CITY OF UKIAH
CITY COUNCIL AGENDA
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
February 18, 2015
6:00 p.m.

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1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

Presentation: Contact Update on Fire Dispatch Services Delivered for Last Year.

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

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. Notification Regarding Purchase of Five Cisco Switches and Associated Components from CDW-G, and Authorization to Amend Purchase Order to Include 3-Year Cisco SMARTnet Service Support, for a Total Purchase Price of $30,274.78.

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

a. Drought Update.

11. PUBLIC HEARINGS (6:15 PM)

12. UNFINISHED BUSINESS

a. Presentation and Update on Progress Of Recycled Water Project.

b. Approve the Job Description for the Deputy Director of Public Works, Water and Sewer Division and the Incorporation of the Position into the Remaining 2014/2015 Budget.

c. Consideration of Possible Loan of Ukiah Post Office WPA (Works Project Administration) Mural to City of Ukiah.

13. NEW BUSINESS

a. Fiscal Year 2014-2015 Mid-Year Review (General Fund, Water, Wastewater and Electric Enterprise Funds and Capital Projects).

b. Authorization of Sole Source Purchase of Lifepak 15 from Physio-Control, in the Amount not to Exceed $25,894.00 and Morning Pride Structure Fire Personal Protective Equipment (Turnouts) not to Exceed $24,886.05.

c. Appointment of Ad Hoc for City Manager Appointment Process.

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. SCUK-CVC-13-63024

b. 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

c. Conference with Real Property Negotiators (§54956.8)
Property: APN 184-150-01-00
Negotiator: Jane Chambers, City Manager
Negotiating Parties: City of Ukiah and North Coast Opportunities
Under Negotiation: Lease 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 13th day of February, 2015.
Lory Limbird for Kristine Lawler, City Clerk

City of Ukiah

ITEM NO.: 7a

MEETING DATE: February 18, 2015

AGENDA SUMMARY REPORT

SUBJECT: NOTIFICATION REGARDING PURCHASE OF FIVE CISCO SWITCHES AND ASSOCIATED COMPONENTS FROM CDW-G, AND AUTHORIZATION TO AMEND PURCHASE ORDER TO INCLUDE 3-YEAR CISCO SMARTNET SERVICE SUPPORT, FOR A TOTAL PURCHASE PRICE OF $30,274.78.

As required by Municipal Code Section 1522, staff is reporting the purchase of five Cisco switches from CDW-G. The purchase of these switches was an urgency issue due to the fact that our current switches, used to support critical City and Public Safety operations, are at the end of their life, and are not covered by warranty. The newly purchased switches and warranty provide direct replacement of failed Cisco Switches and Cisco technical support for network issues pertaining to switch and router functionality that are within the acceptable warranty period. Quotes were received and the purchase awarded to CDW-G whose pricing was based on the WSCA-NASPO cooperative purchase program. The final purchase price was $22,609.58.

In addition to reporting this purchase, staff is requesting Council's authorization to amend the existing purchase order, and adding Cisco SMARTnet 3-Year Service Support for each switch, for an additional $7,665.20, for a final purchase order amount of $30,274.78. The continuous operation of these switches is critical. With the addition of the Cisco SMARTnet Service to each switch, the City will reduce downtime, and get: 24-hour access to experts in the Cisco Technical Assistance Center; self-help support through on-line communities, resources, and tools; hardware replacement options, including 2-hour, 4-hour and next business day; Operating System (OS) software updates; and proactive diagnostics and immediate alerts on devices enabled with Smart Call Home.

Funds are budgeted and available in the following accounts: 10022900.80100, 77722900.80100, 80022900.80100, 82022900.80100, and 84022900.80100.

Fiscal Impact:

[X] Budgeted FY 14/15 [ ] New Appropriation [ ] Not Applicable [ ] Budget Amendment Required

Amount Budgeted	Source of Funds (title and #)	Account Number	Addit. Appropriation Requested
$11,504.42	IT Machinery & Equipment	10022900.80100	N/A
$ 605.50	IT Machinery & Equipment	77722900.80100	N/A
$ 9,082.43	IT Machinery & Equipment	80022900.80100	N/A
$ 4,541.22	IT Machinery & Equipment	82022900.80100	N/A
$ 4,541.22	IT Machinery & Equipment	84022900.80100	N/A

Recommended Action(s): Receive the reported purchase from CDW-G, and approve amending the existing purchase order to add Cisco SMARTNet, for a total amended purchase order amount of $30,274.78.

Alternative Council Option(s): N/A

Citizens advised: N/A
Requested by: Sage Sangiacomo, Assistant City Manager
Prepared by: Mary Horger, Purchasing Supervisor and Scott Shaver, Information Technology
Coordinated with: Jane Chambers, City Manager
Attachments: None

Approved: Jane Chambers

Jane Chambers, City Manager

City of Ukiah

ITEM NO.: 12a

MEETING DATE: February 18, 2015

AGENDA SUMMARY REPORT

SUBJECT: PRESENTATION AND UPDATE ON PROGRESS OF RECYCLED WATER PROJECT

Background: On December 15, 2010 Council awarded a contract to Carollo Engineers for the preparation of a Recycled Water Master Plan. The name "Master Plan" was not acceptable to the Water Board, funding source, for the plan so the name had to be changed to "Feasibility Study", those names have been both used through the life of this project and refer to the same thing. On February 28, 2011 the City hosted a Visioning Workshop at the Waste Water Treatment Plant to get input from the major project stakeholders. Discussion involved explaining the main motives for this project; defining a successful outcome; discussing values and challenges of the project; and a discussion regarding the potential recycled water supply and demand. Ultimately, all of those discussions resulted in the draft screening criteria which will be used to assist in the selection of the most preferred alternative.

