

**CITY OF UKIAH
CITY COUNCIL AGENDA
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
January 7, 2015
6:00 p.m.**

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**
- 4. PETITIONS AND COMMUNICATIONS**
- 5. APPROVAL OF MINUTES**

- a. Minutes of December 17, 2014, a Regular Meeting.

6. RIGHT TO APPEAL DECISION

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

7. CONSENT CALENDAR

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

- a. Adoption of Resolution Approving City of Ukiah Qualified Contractors' List for 2015.
 - b. Approve the Renewal of the ESRI Geographical Information System Software Licensing Agreement for a Term of 3 Years in the Amount of \$27,031.25 Annually for a Total of \$81,093.75 and the Corresponding Budget Amendment.

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

- 9. COUNCIL REPORTS**
- 10. CITY MANAGER/CITY CLERK REPORTS**
- 11. PUBLIC HEARINGS (6:15 PM)**

12. UNFINISHED BUSINESS

- a. Receive and Discuss Status Report on the Palace Hotel Nuisance Abatement Action.

13. NEW BUSINESS

- a. Consideration of Proposal from HSM to Facilitate Goal Setting for FY 2015/2016 Budget Preparation.
- b. Presentation and Direction on Water Rate Study.

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

- a. **Conference with Legal Counsel – Existing Litigation**
(Government Code Section 54956.9(d)(1))
Name of case: *Ukiah Valley Sanitation District v. City of Ukiah*, Mendocino County Superior Court Case No. SCU-K-CVC-13-63024
- b. **Conference with Legal Counsel – Existing Litigation**
(Government Code Section 54956.9(d)(1))
Name of Case: *Ukiah v. Cohen et al*, Sacramento County Superior Court No. 34-2014-80001744
- c. **Conference with Legal Counsel – Existing Litigation**
(Government Code Section 54956.9(d)(1))
Name of case: *County of Mendocino v. Solid Waste Systems, Inc.*, Mendocino County Superior Court Case No. SC-UK-CVG-1159459
- d. **Conference with Real Property Negotiators (§54956.8)**
Property: APN 180-070-19
Negotiator: Jane Chambers, City Manager
Negotiating Parties: City of Ukiah and RCMC, LLC
Under Negotiation: Price & Terms
- e. **Conference with Real Property Negotiators (§54956.8)**
Property: APN 003-572-17-00 and 003-572-18-00
Negotiator: Jane Chambers, City Manager
Negotiating Parties: City of Ukiah and Donna Mae Cooper
Under Negotiation: Price & Terms
- f. **Conference with Real Property Negotiators (§54956.8)**
Property: APN Nos. 002-101-19, 20 & 21
Negotiator: Jane Chambers, City Manager
Negotiating Parties: Rural Communities Housing Development Corporation (RCHDC) and City of Ukiah
Under Negotiation: Price & Terms

15. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

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

Dated this 30th day of December, 2014.
Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
December 17, 2014
6:00 p.m.**

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on December 17, 2014, having been legally noticed on December 12, 2014. Mayor Crane called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Maureen Mulheren, Kevin Doble, Jim O. Brown, Vice Mayor Scalmanini and Mayor Crane. **Staff Present:** Jane Chambers, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

a. Minutes of December 3, 2014, Regular Meeting.

Motion/Second: Doble/Scalmanini to approve the revised minutes of December 3, 2014, a Regular Meeting as submitted. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, Scalmanini, and Crane. NOES: None. ABSENT: None. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

a. Report of Disbursements for the Month of November 2014 – *Finance Department*.

b. Adopt an Ordinance Amending the Official Zoning Map for the City of Ukiah Establishing Planned Development Zoning (PD-R3) and a Precise Development Plan for 123, 125, 127, and 129 Ford Street – *Planning and Community Development Department*.

ORDINANCE NO. 1155

AN ORDINANCE OF THE CITY OF UKIAH AMENDING THE OFFICIAL ZONING MAP FOR THE CITY OF UKIAH, CALIFORNIA

c. Adopt Ordinance Amending Section 1965 in Division 1, Chapter 12 of the Ukiah City Code Entitled "Parks And Recreation Facilities" Listing Wetlands Park in the Airport Industrial as a New City Park – *Planning and Community Development Department*.

ORDINANCE NO. 1156

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING SECTION 1965 IN DIVISION 1, CHAPTER 12 OF THE UKIAH CITY CODE, ENTITLED "PARKS AND RECREATION FACILITIES"

- d. Approval of Notice of Completion for Slurry Seal of Local Streets and Airport Aprons, Specification No. 14-12 – *Public Works Department*.
- e. Award of Contract (COU No. 1415-154) to Green Valley Consulting Engineers for the Design of Water Mains for a Water Main Replacement Project in the Amount of \$30,530 – *Public Works Department*.
- f. Approve the Sole Source Purchase to Complete the Replacement/Reconfiguration of Digital and Analog Handsets from Telecom Services in the Amount of \$31,309.03 – *Community Services Department*.

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

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

9. **COUNCIL REPORTS**

Presenters: Councilmembers Mulheren and Brown, and Vice Mayor Scalmanini.

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

Presenters: Jane Chambers, City Manager; Tim Eriksen, Public Works Director; and Charley Stump, Planning and Community Development Director.

Council Consensus directs staff to agendize an update on the Palace Hotel for the January 7, 2014, City Council meeting.

11. **PUBLIC HEARINGS**

12. **UNFINISHED BUSINESS**

- a. **Completion of the Food Waste Pilot Program – Receive Report – *Public Works Department*.**

Presenter: Tim Eriksen, Public Works Director.

Public Comment: Joe Louis Wildman.

Council Consensus directs staff to agendize Food Waste Pilot Program presentation and discussion for current Council.

13. **NEW BUSINESS**

- a. **Adoption of Resolution Amending the Procedure for Filling Vacancies on City Boards and Commissions – *City Clerk Department*.**

Presenter: Kristine Lawler, City Clerk.

Motion/Second: Doble/Brown to adopt the Resolution (2014-48) amending the procedure for filling vacancies on city boards and commissions, with the modification of adding popular social media outreach (Facebook and Twitter) to the listed posting locations. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, Scalmanini, and Crane. NOES: None. ABSENT: None. ABSTAIN: None.

- b. **Discussion and Possible Adoption of Resolution Making Appointments to the Planning Commission, Design Review Board, and Airport Commission – City Clerk Department.**

Presenter: Kristine Lawler, City Clerk.

Motion/Second: Brown/Scalmanini to approve the listed table of nominations and associated Resolution (2014-49) making appointments to the Airport Commission, Design Review Board and Planning Commission. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, Scalmanini, and Crane. NOES: None. ABSENT: None. ABSTAIN: None.

- c. **Appointments and Discussion Regarding 2015 Council Assignments – Administration.**

Presenters: Jane Chambers, City Manager and Mayor Crane.

Council Consensus approved the attached Special Assignments List.

14. **CLOSED SESSION**

- a. **Conference with Legal Counsel – Existing Litigation**

(Government Code Section 54956.9(d)(1))

Name of case: *Ukiah Valley Sanitation District v. City of Ukiah*, Mendocino County Superior Court Case No. SCU-K-CVC-13-63024

- b. **Conference with Real Property Negotiators (§54956.8)**

Property: APN 180-070-19

Negotiator: Jane Chambers, City Manager

Negotiating Parties: City of Ukiah and RCMC, LLC

Under Negotiation: Price & Terms

- c. **Conference with Real Property Negotiators (§54956.8)**

Property: APN 003-572-17-00 and 003-572-18-00

Negotiator: Jane Chambers, City Manager

Negotiating Parties: City of Ukiah and Donna Mae Cooper

Under Negotiation: Price & Terms

- d. **Conference with Real Property Negotiators (§54956.8)**

Property: APN Nos. 002-101-19, 20 & 21

Negotiator: Jane Chambers, City Manager

Negotiating Parties: Rural Communities Housing Development Corporation (RCHDC) and City of Ukiah

Under Negotiation: Price & Terms

No Action was taken on Closed Session Items.

15. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:14 p.m.

2015 COUNCIL ASSIGNMENTS

(Approved by Council December 17, 2014)

County/Regional OnGoing One + Alternate	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO
Mendocino Council of Governments (MCOG)	1st Monday of month, 1:30 p.m.	Civic Center, 300 Seminary Ave., Ukiah Chambers	Executive Director 367 N. State Street, Ste. 206 Ukiah, CA 95482 463-1859	Plan and allocate State funding, transportation, infrastructure and project County wide.	Scalmanini Brown - Alternate
Mendocino County Inland Water and Power Commission	2nd Thursday of month, 7:00 p.m.	Civic Center 300 Seminary Ave. Conf. Room 5	IWPC Staff 425 Talmage Ukiah, CA 95482 391-7574 - Candace Horsley	Develops coordination for water resources and current water rights: Potter Valley project - Eel River Diversion	Doble Brown - Alternate
Mendocino Solid Waste Mgmt. Authority (MSWMA)	3rd Thur. of every other month (varies) 10:00 a.m.	Willits Council Chambers	Solid Waste Director 3200 Taylor Dr. Ukiah, CA 95482 468-9710	County-wide Solid Waste JPA	Brown Doble - Alternate
Mendocino Transit Authority (MTA) Board of Directors	2nd Thursday of month, 1:30 p.m.	Alternating locations - Ukiah Conf. Ctr. Or Ft. Bragg, or Pt. Arena	Executive Director 241 Plant Road Ukiah, CA 95482 462-1422	County-wide bus transpiration issues and funding	Doble Brown - Alternate
Russian River Watershed Association	4th Thursday of month, 9:00 a.m. (only 5 times a year)	Windsor Town Hall	City Managers Office 300 Seminary Ave. Ukiah, CA 95482 666-4857	Consider issues related to Russian river - plans projects and funding requests	Doble Brown - Alternate

County/Regional OnGoing One + Staff Alternate					
Economic Development & Financing Corp. (EDFC)	1st Thursday of month, 2:00-4:00 p.m.	Location varies	Executive Director 631 South Orchard Ukiah, CA 95482 467-5953	Multi-agency co-op for economic development and business loan program	Mulheren Reilly - Alternate
Greater Ukiah Chamber of Commerce Liaison ex officio	4th Wednesday of month, 9:00 a.m.	Conference Ctr. 200 S. School Street, Ukiah	200 S. School Street Ukiah, CA 95482 462-4705	To represent and set policy for Chamber and area businesses.	Doble Sangiaco - Alternate
Main Street Program Board of Directors ex officio	1st Thursday of month, 8:00 a.m.	200 S. School Street, Ukiah	200 S. School St. Ukiah, CA 95482 463-6729	Develops activities for downtown economic development program	Mulheren Sangiaco - Alternate
Sun House Guild ex officio	2nd Tuesday of month, 4:30 - 6:30 p.m.	Sun House, 431 S. Main St. Ukiah	431 S. Main Street Ukiah, CA 95482 467-2836	Support and expand Grace Hudson Museum	Doble Sangiaco - Alternate
Mendocino Youth Project JPA Board of Directors	3rd Wednesday of the month, 7:45 a.m.	776 S. State Street Conference Room	Mendocino Co. Youth Project 776 S. State Street, Ste. 107 Ukiah, CA 95482 707-463-4915		Brown Chief Dewey - Alternate
Northern California Power Agency (NCPA)	4th Thursday of month, 9:00 a.m.	Roseville, CA and other locations	651 Commerce Drive Roseville, CA 95678 916-781-4202	Pool of public utilities for electric generation and dispatch	Crane Grande - Alternate

Local/County/Regional Liasons OnGoing One or Two Council and/or Staff	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO
League of California Cities Redwood Empire Legislative Committee	Varies		Redwood Empire League President; Public Affairs Program Mgr. (916) 658-8243		Mulheren
City Selection Committee	Called as required by the Clerk of the Board	BOS Conf. Room 501 Low Gap Rd. Rm. 1090, Ukiah	C/O: BOS 501 Low Gap, Rm 1090 Ukiah, CA 95482 463-4441	Makes appointments to LAFCO and Airport Land Use Commission	Mayor
Investment Oversight Committee	Varies	Civic Center, 300 Seminary Ave., Ukiah		Reviews City investments, policies, and strategies	Crane
Library Advisory Board	3rd Thursday of month, 1:00 p.m.	Various Mendo County Libraries	Ukiah County Library 463-4491	Review library policy and activities	Thomas
Ukiah Players Theater Board of Directors					Sangiacomo
Ukiah Unified School District (UUSD) Committee	Quarterly	UUSD on Orchard		Information exchange with UUSD Board Chair, Mayor, Superintendent and City Manager	Mayor
Russian River Flood Control District (RRFCD)					Doble
Mendocino County Health & Human Services Liaison					Brown Mulheren - Alternate
Mendocino County Local Area Formation Commission (LAFCO)	1st Monday of month, 10:00 a.m.	Board of Supervisors Chambers	Executive Director 200 S. School Street, Ste. 2 Ukiah, CA 95482 463-4470	Required by legislation - planning spheres of influence, annexation, service areas, and special districts	Doble
Public Advisory (Courthouse)	As needed	Ukiah	City Manager's Office 300 Seminary Ave. Ukiah, CA 95482 463-6213		Brown Mulheren - Alternate
Mendocino County Airport Land Use Commission	as needed	BOS Conf. Room 501 Low Gap Rd. Rm. 1090, Ukiah			None from Ukiah Council currently

CURRENT AND/OR PROPOSED 2015 AD HOC COMMITTEES

COMMITTEE	MTG DATE/TIME	LOCATION	MAILING ADDRESS/CONTACT	COMMITTEE FUNCTION	ASSIGNED TO
Exploration w/City Hauler of Solid Waste Disposal Alternatives					Crane / Scalmanini
Electric Grid Operational Improvements					Crane / Scalmanini
Oversight Review of Public Works Work and Process in relation to Calvert and Willow Project (Spec. 13-02)					Crane / Scalmanini
Rate Studies for Electric, Water, Sewer					Crane / Doble
Sales Tax Sharing					Crane / Doble
Capital Budget 2015/16					Crane / Doble
Ukiah Valley Sanitation District Mediation					Crane / Doble

Rev. 12/18/14



ITEM NO.: 7a
MEETING DATE: January 7, 2015

AGENDA SUMMARY REPORT

SUBJECT: ADOPTION OF RESOLUTION APPROVING CITY OF UKIAH QUALIFIED CONTRACTORS' LIST FOR 2015

As required by the Informal Bidding Procedure of the City of Ukiah, Ukiah City Code §1541-1542, the City Clerk's office prepared and mailed a written notice to construction trade organizations/journals inviting all licensed contractors to submit information regarding their firm to the City for inclusion on the City's list of qualified contractors for the 2015 calendar year. This notice was also posted on the bulletin board at City Hall and on the City's web site. A contractor may be included throughout the year by either submitting a written notice to the City Clerk or by bidding on a City of Ukiah project. All contracting firms are verified through the California State Licensing Board for license validity.

All contractors who submitted their company information and construction classification designation, received by the Clerk's office as of December 30, 2014, together with those who bid on projects in 2014, have been included on the current updated list. The list is attached to the resolution as "Exhibit A". The resolution ensures that staff has a comprehensive list of qualified contractors when soliciting bids for the City of Ukiah.

Fiscal Impact:

☐ Budgeted FY 14/15 ☐ New Appropriation ☒ Not Applicable ☐ Budget Amendment Required

Recommended Action(s): Adopt Resolution Approving Qualified Contractors' List for 2015 Calendar Year.

Alternative Council Option(s): Do not approve and provide direction to Staff.

Citizens advised: Construction trade organizations/journals

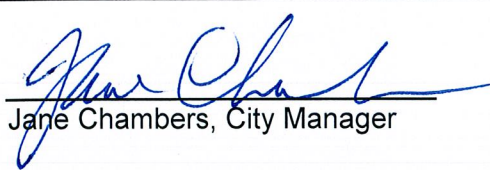
Requested by: N/A

Prepared by: Kristine Lawler, City Clerk

Coordinated with:

Attachments:

1. Resolution Approving Qualified Contractors' List for 2015 Calendar Year, with Exhibit A, 2015 Qualified Contractors List
2. Notice to Construction Trade Organizations and Contractors
3. Referenced Code Sections

Approved: 
Jane Chambers, City Manager

RESOLUTION NO. 2015-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING QUALIFIED CONTRACTORS' LIST FOR 2015 CALENDAR YEAR

WHEREAS, under Ukiah City Code (UCC) sections 1541-1542, the City Clerk must request licensed contractors who are qualified to perform public work under contract with the City of Ukiah to submit their names, addresses, phone numbers, type of work in which they are interested, and the contractor's classification and license number; and

WHEREAS, the City Council is required to adopt a list of qualified contractors, identified according to categories of work; and

WHEREAS, the City Clerk has published the notice as required in UCC Section 1541 and compiled a list of qualified contractors based on information submitted in response to said notice and included all contractors who have submitted valid bids to the City during the preceding calendar year; and

WHEREAS, the City Council finds and determines that the list as compiled complies with the requirements of the City Code and Public Contracts Code Section 22034(a) and shall constitute the City of Ukiah Contractors' List for use in providing notice under the informal bidding procedure authorized in UCC Section 1543.

NOW, THEREFORE, BE IT RESOLVED, that the list attached to this resolution as Exhibit A is an alphabetical list of the expanded Contractors' List which is sorted by class for the City of Ukiah for the calendar year 2015.

