing vehicle, Vehicle #2515, a 2009 VacCon V350 LHA, will need to be replaced as it will be soon reaching its end-of-life. This equipment assists in repairing and maintaining the Water Distribution and Sewer Collection System in order to provide services to our rate payers. Two divisions share the cost: $300,000 total	Sewer Operations	84027221.80100	V2518	Shared with 820 Water	New	2020	2021	Enterprise	No	Current Revenues					$ 150,000				**$ 150,000**	Electric Utility Department needs will also be considered.	Reviewed
Camera Truck Replacement - Shared Cost	The existing camera truck, Vehicle #2636, a 2008 Chevy Hi-Cube Van, equipped with Cues camera equipment, needs to be replaced, as the technology is outdated, and the vehicle itself unreliable. This replacement is necessary in order to continue to CCTV Sewer mains and Storm drains. Two divisions share this cost. Total cost: $250,000	Sewer Operations	84027221.80100	V2637	Shared with 100 Storm Water	New	2018	2019	Enterprise	Yes	Current Revenues			$ 212,500						**$ 212,500**		Reviewed
Ford/Orchard Lift Station Upgrade	This needs upgrading to change from single to three phase power, installing two new pumps, the pump guides, and the discharge valves.	Water Treatment Plant	84027221.80230	15099	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 75,000						**$ 75,000**		Budget Adopted
Telescoping Lift	This equipment is needed at the Wastewater Treatment Plant to assist in maintaining the facility which provides Waste Water Treatment for the City and the Ukiah Valley Sanitation District.	Wastewater Treatment Plant	84027225.80100	E1718	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 12,000						**$ 12,000**		Reviewed
Methane Scrubbers	Methane Scrubbers are needed in order to clean the methane gas to provide an alternate energy source to operate the boilers at the Wastewater Treatment Plant, which will in turn decrease the City's energy cost at the plant.	Wastewater Treatment Plant	84027225.80100	18056	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 100,000						**$ 100,000**		Budget Adopted
TFSC REXA Valves	These valves need to be replaced due to their age and the environment they reside in at the Wastewater Treatment Plant.	Wastewater Treatment Plant	84027225.80230	18057	N/A	New	2018	2019	Enterprise	Yes	Current Revenues			$ 30,000						**$ 30,000**		Budget Adopted
												SUB-TOTAL:	**$ -**	**$ 1,017,500**	**$ 50,000**	**$ 350,000**	**$ 50,000**	**$ 358,000**	**$ -**	**$ 1,825,500**		
												TOTALS FOR *VEHICLES, MACHINERY & EQUIPMENT* :	**$ 51,000**	**$ 1,966,200**	**$ 582,200**	**$ 1,518,800**	**$ 2,898,900**	**$ 619,200**	**$ 129,200**	**$ 7,719,500**		

15

Refer to last page of this document for definition of terms used.

Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Division	The specific division within the identified department where the expenditure will be made within the budget.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING" or "COMPLETED".
Project Timeline	General calendar year "start" and "end" date.
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Type	"Reserves" indicates it is, or is planned to be, transferred from a reserve account, "Current Revenues" means that the expenditure is anticipated to funded by existing revenues at the time of the purchase, "New Revenues" means that a funding source other than current revenues will be used, including or grant funding or fundraising.
Funding Type Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.

Refer to last page of this document for definition of terms used.

ATTACHMENT 2

City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: UTILITY TASK VEHICLE (UTV)	ASSET USEFUL LIFE: 5-10 YEARS	ESTIMATED COST $22,000

SUBMITTED BY: DAVE KIRCH, FLEET & PLANT MAINTENANCE SUPERVISOR

NEW REQUEST OR REPLACEMENT OF EXISTING?: NEW REQUEST

DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
WATER RESOURCES	WASTEWATER TREATMENT PLANT	E4963	84027225.80100	$22,000.00

***EXISTING* VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED**

CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #
N/A	N/A	N/A	N/A

ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE	ESTIMATED SALVAGE/RESALE VALUE
N/A	N/A	N/A	N/A

CURRENT CONDITION: N/A

MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)	MEET CARB STANDARDS?
N/A	N/A	N/A

ESTIMATED OUT-OF-SERVICE TIME	PARTS AVAILABLE
N/A	N/A

***PROPOSED* VEHICLE OR HEAVY EQUIPMENT**

PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): Kubota RTX-V900 or equal.

EST. MILEAGE/HOURS PER YEAR 400 HOURS/YEAR

JUSTIFICATION/USE/NEED: The vehicle will be used on a daily basis to operate and maintain the Wastewater Treatment Plant facility. This includes pond level inspection, transporting tools/supplies and equipment as well as samples ot the on-site lab for analysis

COST/BENEFIT ANALYSIS: Based on past history, use of the vehicles should extend well beyond the standard useful life of 5-10 year, to most likely 10-15 years. Based on this estimation, the cost for the vehicle alone will be approximately $1,466 per year. The benefit it will provide is the necessary equipment needed for staff to perform adequate maintenance and operation of the Wastewater Treatment Plant.