Once the screening criteria was developed, City staff spent several months collecting data with Carollo Engineers and further discussed the needs, supply, and demand. Questionnaires were sent to local agencies who assisted in collecting data to determine how much demand there is for recycled water in the Ukiah Valley. Other agencies involved include Mendocino County Farm Bureau, Russian River Flood Control District, Ukiah Unified School District as well as the assessment of all City facilities for the possibility of landscape irrigation.

On June 8, 2011 a Public Workshop was hosted by Mendocino County Farm Bureau in order for City staff and Carollo Engineers to present the efforts to date as well as receive input from the community. A second public workshop was held on October 6, 2011 to present the alternatives that were drafted for a recycled water system including areas for frost, agricultural and landscape irrigation. At that time, discussion was held and it was decided to expand one of the alternatives to include an agriculture and urban mixed system development.

On December 7, 2011 the City Council was shown the alternatives that had been developed. Staff incorporated those discussion comments and finalized the Study. The study was submitted to the State Water Board for approval and then reimbursement for the study.

On June 21, 2012 the City Council approved an amendment in order to prepare the CEQA document for the project, specifically phases 1 and 2. The CEQA document was approved by resolution of the City Council on June 5, 2013.

Recommended Action(s): Update Council on the Status of Reclaimed Water Project and provide Comment

Alternative Council Option(s):

Citizens advised:
Requested by: Ukiah City Council
Prepared by: Tim Eriksen, Director of Public Works and City Engineer; Jarod Thiele, Public Works Project Analyst
Coordinated with: Jane Chambers, City Manager
Attachments:

Approved: Jane Chambers
Jane Chambers, City Manager

On May 28, 2014 the City Council Awarded a contract to Carollo Engineers for the design of Phases 1 and 2 of the Feasibility Study. That process is on-going with City Staff, Carollo Engineers, Rau and Associates and LACO Engineering.

To date the City of Ukiah has expended $345,966 out of the Capital fund. No expenditures have been used from the Joint Operating Fund for the operations of the sanitation sewer system.

City of Ukiah

ITEM NO.: 12b

MEETING DATE: April 2, 2014

AGENDA SUMMARY REPORT

SUBJECT: APPROVE THE JOB DESCRIPTION FOR THE DEPUTY DIRECTOR OF PUBLIC WORKS, WATER AND SEWER DIVISION AND THE INCORPORATION OF THE POSITION INTO THE REMAINING 2014/2015 BUDGET

Summary: On January 29, 2014 the City Council, in a strategic workshop, was presented with the work load facing the Public Works Department. During that discussion several possible solutions were identified. The range of solutions to balance the work load included increased staff needs as well a larger use of consultants. One of the positions that would greatly help the Public Works Department would be the reestablishment of the position of Deputy Director of Public Works, Water and Sewer Division.

This position is critical to assist in many of the issues which face the City in both Water and Sewer. This position has not been budgeted or filled for nearly five years. These issues include the issue of Nitrogen limits at the Wastewater Treatment Plant, our current water rights issues and the perfection of those rights, the construction of our wells that are in the design progress, the planning and sighting of two additional wells to lessen our dependency on the river, and the reclaimed water system and the pursuit of the funding that has come available from State Proposition 1. Another issue that this position is critical for is to help address the needs of the Ukiah Valley Sanitation District to avoid as many conflicts as possible now and in the future. These different issues have a value of over 30 million dollars and need to be addressed with serious and single focused attention. The job description for this position has been altered to reflect current needs.

Another significant issue that is facing the water operations is the State of California's new ground water monitoring regulations. These regulations are going to require some sort of multijurisdictional governance for ground water to be created by the local area and approved by the State of California. This will be in effect in the next few years. The City would be well served to be deeply involved in this process and a major stakeholder as it proceeds. This proposed position will be key to that effort.

Attached to this report is the job description for the Deputy Director position. This restructuring strategy will improve the management capacity and oversight for both Water and Sewer Division of the department, improving the department's ability to organize and deliver capital projects and to obtain service goals established by the City Council as part of the 2014/2015 budget process.

Recommended Action(s): 1) Approve the job descriptions for the Deputy Director of Public Works Water and Sewer. 2) Approve the inclusion of this position in the 2014/2015 budget to be funded by the water fund and the sewer fund at equal portions.

Alternative Council Option(s): Provide alternate direction

Citizens advised:
Requested by: Tim Eriksen, Director of Public Works/City Engineer
Prepared by: Tim Eriksen, Director of Public Works/City Engineer
Coordinated with: Jane Chamber, City Manager
Attachments: 1.Job Description

Approved: Jane C Chambers
Jane Chambers, City Manager

The changes to the job description have necessitated review of the salary range as well, to correspond to the additional job requirements, certificates, and/or responsibilities that have been added. Staff recommends that this position be assigned to grade 2571 in the Management Salary Schedule which ranges from $8,227.10 to $10,000.10 monthly. This will not lead to a budget increase in the 2014/2015 budget as there exists a salary savings from vacated positions. It is also likely by the time the recruitment, selection and acceptance process is over, the fiscal year may be over. However, each division budget will be addressed for 2015/2016, and will need to be developed in keeping with the revenues, guidelines and service priorities that the City Council adopts for that budget year.

The management structure being organized through the changes to the job description provides for adequate management oversight and leadership of a combined public works, water, and wastewater department.