PASSED AND ADOPTED this 7th day of January, 2015, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Douglas F. Crane, Mayor

ATTEST:

Kristine Lawler, City Clerk

2015
City of Ukiah Qualified Contractors List

Company	Address 1	City	State	Zip	Phone	Fax	Expiration	License No.	Received
A J Vasconi Inc	1136 Willow Pass Cr.	Concord	CA	94520	925-691-9400	925-391-3900	2/28/2015	730659	12/18/2013
A to Z Construction	PO Box 375	Calpella	CA	95418	707-391-8741	707-485-9652	3/31/2016	729177	11/6/2014
A.E. Nelson Construction	642 Martin Ave., Ste A	Rohnert Park	CA	94928	707-636-1750	707-636-1755	9/30/2016	364212	12/3/2014
AA Glass Shop	P.O. Box 851	Newcastle	CA	95658	530-885-7211	530-885-6262	2/28/2014	910516	12/28/2013
Aaron Paving	P.O. Box 7347	Santa Rosa	CA	95407	707-528-3377	707-544-7149	4/30/2015	308128	12/29/2014
Abhe & Svoboda, Inc.	18100 Dairy Lane	Jordan	MN	55372	952-447-6025	952-447-1000	3/31/2015	506526	11/20/2014
Acoustical Engineers	11300 Sanders Dr., Ste. 12	Rancho Cordova	CA	95742	916-635-1415	916-635-1427	2/28/2014	443001	12/20/2013
AEI Consultants, Inc.	3800 S Bascom Av., #112	San Jose	CA	95124	408-829-8679	408-559-7601	9/30/2014	654919	10/24/2012
ALCAL Specialty Contracting Inc.	879 N. Wright Rd.	Santa Rosa	CA	95407	707-544-4270	707-579-2557	11/30/2014	815286	12/18/2013
Alessandro Electric Inc.	271 Opportunity St Ste D	Sacramento	CA	95838	916-283-6966	916-283-6967	8/31/2015	867775	7/29/2013
All Steel Fence, Inc.	P.O. Box 1309	Lathrob	CA	95330	209-983-8409	209-982-4325	8/31/2015	710512	12/9/2013
Alliance Environmental Services	4191 Stone Valley Ct.	Chico	CA	95973	530-345-8562	530-345-8562	3/31/2014	776274	1/20/2013
American Asphalt	P.O. Box 3367	Hayward	CA	94540	510-723-0280	510-723-0288	5/31/2015	439591	Bid 14-06
Anchor Fence Company, Inc.	1015 E. Market Street	Daly City	CA	94014	650-757-2140	650-757-2148	3/31/2016	719573	12/18/2014
Apperson Energy Management	PO Box 366	Redwood Valley	CA	95470	707-485-5158	707-485-1986	11/30/2014	431271	12/26/2013
Aqua Sierra Controls, Inc.	1650 Industrial Dr	Auburn	CA	95603	530-823-3241	530-823-3475	5/31/2015	474023	1/3/2014
Argonaut Constructors	PO Box 639	Santa Rosa	CA	95402	707-542-4862	707-542-4897	12/31/2015	171432	11/7/2014
Arnold Construction Company	2119 Wood Road	Fulton	CA	95439	707-528-9328	707-542-7027	10/31/2015	518561	12/18/2013
Arrow Construction	1850 Diesel Dr.	Sacramento	CA	95838	916-640-0600	916-640-0700	6/30/2015	708757	12/23/2013
Arrow Fencing (Woida Enterprises Inc)	P.O. Box 385	Calpella	CA	95418	707-485-1128	707-485-1142	3/31/2014	585041	12/19/2013
Ashlin Pacific Construction Inc	1390 N. McDowell Bl. Ste. G-117	Petaluma	CA	94954	707-795-2860	707-795-4137	3/31/2016	634959	12/16/2014
B. A. S. Roofing	425 Pomo Drive	Ukiah	CA	95482	707-462-4514	707-462-4514	1/31/2015	927007	12/18/2013
Baelin, Inc.	P.O. Box 308	Occidental	CA	95465	707-321-1859	707-829-1147	12/31/2014	926613	12/18/2013
Bagley Enterprises Inc	2370 Maggio Circle Ste 4	Lodi	CA	95240	209-367-4800	209-367-5424	2/28/2014	774802	11/16/2013
Bartley Pump, Inc.	4000 South Moorland Avenue	Santa Rosa	CA	95407	707-584-9191	707-584-9198	4/30/2016	200068	11/4/2014
Barton Overhead Door, Inc.	1132 N. Carpenter Road	Modesto	CA	95351	530-229-7792	209-571-3667	2/28/2014	392730	12/28/2012
Bay West Construction	3343 Terra Linda Dr	Santa Rosa	CA	95404	707-579-4078	707-579-4115	3/31/2014	508115	11/5/2012
Beacom Construction Company	P.O. Box 457	Fortuna	CA	95540	707-725-3323	707-725-5428	11/30/2016	168923	11/4/2014
Bell Products, Inc.	P O Box 396	Napa	CA	94559	707-255-1811	707-255-1908	6/30/2016	171534	11/14/2014
Best Contracting Services Inc	19027 S Hamilton Avenue	Gardena	CA	90248	310-328-6969	310-328-9176	5/31/2016	456263	12/19/2013
Blocka Construction, Inc.	4455 Enterprise Street	Fremont	CA	95438	510-657-3686	510-657-3688	10/31/2015	679326	12/20/2013
Bockmon & Woody Eledtric Co. Inc.	PO Box 1018	Stockton	CA	95201	209-464-4878	209-465-5314	2/28/2014	588308	9/24/2012
Busch Construction & Electric	266 Terra Verde Court	Redwood Valley	CA	95470	707-462-8749	707-462-8749	5/31/2015	404336	12/17/2013
C.V. Larsen Co. Engineering Contractors	1846 Ludwig Av	Santa Rosa	CA	95407	707-526-3750	707-571-8481	5/31/2016	646209	11/12/2014
CAL Electro Inc.	3710 Electro Way	Redding	CA	96002	530-223-5937	530-221-7038	5/31/2016	390480	11/4/2014
California Pavement Maintenance Company,	9390 Elder Creek Road	Sacramento	CA	95829	916-381-8033	916-381-3703	4/30/2015	374514	12/20/2013
Capital Glass Inc.	2951 N Deer Run Rd	Carson City	NV	89701	775-883-6401	775-883-6584	8/31/2014	811436	11/8/2012
Carr's Construction Service, Inc.	3165 Calistoga Rd.	Santa Rosa	CA	95404	707-539-8650	707-537-1844	3/31/2016	556444	11/14/2014
Cats 4U Inc	8755 Hwy 128	Healdsburg	CA	95448	707-433-8304	707-433-9104	3/31/2015	465781	Bid 14-02
Central Valley Engineering & Asphalt	216 Kenroy Lane	Roseville	CA	95678	916-791-1609	916-791-6424	3/31/2016	773404	Bid 13-03
Christensen Construction	PO Box 1102	Ukiah	CA	95482	707-462-4331	707-462-4331	5/31/2014	646499	12/17/2013
Clines Unlimited Const. Inc.	756 S. State St.	Ukiah	CA	95482	707-462-5617	707-463-2143	11/30/2014	608885	3/17/2014
Coastside Concrete	2160 West Hearn Avenue	Santa Rosa	CA	95407	707-576-1727	707-575-4052	1/31/2016	908693	Bid 14-02
Coddling Construction Co	P.O. Box 3550	Rohnert Park	CA	94928	707-795-3550	707-665-2883	9/30/2015	203301	12/18/2013
Color New Co.	236645 Marylee St.	Woodland	CA	91367	818-884-0856	818-884-0217	4/30/2015	818650	12/18/2013
Colusa Floor Covering	711 Market St.	Colusa	CA	95932	530-458-3790	530-458-3791	5/31/2014	364608	12/19/2013
Commercial Diving Services	325 Sleepy Hollow	Crescent City	CA	95531	707-465-0909	None	7/31/2015	817400	12/28/2013
Commercial Pump & Mechanical	11254 Midway	Chico	CA	95928	530-899-1583	530-899-7225	3/31/2015	921066	12/18/2013
Community Playgrounds, Inc.	200 Commercial Street	Vallejo	CA	95489	415-892-8100	415-892-3132	10/31/2014	362950	12/18/2013
Conklin Bros of Santa Rosa, Inc.	3780 Santa Rosa Ave.	Santa Rosa	CA	95407	707-542-4981	707-542-5192	7/31/2016	248359	11/11/2014

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A J Vasconi Inc	1136 Willow Pass Cr.	Concord	CA	94520	925-691-9400	925-391-3900	2/28/2015	730659	12/18/2013
Crusader Fence Co	3445 Gold Valley Dr.	Rancho Cordova	CA	95742	916-631-9191	916-631-8989	8/31/2014	726527	11/25/2013
Cupertino Electric Inc.	1132 N Seventh St	San Jose	CA	95112	408-808-8130	408-275-8575	8/31/2014	174637	12/18/2013
Cushman Contracting Corporation	P.O. Box 147	Goleta	CA	93116	805-964-8661	805-967-6057	6/30/2016	689962	11/5/2014
Danco Builders Northwest	5251 Ericson Way	Arcata	CA	95521	707-822-9000	707-822-9596	9/30/2015	899392	11/11/2014
Davey Tree Surgery Company	2617 S. Vasco Road	Livermore	CA	94550	925-443-1723	925-443-1751	5/31/2014	257957	12/18/2013
Deneau Company	28338 Whippoorwill Circle	Shingletown	CA	96088	530-474-1921	530-474-1921	6/30/2016	507902	7/7/2014
Diede Construction Inc.	P.O.Box 1007	Woodbridge	CA	95258	209-369-8255	209-368-0600	12/31/2015	632667	12/20/2013
Donald F. Gallino, Inc., General Contractors	5601 Cedars Rd., Suite C	Redding	CA	96001	530-246-7671	530-246-8714	9/30/2015	382031	12/18/2013
Downing Diversified	P.O. Box 33	Kalama	WA	98625	360-673-4433	360-673-4466	8/31/2015	986429	6/30/2014
Dream Ride Engineering Inc.	4780 East 2nd St.	Benicia	CA	94510	707-745-1380	707-745-1310	8/31/2014	496291	12/18/2013
Drill Tech Drilling & Shoring, Inc.	2200 Wymore Way	Antioch	CA	94509	925-978-2060	925-978-2063	1/31/2016	745354	12/17/2014
DT Builders, Inc.	5251 Ericson Way	Arcata	CA	95521	707-822-9000	707-822-9596	9/30/2015	986583	11/11/2014
Duane C. Kitchens & Sons Construction Co.	1506 Hallmark Court	Santa Rosa	CA	95403	707-523-2512	707-523-2084	9/30/2015	879037	11/12/2013
Dunn Right Painting Inc.	235 Thomas St.	Ukiah	CA	95482	707-462-2705	707-462-2705	9/30/2015	691040	12/18/2013
DW Acoustics, Inc.	P.O. Box 2384	Santa Rosa	CA	95405	707-575-6117	707-575-6779	9/30/2015	879037	11/12/2013
EBA Engineering	825 Sonoma Ave., Ste. C	Santa Rosa	CA	95404	707-544-0784	707-544-0866	1/31/2017	662725	12/17/2014
Emerald Site Services	9883 Kent St.	Elk Grove	CA	95624	916-685-7211	916-686-1826	1/31/2014	969213	12/3/2012
F Loduca Co.	P O Box 690111	Stockton	CA	95269	209-649-7068	888-647-8589	9/30/2015	576992	10/30/2012
Family Tree Service, Inc.	PO Box 1325	Laytonville	CA	95454	707-984-6629	707-984-8246	2/28/2014	640013	12/18/2013
FD Thomas Inc	217 Bateman Drive	Medford	OR	97502	541-664-3010	541-664-1105	1/31/2015	610403	12/18/2013
Ferranti Construction Inc.	PO Box 259	Redwood Valley	CA	95470	707-485-0095	707-485-0395	3/31/2015	385543	12/19/2013
Fieldstone Construction Company	5915 Faught Road	Santa Rosa	CA	95403	707-836-0669	707-837-8997	5/31/2015	983863	11/10/2014
Foam Experts Roofing, Inc.	P O Box 1546	Mesa	AZ	85211	800-334-7663	480-833-8316	11/30/2014	501167	12/5/2013
Fonseca McElroy Ginding Co., Inc.	336 E. Gish Road	San Jose	CA	95112	408-573-9364	408-573-8364	6/30/2015	796046	12/23/2013
Ford Construction Company, Inc.	639 East Lockeford Street	Lodi	CA	95240	209-333-1116	209-333-8597	7/31/2014	391570	11/22/2013
Fort Bragg Electric Inc.	P. O. Box 1878	Fort Bragg	CA	95437	707-964-9118	707-964-1404	7/31/2016;3/31	391464;407516	11/4/2014
FRC, Inc.	1360 Industrial Ave., #D	Petaluma	CA	94952	707-782-9143	707-782-9141	4/30/2016	715667	11/26/2014
Fremont Millwork Co.	2949 Onyx Ave.	Klamath Falls	OR	97603	541-884-5554	541-882-5643	12/31/2016	249756	12/23/2014
Gaynor Telesystems, Inc.	9650 Tanqueray Ct.	Redding	CA	96003	530-223-2979	530-224-9260	8/31/2015	339907	12/10/2014
Ghilotti Bros., Inc.	525 Jacoby St.	San Rafael	CA	94901	415-454-7011	415-454-8376	12/31/2015	132128	12/12/2014
Golden Bay Fence Plus Iron Works	4104 South B Street	Stockton	CA	95206	209-944-9754	209-944-5812	2/28/2015	664905	12/24/2013
Gordon N. Ball Inc.	333 Camille Ave.	Alamo	CA	94507	925-838-5675	925-838-5915	8/31/2015	710807	12/18/2013
Graham Contractors, Inc.	PO Box 26770	San Jose	CA	95159	408-293-9516	408-293-3633	9/30/2015	315789	12/18/2013
Granite Construction Company	1324 S. State Street	Ukiah	CA	95482	707-467-4107	707-467-4143	5/31/2015	89	12/4/2014
Green Right O'Way Constructors Inc.	PO Box 1119	Willits	CA	95490	707-459-3200	707-459-3400	10/31/2015	741568	12/23/2013
Gregg Simpson Trucking	11 Highland Ct	Ukiah	CA	95482	707-468-1654	707-468-7448	9/30/2015	650339	12/31/2013
H.L. Weaver	PO Box 937	Ukiah	CA	95482	707-462-4898	707-462-3510	7/31/2015	476225	12/18/2013
Harborth Enterprise	P.O. Box 1241	Sebastopol	CA	95473	707-823-9342		10/31/2016	604826	Bid 2013
Henris Roofing Company	741 Petaluma Blvd. South	Petaluma	CA	94952	707-463-1535	707-763-2357	8/31/2015	220964	11/8/2013
Herman Weissker Inc.	1645 Brown Ave.	Riverside	CA	92509	951-826-8800	916-321-4780	4/30/2014	183556	1/2/2014
Hilbers Inc.	1210 Stabler Lane	Yuba City	CA	95993	530-673-2947	530-674-9578	11/30/2016	547970	11/5/2014
Illuminated Creations Inc.	1111 Joellis Way	Sacramento	CA	95815	916-924-1936	916-924-3133	10/31/2014	545167	12/18/2013
Image Tree Service, Inc.	564 Caletti Ave.	Windsor	CA	95492	707-838-3555	707-838-3550	7/31/2015	719689	11/13/2014
Intercounty Mechanical & Electrical Inc	189 Wabash Ave	Ukiah	CA	95482	707-462-9800	707-462-9801	12/31/2014	926337	12/18/2013
Interstate Companies	417 Mace Blvd. #166	Davis	CA	95618	530-758-0538	530-758-8402	10/31/2015	630523	11/13/2013
J T & T Enterprises Inc.	P.O. Box 90	Cotati	CA	94931	707-665-0114	707-665-0125	12/31/2014	788443	12/30/2013
Jacobson Fence Company, Inc.	PO Box 6025	Santa Rosa	CA	95406	707-544-8475	707-544-8477	8/31/2015	515709	12/18/2013
James L. Harris Painting & Decorating, Inc.	P.O. Box 3183	Auburn	CA	95604	530-308-2123	817-245-7703	2/28/2014	745726	12/31/2013
JB Jordan & Associates	2200 Pine View Way	Petaluma	CA	94954	707-442-6423	707-444-0272	12/31/2016	955247	12/30/2014
Johnson's Custom Landscaping	591 Riverside Dr	Ukiah	CA	95482	707-462-2656	707-462-2656	4/30/2016	748725	5/13/2014

