

**CITY OF UKIAH
CITY COUNCIL MINUTES
Special Meeting – Workshop
Ukiah Valley Conference Center
200 S. School Street
Ukiah, CA 95482
February 27, 2017
9:00 a.m.**

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Special Meeting on February 27, 2017, having been legally noticed on February 23, 2017. Mayor Brown called the meeting to order at 9:06 p.m. Roll was taken with the following **Councilmembers Present:** Stephen G. Scalmanini, Douglas F. Crane, Maureen Mulheren, Kevin Doble, and Jim O. Brown. **Staff Present:** Sage Sangiacomo, City Manager; Shannon Riley, Senior Management Analyst; Scott Shaver, I.T. Administrator; Tami Bartolomei, Community Service Administrator; Tim Eriksen, Director of Public Works (*departing at 4:16 p.m.*); Mel Grandi, Electric Utility Director (*arriving at 9:45 a.m.*); Kirk Thomsen, Interim Fire Chief; Kevin Thompson, Interim Director of Planning; Leigh Halvorsen, Senior Accountant; Sheri Mannion, Human Resources and Risk Management Director; Chris Dewey, Police Chief (*departing at 12:36 p.m.*); Sean White, Director of Water/Sewer Utilities (*departing at 4:16 p.m.*); Greg Owen, Airport Manager; Daphne Harris, Management Analyst - Finance; Dan Buffalo, Director of Finance; and Ashley Cocco, Deputy City Clerk.

MAYOR BROWN PRESIDING.

2. NEW BUSINESS

a. Discussion and Consideration of the Fiscal Year 2017-18 Budget Kick-off and 2016-17 Mid-Year Review – Finance.

Public Comment: Linda Sanders, Mark Hilliker, Susan Knopf, and Susan Sher.

Council received the following presentations:

Opening Remarks: 2016-17 Mid-Year Review, City-Wide Mid-Year Review, Cost Allocation Plan Review, CIP Review

Presenters: Sage Sangiacomo, City Manager and Dan Buffalo, Director of Finance.

Update on 2016-17 Goals and Objectives

Presenter: Dan Buffalo, Director of Finance.

RECESS 10:39 TO 10:51 A.M.

City Council, City Clerk, City Manager's Office

Presenter: Sage Sangiacomo, City Manager.

Information Technology

Presenter: Scott Shaver, I.T. Administrator.

Finance

Presenters: Dan Buffalo, Director of Finance; Lori Martin, Billing and Customer Service Manager; Leigh Halvorsen, Senior Accountant; and Mary Horger, Procurement Manager.

City Attorney

Presenters: Leigh Halvorsen, Senior Accountant and Sage Sangiacomo, City Manager.

City Treasurer

Presenter: Dan Buffalo, Director of Finance.

Human Resources/Risk Management

Presenter: Sheri Mannion, Human Resources/Risk Management Director.

Economic Development

Presenters: Shannon Riley, Senior Management Analyst and Sage Sangiacomo, City Manager.

Community Outreach/Public Info

Presenter: Sage Sangiacomo, City Manager.

Police

Presenter: Chris Dewey, Police Chief.

Fire

Presenter: Kirk Thomsen, Interim Fire Chief.

RECESS 12:36 TO 1:06 P.M.

Community Services

Presenters: Tami Bartolomei, Community Services Administrator; Jake Burgess, Recreation Supervisor; Jarrod Meyers, Parks Supervisor; Kerry Randall, Facilities Administrator; and Martin Bradley, Community Service Assistant.

Community Development

Presenters: Kevin Thompson, Interim Planning and Community Development Director and David Willoughby, Building Official.

Public Works

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

Airport

Presenter: Greg Owen, Airport Manager.

Electric Utility Department

Presenter: Mel Grandi, Electric Utility Director.

Visit Ukiah

Presenter: Shannon Riley, Senior Management Analyst.

RECESS 2:41 TO 2:56 P.M.

Budget Development Best Practices and Financial Policy Ad Hoc Report

Presenter: Dan Buffalo, Finance Director.

Department Priorities, Goals, and Objectives for Fiscal Year 2017-18

City Council, City Clerk, City Manager

Presenter: Sage Sangiacomo, City Manager.

Finance – Utility Billing, Purchasing, Accounting

Presenters: Dan Buffalo, Finance Director and Lori Martin, Billing and Customer Service Manager; and Mary Horger, Procurement Manager.

Human Resources/Risk Management

Presenter: Sheri Mannion, Human Resources/Risk Management Director.

Economic Development

Presenter: Shannon Riley, Senior Management Analyst.

Visit Ukiah

Presenter: Shannon Riley, Senior Management Analyst.

Successor Agency

Presenter: Sage Sangiacomo, City Manager.

Police – Dispatch, and Parking Enforcement

Presenter: Sage Sangiacomo, City Manager.

Fire

Presenter: Kirk Thomsen, Interim Fire Chief.

Community Services – Parks, Aquatics, Golf, Building Maintenance, Conference Center, Museum, Recreation, Alex Rorabaugh Recreation Center

Presenter: Tami Bartolomei, Community Services Supervisor.

Information Technology

Presenter: Scott Shaver, I.T. Administrator.

Community Planning

Presenter: Kevin Thompson, Interim Planning and Community Development Director.

Building Inspection

Presenter: David Willoughby, Building Official.

Public Works – Garage, Traffic Signals, Engineering, Streets, Corporation Yard, Water, Wastewater, Landfill, Recycled Water, Transfer Station

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

Airport

Presenter: Greg Owen, Airport Manager.

Electric Distribution, Public Benefits

Presenter: Mel Grandi, Electric Utility Director.

CIP Planning

Presenter: Dan Buffalo, Finance Director.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 4:22 p.m.



Ashley Cocco, Deputy City Clerk