Fiscal Impact:

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

Amount Budgeted	Source of Funds (title and #)	Account Number	Addit. Appropriation Requested
$0			

JOB DESCRIPTION

Attachment 1

CITY OF UKIAH

PUBLIC WORKS DEPUTY DIRECTOR – Water and Sewer Utilities

(Exempt, Management Position)

DEFINITION

Under the administrative direction of the Director of Public Works/City Engineer, to assist in the planning, directing, managing, and coordinating of various Water and Wastewater Public Works facilities, field service programs, and activities; to provide highly responsible technical and staff assistance; to assist in the planning and designing of municipal construction and capital improvement projects and supervising their inspection; and to do related work as assigned.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Plans, organizes, directs and evaluates the water production and distribution system, sewer collection system and wastewater treatment facilities. **(E,M)**
- Perform complex field and office engineering work in connection with the location, design, construction, and maintenance of Public Works Water and Wastewater Utilities projects. **(E,M)**
- Prepare comprehensive written reports and statistical support data relating to Public Works Water and Wastewater projects and work programs. **(E,M)**
- Participate in the development and implementation of goals, objectives, policies, and priorities of the Water and Wastewater Utilities of the Public Works Department. **(E,M)**
- Assist in the planning, directing, supervising, and coordinating of engineering work in Water and Wastewater projects and the design and construction of Water and Wastewater facilities and infrastructure. **(E,M)**
- Supervise and conduct field inspections of municipal contract construction and repair work and provide assistance. **(E,M)**
- Conduct and supervise plan checks for adherence to codes and standards. **(E,M)**
- Perform detailed analysis and prepare a variety of required governmental reports and statistical tabulations. **(E)**
- Assist in the supervision of consulting engineering staff in the preparation of plans, project specifications, legal descriptions, surveys, and other engineering work. **(E,M)**
- Assist in the coordination of engineering activities and field service programs with other City departments and divisions and with outside agencies. **(M)**
- Directs, through the supervisors, crews engaged in water and wastewater repairs and construction activities, including repair of water leaks, main replacements, manhole installation and repair. **(E,M)**
- Select, supervise, train, and evaluate staff. **(E)**
- Participate in the preparation and administration of all Pubic Works Water and Wastewater Utilities departmental budgets. **(E)**
- Represent the City in the community and at professional meetings as required. **(E)**
- Work with the public to answer questions and provide technical information. **(E)**
- Assist in the selection, supervision, training, and evaluation of staff. **(E)**
- Work flexible hours. **(E)**
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Special Districts operations and governance, particularly as related to water and sewer utilities
- Engineering principles and practices as applied to water and sewer field and plant operations, including planning, design and construction, and operation and maintenance.
- Federal, State, and local laws, codes and regulations.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to public works facilities.
- Accepted methods of constructing, maintaining, and repairing water and sewer field and plant operations.
- Recordkeeping and reporting procedures.
- Principles and practices of organization, administration, budget, facility, and personnel management.
- Technical, legal, and financial issues involved in the conduct of a municipal public works program.
- Applicable Federal and State regulations.

Ability to:

- Assist in the supervision of a City-wide program of water and wastewater utilities activities.
- Read and interpret construction plans and specifications.
- Perform technical engineering work of a complex nature.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Assist in the supervision, training, and evaluation of staff.
- Prepare comprehensive and complex technical reports.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, City officials, and other governmental agencies.
- Work flexible hours.
- Lift 20 pounds.
- Traverse uneven or steep ground.
- Work in extreme weather conditions.

Experience:

Ten years of increasingly responsible experience in water and sewer field, plant operations and management; including two years of supervisory experience.

Education:

Equivalent to a Bachelor's of Science Degree in Engineering or Science related field from an accredited college or university. Additional specialized training in water, sewer or engineering highly recommended.

Special Requirements:

- Possession of a valid Class C California Driver's License is required.

City of Ukiah

ITEM NO.: 12c

MEETING DATE: February 18, 2015

AGENDA SUMMARY REPORT

SUBJECT: CONSIDERATION OF POSSIBLE LOAN OF UKIAH POST OFFICE WPA (WORKS PROJECT ADMINISTRATION) MURAL TO CITY OF UKIAH

Background: The USPS removed the large WPA mural, "Resources of the Soil," from the historic Downtown Ukiah Post Office building when they sold the building several years ago. The mural became part of the Postal Fine Arts Collection owned by the United States Postal Service (USPS). The USPS sent the mural away for conservation and restoration. Upon completion of this work, the USPS desired to have the mural on loan at a public facility in Ukiah, so it could be placed back on public display. The USPS approached the City of Ukiah nearly a year ago to see if the mural could be displayed at the Civic Center. The City Council was interested in pursuing this possibility and directed Museum and other City Staff to see if this would be a feasible course of action. The initial USPS long-term loan agreement for this artwork was evaluated by Staff, who had several areas of concern with the proposed agreement. Their concerns were discussed at the July 16, 2014 City Council meeting, when Staff were directed to work on revising the USPS mural loan to mitigate these concerns.

Discussion: Since that time the City Manager and the Grace Hudson Museum Director have revised the loan agreement and the City Attorney has reviewed and approved the revised agreement (see Attachment 1). This revised loan document was then presented to the appointed USPS representative, who has said it would be acceptable to that institution. The revised agreement retains the provision that the City would be required to insure the mural for $100,000 and would be liable for any damage that occurred to the painting while in the City's care. Unlike the prior agreement, however, it allows for the mural to be exhibited in the Civic Center Lobby behind a plexi-glass frame, thus making it much safer from vandalism. In addition, this area is now slated for the installation of security cameras, a step that will also increase the mural's safety. The revised agreement also has more explicit and less demanding levels of climate control than the first agreement, levels which will not require any changes to the building's current heating and cooling protocols. Finally, under the terms of the revised agreement, at the end of the loan period the City of Ukiah will only be responsible for transporting the Mural to another Ukiah Valley area location, and will use Grace Hudson Museum Staff to do so, instead of professional art shippers.

Recommended Action(s):

1. Authorize the City Manager to execute the revised agreement with the USPS, per final successful negotiations of art insurance coverage. .