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A J Vasconi Inc	1136 Willow Pass Cr.	Concord	CA	94520	925-691-9400	925-391-3900	2/28/2015	730659	12/18/2013
Kernen Construction	PO Box 1340	Blue Lake	CA	95525	707-826-8686	707-826-1888	1/31/2015	504091	12/18/2013
L D Giacomini Enterprises Inc.	3351 N. State St.	Ukiah	CA	95482	707-462-3717	707-462-3215	5/31/2014	749163	11/9/2012
L M Painting & Construction	19355 E. Windrose Dr.	Rowland Heights	CA	91748	626-839-6245	626-839-9779	6/30/2016	628435	12/17/2014
LACO Associates	311 S. Main St.	Ukiah	CA	95482	707-462-0222	707-462-0223	1/31/2014	870503	12/5/2012
Lawson Mechanical Contractors	6090 South Watt Avenue	Sacramento	CA	95829	916-381-5000	916-381-5073	10/31/2015	630523	11/13/2013
Lucerne Roofing & Supply Inc	74 Soda Bay Rd	Lakeport	CA	95453	707-263-4200	707-263-8240	4/30/2016	388686	11/13/2014
M B C Construction Co. Inc.	3342 N. State St.	Ukiah	CA	95482	707-272-3201	707-462-4035	4/30/2016	945554	11/12/2014
Martin Brothers Construction	8801 Folsom Blvd., Suite 260	Sacramento	CA	95826	916-381-0911	916-381-0611	8/31/2016	726454	11/4/2014
McGuire and Hester	9009 Railroad Ave.	Oakland	CA	94603	510-632-7676	510-562-5209	11/30/2015	95879	11/5/2014
Mendocino Construction Services, Inc.	PO Box 1517	Willits	CA	95490	707-459-2377	707-459-0644	7/31/2015	443396	12/17/2013
Mendocino Metals	151 Parducci road	Ukiah	CA	95482	707-272-0827	707-462-1338	4/30/2014	641690	12/18/2013
Menton Builders, Inc.	P.O. Box 871	Ukiah	CA	95482	707-468-8814	707-468-8826	8/31/2015	381334	12/18/2013
Mike Brown Electric Company	561-A Mercantile Drive	Cotati	CA	94931	707-792-8100	707-792-8110	4/30/2016	306767	12/8/2014
Modern Building Inc.	3083 Southgate Ln.	Chico	CA	95928	530-891-4533	530-891-6834	6/30/2016	285006	11/4/2014
Mountain F Enterprises Inc.	PO Box 1040	Lotus	CA	95651	530-626-4127	530-626-4120	7/31/2014	842929	12/17/2013
Mr. Rooter Plumbing of Mendocino & Lake C	P.O. Box 761	Redwood Valley	CA	95470	707-462-7668	707-485-7665	5/31/2015	932392	4/5/2013
National Conductor (Z Contracting, Inc.)	18119 State Hwy 371	Brainerd	MN	56401	218-828-8171	218-828-8103	4/30/2015	794049	7/29/2013
Neary Landscape Inc	P O Box 249	Cotati	CA	94931	707-588-8677	707-588-8674	10/31/2014	814207	12/3/2013
Netxperts, Inc.	2680 Bishop Dr. #125	San Ramon	CA	94583	925-806-0800	925-806-0899	12/31/2015	869161	12/23/2014
North Coast Resource Management	P.O.Box 435	Calpella	CA	95418	707-485-7211	707-485-8962	2/28/2014	869567	12/3/2012
North Counties Drywall, Inc.	P.O. Box 260	Sonoma	CA	95476	707-996-0198	707-996-0199	10/31/2015	630523	11/13/2013
Northcoast Tree Care	26000 String Creek Road	Willits	CA	95490	707-459-3015	None	11/30/2014	698593	12/18/2013
Northhorn Industrial Electric	2435 Radio Lane	Redding	CA	96001	530-246-2366	530-246-2368	1/31/2016	291649	12/1/2014
Northgate Acoustics, Inc.	637 Lindaro Street, Suite 200	San Rafael	CA	94901	650-670-2636	415-485-1240	8/31/2015	902329	11/8/2013
Olympus and Associates, Inc.	P.O. Box 8015	Reno	NV	89507	775-322-0346	775-322-0288	4/30/2014	777677	11/25/2013
Omega Construction Co. Inc.	9800 Lasaine Ave.	Northridge	CA	91325	818-364-9421	818-364-9422	10/31/2014	464910	12/18/2013
Pacific Coast Drilling Company, Inc.	364 Bellevue Avenue	Santa Rosa	CA	95407-7711	707-778-8316	707-789-9572	8/31/2014	539855	12/19/2013
Pacific Drywall	P O Box 503	Redwood Valley	CA	95470	707-485-7160	707-485-7160	2/29/2016	911180	1/24/2014
Pacific Earthscape (aka Ford Logging, Inc.)	1225 Central Ave. #11	McKinleyville	CA	95519	707-840-9442	707-840-9441	4/30/2015	793279	11/20/2014
Pacific-Mountain Contractors of CA Inc	4061 Port Chicago Hwy Ste H	Concord	CA	94520	925-603-2652	925-687-8430	9/30/2014	921539	11/22/2013
Par Electrical Contractors Inc	1416 Midway Rd.	Vacaville	CA	95688	707-693-1237	707-693-1345	4/30/2016	687343	12/17/2014
Paradiso Mechanical Inc.	2600 Williams St.	San Leandro	CA	94577	510-614-8390	510-614-8396	9/30/2015	677909	1/9/2014
PARC Services, Inc.	1020 Shannon Court	Livermore	CA	94550	925-371-4610	925-606-8704	12/31/2015	801810	12/23/2014
PARC Specialty Contractors	1400 Vinci Ave.	Sacramento	CA	95838	916-992-5405	916-992-6177	2/28/2015	732375	12/27/2013
PCD	1032 Maxwell Drive	Santa Rosa	CA	95401	707-546-3633	707-575-6818	4/30/2016	527657	12/17/2014
Perry Company	32327 Morseman Ave.	Chico	CA	95973	530-893-0711	530-894-3739	1/31/2014	744653	1/9/2012
Pierson Company	1200 W. Harris St.	Eureka	CA	95503	707-268-1800	707-268-1801	3/31/2016	265024	12/9/2014
Plant Hazardous Services Inc	3716 San Pablo Dam Rd, Ste. 1	El Sobrante	CA	94803	510-223-2465	510-223-2475	8/31/2015	863366	11/26/2014
Prunuske Chatham Inc.	400 Morris St.	Sebastopol	CA	95472	707-824-4600	707-824-6854	3/31/2014	590735	12/18/2013
PTI, Inc.	4242 Forcum Ave #200	McClellan	CA	95652	916-426-1046	916-426-1085	4/30/2014	686658	12/18/2013
R A O Construction Co. Inc.	PO Box 28	Cutten	CA	95534	707-443-2118	707-443-9495	2/29/2016	335066	11/19/2014
R E West Builders Inc	244 Colgan Avenue	Santa Rosa	CA	95404	707-576-1224	707-541-0117	8/31/2014	883183	12/20/2012
R G Clark Construction Inc.	P O Box 167	Calpella	CA	95418	707-272-7388	707-468-8004	10/31/2015	361222	12/8/2014
Randy Hill Construction, Inc.	5237 Mallard Estates Road	Chico	CA	95973	530-892-1918	530-899-1919	4/30/2015	754604	12/4/2014
R-E Corporation	PO Box 1743	Santa Rosa	CA	95402	707-545-5460	707-545-1722	5/31/2015	159185	12/20/2013
Re Pipe California LP	12771 Brown Avenue	Riverside	CA	92509	951-213-3710	951-213-3729	4/30/2015	982631	12/28/2013
Redwood Heating-Cooling	775 E. Gobbi Street	Ukiah	CA	95482	707-462-2468	707-462-8630	12/31/2014	292494	1/10/2014
Restoration Resources	3888 Cincinnati Ave	Rocklin	CA	95765	916-408-2990	916-408-2999	5/31/2015	42952	12/18/2014
Road Reconstructors Inc	P.O. Box 5519	San Jose	CA	95150	408-451-9445	408-451-9446	7/31/2015	985466	12/23/2013
Robert J. Frank Construction, Inc.	2806 Tarmac Road	Redding	CA	96003	530-222-1408	530-222-1429	11/30/2015	520207	12/23/2013

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A J Vasconi Inc	1136 Willow Pass Cr.	Concord	CA	94520	925-691-9400	925-391-3900	2/28/2015	730659	12/18/2013
Roberts Mechanical & Electrical Inc.	355 Kunzler Ranch Rd., Ste. E	Ukiah	CA	95482	707-462-3290	707-584-9195	2/28/2015	556014	11/10/2014
S W Allen Construction, Inc.	4777 Auburn Blvd., Ste. 100	Sacramento	CA	95841	916-344-2098	916-344-0307	6/30/2016	646849	11/5/2014
Sack Concrete Const	1150 Hasting Road	Ukiah	CA	95482	707-462-0575	707-462-3145	8/31/2015	625555	12/18/2013
Safway Services LP	4072 B Teal Court	Benicia	CA	94510	707-745-2000	707-745-2012	5/31/2014	972968	12/26/2013
SAK Construction, LLC	4253 Duluth Avenue	Rocklin	CA	95765	916-644-1413	888-893-5986	6/30/2015	984560	12/15/2014
Sangiaco Landscape	3150 Guidiville Road	Ukiah	CA	95482	707-468-0747	707-462-4665	1/31/2015	367676	1/20/2013
Sequoia Surfacing & Engineering	P.O. Box 25	Lower Lake	CA	95457	707-477-3179	707-289-4444	2/28/2015	353540	12/27/2013
Siri Grading & Paving Inc	PO Box 3638	Santa Rosa	CA	95402	707-579-2141	707-569-1418	1/31/2016	325681	12/1/2014
Solar Coatings, Inc.	2720 N. Grove Industrial Drive, Suite 101	Fresno	CA	93737	888-703-5174	559-255-2295	8/31/2014	920434	12/3/2012
Sonoma Mountain Landscape, Inc.	8091 Petaluma Hill Rd.	Penngrove	CA	94951	707-665-5051	707-665-5051	6/30/2014	840474	4/1/2013
Spohn Ranch, Inc.	6824 S. Centinela Avenue	Los Angeles	CA	90230	626-330-5803	626-330-5503	4/30/2015	761475	12/19/2013
SPX Transformer Solutions	4725 1st St., Ste. 265	Pleasanton	CA	94566	925-426-4718	925-426-0323	5/31/2016	839522	12/15/2014
Steelhead Constructors Inc	PO Box 997	Palo Cedro	CA	96073	530-226-6400	530-226-6401	11/30/2016	729880	11/5/2014
Stewart Telecommunications	1827-3rd St.	Eureka	CA	95501	707-442-1123	707-445-1375	2/28/2015	941610	12/18/2013
Super Excavators, Inc.	N59 W14601 Bobolink Avenue	Menomonee Falls	WI	53051	262-252-3200	262-252-3406	2/28/2015	790987	12/12/2013
Swinerton Builders	15 Business Park Way, Suite 101	Sacramento	CA	95828	916-383-4825	916-383-6014	8/31/2015	92	12/5/2013
Swithenbank Construction Inc.	P O Box 1660	Fort Bragg	CA	95437	707-964-7460	707-964-5007	11/30/2015	940219	12/18/2013
System 3 Inc.	5945 Palm Drive	Carmichael	CA	95608	916-979-0550	916-979-0551	1/31/2014	802898	12/19/2013
Team Ghilotti, Inc.	2531 Petaluma Blvd., So.	Petaluma	CA	94952	707-763-8700	707-763-8711	4/30/2015	895384	11/12/2013
Telfer Highway Technologies	4522 Parker Ave., Bldg 700, Ste 350	McClellan	CA	95652	916-383-1756	916-383-4084	6/30/2015	984141	Bid 14-06
Telfer Highway Technologies	4522 Parker Ave., Bldg 700, Ste 350	McClellan	CA	95652	916-383-1756	916-383-4084	6/30/2015	984141	Bid 14-06
Tennysen Electric Inc	7275 National Drive Suite A-2	Livermore	CA	94550	925-606-1038	925-606-7655	1/31/2016	717998	12/18/2013
TerraCon Pipelines, Inc.	P O Box 276	Healdsburg	CA	95448	707-433-0323	707-433-0322	11/30/2015	816199	11/10/2014
The Perry Company	3227 Morseman Ave.	Chico	CA	95973	530-893-0711	530-894-3739	1/31/2016	744653	11/5/2014
Tony Painting	12882 Valley View St., Ste 2	Garden Grove	CA	92845	714-899-5303	714-899-5305	9/30/2015	320164	12/4/2014
Total Environmental & Power Systems, Inc.	P.O. Box 5791	Concord	CA	94520	925-681-2238	510-217-2227	2/28/2015	817449	12/17/2014
U. S. National Corp	14416 Chase St. #4929	Panorama City	CA	91412	818-894-8420	818-894-0531	10/31/2014	813354	11/25/2013
Ukiah Acoustics	P.O.Box 255	Laytonville	CA	95454	707-489-0147	707-274-8559	12/31/2015	940863	1/11/2014
Ukiah Construction	2000 Industry Road	Ukiah	CA	95482	707-462-5444	707-462-5458	4/30/2014	373322	12/19/2012
Ukiah Electric	2000 Industry Road	Ukiah	CA	95482	707-462-1660	707-462-5458	4/30/2014	713241	12/19/2012
US Matrix Construction Inc.	539 Garcia Ave., Suite A	Pittsburg	CA	94565	925-432-1043	925-432-7103	4/30/2014	945642	11/19/2013
Valentine Corporation	111 Pelican Way	San Rafael	CA	94901	415-453-3732	415-457-5820	1/31/2014	229225	11/25/2013
Valley Paving	PO Box 559	Redwood Valley	CA	95470	707-485-7505	707-485-8747	7/31/2015	674411	1/8/2014
Valley Utility Services	1779 Tribute Rd., Ste. B	Sacramento	CA	95815	916-924-9113	916-924-3488	9/30/2015	517898	12/18/2013
Vera's Painting	22938 Mariano St.	Woodland Hills	CA	91367	818-225-1800	818-225-8112	9/30/2016	977056	12/10/2014
VSS International, Inc.	3785 Channel Dr.	West Sacramento	CA	95691	916-373-1500	916-373-0783	3/31/2015	293727	Bid 14-06
Vulcan Construction & Maintenance Inc.	130 S. West Avenue	Fresno	CA	93706	559-265-4711	559-265-4715	4/30/2015	414892	11/27/2013
Walsh Electronics Systems Technology	P.O. Box 414	Cayucos	CA	93430	805-439-2273	805-439-2275	10/31/2016	698080	12/10/2014
Wedge Roofing, Inc.	5 Casa Grande Rd.	Petaluma	CA	94954	707-763-5475	707-778-8417	1/31/2014	416737	12/17/2013
West Coast Contractors of Nevada Inc.	7785 White Fir St.	Reno	NV	89523	775-747-7774	775-747-8887	5/31/2014	180533	11/14/2013
West Coast Drywall (Tubbies Corporation)	3181 Cleveland Ave, Ste. D	Santa Rosa	CA	95403	707-544-8110		11/30/2015	756161	12/5/2013
West Coast Environmental	3181 Fitzgerald Road	Rancho Cordova	CA	95742	916-852-7200	916-852-1811	2/29/2016	718733	11/4/2014
Western Roofing Service	15002 Wicks Boulevard	San Leandro	CA	94577	510-686-4951	510-357-1160	5/31/2014	180533	11/14/2013
Whitehawk Construction	P O Box 181	Palo Cedro	CA	96073	530-547-5944	530-547-5944	1/31/2016	831256	10/29/2012
Wipf Construction	P.O. Box 234	Ukiah	CA	95482	707-462-8741		9/30/2015	629598	Bid 13-06
World Telecom & Surveillance, Inc.	1819 Keystone Ct.	Redding	CA	96003	530-223-9753	530-223-9186	6/30/2014	793485	12/28/2012
Wright Contracting, Inc.	PO Box 1270	Santa Rosa	CA	95402	707-528-1172	707-528-3714	1/31/2016	417421	11/4/2014
Wylatti Resource Management Inc.	P.O. Box 575	Covelo	CA	95428	707-983-8135	707-983-8184	6/30/2015	934597	11/12/2014
Younger General Contractors, Inc.	3195 Fitzgerald Rd.	Rancho Cordova	CA	95742	916-631-8000	916-631-8293	6/30/2016	648535	11/4/2014

PUBLIC NOTICE

DATE: November 3, 2014
FOR RELEASE: Immediately
SUBJECT: Application for Qualified Contractor's List
CONTACT: Kristine Lawler, City Clerk
(707) 463-6217

All Licensed Contractors who wish to be included on the City of Ukiah's list of qualified bidders for the year 2015, should submit the name and address to which Notice of Bids or Proposals should be mailed, a phone number at which the contractor may be reached, the type of work in which the contractor is interested and for which the contractor is currently licensed (e.g. earthwork, pipelines, electrical, painting, general building, etc.) together with the class of contractor's license or licenses held, and the contractor's license number(s).

A Qualified Contractor's List application form and insurance requirements may be obtained from the City Clerk or downloaded from the City of Ukiah's website: www.cityofukiah.com.