OTHER INDIRECT BENEFITS: None.

ALTERNATE SOLUTIONS EXPLORED: None

ADDITIONAL COMMENTS: *NONE*

REVIEWED & APPROVED BY:	SIGNATURE	DATE
DEPARTMENT HEAD		
FLEET MAINTENANCE SUPERVISOR		

City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: TRUCK, F-550 Bucket Truck	ASSET USEFUL LIFE: 5-10 YEARS	ESTIMATED COST: $110,000

SUBMITTED BY: DAVE KIRCH, FLEET & PLANT MAINTENANCE SUPERVISOR

NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement of two existing

DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
COMMUNITY SVCS	PARKS/COMMUNITY SVCS	V2224	10022100.80100	$55,000.00
PUBLIC WORKS	STREETS	V2224	10024620.80100	$55,000.00

EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED

CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #
2230	1995	FORD SUPER DUTY	1FDLF47F3SEA51877
2221	1992	FORD SUPER DUTY	2FDLF47M9NCA74654

ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE	ESTIMATED SALVAGE/RESALE VALUE
100,000 OR 6,000 HOURS	#2230- 18,330 MILES/4944 HOURS		Unknown
100,000 OR 6,000 HOURS	# 2221- 118,498 MILES/4181 HOURS		Unknown

CURRENT CONDITION: These 2 buckets trucks are in poor condition and no longer meet CARB emission standards.

MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)	MEET CARB STANDARDS?
#2230- $23,700	None	No
#2221- $24,170	Transmission- $4,000	No

ESTIMATED OUT-OF-SERVICE TIME	PARTS AVAILABLE
#2230- 220 hours	Aftermarket
#2221- 2 years	Aftermarket

PROPOSED VEHICLE OR HEAVY EQUIPMENT

PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2019 Ford F-550 Truck with an Altec Bucket Lift

EST. MILEAGE/HOURS PER YEAR 3,000 - 5,000 MILES/400 HOURS PER YEAR

JUSTIFICATION/USE/NEED: The vehicle will be used between 3 Divisions to trim trees, hang banners and maintain City facilities.

COST/BENEFIT ANALYSIS: Based on past history, use of the vehicle should extend well beyond the standard useful life of 5-10 year, to most likely 10-15 years. Based on this estimation, the cost for the vehicle alone will be approximately $10,000 per year. The benefit it will provide is the necessary equipment needed for staff to perform adequate maintenance to the various street trees, parks and City buildings and properties.

OTHER INDIRECT BENEFITS: None.

ALTERNATE SOLUTIONS EXPLORED: It is not reasonable to purchase two buckets trucks when one truck can be shared between departments.

ADDITIONAL COMMENTS: Both of these vehicles were transferred from the Electric Department.

REVIEWED & APPROVED BY:	SIGNATURE	DATE
DEPARTMENT HEAD		
FLEET MAINTENANCE SUPERVISOR		

City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: TRUCK, WATER TENDER	ASSET USEFUL LIFE: 5-10 YEARS	ESTIMATED COST: $140,000

SUBMITTED BY: DAVE KIRCH, FLEET & PLANT MAINTENANCE SUPERVISOR

NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement of existing.

DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
PUBLIC WORKS	STREETS	V2543	10024620.80100	$50,000.00
PUBLIC WORKS	SEWER	V2543	84027221.80100	$35,000.00
PUBLIC WORKS	WATER	V2543	82027114.80100	$35,000.00
COMMUNITY SERVICES	PARKS	V2543	10022100.80100	$20,000.00

EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED

CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #
2542	1985	International S1900	1HTLDTVN6FHA61862

ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE	ESTIMATED SALVAGE/RESALE VALUE
100,000 MILES/6,000 HOURS	125,850		UNKNOWN

CURRENT CONDITION: This vehicle is in poor condition and cannot be operated as it does not meet CARB emission standards and failed the opacity test.

MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)	MEET CARB STANDARDS?
$59,844.00	Water Pump- $5,000; Clutch- $1,000	No

ESTIMATED OUT-OF-SERVICE TIME	PARTS AVAILABLE
2 Years	Aftermarket

PROPOSED VEHICLE OR HEAVY EQUIPMENT

PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2019 International Chassis with Water Tank

EST. MILEAGE/HOURS PER YEAR	3,000 - 5,000 MILES/600 HOURS

JUSTIFICATION/USE/NEED: The vehicle will be used to water street trees, Riverside Park, fill Vactor trucks and be available to support mowing and Fire Operations.