Alternative Council Option(s):

1. Do not enter into the loan for the USPS mural.

Citizens advised: N/A
Requested by: N/A
Prepared by: Sherrie Smith-Ferri, Museum Director
Coordinated with: Jane Chambers, City Manager, Sage Sangiacomo, Assistant City Manager
Attachments: 1. Agreement

Approved: Jane Chambers
Jane Chambers, City Manager

Given that the concerns raised by the original USPS loan agreement have been satisfactorily addressed in this revised document, staff is asking the City Council to authorize the City Manager to execute the revised contract with the USPS for the long-term loan of the "Resources of the Soil" Mural, pending the final satisfactory negotiation of the details of insurance coverage for the artwork.

Fiscal Impact:

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

Amount Budgeted	Source of Funds (title and #)	Account Number	Addtl. Appropriation Requested
TO BE DETERMINED			

AGREEMENT REGARDING ARTWORK FROM THE POSTAL FINE ARTS COLLECTION BETWEEN THE UNITED STATES POSTAL SERVICE, AND THE CITY OF UKIAH

THIS AGREEMENT ("Agreement") is entered into this __________ day of ____________, 2015 (the "Effective Date") by and between the United States Postal Service (USPS) and the City of Ukiah (Ukiah).

RECITALS

WHEREAS: the U.S. Treasury Department's Section of Fine Arts and Sculpture commissioned Benjamin Cunningham to paint an oil on canvas mural entitled *"Resources of the Soil"* ("Mural"), which Mural was installed at the former Ukiah Post Office, located at 224 North Oak Street, Ukiah California 95482, (the "Building") in January 1939 and is part of the Postal Fine Arts Collection owned by the USPS.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained in this Agreement, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. USPS agrees to permit the temporary display of the Mural by Ukiah and to allow the Mural to leave the care and custody of USPS for the purpose of exhibiting the Mural for a period beginning approximately March 15, 2015 through approximately March 15, 2017 ("Temporary Custody Period") at Ukiah City Hall/Ukiah Public Library. The Mural is anticipated to be delivered to City Hall/Ukiah Public Library and installed on approximately March 15, 2015 at USPS's expense, at no risk or expense to Ukiah. Upon the termination of this Temporary Custody Period, Grace Hudson Museum staff will de-install, pack and transport the Mural to another location within the Ukiah Valley area as designated and approved by the USPS FPO, approval not to be unreasonably withheld. This transportation will occur within three weeks of the Mural's de-installation, at the expense of Ukiah. Ukiah shall only be responsible for the conditions outlined in this Agreement during the Temporary Custody Period. The Mural will at all times remain the sole and exclusive property of the USPS, and this Agreement will be subject to the terms and conditions set forth. Ukiah agrees to provide USPS and any other individuals or representatives authorized by USPS with unlimited access to the Mural during normal business hours for the purposes of inspection; appraisal; high-resolution, flash or professional grade reproduction; and inventory.

2. Ukiah will furnish and affix on the wall in close proximity to the Mural (within 24 inches from the mural) signage stating that the Mural is on loan from the USPS, along with providing the title of the Mural, artist's name, information about the artist's life and career, date of commissioning and context of the commissioning, all to be approved in advance by USPS FPO, approval not to be unreasonably withheld. Ukiah shall credit the USPS on this wall label, in any publicity, or any publication as follows: "*Resources of the Soil*" oil on canvas by Benjamin Cunningham. On Loan and Displayed with Permission from the United States Postal Service®. All Rights Reserved."

3. USPS grants Ukiah the right, at its own expense to take high resolution images of the Mural for non-commercial publicity, educational and archival uses provided that USPS is credited with ownership of the Mural as outlined above. Ukiah may, at its discretion, allow the visiting public to take impromptu, low resolution photographs of the Mural for personal usage, but shall not allow the visiting public to take high-resolution, flash or professional grade photography of the Mural for any reason whatsoever. Any request to do so must be made directly to the United States Postal Service by any third party

and all permission to take high-resolution photos must be given to third parties by USPS in writing.

4. Ukiah shall insure the Mural at Ukiah's expense following its arrival in the Ukiah Valley area, during the Temporary Custody Period. USPS shall be named as an additional insured and loss payee under Ukiah's fine arts insurance policy(ies). The Mural shall be insured initially for $100,000, under an "all risk", policy(ies) subject to only the following standard exclusions: wear and tear, gradual deterioration, or inherent vice; terrorism; nuclear risks; biological, chemical, and cyber-attack; war risks; and government action, including seizure or destruction under quarantine or customs regulations, confiscation by order of any government or public authority, or risks of contraband or illegal transportation or trade. If Ukiah fails to secure and maintain the insurance required by this paragraph 4, Ukiah will, nevertheless, be required to respond financially in case of loss or damage as if said insurance were in effect. Any inaction by USPS regarding evidence of coverage shall not be deemed a waiver.

5. Ukiah will provide normal maintenance and precautions to protect the Mural from fire, theft, mishandling, extreme indoor light levels, direct sunlight, temperature fluctuations (the Mural will not be subject to temperatures exceeding 65 – 85 degrees Fahrenheit), and humidity fluctuations (the Mural shall only be subject to humidity levels within the range of 45-65 percent), dirt, insects, and vermin and other environmental hazards, while the Mural is in Ukiah's care and custody. The Mural must be handled only by experienced Grace Hudson Museum staff and will be secured from damage and theft by appropriate brackets, railings, or other responsible means as are determined appropriate by Ukiah, as approved by the USPS FPO. These could include a plexi-glass sheet that covers, but is not directly laid against, the surface of the Mural, with openings left around the edges for air circulation. The USPS will complete a detailed condition report form for the Mural, including detailed high-resolution photographs, prior to shipping the Mural to Ukiah. Grace Hudson Museum professional staff will thoroughly examine the Mural and complete an incoming condition report, including high resolution, detailed photographs, for the Mural upon its arrival in Ukiah. The completed incoming condition report will be sent the USPS FPO within 14 days of the Mural's delivery date. Grace Hudson Museum staff will inspect the Mural every other week and will immediately inform the USPS FPO, by phone, of any changes in the Mural's condition as noted in these inspections, followed by a written condition report, accompanied by detailed photographs, outlining these changes. Grace Hudson Museum professional staff will complete a detailed outgoing condition report to the USPS FPO at the end of the loan period, after delivery of the Mural to its next specified Ukiah Valley location. These condition reports will summarize the Mural's current condition, any change in condition as noted in the inspections, as well as any treatment recommendations. These reports are solely for USPS's information and in connection with any claims that might arise during the term of this Agreement. If the Mural should be damaged, Ukiah shall be responsible for restoration of the Mural at its sole cost and expense while the Mural is in the Ukiah's care and custody, subject to the conditions of and process dictated by Ukiah's fine arts insurance policy(ies). The Mural will be restored in the manner provided in Section 6 below.