Completed forms should be submitted to:

City of Ukiah
ATTN: Kristine Lawler, City Clerk
300 Seminary Avenue, Ukiah, CA 95482

OR:
Fax to: (707) 463-6204

OR
Email: klawler@cityofukiah.com

UKIAH CITY CODE (UCC):**§1541 MAINTENANCE OF CONTRACTORS' LIST**

In November of each year, the City Clerk shall cause a written notice to be mailed to all construction trade journals designated in Public Contracts Code Section 22036, inviting all licensed contractors to submit the name of their firm to the City for inclusion on the City's list of qualified bidders for the following calendar year. The notice shall require that the contractor provide the name and address to which a Notice to Contractors or Proposal should be mailed a phone number at which the contractor may be reached, the type of work in which the contractor is interested and for which the contractor is currently licensed (i.e., electrical, painting, general building, etc.) together with the class of contractor's license or licenses held and the contractor's license number(s). (Ord. 892, §2, adopted 1989)

§1542 REVISION OF CONTRACTORS' LIST

On January 1 of each year the City Council may create a new Contractors' List by adding any contractor's name they so desire to the existing Contractors' List. At a minimum, the Contractors' List must include all contractors who have properly provided the City with the information required under Section 1541, during the calendar year in which the list is valid. The City Clerk shall also include on the Contractors' List the names of all contractors who have submitted a valid bid to the City during the preceding calendar year. A contractor may have his/her firm added to the City's Contractors' List at any time by providing the information required under Section 1541, to the City Clerk and by making a request in writing to the Clerk that the contractor's firm be added to the list. (Ord. 892, §2, adopted 1989)

§1543 INFORMAL BIDDING PROCEDURES

Public projects of fifty thousand dollars (\$50,000.00), or such greater sum as is authorized by Public Contracts Code section 22032 (b) or any laws that amend said section, or less may be let by the City to contract by the informal bidding procedures provided in this Section. The City clerk shall mail a notice to all contractors on the City's Contractors' List for the category of work being bid. All notices shall be mailed by the Clerk not less than ten (10) calendar days before bids are due. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids. All bids received shall be filed with the City Clerk and opened by the Clerk at the time and place specified in the notice inviting bids. Any bidder may be present during said bid opening and may inspect any such bid. (Ord. 892, §2, adopted 1989)

PUBLIC CONTRACT CODE SECTION 22034(a)

Attachment 3

The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission.



ITEM NO.: 7b
MEETING DATE: January 7, 2015

AGENDA SUMMARY REPORT

SUBJECT: APPROVE THE RENEWAL OF THE ESRI GEOGRAPHICAL INFORMATION SYSTEM SOFTWARE LICENSING AGREEMENT FOR A TERM OF 3 YEARS IN THE AMOUNT OF \$27,031.25 ANNUALLY FOR A TOTAL OF \$81,093.75 AND THE CORRESPONDING BUDGET AMENDMENT.

Background: The ESRI Geographical Information System software is the City's primary mapping and GIS software. The software provides centralized and standardized maps throughout the organization which can be easily accessed by staff and others through various applications used by the organizations. The uses of the maps include but are not limited to: mapping of assets and infrastructure, visual representation of statistical data, area based noticing and alerting, real time tracking of city equipment, and incident management. All city departments benefit from the features including but not limited to: Police, Fire, Planning, Public Works Engineering, Water, Waste Water, General Administration, and Community Services. New features of the software will allow the City to improve the accessibility of map based information to the public. The software is also compatible with the City's new financial management system.

Discussion: Staff requests authorization to renew the mapping software licensing for a total amount of \$81,093.75. Annual costs of this proposal are \$27,031.25 for a term of three years for the mapping software use and support. The renewal provides the City with unlimited use of the software, updates, vouchers for training, Tier 1 (priority) product support.

Fiscal Impact:

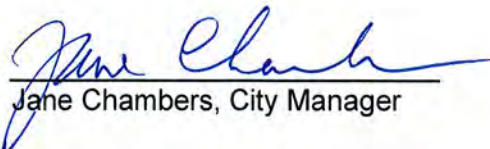
☐ Budgeted FY 14/15 ☒ New Appropriation ☐ Not Applicable ☒ Budget Amendment Required

<u>Amount Budgeted</u>	<u>Source of Funds (title and #)</u>	<u>Account Number</u>	<u>Addit. Appropriation Requested</u>
\$0	Electric Asset Mgt. System	25126410.80100	\$5406.25
\$0	Sewer Asset Mgt. System	25124421.80100	\$5406.25
\$0	Engring. Asset Mgt. System	25124210.80100	\$5406.25
\$0	Water Asset Mgt. System	25124410.80100	\$5406.25
\$0	Dispatch Software	20620231.54320	\$5406.25

Recommended Action(s): Authorize the renewal of the ESRI Geographical Information System software licensing agreement for a term of 3 years in the amount of \$27,031.25 annually for a total of \$81,093.75.

Alternative Council Option(s): Provide alternate directions.

Citizens advised: N/A
Requested by: Tim Eriksen, Public Works Director
Prepared by: Jarod Thiele, Public Works Project Analyst
Coordinated with: Scott Shaver, IT Specialist and Sage Sangiacomo, Assistant City Manager
Attachments: City of Ukiah ESRI Renewal Quotation.pdf

Approved: 
Jane Chambers, City Manager

**ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.**

380 New York St

Redlands, CA 92373-8100

Phone: (909) 793-2853

Fax: (909) 307-3025

DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.*

Quote is valid from: 12/09/2014 To: 03/09/2015

Quotation # 20461140

Date: December 9, 2014

Customer # 281771 Contract #

City of Ukiah

Information Technology Dept

411 Clay St

Ukiah, CA 95482

ATTENTION: Jarod Thiele

PHONE: (707) 463-6755

FAX: (707) 463-6204

Material	Qty	Description	Unit Price	Total
110035	1	Populations of 0 to 25,000 Small Government Term Enterprise License Agreement - Year 1: 1/31/2015 - 1/30/2016	25,000.00	25,000.00
110035	1	Populations of 0 to 25,000 Small Government Term Enterprise License Agreement - Year 2: 1/31/2016 - 1/30/2017	25,000.00	25,000.00
110035	1	Populations of 0 to 25,000 Small Government Term Enterprise License Agreement - Year 3: 1/31/2017 - 1/30/2018	25,000.00	25,000.00
			Item Total:	75,000.00
			Subtotal:	75,000.00
			Sales Tax:	0.00
			Estimated Shipping & Handling(2 Day Delivery) :	0.00
			Contract Pricing Adjust:	0.00
			Total:	\$75,000.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Jesse Gonzalez**Email:** jesse_gonzalez@esri.com**Phone:** (909) 793-2853 x1106

The items on this quotation are subject to the terms set forth herein and the terms of your signed agreement with Esri, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal, which are incorporated by reference. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's products and services.

If sending remittance, please address to: Esri, File No. 54630, Los Angeles, Ca 90074-4630

GONZALEZJ

This offer is limited to the terms and conditions incorporated and attached herein.

**ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.**

380 New York St

Redlands, CA 92373-8100

Phone: (909) 793-2853

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City of Ukiah

Information Technology Dept

411 Clay St

Ukiah, CA 95482

ATTENTION: Jarod Thiele

PHONE: (707) 463-6755

FAX: (707) 463-6204

If you have made ANY alterations to the line items included in this quote and have chosen to sign the quote to indicate your acceptance, you must fax Esri the signed quote in its entirety in order for the quote to be accepted. You will be contacted by your Customer Service Representative if additional information is required to complete your request.

If your organization is a US Federal, state, or local government agency; an educational facility; or a company that will not pay an invoice without having issued a formal purchase order, a signed quotation will not be accepted unless it is accompanied by your purchase order.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

BY SIGNING BELOW, YOU CONFIRM THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION, AND YOU ARE AUTHORIZING ESRI TO ISSUE AN INVOICE FOR THE ITEMS INCLUDED IN THE ABOVE QUOTE IN THE AMOUNT OF \$_____, PLUS SALES TAXES IF APPLICABLE. DO NOT USE THIS FORM IF YOUR ORGANIZATION WILL NOT HONOR AND PAY ESRI'S INVOICE WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

Please check one of the following:

☐ I agree to pay any applicable sales tax.☐ I am tax exempt, please contact me if exempt information is not currently on file with Esri._____
Signature of Authorized Representative_____
Date_____
Name (Please Print)_____
Title

The quotation information is proprietary and may not be copied or released other than for the express purpose of system selection and purchase/license. This information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri).

Any estimated sales and/or use tax reflected on this quote has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state tax directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Jesse Gonzalez**Email:** jesse_gonzalez@esri.com**Phone:** (909) 793-2853 x1106

The items on this quotation are subject to the terms set forth herein and the terms of your signed agreement with Esri, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal, which are incorporated by reference. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's products and services.

If sending remittance, please address to: Esri, File No. 54630, Los Angeles, Ca 90074-4630



SMALL
ENTERPRISE LICENSE AGREEMENT
COUNTY AND MUNICIPALITY

Authorized Distributor/Esri Use

Only:

Cust. Name _____

Cust. # _____

PO # _____

Esri Agreement # _____

Esri, 380 New York St., Redlands, CA 92373-8100 USA • TEL 909-793-2853 • FAX 909-793-5953

This Small Enterprise License Agreement ("ELA") is by and between the organization listed on the signature page ("Licensee"); **Environmental Systems Research Institute, Inc. ("Esri")**; and, if Licensee is located outside the United States of America (USA), the Authorized Distributor listed on the signature page ("**Authorized Distributor**"). Authorized Distributor is authorized by Esri to provide access to Online Services and provide ELA Maintenance for Enterprise Products and other benefits, as described herein, to Licensee located outside the USA.

This ELA sets forth the terms for Licensee's use of Enterprise Products and incorporates by reference (i) the ELA Quotation and (ii) the License Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this ELA, the order of precedence for the documents shall be as follows: (i) the ELA Quotation, (ii) Small Enterprise License Agreement, and (iii) the License Agreement. This ELA shall be governed by and construed in accordance with the laws of the state in which Licensee is located without reference to conflict of laws principles, and the USA federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this ELA apply only to the Enterprise Products listed in Table A.

Table A
List of Enterprise Products

Unlimited Quantities

Desktop Software and Extensions

ArcGIS for Desktop Advanced
ArcGIS for Desktop Standard
ArcGIS for Desktop Basic
ArcGIS for Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager for Desktop, ArcGIS Data Reviewer

Server Software and Extensions

ArcGIS for Server Workgroup and Enterprise (Advanced, Standard, and Basic)
ArcGIS for Server Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Workflow Manager for Server, ArcGIS Image Extension for Server

Developer Tools

ArcGIS Engine
ArcGIS Engine Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Engine Geodatabase Update, ArcGIS Network Analyst, ArcGIS Schematics
ArcGIS Runtime Standard
ArcGIS Runtime Standard Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Network Analyst

Limited Quantities

One (1) Annual Subscription to Esri Developer Network (EDN) Standard*
One (1) Esri CityEngine Advanced Single Use License
One (1) Esri CityEngine Advanced Concurrent Use License
One (1) ArcGIS Online Subscription

Other Benefits

One (1) ArcGIS Online subscription with specified named users and credits as determined in the program description	Level 2
Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	2
Maximum number of sets of backup media, if requested**	2
Virtual Campus Annual User License allowance	5,000
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement (Discount does not apply to Small Enterprise Training Package.)	

*ELA Maintenance is not provided for these items.

**Additional sets of backup media may be purchased for a fee.

Licensee may accept this ELA by signing and returning it with an Ordering Document that matches the ELA Quotation and references this ELA. **ADDITIONAL OR CONFLICTING TERMS IN LICENSEE'S ORDERING DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS ELA WILL GOVERN.** Unless otherwise mutually agreed to, this ELA is effective as of the date of the last signature on the signature page ("Effective Date"), or if no date is provided with the signature, the date of Esri's receipt of Licensee's Ordering Document incorporating this ELA by reference.

This ELA supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Enterprise Products. Except as provided in Article 4—Enterprise Product Updates, no modifications can be made to this ELA.

This ELA may be executed in duplicate by the parties. An executed separate signature page transmitted through electronic means, such as fax or e-mail, is valid and binding even if an original paper document bearing each party's original signature is not delivered.

Accepted and Agreed:

(Licensee)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

LICENSEE CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

ELA Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the License Agreement, the following definitions apply to this ELA:

"Deploy" means to redistribute and install the Enterprise Products and related Authorization Codes within Licensee's organization(s).

"ELA Maintenance" means Tier 2 Support, updates, and patches provided by Esri or its Authorized Distributor to Licensee for the Enterprise Products.

"ELA Quotation" means the Small Enterprise License Agreement offer letter and quotation provided separately by Esri or its Authorized Distributor to Licensee.

"ELA Fee" means the fee set forth in the ELA Quotation.

"Enterprise Products" means the Products identified in Table A—List of Enterprise Products and any updates to such list provided in writing by Esri or its Authorized Distributor.

"Incident" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"License Agreement" means the applicable license agreement incorporated by this reference that is (i) found at <http://www.esri.com/legal/software-license>; composed of the General License Terms and Conditions (E204) and Exhibit 1, Scope of Use (E300); and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed license agreement between Esri, Distributor (if applicable), and Licensee that supersedes such electronically acknowledged license agreement.

"Technical Support" means a process to attempt to resolve reported Incidents through error correction; patches; hot fixes; workarounds; replacement deliveries; or any other type of Enterprise Product corrections or modifications.

"Tier 1 Help Desk" means Licensee's point of contact from which all Tier 1 Support will be given to Licensee.

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk as the primary contact to Licensee in attempted resolution of reported Incidents.

"Tier 2 Support" means the Technical Support provided by Esri or its Authorized Distributor to the Tier 1 Help Desk when the Incident cannot be resolved through Tier 1

Support. Licensees located in the USA will receive Tier 2 Support from Esri. Licensees outside the USA will receive Tier 2 Support from an Authorized Distributor located in the Licensee's region.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this ELA, Esri grants to Licensee a personal, nonexclusive, nontransferable Term License solely to use, copy, and Deploy quantities of the Enterprise Products listed in Table A for the term provided in Section 3.1—Term (i) for which the applicable license fees have been paid and (ii) in accordance with the License Agreement.

2.2 Consultant Access. Esri grants Licensee the right to permit Licensee's consultants or contractors to use the Enterprise Products exclusively for Licensee's benefit. Licensee shall be solely responsible for compliance by consultants and contractors with this ELA and shall ensure that the consultant or contractor discontinues use of Enterprise Products upon completion of work for Licensee. Access to or use of Enterprise Products by consultants or contractors not exclusively for Licensee's benefit is prohibited. Licensee may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor Servers for the benefit of Licensee.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. The term of this ELA and all licenses hereunder shall commence on the Effective Date and continue for three (3) years, unless this ELA is terminated earlier as provided herein. Licensee is only authorized to use Deployed Enterprise Products during the term of this ELA. No indefinite term or perpetual license grants are provided with this ELA.

3.2 No Use upon Expiration or Termination. All Deployed Enterprise Product licenses and all ELA Maintenance, Virtual Campus access, and User Conference Registrations terminate on expiration or termination of this ELA.

3.3 Termination for a Material Breach. Either party may terminate this ELA for a material breach by the other party. The breaching party shall be given a period of ten (10) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For government or government-owned entities only, either party may terminate this ELA for Lack of Funds. Lack of Funds is the inability of Licensee to secure appropriation of funds through the legislative or governing body's approval process for annual payments due.

4.0—ENTERPRISE PRODUCT UPDATES

4.1 Future Updates. Esri and its Authorized Distributor reserve the right to update the list of Enterprise Products in Table A by providing written notice to Licensee. Licensee may continue to use all Enterprise Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Enterprise Products are incorporated into the standard program, they will be offered to Licensee via written notice for incorporation into the Enterprise Products schedule at no additional charge. Licensee's use of new or updated Enterprise Products requires Licensee to adhere to applicable additional or revised terms and conditions of the License Agreement.

4.2 Product Life Cycle. During the term of this ELA, some Enterprise Products may be retired or may no longer be available for unlimited quantity Deployment. ELA Maintenance shall be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <http://support.esri.com/en/content/productlifecycles>. Updates for Enterprise Products in the mature and retired phases may not be available; however, Licensee may continue to use Deployed Enterprise Products for the term of this ELA, but Licensee will not be able to Deploy retired Enterprise Products.

5.0—ELA MAINTENANCE

ELA Maintenance is included with the ELA Fee. ELA Maintenance includes standard maintenance benefits specified in either (i) the most current applicable Esri Standard Maintenance Program document (found at <http://www.esri.com/legal>) for USA-based Licensees or (ii) the applicable Authorized Distributor software maintenance policy as modified by this Article 5.0—ELA Maintenance. At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Enterprise Products will receive ELA Maintenance. Licensee may acquire maintenance for other Software (non-Enterprise Products) outside this ELA.

a. Tier 1 Support Provided by Licensee

1. Licensee shall provide Tier 1 Support through the Tier 1 Help Desk to all Licensee's authorized users.
2. The Tier 1 Help Desk will use analysts fully trained in the Software they are supporting.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. Tier 1 Support analysts will be the initial points of contact for all questions and Incidents. Tier 1 Support analysts shall obtain a full description of each reported Incident and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Incident. The analyst may also use any other information and databases that may be developed to satisfactorily resolve Incidents.
5. If the Tier 1 Help Desk cannot resolve the Incident, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk shall provide support in such a way as to minimize repeat calls and make solutions to problems available to Licensee.
6. Tier 1 Help Desk individuals identified by Licensee are the only individuals authorized to contact Tier 2 Support. Licensee may revise named individuals by written notice.

b. Tier 2 Support Provided by Esri or Its Authorized Distributor

1. Tier 2 Support shall log the calls received from Tier 1 Help Desk individuals.
2. Tier 2 Support shall review all information collected by and received from Tier 1 Help Desk individuals including preliminary documented troubleshooting provided by Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support shall attempt to resolve the Incidents submitted by Tier 1 Help Desk by assisting Tier 1 Help Desk individuals.
5. When the Incident is resolved, Tier 2 Support shall communicate the information to Tier 1 Help Desk individuals, and Tier 1 Help Desk shall disseminate the resolution to the user.

6.0—ENDORSEMENT AND PUBLICITY

This ELA shall not be construed or interpreted as an exclusive dealings agreement or Licensee's endorsement of Esri or its Authorized Distributor. Licensee agrees that Esri and its Authorized Distributor may publicize the existence of this ELA upon execution.