COST/BENEFIT ANALYSIS: Based on past history, use of the vehicles should extend well beyond the standard useful life of 5-10 year, to most likely 15 -20 years. Based on this estimation, the cost for the vehicle alone will be approximately $7,000 per year. The benefit it will provide is the necessary equipment needed for staff to perform adequate maintenance to the various parks and grounds of City buildings and properties.

OTHER INDIRECT BENEFITS: None.

ALTERNATE SOLUTIONS EXPLORED: The cost to rent a water tender for 3 months during the summer was $9,000

ADDITIONAL COMMENTS: This vehicle is inoperable as it does not meet CARB compliance and failed opacity testing

REVIEWED & APPROVED BY:	SIGNATURE	DATE
DEPARTMENT HEAD		
FLEET MAINTENANCE SUPERVISOR		

City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: TRUCK, 3/4 TON SERVICE TRUCK	ASSET USEFUL LIFE: 10-15 YEARS	ESTIMATED COST: $48,000

SUBMITTED BY: KERRY RANDALL, FACILITIES ADMINISTRATOR

NEW REQUEST OR REPLACEMENT OF EXISTING?: NEW REQUEST

DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
COMMUNITY SERVICES	BUILDING MAINTENANCE	V2642	20822500.80100	$48,000.00

EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED

CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #
N/A	N/A	N/A	N/A

ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE	ESTIMATED SALVAGE/RESALE VALUE
N/A	N/A	N/A	N/A

CURRENT CONDITION: N/A

MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)	MEET CARB STANDARDS?
N/A	N/A	N/A

ESTIMATED OUT-OF-SERVICE TIME	PARTS AVAILABLE
N/A	N/A

PROPOSED VEHICLE OR HEAVY EQUIPMENT

PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2019/2020 FORD F-250 Service Truck

EST. MILEAGE/HOURS PER YEAR	3,000 to 5,000 MILES

JUSTIFICATION/USE/NEED: The vehicle will be used for daily maintenance of city building and other grounds.

COST/BENEFIT ANALYSIS: Based on past history, use of the vehicles should extend well beyond the standard useful life of 10-15 year, to most likely 15-20 years. Based on this estimation, the cost for the vehicle alone will be approximately $2,400 per year. The benefit it will provide is the necessary equipment needed for staff to perform adequate maintenance of City buildings and properties.

OTHER INDIRECT BENEFITS: None.

ALTERNATE SOLUTIONS EXPLORED: *None.*

ADDITIONAL COMMENTS:

REVIEWED & APPROVED BY:	SIGNATURE	DATE
DEPARTMENT HEAD		
FLEET MAINTENANCE SUPERVISOR		

City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: TRUCK, 1 TON SERVICE TRUCK	ASSET USEFUL LIFE: 8-10 YEARS	ESTIMATED COST: $55,000

SUBMITTED BY: TIM SANTO ELECTRIC UTILITY SUPERINTENDENT

NEW REQUEST OR REPLACEMENT OF EXISTING?: REPLACEMENT OF EXISTING

DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
ELECTRIC		V3764	80126100.80100	$55,000.00

EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED

CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #
3762	2007	FORD F-150	1FTRX12W18FA87376

ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE	ESTIMATED SALVAGE/RESALE VALUE
100,000 MILES	107,000 MILES	$13,000.00	$5,000.00

CURRENT CONDITION: Fair

MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)	MEET CARB STANDARDS?
$6,586.00	None	Meets 2019 STDS

ESTIMATED OUT-OF-SERVICE TIME	PARTS AVAILABLE
40 hours	Yes

PROPOSED VEHICLE OR HEAVY EQUIPMENT

PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): *2019/2020 FORD F-250 SUPERCAB LONG BED 4X4*

EST. MILEAGE/HOURS PER YEAR	5,000 - 7,000 MILES

JUSTIFICATION/USE/NEED: The vehicle will be used on a daily basis for electric department duties such as job assist, pre-check and post check projects. Outage restoration support. Maintenance.

COST/BENEFIT ANALYSIS: Based on past history, use of the vehicles should extend well beyond the standard useful life of 8-10 year, to most likely 10-15 years. Based on this estimation, the cost for the vehicle alone will be approximately $3,600 per year. The benefit to the City will be the support this truck gives to the operation, maintenance and construction of the City's Electric Utility system.

OTHER INDIRECT BENEFITS: None.