6. If the Mural is damaged or deteriorates while in Ukiah's care and custody, Ukiah shall notify the USPS FPO immediately, and shall have any repair or restoration performed at its expense, subject to the conditions of and process dictated by the Ukiah's fine arts insurance policy(ies). In the event of an emergency, Ukiah must take all steps necessary to prevent any additional damage to the Mural. All repair and restoration work shall be performed by a qualified conservator who has been approved in advance by the USPS FPO, such approval not to be unreasonably withheld and all repair work shall be completed promptly and with due diligence. After the completion of any such restoration work to the Mural, Ukiah shall forward the approved

conservator's completed restoration report to the FPO. If Ukiah fails to complete the maintenance, repair or restoration work within the time specified in the notice, the USPS shall have the right to perform the work at Ukiah's sole expense and seek reimbursement from Ukiah, subject to the conditions of and process dictated by the Ukiah's fine arts insurance policy(ies). Ukiah will pay USPS, as applicable the costs of the work performed, within thirty days' of receipt of an invoice for the work.

7. USPS reserves any and all rights that it may hold to the Mural and any and all images of the Mural (Mural Images), including but not limited to all copyrights and other intellectual property rights, and grants permission to Ukiah to use the Mural Images for any use that does not generate income or promote the generation of income. Such uses do not include uses on Ukiah reports, brochures, newsletters, business cards or other such items. On any use, Ukiah must acknowledge USPS as the owner of all rights to the Mural and Mural Images.

8. Items bearing the Mural Images cannot be resold for any reason without a written license agreement between USPS and Ukiah. Ukiah must obtain a license agreement from USPS and pay royalties to USPS to use a Mural Image on any item for resale, including, but not limited to, Mural images, used in whole or in part, on or in postcards, posters, fine art prints, books, periodicals, greeting cards, stationary, clothing or merchandising items such as mugs and magnets. USPS has a standard license agreement for such purposes. Ukiah must notify the following USPS representative by U.S. Mail®, Certified Mail® and postage prepaid, to apply for a license:

Manager, Channel Marketing & Licensing
475 L'Enfant Plaza, SW
Room 6912
Washington, DC 20260

With a copy to:

Integration and Planning Rights and Permissions
United States Postal Service
475 L'Enfant Plz SW RM 3300
Washington DC 20260-3300
Email: permissions@usps.gov
Fax: 202-268-8861

This notification requirement is in addition to the notifications requirement in Paragraph 13 of this Agreement.

9. Failure to obtain a license agreement from USPS prior to any resale of items bearing a Mural Image constitutes a breach of this Agreement. Upon such breach, a reasonable royalty based on Ukiah's resale of such unauthorized items bearing a Mural Image shall become immediately due and payable. USPS and its duly authorized representatives shall have the right at all reasonable business hours to examine the books and records of Ukiah pertaining to the resale of unauthorized items bearing a Mural Image.

10. The Mural must be exhibited during the Temporary Custody Period outlined in paragraph 1, except for periods required for protection or maintenance of the Mural; provided, however, that if the Mural is taken off exhibit for maintenance or restoration, Ukiah shall immediately notify the USPS FPO in writing via Express Mail® Service. Ukiah agrees to provide public access to the Mural during Ukiah's normal public business hours. In the event a security or safety risk exists at the location where the Mural is installed, Ukiah may temporarily suspend such public access.

11. This Agreement shall be construed in accordance with federal law; and, if there is no relevant federal law, in accordance with the law of the State of California.

12. (a) This Agreement shall terminate at the end of the Temporary Custody Period in accordance with paragraph 1 unless earlier terminated as provided in this paragraph 12.

(b) Notwithstanding anything to the contrary provided herein, USPS may immediately terminate this Agreement, in USPS's sole and absolute discretion, if thirty (30) days have passed after USPS has provided written notice to Ukiah that Ukiah has failed to meet any of its obligations hereunder and has failed to initiate and complete corrective action as required under the terms of the Agreement. In the event of such termination, USPS reserves the right to seek all rights and remedies available in law and equity, subject to the conditions of and process dictated by the Ukiah's fine arts insurance policy(ies).

(c) Upon termination, Ukiah will be responsible for packing and transporting the Mural by experienced Grace Hudson Museum staff to a location within the Ukiah Valley area designated by the USPS' Federal Preservation Officer or their authorized representative. If termination occurs by expiration of the specified term of this Agreement, or any extensions thereof, the costs of such packing and transportation shall be borne by Ukiah. If termination occurs due to Ukiah's breach of any of its obligations under the Agreement, the costs of such packing and transportation shall be borne by Ukiah. In all events, Ukiah shall reimburse USPS for the cost of any repair or restoration work required upon delivery of the Mural to the designated Ukiah Valley location.