7.0—ADMINISTRATIVE REQUIREMENTS

- 7.1 **OEM Licenses.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this ELA. Licensee shall not seek any discount from the OEM partner or Esri based on the availability of Enterprise Products under this ELA. Licensee shall not decouple Esri products or services from the OEM partners' application or service.
- 7.2 **Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration date of this ELA, Licensee shall provide a written report detailing all Deployments to either (a) Esri if Licensee is located in the USA or (b) Authorized Distributor if Licensee is located outside the USA. The report will be subject to audit.
- 7.3 **Renewal.** Any follow-on ELA will be offered in accordance with then-current ELA pricing and license terms and conditions.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Licensee shall issue an Ordering Document upon execution of this ELA and annually thereafter in accordance with the ELA Quotation. Payment shall be due and payable within thirty (30) calendar days

of the anniversary date of the Effective Date, with the initial payment due within thirty (30) calendar days of execution of this ELA. Esri's Federal ID Number is 95-2775-732.

- b. Upon receipt of the initial Ordering Document from Licensee, Esri shall authorize download of the Enterprise Products to Licensee for its Deployment activities. If requested, Esri will ship backup media to the ship-to address identified on the Order, FOB Destination, with shipping charges prepaid. For those entities that avoid sales tax by downloading deliverables, request for delivery or receipt of tangible media may cause license fees to be subject to taxes. Licensee acknowledges that should such taxes become due, Esri has a right to invoice and Licensee agrees to pay any such sales or use tax associated with its receipt of tangible media.
- c. Esri shall provide Authorization Codes to activate the nondestructive copy protection program that enables the Enterprise Products to operate.
- d. Licensee shall Deploy, install, configure, and track the Deployment status of the Enterprise Products.

8.2 Order Requirements

- a. All orders pertaining to this ELA shall be processed through Licensee's centralized point of contact.
- b. The following information shall be included in each Order (or Ordering Document):
 - (1) Licensee name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—TRAINING

- 9.1 **Training Description.** Esri offers instructor-led training related to the use of its proprietary GIS software. Esri will provide to Licensee a fixed number of training days to use for Instructor-Led Training, as defined in this Small Enterprise Training Package, if purchased. Instructor-Led Training events occur at an Esri Learning Center or via the web in a cloud environment. The Esri software training course(s) to be conducted, location, schedule dates, and registration requirements are set forth in the *Esri Training* catalog located on Esri's Training website (<http://training.esri.com>). All courses are conducted in substantial conformity with course descriptions outlined on the Esri Training website. Esri reserves the right to modify course content when necessary due to software technical capabilities or limitations.

9.2 Unique Terms for the Small Enterprise Training Package

- a. To order training, Licensee must include training in the Ordering Document for the ELA or provide an Ordering Document as required and specified within the ELA that matches the Esri quotation.
- b. Where Licensee submits an additional Ordering Document to purchase training days for additional year(s), any unused training days will automatically roll over.
- c. An Ordering Document is required annually for each three (3)-year term. Failure to submit an annual Ordering Document will result in the forfeit of unused training days.
- d. Licensee must assign an individual within its organization to the role of Training Administrator to serve as liaison between Licensee's organization and Esri as well as internally manage and authorize allocated training days.
- e. The training days are available for a period of twelve (12) months, commencing on the Effective Date, and ending when all training days are consumed, whichever is sooner.
- f. Esri will invoice for outstanding training expenses where applicable.
- g. Training days are not transferable and not refundable for any other Esri products or services.



ITEM NOS: 12a
MEETING DATE: January 7, 2015

AGENDA SUMMARY REPORT

SUBJECT: RECEIVE AND DISCUSS STATUS REPORT ON THE PALACE HOTEL NUISANCE ABATEMENT ACTION

SUMMARY: At its meeting on December 17, 2014, the City Council received a verbal status report regarding the Palace Hotel nuisance abatement action. The report included information on the status of the asbestos removal, water intrusion into the building, structural integrity, building security, and adherence to the City Council approved Compliance Schedule. At the conclusion of the report, the Council requested that an item be placed on the January 7, 2015 meeting agenda for further discussion and updated information. In addition, as reported on December 17th, the next public hearing on this matter is scheduled for January 21, 2015. At that meeting, Staff will provide a number of action alternatives for the City Council to consider. This agenda summary report is intended to provide updated information to assist facilitate the status report discussion on January 7th.

Asbestos Removal

After the December 17th City Council meeting staff reached out to the asbestos removal contractor and building owner seeking a status report on the starting date. The owner responded on December 19th indicating that a number of factors caused delays and that they anticipate "a start of staging shortly." As of December 29th, the required permits had not been applied for and no contact with the owner or asbestos removal contractor had occurred.

Water Intrusion

On December 19th, the owner indicated in an email that steps had been taken for "additional water mitigation." As of December 29th, no further information was forthcoming.

Recommended Action(s): Receive and Discuss Status Report of the Palace Hotel Nuisance Abatement Action and Provide Direction to Staff.

Alternative Council Option(s): Do not discuss the status report of the Palace Hotel and provide alternative direction to Staff.

Citizens advised: Owner of Palace Hotel

Requested by: City Council

Prepared by: Charley Stump, Director of Planning and Community Development

Coordinated with: Jane Chambers, City Manager; David J. Rapport, City Attorney; and David Willoughby, Building Official

Attachments: 1. Technical Memorandum – Palace Hotel Preliminary Structural Evaluation, prepared by LACO Associates, dated January 30, 2014.

Approved: _____


Jane Chambers, City Manager/ Agency Executive Director

Structural Integrity

As part of the December 17, 2014 status report, the structural integrity of the building was discussed. In particular, Staff summarized concerns expressed by a number of citizens regarding the northeast corner of the building. These citizens had indicated that they believed new cracks in the brick façade had recently occurred and/or old cracks have recently increased in size. Staff indicated to the Council that we did not know if this was the case or not, but would observe and monitor the cracks.

On December 18, 2014, Staff discovered that a *Preliminary Structural Evaluation* was performed on the building in January, 2014 by a registered engineer working for the potential Receivership Team interested in the Palace Hotel (Attachment 1). The engineer did not enter the building and his work only consisted of a detailed review of all past structural reports and exterior observations of the structure. The Evaluation identified a number of concerns, one of which was the cracking in the northeast corner of the building at the intersection of North State Street and Smith Street. The report stated that the cracks were apparently the result of a window being added sometime in the past without an adequate lintel being installed above it. The masonry above this area is acting as "a gravity support arch...and the resultant force is pushing the easterly wall of the building towards North State Street." The report recommends that at a minimum, "this condition should be repaired by restoring the vertical support of the masonry above the added window opening" and that "additional steel strapping or other ties may be required to tie the separated portion together, based on conditions discovered during construction."

In a follow-up conversation with the engineer who prepared the Evaluation, staff inquired about the urgency of this condition of the building and the engineer responded that in his opinion, it "should be repaired or stabilized as soon as possible."

Building Security

As of December 29th, Staff had not received any new reports of unauthorized entry into the building. However, as indicated previously on numerous occasions, Staff remains concerned about unauthorized entry into the building and believes that a comprehensive approach to securing the building is necessary. Staff has offered to assist with this task, but the owner has not expressed an interest in this offer.

Adherence to the Compliance Schedule

Adherence to the Compliance Schedule approved by the City Council on August 6, 2014 has been marginal. The owner has attempted to secure the ground floor of the building against unauthorized entry, but instances of continued break-ins have occurred. The Asbestos Removal Work Plan was approved by both OSHA and the Mendocino County Air Quality Management District, but no permits have been applied for and no work to remove the asbestos has occurred. Moreover, the owner has not furnished the City with a copy of the contract with the asbestos removal contractor and no evidence of an escrow account to fund the work has been submitted to the City.

December 16th Letter to the Owner: As the City Council is aware, Staff sent a letter to the owner on December 16, 2014 urgently requesting that she:

1. Secure the entire building against unauthorized entry to the satisfaction of the City's Building Official.
2. Secure the windows with water tight material to prevent further rainwater intrusion.
3. Repair or replace the roof to prevent further rainwater intrusion.
4. Arrange for a licensed structural engineer to inspect the building, particularly the northeast corner to determine its structural integrity and whether or not there is an immediate need for

repairs to prevent an imminent threat of structural failure. Submit a written report from the engineer to the Planning Department. If immediate repairs are necessary, secure the required permit and complete the necessary repairs.

5. Submit to the Planning Department a copy of the contract with Bluewater Environmental Services and evidence that an escrow account has been established with the funds needed to fund the asbestos removal project.
6. Secure the required permits and remove the asbestos from the building.

In a December 19, 2014 email, the owner indicated that she would like to discuss the letter. Due to the holiday season, no further communication with the owner has occurred. Staff will provide an update to the City Council on January 7, 2015.

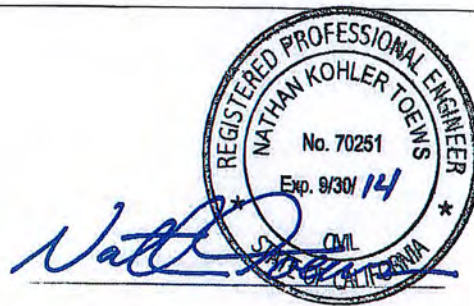
City Council Public Hearing on January 21, 2015: On November 19, 2014, the City Council continued the Palace Hotel public hearing to January 21, 2015. At that meeting, Staff will provide a number of alternative actions for the City Council to consider.

RECOMMENDATION: Receive and discuss status report and provide any direction to Staff.

TECHNICAL MEMORANDUM

Palace Hotel Preliminary Structural Evaluation
272 N State Street, Ukiah, California

Date: January 30, 2014
Project No.: 7942.00
Prepared For: MPA Architects
Prepared By: Nathan K Toews, P.E.
RCE 70251



Attachments: Figure 1: Northerly Wall
Figure 2: Easterly Wall

1.0 PROJECT UNDERSTANDING

MPA Architects is representing the City of Ukiah's interests regarding the Palace Hotel, and retained LACO to prepare a preliminary structural evaluation of the Palace Hotel in Ukiah, California. Our scope of services was limited to a preliminary qualitative seismic evaluation based on visual observation of the exterior of the structure from ground level, brief review of the City's electronic files, and preparation of this memorandum.

The evaluation is based solely on observations of the exterior of the structure and a brief review of the City of Ukiah's electronic files on the building. At the time of our site visit to observe the exterior of the structure, the Palace Hotel was still owned by a private party, and LACO did not have permission to access the interior or roof of the structure. Our evaluation of the structure, along with the existing reports and other documents in the City's electronic files, will be used by the City in determining the feasibility of returning the structure to serviceable condition.

The Palace Hotel consists of the original 3-story unreinforced building constructed in 1891, a three-story unreinforced masonry addition built in 1914, a one-story reinforced concrete addition built in 1922, and a three-story reinforced concrete addition built in 1929 (this addition extended the 1922 addition to three stories).

The following documents were available for our review during preparation of this report:

1. *Structural Assessment of the Palace Hotel*, dated July, 1999, by Tuan and Robinson, Structural Engineers, Inc.

2. *Structural Assessment*, dated September 15, 2008, by Duquette Engineering
3. *Palace Hotel, Core Historic Structures Report – DRAFT*, dated March 14, 2008, by Garavaglia Architecture, Inc.
4. *Seismic Analysis of the Palace Hotel*, dated November 2002, by Point 2 Structural Engineers.
5. Historic and recent photographs
6. Various email correspondence regarding code violations

The intent of this preliminary structural evaluation is to provide an initial opinion of repairs that may be necessary to bring the structure into compliance with the applicable provisions of the California Historical Building Code, and to define the scope of services that will be required to prepare a feasibility-level evaluation once LACO has permission to observe the interior of the structure.

2.0 SITE OBSERVATIONS

LACO observed the exterior of the structure on December 31, 2013. Several signs of structural distress were observed, as itemized below, but these were generally related to modifications to the exterior walls of the structure. The masonry and mortar joints, especially on the north-easterly corner of the building, appeared deteriorated and in need of routine maintenance, including repointing grout joints, cleaning moss and plant growth off of the wall surfaces, and replacing missing, damaged, or loose masonry units.

The following specific signs of structural distress were observed on the exterior of the structure:

1. North-easterly corner: diagonal cracks noted above an added window opening on the northerly wall, with associated cracks and lateral movement above the second story window directly above. It appears that the window opening was installed without an adequate lintel, and the remaining masonry above is acting as a gravity-supported arch, the the resultant force is pushing the easterly wall of the building toward North State Street. At a minimum, this condition should be repaired by restoring the vertical support of the masonry above the added window opening. Additional steel strapping or other ties may be required to tie the separated portion together, based on conditions discovered during construction.
2. Small diagonal cracks were noted above an added window opening on the second floor, on the easterly wall, near the north-easterly corner of the building.
3. Loose masonry units and failing mortar joints were noted in the vicinity of an added ventilation fan in the northerly wall. This opening should be re-built with brick masonry to match the existing materials, or a reinforced opening should be designed to prevent failure of the surrounding masonry.
4. Water staining was observed at several locations around the exterior of the building.
 - a. Vertical lines of staining were noted at locations of missing downspouts, where water is allowed to run down the face of the masonry. This condition should be remedied by replacing the downspouts and ensuring that they have an uninterrupted drainage path to the storm drain system.
 - b. Water staining was noted on the bottom several feet of the exterior wall throughout. This staining is likely related to standing water on the sidewalk. Related damage was noted in the sidewalks around the building; significant cracking and settlement was noted throughout. Remedy to this condition will likely require replacement of the sidewalks along the northerly side of the building.

The following were noted as potential seismic-force-resisting-system deficiencies that will likely require retrofit to prevent a threat to public safety. Items 7-9 are based on LACO's experience with similar buildings and construction practices that were standard at the times the original building and additions were constructed.

5. There is an apparent soft-story condition on the easterly and westerly walls. The ground floor of the easterly wall is framed with cast iron columns, providing negligible lateral force resistance. The westerly wall is enclosed and could not be observed from the exterior, but it appears that there are many large openings and minimal or no brick shearwall to provide lateral resistance. This construction creates a condition where the shear resistance of the ground floor is far lower than the floors above it, and can lead to sudden catastrophic collapse of these portions of the building during an earthquake.
6. The structure appears to have been built in at least four phases, with similar buildings built with zero setbacks. It is likely that the connections between the floor diaphragms and collectors are not adequate between the additions.
7. It is anticipated that the floor diaphragms are built of lumber sheathing; it is likely that this sheathing will not have adequate shear capacity to support the seismic loads imposed by the masonry walls.
8. It is anticipated that the masonry parapets will need to be strengthened to prevent them from becoming detached in an earthquake.
9. It is anticipated that the connections between the masonry walls and the wood floor diaphragms will require retrofit to support the calculated seismic loads.

The locations of items 1-6 and 8 above are shown in the attached Figure 1.

3.0 SEISMIC RETROFIT

Based on our observation of the exterior of the structure and review of the above noted documents, we anticipate that, at a minimum, the following retrofits will be required to bring the building into compliance with the California Historical Building Code:

1. Replace the masonry in the window opening at the north-easterly corner with materials to match the existing masonry walls, and reinforce the laterally-displaced portion of the easterly wall to tie it back into the northerly wall near the north-easterly corner. This reinforcement will likely consist of metal strapping or similar ties applied to the exterior of the structure at the second floor diaphragm level.
2. Replace the removed masonry at the added second-floor window opening in the northerly wall, near the north-easterly corner, with materials to match the existing masonry walls.
3. Replace the removed masonry around the added ventilation fan in the northerly wall with materials to match the adjacent walls, and replace all failed, missing, loose, or damaged masonry and mortar around the fan and reinforcing the opening.
4. Improve drainage conditions from the roof and on the sidewalks around the building
 - a. Replace missing scuppers and downspouts and provide an uninterrupted path for rooftop drainage to reach the storm drain system
 - b. Repair or replace sidewalks to provide positive drainage away from the building and prevent water from ponding against the walls.
5. To correct the soft-story condition along the easterly wall, any of the following approaches could be employed:
 - a. Install steel moment frames to support the calculated seismic loads. This approach would allow the most uninterrupted window space of all of the alternatives mentioned in this

- section, and would have the least impact on the appearance of the structure, as the only visible components in the finished structure would be new structural columns.
- b. Install a steel braced frame to support the calculated seismic loads. This would be similar to option (a) above, but would include diagonal braces between the columns. This would be more visually intrusive than the moment frame option.
 - c. Install reinforced concrete shearwalls and collectors to support the calculated seismic loads. This method would create the greatest change to the appearance of the building, but this change could be mitigated by matching the pier spacing above and installing brick veneer to match the existing masonry.
6. The floor diaphragms and collectors will likely have to be strengthened between the various additions. This work will likely require extensive removal of finish materials where the additions adjoin each other.
 7. The floor and roof diaphragms will likely require strengthening by addition of plywood sheathing throughout the building. This will require removal of all flooring and roofing throughout the building.
 8. The masonry parapets will likely require strengthening via regularly-spaced diagonal braces attached to the parapets and to the wood-framed roof structure.
 9. The connections between the masonry walls and floor and roof diaphragms will likely require strengthening via regularly-spaced supplemental connections. These connections will likely consist of horizontal steel rods, attached to the masonry walls via either through-bolting or epoxy adhesive, and steel holdown devices attached to the wood framing members.
 10. In addition to the above retrofits, it is likely that additional interior wood-framed shearwalls and/or steel frames will be required to support design seismic forces.