ALTERNATE SOLUTIONS EXPLORED: Ongoing

ADDITIONAL COMMENTS:

REVIEWED & APPROVED BY:	SIGNATURE	DATE
DEPARTMENT HEAD		
FLEET MAINTENANCE SUPERVISOR		

City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: POLICE CARS - ANNUAL REPLACEMENT - CAR	ASSET USEFUL LIFE: 5-10 YEARS	ESTIMATED COST $50,000

SUBMITTED BY: Cedric Crook

NEW REQUEST OR REPLACEMENT OF EXISTING?: REPLACEMENT OF EXISTING

DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
POLICE	POLICE	V4209	10020210.80100	$50,000.00

EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED

CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #
4116	2011	FORD CROWN VIC	N/A

ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE	ESTIMATED SALVAGE/RESALE VALUE
100,000 Miles	90,000 MILES	$30,438.00	$1,000

CURRENT CONDITION: Both vehicles have significant mileage of high demand police activities. After 100,000 miles police vehicles begin to suffer from cracked frames and other significant structural and suspension issues as well as repeated, significant mechanical failures.

MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)	MEET CARB STANDARDS?
$60,015.00	Transmission replacement-$4,000	YES

ESTIMATED OUT-OF-SERVICE TIME	PARTS AVAILABILITY
655 hours	Most parts still available.

PROPOSED VEHICLE OR HEAVY EQUIPMENT

PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): Dodge Charger Pursuit

EST. MILEAGE/HOURS PER YEAR	20,000 + miles per year

JUSTIFICATION/USE/NEED: Police vehicles are equipped with safety equipment, radios, lights and sirens, provide transportation for police services and are authorized for emergency response and pursuit activities. The department currently deploys as many as 5 uniformed patrol officers a shift and 7 shared vehicles are currently within the fleet, to allow for scheduled maintenance activities, unanticipated mechanical failures, and emergencies which may require the deployment of additional personnel.

COST/BENEFIT ANALYSIS: The vehicle will soon be past its useful life and mileage and its out of service time has become substantial. The vehicle is currently out of service and is being evaluated for performance issues believed to be drivetrain related.

OTHER INDIRECT BENEFITS: Reliability and availability will allow for better response time to calls.

ALTERNATE SOLUTIONS EXPLORED: N/A

ADDITIONAL COMMENTS: Original purchase price does not refect total cost of fully outfitted vehicle for intended purpose and use.

REVIEWED & APPROVED BY:	SIGNATURE	DATE
DEPARTMENT HEAD		
FLEET MAINTENANCE SUPERVISOR		

City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2019/2020

ITEM: POLICE CARS - ANNUAL REPLACEMENT - CAR	ASSET USEFUL LIFE: 5-10 YEARS	ESTIMATED COST $50,000

SUBMITTED BY: Cedric Crook

NEW REQUEST OR REPLACEMENT OF EXISTING?: REPLACEMENT OF EXISTING

DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
POLICE	POLICE	V4210	10020210.80100	$50,000.00

***EXISTING* VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED**

CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #
4149	2015	Ford Interceptor SUV	N/A

ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE	ESTIMATED SALVAGE/RESALE VALUE
100,000 Miles	62,000 MILES	$35,229.00	$1,000

CURRENT CONDITION: Both vehicles have significant mileage of high demand police activities. After 100,000 miles police vehicles begin to suffer from cracked frames and other significant structural and suspension issues as well as repeated, significant mechanical failures.

MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)	MEET CARB STANDARDS?
$40, 323	N/A	YES

ESTIMATED OUT-OF-SERVICE TIME	PARTS AVAILABILITY
8,321 hours	Most parts still available.

***PROPOSED* VEHICLE OR HEAVY EQUIPMENT**

PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): Dodge Charger Pursuit

EST. MILEAGE/HOURS PER YEAR	20,000 + miles per year

JUSTIFICATION/USE/NEED: Police vehicles are equipped with safety equipment, radios, lights and sirens, provide transportation for police services and are authorized for emergency response and pursuit activities. The department currently deploys as many as 5 uniformed patrol officers a shift and 7 shared vehicles are currently within the fleet, to allow for scheduled maintenance activities, unanticipated mechanical failures, and emergencies which may require the deployment of additional personnel.

COST/BENEFIT ANALYSIS: If the vehicle remains consistently in service during the next year it is estimated it will accrue a total of over 100,000 miles. The reliability for this vehicle is poor and its out of service time is substantial and disporportionate due to repeated mechanical failures. The vehicle was recently out of service for a two month period for a significant engine repair, and it has had various drivetrain components replaced as many as three seperate times.

OTHER INDIRECT BENEFITS: Reliability and availability will allow for better response time to calls.

ALTERNATE SOLUTIONS EXPLORED: N/A

ADDITIONAL COMMENTS: Original purchase price does not refect total cost of fully outfitted vehicle for intended purpose and use.

REVIEWED & APPROVED BY:	SIGNATURE	DATE
DEPARTMENT HEAD		
FLEET MAINTENANCE SUPERVISOR		