13. All notices must be in writing and are effective only when deposited in the U.S. Mail®, Certified Mail® and postage prepaid, or when sent via overnight delivery as follows:

If to USPS:	Federal Preservation Officer – USPS 475 L'Enfant Plaza SW, Room 6631 Washington, D.C. 20260-1862
If to Ukiah:	City Manager City of Ukiah 300 Seminary Ave. Ukiah, CA 95482

15 This Agreement shall constitute the final, complete, and exclusive written expression of the intentions of the parties hereto with respect to the Temporary Custody Period arrangements. This Agreement shall supersede all previous communications, representations, agreements, promises, or statements either oral or written by or between either parties. This Agreement may be amended only in writing signed by each party. In the event of any conflict between this Agreement and any forms of Ukiah, the terms of this Agreement shall be controlling.

16. Each party declares that it has the authority to enter into this Agreement and that the signatory hereto has been given the requisite authority to sign. This Agreement may be signed in counterparts, each of which shall be deemed to be an original.

This Agreement takes effect upon the date that representatives of all parties have signed, which date shall be inserted in the introductory paragraph of this Agreement as the "Effective Date."

FOR THE CITY OF UKIAH

By: ______________________________ ________________________

Jane Chambers Date
City Manager, City of Ukiah

FOR THE UNITED STATES POSTAL SERVICE, FACILITIES HEADQUARTERS

By: ______________________________ ________________________

Daniel B. Delahaye Date
USPS Federal Preservation Officer

City of Ukiah

ITEM NO.: 13a
MEETING DATE: February 18, 2015

AGENDA SUMMARY REPORT

SUBJECT: FISCAL YEAR 2014-2015 MID-YEAR REVIEW (GENERAL FUND, WATER, WASTEWATER AND ELECTRIC ENTERPRISE FUNDS AND CAPITAL PROJECTS).

Background: This informational item presents revenue and expenditure results through the first six months of Fiscal Year 2014-2015 For General Fund, Water, Wastewater and Electric Operations. Updated revenue projections for the General Fund are included on the graphs within this staff report. Capital items are not yet complete and will be reviewed at the Council Meeting.

This staff report is meant to be read in conjunction with the worksheets provided for the General Fund, Water, Wastewater and Electric Operation Funds. Overall, these major funds are projected to be in line with the adopted budget and do not require budget adjustments at this time. I have called out items that may have questions when reviewing the worksheets. In addition, a brief history of major General Fund revenues and variances in projections is included.

General Fund

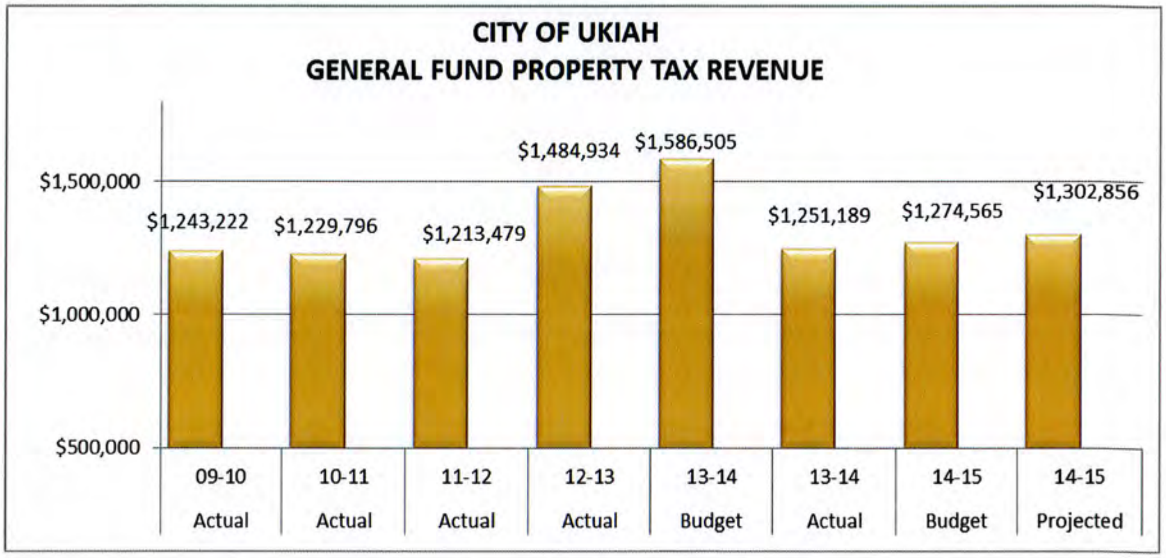
The Mid-Year Report reviews General Fund revenues and department expenditures and identifies those areas where activity at mid-year deviates significantly from expected results. In some instances, variations are expected due to the timing of certain revenues and the operational needs of departments and are not of concern. No budget adjustments for General Fund expenditures are requested at this time. Staff will continue to closely monitor revenues and expenses as the year progresses.

Recommended Action(s): Receive update on the status of the Fiscal Year 2014-2015 Mid-Year Review.

Alternative Council Option(s):
Citizens advised:
Requested by:
Prepared by: Karen Scalabrini, Finance Director
Coordinated with: Jane Chambers, City Manager
Attachments: 1. Mid-Year Budget worksheets