4.0 ADDITIONAL EVALUATION

The observations, deficiencies, and anticipated repairs noted above are based on visual examination of the exterior of the structure and review of the City's electronic files. A thorough review of the interior of the structure, and a combination of destructive and non-destructive inspections of interior finish materials, will likely be required to complete this preliminary evaluation of the structure. The extent of the additional examination and selective demolition will need to be adequate to allow the following to be determined:

1. Existing connections and construction between the floor and roof diaphragms and the exterior walls.
2. Existing floor diaphragm construction.
3. Existing roof diaphragm construction.
4. Existing conditions where the floor and roof diaphragms meet between the various additions.
5. Existing condition of interior masonry walls and adjoining walls between the additions and original structure.

After the above information is obtained, an analysis of lateral forces on the building should be performed. That analysis may reveal a requirement for additional strengthening of the building, beyond the retrofits described in section 3.0.

LACO employed generally accepted testing methods and procedures during performance of the services described herein. Services performed by LACO have been conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession practicing in the same locality under similar conditions at the time the services were provided. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this report.

NOTES OF DOCUMENTS: This document and the data and design incorporated herein, as an instrument of professional service, is the property of LACO Associates and shall not be reused in whole or part for any other project without LACO Associates express written authorization.



THESE NUMBERS CORRESPOND TO THE OUTLINE NUMBERING IN SECTIONS 2 AND 3 OF LACO'S TECHNICAL MEMORANDUM DATED JANUARY 30, 2014.

FIGURE 1 - NORTHERLY WALL
NO SCALE

Jan 30, 2014 - 11:31am
P:\7800\7842 MPA Architects\ 7842 Palace Hotel Report Figures_recover.dwg

LACO
EUREKA • UKIAH • SANTA ROSA
1.800.215.5034 www.lacoassociates.com

BY: CHL: BAR

REVISION / REVISION

NO

PALACE HOTEL PRELIMINARY SEISMIC EVALUATION
272 N STATE STREET, UKIAH, CALIFORNIA
FIGURE 1 - NORTHERLY WALL

MPA ARCHITECTS
3758 30TH STREET, SAN DIEGO, CALIFORNIA

DRAWN	MBT
CHECK	MBT
APPROVED	MBT
DATE	JAN, 2014
JOB NUMBER	7942.00
FIGURE	1



THESE NUMBERS CORRESPOND TO THE OUTLINE NUMBERING IN SECTIONS 2 AND 3 OF LACO'S TECHNICAL MEMORANDUM DATED JANUARY 30, 2014.

FIGURE 2 - EASTERLY WALL
NO SCALE

LACO EUREKA • UKIAH • SANTA ROSA 1-800-511-1357 / www.lacoassociates.com		BY	DATE
		MINOR / REVISION	
PALACE HOTEL PRELIMINARY SEISMIC EVALUATION 272 N STATE STREET, UKIAH, CALIFORNIA FIGURE 2 - EASTERLY WALL		MPA ARCHITECTS 3758 30TH STREET, SAN DIEGO, CALIFORNIA	
DRAWN	TEXT		
CHECK	TEXT		
APPROVED	TEXT		
DATE	JAN, 2014		
JOB NUMBER	7942.00		
FIGURE	2		



ITEM NO.: 13a
MEETING DATE: January 7, 2015

AGENDA SUMMARY REPORT

SUBJECT: CONSIDERATION OF PROPOSAL FROM HSM TO FACILITATE GOAL SETTING FOR FY 2015/2016 BUDGET PREPARATION

Background: Ukiah City Council members, like many officials throughout the country, are faced with difficult choices about use of limited revenues for city services and capital improvements. The City Council has engaged over the course of the last several years in strategic planning to assure that limited city revenues are used to achieve the most important goals for the community.

The Team at HSM will assist the Council and Staff in establishing parameters, preparing work programs and assure there are measurable milestones to review progress of goals. Having these work programs and measurable goals in place will enable staff to clearly report on the results in the future, which in turn will create a more transparent and accountable product for council and the community.

HSM has an extensive background for providing these services which is included in their proposal. Dates reflected in the proposal are tentative and likely to change. The contract is a fixed fee of \$12,950 plus travel expenses which are estimated at \$1,950 for two on-site visits by Statler and Multari. This item can be paid for without a budget adjustment.

Fiscal Impact:

☒ Budgeted FY 14/15 ☐ New Appropriation ☐ Not Applicable ☐ Budget Amendment Required

Recommended Action(s): Approve the proposal from HSM for Council goal setting for FY 2015/2016.

Alternative Council Option(s): Provide staff with alternative direction for goal setting

Citizens advised:

Requested by: City Council

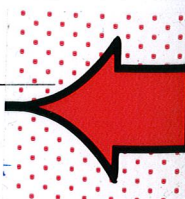
Prepared by: Karen Scalabrini, Finance Director

Coordinated with:

Attachments: 1) HSM Proposal

Approved:


Jane Chambers, City Manager



Hampian ■ Statler ■ Multari

The HSM Team

December 2, 2014



Proposal to the City of Ukiah COUNCIL GOAL-SETTING

This proposal is in response to the City of Ukiah's interest in beginning the 2015-16 Budget process with Council goal-setting. This approach appropriately recognizes that Council goal-setting should lead the budget process.

The development and adoption of a budget should be about linking community goals with available resources. This can only be effectively done if the governing body identifies the most important, highest priority things for the City to accomplish at the start of the budget process. Once priorities are established by the Council, staff can better recommend realistic implementation measures as well as identify the resources – in terms of time, staff and finances – needed to accomplish them. That then becomes the basis of an effective, practical budget that can make a positive difference to the City and its citizens by aligning top goals with resources.

We also understand that the City is interested in team-building between Council and staff in improving organizational effectiveness. The HSM Team has deep experience in this area as well. Given time constraints, we believe that it makes sense to first focus on goal-setting as part of budget process. That said, we also believe that the proposed goal-setting process provides an excellent opportunity for team-building and strong foundation for any follow-up team building efforts that the City might choose to pursue.

The following outlines our experience, proposed workscope, timeframe/schedule, compensation and qualifications in assisting the City with the Council goal-setting process. Examples of similar work are attached as well.

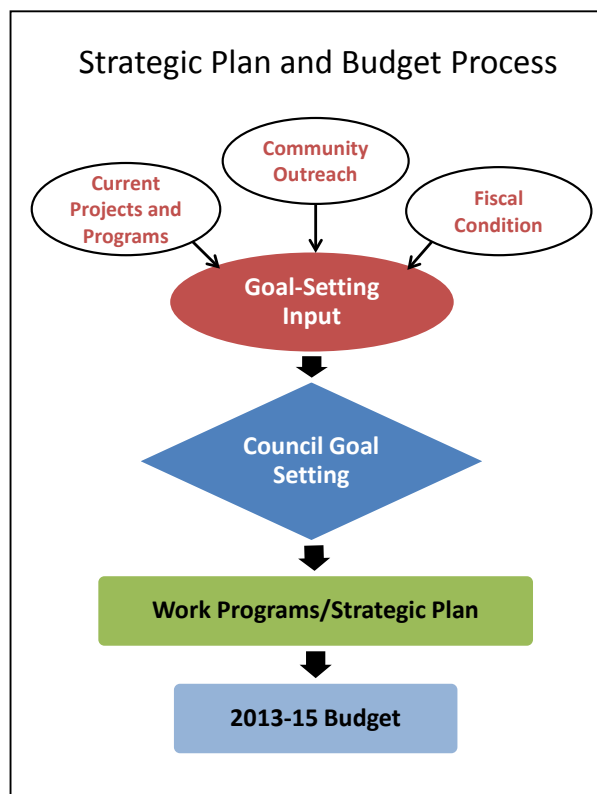
EXPERIENCE

The HSM Team – composed of Ken Hampian, Bill Statler and Mike Multari – has extensive experience in helping elected officials to set goals and then, by working with them and their staff, linking those goals with resources through the budget process. We share decades of local government and organizational development experience, ranging from San Luis Obispo (the city that Oprah calls the “Happiest City in America”) to volunteer service helping the troubled City of Bell reform their government.

Collectively, we have worked for scores of agencies throughout California as staff and consultants. This includes extensive experience in conducting stakeholder meetings, working with elected officials, community outreach, strategic planning and fiscal

policies. In linking goals with resources, of special note is our work in the very different cities of San Luis Obispo, Bell, Willits and Monrovia.

- **City of San Luis Obispo.** We successfully worked with the City in establishing goals that drove the budget process in the San Luis Obispo – in both good fiscal times and bad – for 20 years, where Ken Hampian served as City Manager and Bill Statler served as Director of Finance & Information Technology. Under the City’s approach to its two-year budget, the Council led the way in setting priorities for the “most important, highest priority” things to accomplish for the community over the next two-year budget cycle and beyond.
- **City of Bell.** The HSM Team provided extensive volunteer help to Bell in the aftermath of well-publicized scandals. This assistance included developing a budget process that ensured early Council policy direction in setting goals, meaningful community participation and clear linkage between the Council goals set early in the process and the resulting preliminary budget presented by the City Manager.
- **City of Willits.** Working in a very tight timeframe, the HSM Team developed and facilitated an effective Council goal-setting process that resulted in the Council identifying their highest priorities and linking them with resources via the budget process.
- **City of Monrovia.** The HSM Team assisted the City of Monrovia with the preparation of a five-year strategic plan, with the goal of aligning goals and resources in preparing the two-year, 2013-15 Budget.



Along with staff training and facilitating Council goal-setting, the HSM Team also developed and facilitated an extensive community outreach program.

The sidebar chart provides an overview of the process the HSM Team developed and facilitated for the City of Monrovia. The results of our work for the City of Monrovia are on the City’s web site at:

Strategic Plan

http://www.cityofmonrovia.org/sites/default/files/fileattachments/city_council/page/1051/1_final_strategic_plan.pdf

Community Outreach

http://www.cityofmonrovia.org/sites/default/files/fileattachments/city_council/page/1053/5_strategic_plan_community_outreach_results_vfinal_1-21-13.pdf

While the workscope in each of these four cities was different – for example, due to time constraints, we were not able to develop a detailed “input stage” in Willits (such as the status of current objectives, fiscal outlook and community engagement) as in the other cities (and this will be the case for Ukiah), the key elements were the same in linking goals with resources – and ultimately with results. These three key elements include:

❶ Identifying the most important, highest priority things for the City to accomplish for the community. The simple fact is that the desire for City-provided goods and services is wide-reaching but resources are limited, especially in the aftermath of the Great Recession. In short, even with limited resources, the City of Ukiah can accomplish *anything* – and probably any two or three things. What the City can’t accomplish – even in the best of fiscal times – is *everything*.

This calls for an explicit articulation of the most important things that the City should accomplish. Whether for one year, two years or longer, Council leadership is essential in setting goals with a sense of importance and priority that will drive the resource allocation process.

And that’s what budgets are all about: making trade-offs between goals and resources. Whether intentionally or by default, budgets determine what will get done – and what won’t. Stated simply, somewhere in the City of Ukiah’s \$52 million in annual resources is the ability to do the most important, highest priority things.

There is a tendency to think that goal-setting and tough fiscal times are incompatible concepts. To the contrary, we believe that in tough fiscal times, it is even more important to focus on top goals, because the consequence of getting priorities wrong is even greater.

For this reason, all of our outreach and goal-setting efforts have revolved around this deceptively simple but transcendent question: what are the most important, highest priority things for the City to accomplish for the community?

❷ Preparing work programs. In order to be implemented – and make a real difference in the community – the goals set by the Council need to be followed by “work programs” that detail the key steps that will be undertaken in achieving the goal; due dates for each step; and the resources (both one-time and operating) that will be needed to accomplish the work program. The work program should also be clear on the final outcome – the “deliverable” – if work program tasks are achieved. Lastly, results can only be measured if the effort was clearly defined to begin with. This approach also allows for translating these goals into individual employee objectives as part of the performance evaluation process.

❸ Reporting on results. Allocating resources and adopting clear plans alone will not provide results: that comes from using those resources in implementing the plan. For that reason, ongoing reporting on the status of the “action plan” in concise but meaningful ways to the staff, Council and community is an essential component for success.

The HSM Team has a demonstrated track record of success in each of these three key areas.

WORKSCOPE

As outlined below, the proposed workscope consists of five key tasks:

Task 1: Finalize the Goal-Setting Approach

Target Date: January 8, 2015

- a. Finalize the goal-setting process and key dates with the City Manager and other senior staff as appropriate.
- b. Confirm a two-year timeframe in developing work programs for “major City goals” that realistically set forth what is required to accomplish them in terms of tasks, schedule and resource requirements.
- c. Begin gathering and reviewing key policy documents, such as the current budget and any major plans/status reports, in becoming familiar with the City and its community. Begin identifying what kinds of summary background information, in terms of what the City is currently doing as well as its current (and if possible) projected fiscal position that can be made available to the Council as they consider their goals.
- d. Start working with the Finance Director in integrating goal-setting and work program preparation into the overall budget process.



Task 2: Meet with Council Members and Key Staff

Target Date (Two-Day On-Site Visit): February 1 and 2, 2015

- a. Meet individually with each Council member regarding their vision for the City and their hopes for the goal-setting process; brief them on the proposed process; assign “homework” for the goal-setting workshop (see Task 4 below); and identify other issues that would inform the goal-setting workshop. At least 60 minutes should be scheduled with each Council member.
- b. Hold kick-off briefing with key staff on the process and conduct individual interviews (or small group discussions) with key staff as appropriate.
- c. Upon completion of the interviews and briefings, recap preliminary findings with the City Manager.

Task 3: Train Staff on Preparing Work Programs and Results Reporting

Target Date (On-Site Visit in Conjunction with Council Goal-Setting): February 26, 2015

After the Council finalizes goals at the February 27 workshop (see Task 4 below), we recommend that City staff prepare detailed work programs for each of the goals that reach the level of a “Major City Goal.” Based on experience in other communities, it is essential that the Council reach consensus not only on the objective for Major City Goals, but also on the action plan and resources that will be needed to accomplish it.

The purpose of each work program is to:

- Define the scope of the adopted goal.
- Ensure that there is a clear understanding of the goal so appropriate resources are allocated, and subsequently, progress can be measured in achieving it.

Sample Goal Work Program Template

MAJOR CITY GOAL WORK PROGRAM				
GOAL TITLE				
OBJECTIVE				
Action statement adopted by the Council.				
DISCUSSION				
Workscope summary, existing situation, work completed, constraints/limitations, stakeholders, key assumptions.				
ACTION PLAN				
Task				Date
1.				
2.				
3.				
4.				
5.				
RESPONSIBLE DEPARTMENT				
Who is the lead department in accomplishing the work program?				
FINANCIAL AND STAFF RESOURCES REQUIRED TO ACHIEVE THE GOAL				
2015-17 Cost Summary				
	Operating Budget		Capital Improvement Program	
	2015-16	2016-17	2015-16	2016-17
Cost Item				
Cost Item				
Cost Item				
Total	\$0	\$0	\$0	\$0
2015-17 Cost Summary				
	Operating Budget		Capital Improvement Program	
	2015-16	2016-17	2015-16	2016-17
Funding Source				
Funding Source				
Funding Source				
Total	\$0	\$0	\$0	\$0
Discuss any “out-year” resource requirements				

Work programs translate Council goals programmatically into detailed action plans for how these will be accomplished, which departments are responsible for implementation, key task completion dates and required resources. Accordingly, each work program should include:

- Goal adopted by the Council
- Discussion
 - Workscope summary
 - Existing situation
 - Work already completed
 - Constraints and challenges in achieving the goal
 - Stakeholders
 - Key assumptions
- Action plan: Key tasks and schedule
- Responsible department
- Financial and staff resources required to achieve the goal

Work programs help measure progress—and the City’s success in accomplishing the goal—by clearly defining the specific actions the City plans to undertake over the next two years. In short, results can only be measured if the workscope was clearly defined to begin with.

However, as noted above, allocating resources and adopting clear plans alone will not provide results: that comes from using those resources in implementing the plan. For that reason, ongoing reporting on the status of the “action plan” in concise but meaningful ways to the staff, Council and community is an essential component for success.

We recommend presenting draft major City goal work programs to the Council in April 2015 for conceptual approval in guiding preparation of the Preliminary 2015-16 Budget. The HSM Team will provide a training session, including examples, to the staff in preparing major City goal work programs. We will also provide training on strategies for effectively reporting progress in achieving goals as set forth in the work programs.

Task 4: Facilitate Council-Goal Setting Workshop

Completion Date (On-Site Visit): Saturday Morning, February 27, 2015

- a. **Preparation: “Homework Assignment.”** Council members will be asked to prepare and submit up to seven proposed “candidates” for Major City Goals by Tuesday, February 24 (Attachment A). The HSM Team will then compile both a verbatim, composite list organized based on common topics, without identifying who submitted the particular statements. Where appropriate, the HSM Team will also provide suggested wording for integrating like goal statements where similar ideas have been submitted by more than one Council member. This consolidated list of candidate goals will be distributed at the workshop. (A sample consolidation is provided in Attachment B.)
- b. **Council Goal-Setting Workshop.** Following an overview of the process by the HSM Team and the presentation of summary background materials by the staff as appropriate and available, the Council will review the list of goals compiled from the submissions by individual Council members to ensure clarity, completeness and understanding. As outlined in the draft workshop agenda (Attachment C), after this step the HSM Team will prepare a final “menu” of proposed top goals that the Council will use to set priorities. Council members will then be allocated a number of “points” that they can assign to the candidate goals. We have used the following ranking system successfully in other communities:
 - 4 Most important, highest priority goal for City to accomplish over the next two years
 - 3 Important goal to achieve
 - 2 Address if resources are available
 - 1 Defer for consideration to the next budget
 - 0 Not a priority goal

To reflect the need for prioritization as part of this process, we recommend limiting the total points available to individual Council members. We have successfully used an approach that gives 2 points for each candidate goal. (For example, if there are 20 goals in the final listing, then 40 points would be available.) The subsequent allocation of points forces the Council members to make choices about what really

are the most important things for the City to focus on over the next two years that should be reflected in the budget.

The HSM Team will summarize the results of the Council's ranking during a break at the workshop and return to report the results to the group. This summary will show the rankings provided by each Council member as well as the resulting ranking after totaling all scores.

Based on experience in other communities, it is likely that three priority "tiers" will emerge from the Council's goal-setting process:

- **Major city goals.** These represent the most important, highest priority goals for the City to accomplish over the next two years. As such, resources to accomplish them based on follow-up work programs (see Task 3 above) should be a priority for inclusion in the 2015-16 Budget. If a "major city goal" is not included in the City Manager's proposed Preliminary Budget, compelling reasons and justification must be provided as to why resources could not be made available to achieve this goal based on the work programs conceptually approved by the Council in April.
- **Other important goals.** Goals in this category are important for the City to accomplish, and resources should be made available in the 2015-16 Budget if at all possible.
- **Address as resources permit.** While it is desirable to achieve these goals over the next two years, doing so is subject to current resource availability.

Sample goal ranking results are provided in Attachment D. Based on our experience in other communities, due to the advance preparation we believe that three hours should be sufficient to conduct the workshop.

Task 5: Follow-up Memorandum on Results of Council Goal-Setting

Target Completion Date: February 27

After the Council has ranked and set goals, the HSM Team will provide a summary memorandum on the results. (A sample report is provided in Attachment E).

About Community Engagement. As noted above, along with fiscal outlook and the status of current goals and projects, ideally the goal-setting process would start with significant community outreach. Due to time constraints, this is not possible this year. However, as reflected in the sidebar chart, the City will be able to do the three most important steps: Council goal-setting, work programs and align of goals with resources via the Budget.



It is also important to stress that goal-setting is the beginning of the budget process, not the end. There will be still be meaningful opportunities for community participation when works programs and then the Preliminary Budget are considered by the Council.

OPTIONAL SERVICES

Review of Draft Work Programs. We would be available on a time-and-materials basis to review the draft work programs prepared by City staff and offer comments and suggestions for improvement as appropriate.

Fiscal Context. We believe that providing fiscal context is an important part of the goal-setting process. There are several options for preparing this type of assessment. For example, in both San Luis Obispo and Bell, the HSM Team prepared five-year fiscal forecasts for this purpose in setting the stage for goal-setting by presenting the fiscal difficulties that were ahead in the upcoming budget; and in Monrovia, this was prepared by the staff. This could also be done via a “General Fiscal Outlook” that identifies in narrative fashion the financial challenges that are likely to face the City of Ukiah over the next two years. (In San Luis Obispo, we did this as well as the forecast.) But in our experience, through whatever means, meaningful goals require an understanding of where the City has been fiscally – and where it’s headed. The HSM Team has deep expertise in this area. If you are interested in exploring the assistance we could provide in assessing the City’s fiscal outlook as part of this process, we would prepare a separate proposal for your consideration.

Presenting the Status of Current Goals and Projects. Very few goals begin in a vacuum with a blank slate. Setting the course for the next two years will be helped by knowing where the City is today in achieving existing goals – “what’s already on the plate.” If you are interested in assistance in preparing this type of status report, we would be available on a time-and-materials basis to help you with this.

PROPOSED SCHEDULE

The following is the proposed schedule, which will be finalized as part of Task 1.

Task	Date
• Contract award	January 7
• Begin gathering data and finalizing process/schedule	January 8
• Kick-off briefing/Council and staff interviews	February 1 and 2
• Council candidate goals	February 24
• Work program and ongoing status report training	February 26
• Council goal-setting; memorandum on results	February 27

Council goal-setting will be followed by consideration of work programs for major City goals in April, which will be reflected in the Preliminary Budget issued in May/June of 2015, for adoption by June 30, 2015.

DELIVERABLES

Written and presentation materials will include briefing hand-outs; consolidated listing of Council goals; presentation materials for the Council workshop and staff training; and final memorandum summarizing the results. These will be provided to the City in electronic form via email in Word, PowerPoint and Adobe Acrobat. Any “hard-copy” reproduction will be at the City’s expense.

PROPOSED COMPENSATION

To limit costs, two members of the HSM Team will be primarily assigned to this project: Bill Statler and Mike Multari. However, while he will not attend on-site meetings, Ken Hampian will provide planning and review assistance as needed.

We propose a fixed fee of \$12,950.00 plus travel expenses for transportation, lodging and meals. These are estimated at \$1,950.00 for two on-site visits by Statler and Multari.

CONSULTANT BACKGROUND

Ken Hampian, Bill Statler and Mike Multari share decades of local government experience. Collectively, we have worked for scores of agencies throughout California as staff and consultants. Our expertise includes:

- Community goal-setting
- Governing body/staff relations
- Teambuilding
- Leadership/managing change
- Organizational development and analysis
- Citizen engagement
- Ethics
- Budget and finance
- Planning, land use and community development

What makes us different from other consultants and trainers?

- ***We are not doing this to build or support a big consulting business.*** We are retired professionals who remain passionate about public service and want to work with a few clients who share our passion.
- ***We’ve been there.*** We know the challenges facing public service leaders and managers – and we’ve successfully responded to them.
- ***Our services are tailored to the specific needs of each client.*** We don’t do cookie-cutter work.
- ***We’re practical.*** We offer advice and training that you can actually use – and that will have a long-term impact.

- ***We enjoy people and communicating with them.*** We hope to inspire leaders and staff in the art of making a difference – and have some fun along the way, too!

Our Work Today. Since retiring from public service as senior managers, the HSM Team members continue to be deeply engaged in local government affairs as college teachers, authors, consultants and trainers. The quality of our work and dedication to public service have been widely recognized by a number of organizations, including the ICMA, League of California Cities, Davenport Institute for Public Engagement and Civic Leadership, Institute for Local Government and the California Society of Municipal Finance Officers.

Local Government Finance in California: We wrote the book on it. Partnering with Michael Coleman, one of the foremost experts on California local government finance and fiscal policy advisor to the League of California Cities, the HSM Team co-authored the *Guide to Local Government Finance in California*, published by Solano Press in July 2012 (www.solano.com).

The following is a summary of the HSM Team member background and experience.

Bill Statler

Bill served as the Director of Finance & Information Technology for the City of San Luis Obispo for twenty-two years and for ten years as finance officer for the City of Simi Valley before that. Under his leadership, San Luis Obispo received national recognition for excellence for its financial planning and reporting systems.

He has also played a significant leadership role in the municipal finance profession, including serving on the Board of Directors of the League of California Cities, President of the League's Fiscal Officer Department, President of the California Society of Municipal Finance Officers (CSMFO) and member of the California Committee on Municipal Accounting.

Since retiring from the City of San Luis Obispo in 2010, Bill has undertaken a number of challenging consulting and training assignments, including:

- Along with the other members of the HSM Team, facilitating Council goal-setting as an integral part of the budget process in the City of Willits and providing strategic planning advice and facilitation services to the City of Monrovia.
- Performing a comprehensive organizational assessment for the City of Willits as part of the HSM Team.
- Preparing long-term financial plans for the Cities of Camarillo, Salinas and Bell and the Bear Valley Community Services District.
- Evaluating the effective stewardship and organizational effectiveness of the City of Capitola via "benchmark analysis."

- Performing a comprehensive organizational review of the Finance Division for the Sacramento Metropolitan Fire District.
- Assisting the City of Monterey in preparing for a revenue ballot. (This special purpose measure requiring two-thirds voter approval, with proceeds earmarked for capital improvements, was adopted in November 2014 with 70% voter approval.)
- Serving as Interim Finance Director for the City of Monterey, San Diego County Water Authority and City of Capitola.
- Providing training on fiscal policies, long-term financial planning and municipal finance for the Government Finance Officers Association of the United States and Canada (GFOA), California Society of Municipal Finance Officers (CSMFO), Institute for Local Government, California Debt and Investment Advisory Committee, Humboldt County, the California Association of Local Agency Formation Commissions, Probation Business Managers Association and the Municipal Management Association in Northern and Southern California.

He also provided pro bono services to the City of Bell as part of their reform efforts, which included helping to develop their budget and goal-setting process, fiscal policies, organization assessment of the finance function and overall evaluation of their financial circumstances.

Bill has also written extensively on municipal finance issues, including articles for *Western City* magazine on fiscal health contingency planning, sales tax, fiscal policies, user fee cost recovery and implementing “GASB 34,” and in *Government Finance Review* on fiscal recovery and taking a policy-based approach in managing debt capacity. He co-authored with Mike Multari, Ken Hampian and Michael Coleman, the *Guide to Local Government Finance in California*, published by Solano Press in July 2012.

Along with Ken Hampian and several others, he received the Cal-ICMA Ethical Hero Award in 2012 for his service to the City of Bell; and in 2011 he was awarded the CSMFO’s Distinguished Service Award for his outstanding contributions to the municipal finance profession.

More information about Bill’s background and experience is available on his web site at www.bstatler.com.

Mike Multari

Mike served as the Community Development Director in the cities of San Luis Obispo and Morro Bay before co-founding Crawford, Multari & Clark Associates (CMCA), a highly-regarded consulting firm that provided planning, economic, fiscal policy and community participation services to public agencies throughout California. Several projects won American Planning Association awards at the regional, state and national levels.

After leaving CMCA in 2000, he served as the Executive Director of the Morro Bay National Estuary Program, one of only 28 such programs in the nation created by Congress. He later worked as Campus Planner and Sustainability Coordinator at Cal Poly San Luis Obispo. Mike has also been a member of the Cal Poly adjunct faculty in the City and Regional Planning Department for over twenty years. He is currently on the City of San Luis Obispo Planning Commission and Economic Development Task Force. He has written several articles on planning and fiscal issues, and is a co-author of the *Guide to Local Government Finance in California*.

Mike has planned, facilitated and reported the results of public engagement efforts for dozens of municipalities through public meetings, workshops, focus groups, surveys and other methods.

Mike also assisted the City of Bell on a pro-bono basis with their organizational evaluation and community engagement processes; and was retained by the Morro Bay Estuary Program to facilitate community workshops and focus groups for an update of the Comprehensive Management Plan for the estuary and watershed.

Along with the other members of the HSM Team, Mike also provided strategic planning advice and facilitation services to the City of Monrovia; facilitated Council goal-setting as an integral part of the budget process in the City of Willits; and was deeply engaged in the organizational assessment for the City of Willits.

Ken Hampian

During Ken's thirty-five year public sector career, he served at the county, federal and city levels of government, including twenty years with the City of San Luis Obispo where he retired as City Manager in 2010.

In Summer 2011, he served without compensation as the Interim City Manager of the beleaguered City of Bell in the aftermath of well-publicized scandals. His service there has been recognized by a variety of professional associations, including the Cal-ICMA Ethical Hero award and PublicCEO.Com Staff Employee of the Year. Other honors during his distinguished career include the League of California Cities John S. Nail Award and selection to the prestigious Presidential Management Internship Program.

Along with his service to Bell, Ken has stayed involved in local government, including as a trainer with the Police Officers Standards and Training Commission and the San Mateo County Leadership Academy. He lectures at the college level, consults for public agencies and serves on the advisory boards of the Davenport Institute and the Cal-ICMA Next Generation Committee. Most recently, along with the other members of the HSM Team, Ken provided strategic planning advice and facilitation services to the City of Monrovia. He was also deeply engaged in the organizational assessment for the City of Willits as a member of the HSM Team.

He is also the co-author of the *Guide to Local Government Finance in California*, and has also written numerous articles for *Public Management* and *Western City* magazines.

SUMMARY

We are looking forward to this opportunity to serve the City of Ukiah. For more information about our proposal, please contact:

Bill Statler

bstatler@pacbell.net

805.544.5838

ATTACHMENTS

- A. Draft Council Homework Assignment
 - B. Sample Consolidated Council Goals
 - C. Draft Workshop Agenda
 - D. Sample Goal Ranking Results
 - E. Sample Follow-Up Memorandum on Goal-Setting Results
-

Council Member Proposed Major City Goals

Please prepare up to seven proposed Major City Goals (the most important, highest priority things for the City to accomplish over the next two years) and submit them by Tuesday, February 24, 2015. The HSM Team will then compile a verbatim, composite list by topic without identifying who submitted the particular statements; and where appropriate, suggest wording for composite goal statements where similar ideas have been submitted. These will be distributed by the Council goal-setting workshop on Saturday, February 27, 2015, and form the foundation for setting goals and establishing priorities.

Please refrain from releasing your personal list so that each Council member has flexibility to review all of the submissions and discuss them at the Council Goal-Setting Workshop before staking a position. An electronic version of this form will be provided to you.

1
2
3
4
5
6
7



PRELIMINARY COUNCIL GOALS

February 9, 2013

The following presents “verbatim” the suggested goals submitted by Council Members, organized by similar “themes:”

- Community Participation
- Economic Development
- Environmental Stewardship
- Gold Line
- Hillside Preserve Access and Management Plan
- Historic Preservation
- Infrastructure and Facility Maintenance
- Long-Term Fiscal Responsibility
- Monrovia Area Partnership (MAP)
- Planned Development (PD) Zone Review
- Public Safety
- Quality Professional Staff
- Regional Employee Group Negotiations
- Youth and Senior Services

Since many of the goals reflect similar intents, the HSM Team has provided "synthesized" goal statements for the Council's consideration under the applicable “theme.” In several cases, multiple themes were suggested in the proposed goal. In those instances, the goal has been repeated as appropriate. Lastly, in those cases where only one “theme” surfaced from a proposed Council goal, the HSM Team has suggested minor modifications for clarity.

To avoid any sense of priority before this has been established by the Council, the proposed goals are presented in alphabetical order based on "theme.”

Preliminary Council Goals

COMMUNITY PARTICIPATION

As Submitted by Council Members

- Look for ways to enable and implement more citizen participation in various city processes.
- Build a strong community fiber by maintaining and growing programs for *youth, seniors*, improving communications with all residents, keeping on top of technology that can assist our community, *maintaining community connecting events throughout the year, and building new leaders through MAP in all neighborhoods.*

[Italicized text also included under “Monrovia Area Partnership” and “Youth and Senior Services.”]

HSM Team Recommendation

Continue enhanced community building and citizen participation efforts through improved communication, new technology and community connecting events.

Preliminary Council Goals

ECONOMIC DEVELOPMENT

As Submitted by Council Members

- Streamline city processes to improve “business friendly” reputation. Consider hiring additional staffing for “in house” plan check services to minimize process. Economic Development will drive future revenue generation so work towards retaining and attracting new businesses to maximize value in this department. Consider changing existing “culture” in how government does business and look for more ways to say yes as opposed to using “code” to inhibit or deny process.
- ... Look at formulating methods of increasing tax base through proactive economic development and business attraction/retention. “Pure” economic development projects will emerge as the “new normal” and will be the new business model to sustain the loss of redevelopment.
- Develop Monrovia’s Economic Development program by continuing to attract an effective mix of businesses (retail, high tech, service and entertainment) to our community and focusing on specific areas of development, i.e. Old Town, Gold Line Station Square, Huntington Drive and maintaining and improving our customer service levels.

HSM Team Recommendation

Strengthen Monrovia’s economy and tax base through economic development efforts that include proactively retaining and attracting businesses (especially focusing on Old Town, Gold Line, and Huntington Drive Tech Corridor), streamlining permit processes where possible, and enhancing our customer service and business friendly reputation.

ENVIRONMENTAL STEWARDSHIP

As Submitted by Council Members

Maintain commitment to environmental and historical stewardship by: building and protecting our parks and open space; *protecting and honoring our historical buildings and sites*; improving our energy efficiency, water quality, air quality; and protecting being good neighbors with our wildlife.

[Italicized text also included under “Historic Preservation.”]

HSM Team Recommendation

Maintain our commitment to environmental stewardship by improving our energy efficiency, water and air quality, parks and open space, and our urban-wildland interface.

Preliminary Council Goals

GOLD LINE

As Submitted by Council Members

Work towards improved Building, Transportation and Circulation elements around the new Gold Line Station. Encourage new development that creates synergy between the Gold Line Station and “Old Town.”

HSM Team Recommendation

Improve existing building, transportation and circulation elements around Gold Line and encourage new development that creates synergy between the Gold Line station and Old Town.

HILLSIDE PRESERVE ACCESS AND MANAGEMENT PLAN

As Submitted by Council Members

Complete access process to hillside preserve and finalize management plan that will provide sustainability of the intent of the preservation plan.

HSM Team Recommendation

Complete access to the hillside preserve and continue implementation of the management plan in a way that is both environmentally and economically sustainable.

Preliminary Council Goals

HISTORIC PRESERVATION

As Submitted by Council Members

- ... This would also include the preservation of our historic structures, homes and districts.
- protecting and honoring our historical buildings

HSM Team Recommendation

Maintain our commitment to historical stewardship by preserving historic homes, structures, sites and districts.

INFRASTRUCTURE AND FACILITY MAINTENANCE

As Submitted by Council Members

- Maintain our infrastructure and public areas so as to provide a well kept appearance and feeling of safety and well-being. *This would also include the preservation of our historic structures, homes and districts.* This all goes to creating a level of respect of our resources and for our community in general.

[Italicized text also included under “Historic Preservation.”]

- Plan for the catching up on our deferred maintenance. I know we have had no choice but to defer this in the hardest of times, now we have no choice but to take care of these items before they get so far past us we can’t take care of them.
- Incorporate rating system for Infrastructure, Street Paving, and Building Maintenance and budget accordingly to reduce deferred maintenance issues. Incorporate all Landscape Maintenance and Tree Trimming services into new model that reduces our potential liability from deferred maintenance.
- Maintain Monrovia’s infrastructure including roads, sidewalks, trees, parks, sewers, water supply, overall cleanliness of city, public buildings, and city equipment and vehicles.

HSM Team Recommendation

Catch up to the extent feasible on the deferred maintenance of City facilities and infrastructure (including streets, sidewalks, parks , trees, sewer and water lines) and develop a program for long-term, ongoing maintenance that includes a system for establishing priorities among projects and maintenance services.

Preliminary Council Goals

LONG TERM FISCAL RESPONSIBILITY

As Submitted by Council Members

- Fiscal responsibility; with this comes a need to concentrate efforts for increased economic development as without it we will not have the generation of funds needed to properly operate or fulfill anything on our list of priorities. This also includes taking proactive steps to deal with unfunded mandates which stand to undo us all.
- Regain some balance on pay. California's Golden years were a combination of fair pay and good benefits in the public sector and now pay has gone over the top compared to private sector jobs. We need to balance this out and get back to where we were.
- Build reserves! Period!
- Work to get all non-profits off the city's back, they need to stand on their own.
- Balance City Budget and look at ways of increasing reserves for economic uncertainty. *Look at formulating methods of increasing tax base through proactive economic development and business attraction/retention. "Pure" economic development projects will emerge as the "new normal" and will be the new business model to sustain the loss of redevelopment.*

[Italicized text also included under Economic Development.]

- Maintain Monrovia's commitment to fiscal responsibility by wise use of funds, revenue generation and maintaining a balanced budget.
- Continue to encourage community participation and "life skills" expertise to expand our volunteer base in human services.

HSM Team Recommendation

Continue to demonstrate long term fiscal responsibility by balancing the budget through revenue generation, the wise use of available funds, building adequate reserves and leveraging expanded volunteer support; and ensuring that expenses, including compensation programs and support for non-City programs, are carefully considered and kept in line with revenues.

Preliminary Council Goals

MONROVIA AREA PARTNERSHIP (MAP)

As Submitted by Council Members

- Provide sustainable MAP and *youth programming* through continued development and strengthening of partnerships with schools, community and faith based groups/programs.
- Build a strong community fiber by maintaining and growing programs for youth, seniors, *improving communications with all residents, keeping on top of technology that can assist our community, maintaining community connecting events throughout the year*, and building new leaders through MAP in all neighborhoods.
- *Continue to maintain Public Safety* including the expansion of the Monrovia Area Partnership. *Utilize increased technology in patrol cars and unmanned vehicles (decoy cars) that utilize surveillance to augment existing police staffing. Maintain safe neighborhoods south of Huntington drive.*

[Italicized text also included under “Community Participation,” “Public Safety” and “Youth and Senior Services.”]

HSM Team Recommendation

Maintain and expand the Monrovia Area Partnership in a sustainable way and use MAP to build new community contributors and leaders.

PLANNED DEVELOPMENT (PD) ZONE REVIEW

As Submitted by Council Members

Consider reviewing existing “development” zone areas (PD zones). Determine if minimal up zoning (RM 4000) in areas with non-conforming uses will encourage balanced development with neighborhood compatibility. Balance those processes with maintaining neighborhood compatibility where preserving our built environment (historic housing stock) is evident and necessary to retain quality of life.

HSM Team Recommendation

Consider reviewing existing planned development (PD) zone areas; determine if minimal upzoning (RM 4000) in areas with non-conforming uses will encourage balanced development with neighborhood compatibility, including preserving our existing built environment (specifically, our historic housing stock) as necessary to retain quality of life.

Preliminary Council Goals

PUBLIC SAFETY

As Submitted by Council Members

- Public Safety and continued programs/partnerships associated therewith; this obviously takes the \$\$ created by No. 1 to be sustainable.
- Balance our need for safety by looking at less fluff in the PD. I think some of what we did in the past was resume building for awards and not necessary for community safety. Rethink the entire department from the ground up.
- Look at the possibility of doing less in the way of fire protection and more in the way of medical protection. Do we need to roll an engine to every medical call? Perhaps we can send a smaller truck out with paramedics only?
- Continue to maintain Public Safety including the expansion of the *Monrovia Area Partnership*. Utilize increased technology in patrol cars and unmanned vehicles (decoy cars) that utilize surveillance to augment existing police staffing. Maintain safe neighborhoods south of Huntington drive.

[Italicized text also included under “Monrovia Area Partnership.”]

- Provide quality public safety by ensuring police and fire departments are staffed appropriately with high quality, effective professional employees, and focusing on programs that provide the best service for our community i.e. CERT programs, and intervention programs, wilderness fire protection, citizen communication and training and expanding MAP (Monrovia Area Partnership) and neighborhood watch programs

HSM Team Recommendation

Provide a high level of public safety services through adequate staffing, high quality personnel, up-to-date technology, and planning in both the fire and police departments to assure that resources are strategically invested in the highest priority areas.

Preliminary Council Goals

QUALITY PROFESSIONAL STAFF

As Submitted by Council Members

- Strengthen staff development and cross training.
- Hire, train, educate and motivate the most professional city staff in the Los Angeles region by maintaining competitive compensation packages providing effective tools and resources and providing challenges that stimulate highly effective performance

HSM Team Recommendation

Maintain an excellent staff through competitive compensation programs, educational and professional development opportunities, cross-training where appropriate, and by providing the technical and other tools needed to most effectively serve the public.

REGIONAL EMPLOYEE GROUP NEGOTIATIONS

As Submitted by Council Members

Look at regional employee group negotiations. We should not be competing with Arcadia or any other city. Business doesn't do this why should we?

HSM Team Recommendation

Evaluate the feasibility of regional employee group negotiations.

Preliminary Council Goals

YOUTH AND SENIOR SERVICES

As Submitted by Council Members

- Provide sustainable *MAP* and youth programming through continued development and strengthening of partnerships with schools, community and faith based groups/programs.

[Italicized text also included under “Monrovia Area Partnership.”]

- Build a strong community fiber by maintaining and growing programs for youth, seniors, improving communications with all residents, keeping on top of technology that can assist our community, maintaining community connecting events throughout the year, *and building new leaders through MAP in all neighborhoods.*

[Italicized text also included under “Community Participation” and “Monrovia Area Partnership.”]

HSM Team Recommendation

Maintain youth programs and senior services by strengthening partnerships, including with schools, community and faith-based organizations.

Draft
Council Goal-Setting Workshop
Saturday, February 27, 2015
9:00 AM

Light Refreshments (8:30 to 9:00 AM)

Purpose, Process and Guidelines

Review Consolidated Goals by Category; finalize Candidate Goals

Break while staff finalizes candidate goals for ranking by Council

Council Discusses and Clarifies Goals

Each Council Member Prepares a Written Ballot Ranking the Goals

- 4 Most important, highest priority for City to achieve over the next two years
- 3 Important goal to achieve
- 2 Address if resources are available
- 1 Defer to next budget for consideration
- 0 Not a priority goal

Total points: Target of 2 points per candidate goal
(For example, if 20 candidate goals, 40 points total)

Break while staff tabulates the results

Review and Identify Major City Goals

Public Comment: What else should the Council consider before budget adoption?

Wrap-Up: Where to From Here?

COUNCIL GOAL-SETTING PRIORITIES

Goal Statement	Mayor Lutz	Council Member Adams	Mayor Pro Tem Garcia	Council Member Shevlin	Total	Average
Continue to demonstrate long term fiscal responsibility by balancing the budget through revenue generation, the wise use of available funds, building adequate reserves and leveraging expanded volunteer support; and ensuring that expenses, including compensation programs and support for non-City programs, are carefully considered and kept in line with revenues.	4	4	2	4	14	3.5
Strengthen Monrovia's economy and tax base through economic development efforts that include proactively retaining and attracting businesses (especially focusing on Old Town, Gold Line and Huntington Drive Tech Corridor), streamlining permit and plan check processes where possible, and enhancing our customer service and business friendly reputation.	3	2	4	3	12	3.0
Catch up to the extent feasible on the deferred maintenance of City facilities and infrastructure (including streets, sidewalks, parks , trees, sewer and water lines) and develop a program for long-term, ongoing maintenance that includes a system for establishing priorities among projects and	3	4	2	3	12	3.0
Maintain our commitment to historical stewardship by preserving historic homes, structures, sites and districts with sensitivity to neighborhood context.	3	2	3	2	10	2.5
Provide a high level of public safety services through adequate staffing, high quality personnel, up-to-date technology, and planning in both the fire and police departments to assure that resources are strategically invested in the highest priority areas.	3	2	2	3	10	2.5
Maintain our commitment to environmental stewardship by improving our energy efficiency, water and air quality, parks and open space, and our urban-wildland	3	2	2	2	9	2.3

COUNCIL GOAL-SETTING PRIORITIES

Goal Statement	Mayor Lutz	Council Member Adams	Mayor Pro Tem Garcia	Council Member Shevlin	Total	Average
Continue enhanced community building and citizen participation efforts through improved communication, new technology and community connecting events.	2	0	2	2	6	1.5
Improve existing building, transportation and circulation elements around Gold Line and encourage new development that creates synergy between the Gold Line station, Old Town and throughout the City.	0	2	2	2	6	1.5
Maintain and expand the Monrovia Area Partnership in a sustainable way and use MAP to build new community contributors and leaders.	2	0	2	2	6	1.5
Maintain an excellent staff through competitive compensation programs, educational and professional development opportunities, cross-training where appropriate, and by providing the technical and other tools needed to most effectively	2	2	1	1	6	1.5
Maintain youth programs and senior services by strengthening partnerships, including with schools, community and faith-based organizations.	2	0	1	3	6	1.5
Complete access to the hillside preserve and continue implementation of the management plan in a way that is both environmentally and economically sustainable.	0	2	2	1	5	1.3
Consider reviewing existing planned development (PD) zone areas; determine if minimal upzoning (RM 4000) in areas with non-conforming uses will encourage balanced development with neighborhood compatibility, including preserving our existing built environment (specifically, our historic housing stock) as necessary to retain	1	2	2	0	5	1.3
Evaluate the feasibility of regional employee group negotiations.	0	4	1	0	5	1.3
TOTAL	28	28	28	28	112	

Major City Goals

Other Important Objectives

Address as Resources Permit



STRATEGIC PLANNING GOALS

February 9, 2013

OVERVIEW

Following extensive community outreach and engagement, the Council set the following fourteen goals in providing direction for preparation of the 2013-15 Budget at its February 9, 2013 strategic planning goal-setting workshop. The goals are organized into three priority categories: major City goals; other important objectives; and address as resources permit.

❶ Major City Goals. These represent the most important, highest priority goals for the City to accomplish, and as such, resources to accomplish them should be included in the 2013-15 Budget. If the work program approved by the Council for a Major City Goal is not included in the City Manager's Preliminary Budget, compelling reasons and justification must be provided as to why resources could not be made available to achieve this goal.

❷ Other Important Objectives. Goals in this category are important for the City to accomplish, and resources should be made available in the 2013-15 Budget if at all possible.

❸ Address As Resources Permit. While it is desirable to achieve these goals over the next two years, doing so is subject to current resource availability.

Organization

Within each of the three priority categories, goals are presented in alphabetical order based on the goal title: there is no prioritization within each priority category.

❶ MAJOR CITY GOALS

Economic Development. Strengthen Monrovia's economy and tax base through economic development efforts that include proactively retaining and attracting businesses (especially focusing on Old Town, Gold Line and Huntington Drive Tech Corridor), streamlining permit and plan check processes where possible, and enhancing our customer service and business friendly reputation.

Environmental Stewardship. Maintain our commitment to environmental stewardship by improving our energy efficiency, water and air quality, parks and open space, and our urban-wildland interface.

Historical Preservation. Maintain our commitment to historical stewardship by preserving historic homes, structures, sites and districts with sensitivity to neighborhood context.

Infrastructure and Facility Maintenance. Catch up to the extent feasible on the deferred maintenance of City facilities and infrastructure (including streets, sidewalks, parks, trees, sewer and water lines) and develop a program for long-term, ongoing maintenance that includes a system for establishing priorities among projects and maintenance services.

Strategic Planning Goals

Long Term Fiscal Responsibility. Continue to demonstrate long term fiscal responsibility by balancing the budget through revenue generation, the wise use of available funds, building adequate reserves and leveraging expanded volunteer support; and ensuring that expenses, including compensation programs and support for non-City programs, are carefully considered and kept in line with revenues.

Public Safety. Provide a high level of public safety services through adequate staffing, high quality personnel, up-to-date technology, and planning in both the fire and police departments to assure that resources are strategically invested in the highest priority areas.

② OTHER IMPORTANT OBJECTIVES

Community Participation. Continue enhanced community building and citizen participation efforts through improved communication, new technology and community connecting events.

Gold Line. Improve existing building, transportation and circulation elements around Gold Line and encourage new development that creates synergy between the Gold Line station, Old Town and throughout the City.

Monrovia Area Partnership (MAP). Maintain and expand the Monrovia Area Partnership in a sustainable way and use MAP to build new community contributors and leaders.

Quality Professional Staff. Maintain an excellent staff through competitive compensation programs, educational and professional development opportunities, cross-training where appropriate, and by providing the technical and other tools needed to most effectively serve the public.

Youth and Senior Services. Maintain youth programs and senior services by strengthening partnerships, including with schools, community and faith-based organizations.

③ ADDRESS AS RESOURCES PERMIT

Hillside Preserve and Management Plan. Complete access to the hillside preserve and continue implementation of the management plan in a way that is both environmentally and economically sustainable.

Planned Development (PD) Zone Review. Consider reviewing existing planned development (PD) zone areas; determine if minimal upzoning (RM 4000) in areas with non-conforming uses will encourage balanced development with neighborhood compatibility, including preserving our existing built environment (specifically, our historic housing stock) as necessary to retain quality of life.

Regional Employee Group Negotiations. Evaluate the feasibility of regional employee group negotiations.

Strategic Planning Goals

Next Steps

On March 26, 2013, the Council will consider detailed work programs for each of the Major City Goals in order to:

- Define and scope the adopted goal.
- Ensure that there is a clear understanding of the goal so appropriate resources are allocated, and progress can be measured in achieving it.

This is especially important in the case of objectives where fully achieving the goal is likely to extend beyond the two-year Budget period. However, the City can measure progress and success in accomplishing the goal by clearly defining the specific actions it plans to take over the next two years.

Each work program will fully discuss the existing situation, work already completed to-date on the goal; challenges the City is likely to face in achieving the goal; key stakeholders and assumptions; an “action plan” detailing specific tasks and due dates over the next two years; and the financial and staff resources that will be required to accomplish these tasks.

Conceptual approval of the major City goal work programs on March 26, 2013 will be followed by formal Council approval of the Strategic Plan on April 16, 2013. The goals set forth in the Strategic Plan will drive preparation of the Preliminary 2013-15 Budget, which will be issued in May 2013. A series of public budget workshops and hearings will then be held, leading to Budget adoption in June 2013.



ITEM NO.: 13b
MEETING DATE: January 7, 2014

AGENDA SUMMARY REPORT

SUBJECT: PRESENTATION AND DIRECTION ON WATER RATE STUDY

Background: On February 5, 2014, Council approved the Request for Proposal prepared for a water rate study. Proposals were released and due on March 18, 2014. On April 16, 2014, Council awarded a contract to the Reed Group, Inc. for the preparation of a water rate study in order to analyze and propose appropriate water rates for the next five years. The current rate structure analysis terminates in July 2015. The new study will provide data and information resulting from capital projects and operational expenses in order to recommend appropriate revenue needs for the next five years. On July 2, 2014, Mr. Reed presented a preliminary assessment of the City's water fund and the process that he intends to use. This process includes a more detailed analysis of the financial status of the water fund, the operational expense and the proposed capital projects.

Discussion: Since the July 2 meeting, staff have been working with Mr. Reed to provide the information necessary to analyze the financial needs of the Water Utility. In addition, the Water Utility's Capital Improvement Program has been updated with the priority projects for the next five years to insure the revenue will be available, while still maintaining affordable rates for the rate payers.

Fiscal Impact:

☐ Budgeted FY 14/15 ☐ New Appropriation ☒ Not Applicable ☐ Budget Amendment Required

Recommended Action(s): Provide direction on the water rate study

Alternative Council Option(s): N/A

Citizens advised:

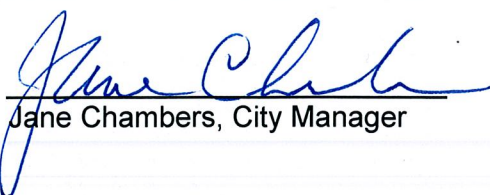
Requested by: Jane Chamber, City Manager

Prepared by: Jane Chambers, City Manager; Tim Eriksen, Director of Public Works and City Engineer; Karen Scalabrini, Director of Finance; Jarod Thiele, Public Works Project Analyst

Coordinated with:

Attachments:

Approved:


Jane Chambers, City Manager