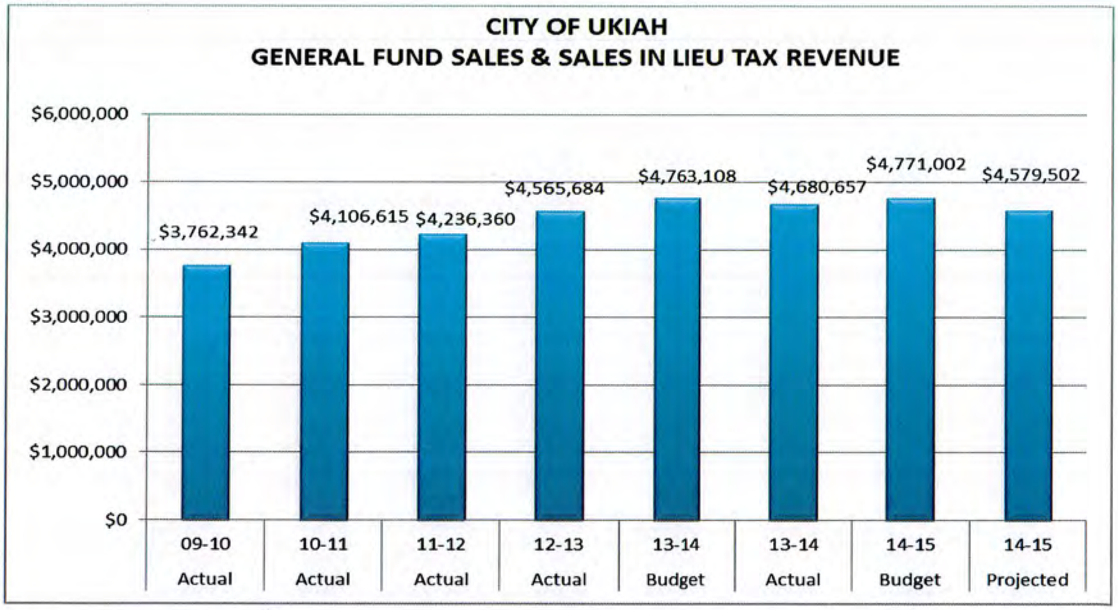
Approved: Jane Chambers
Jane Chambers, City Manager

At mid-year (Dec. 31, 2014), the General Fund (including public safety) posted $4,354,161 in revenue, or 30 % of the adjusted budget for fiscal year 2014-2015. In fiscal year 2013-14 general fund revenues were about 33% of the budget. This low percentage is normal and is attributed to timing of property tax payments. Overall revenue projections for the general fund are not expected to change much from the budget. Estimated revenues are expected to be about $900 more than originally estimated in the budget. The budget will be revised to reflect these changes. The following graphs give a history and adjusted projections of major general fund revenues. ***Property Tax:***



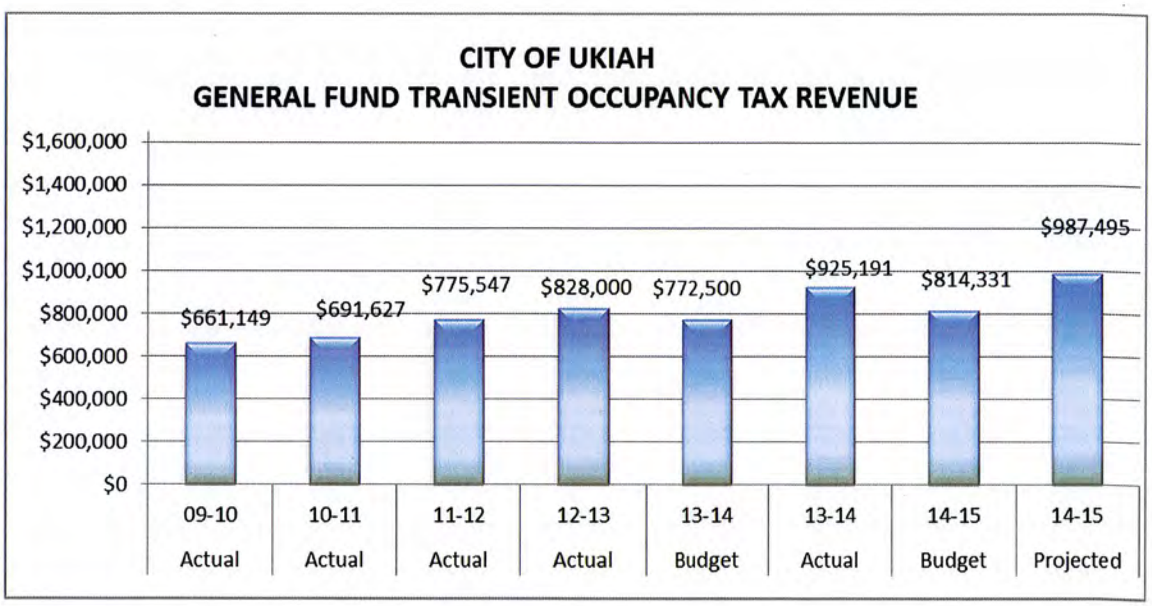
Real property within the City is taxed at 1% of the assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. The County uses the Teeter plan for collection which provides the City with 100% of the taxes assessed with the County. The County in turn keeps all delinquent penalties and interest collected. In fiscal year 2012-2013 this revenue was inflated due to one time-payment for the "redistribution" or "pass through" of property taxes from the disillusionment of redevelopment. Taxes that the City once received for redevelopment are now distributed to the state, schools, county and City. The projection for fiscal year 2014-2015 is based on receiving stable "pass through" and is about $28,000 higher than originally expected.

Sales Tax:



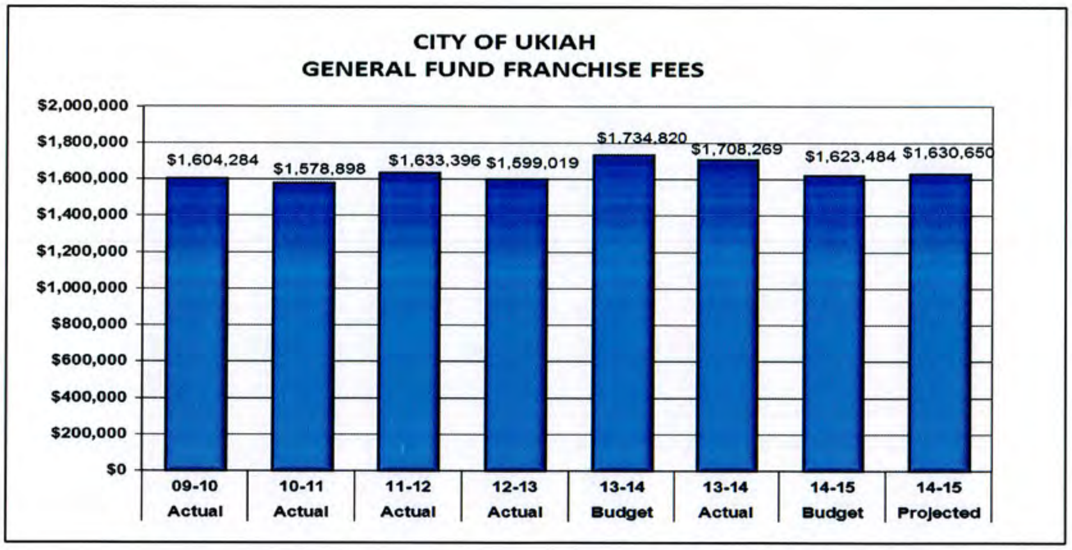
The City receives 1% of retail sales made within the City limits. The diversity of commercial operations such as retail shops, restaurants, building supply, and car dealers insure a more secure level of income if compared to a city with less diversity in businesses. The projection for 2014-2015 has been reduced by $191,500 and can partially be attributed to one-time payment corrections ($49,000) and lower gas prices.

Transient Occupancy Tax:



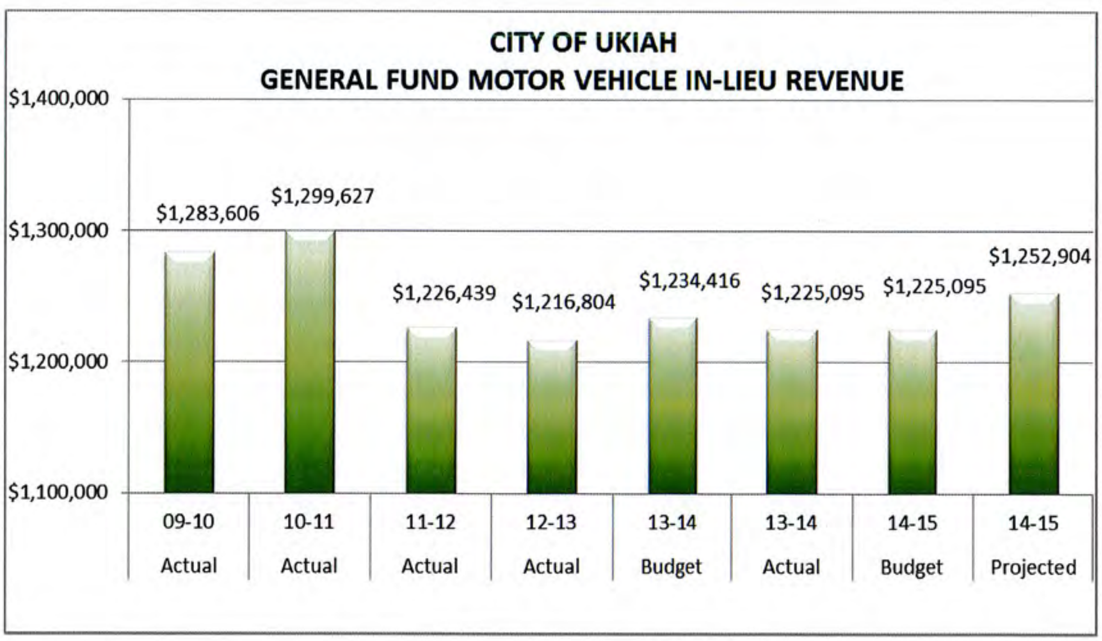
The City has a tax rate of 10% on all revenues paid to hotels and bed & breakfast inns. The tax is paid by the guests staying for less than 30 days. Transient occupancy taxes are trending higher than expected by approximately $173,000.

Franchise Fees:



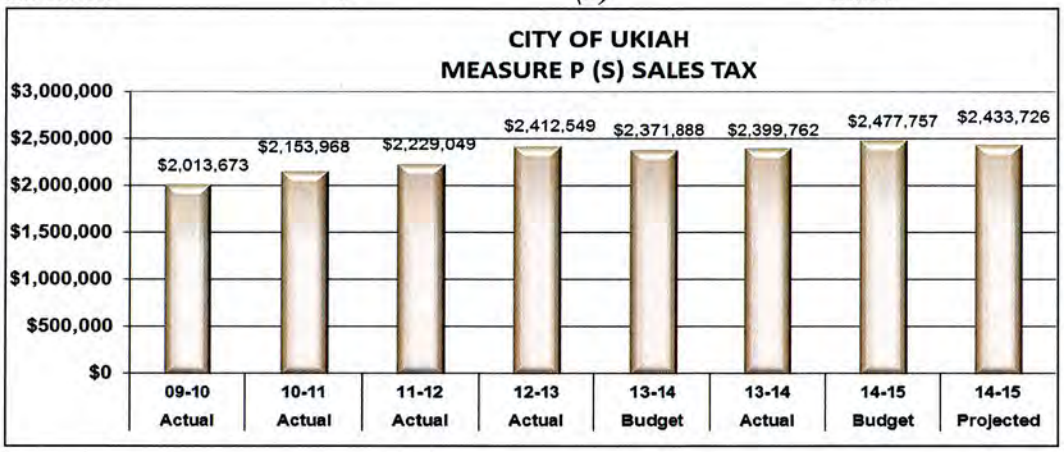
Franchise fees are collected from the electric enterprise, Comcast, PG&E and Ukiah Waste Solutions. Franchise fees are fees incurred by an individual or an enterprise for the privilege of using public rights of way and to compensate for the costs of regulation. Franchise fees are projected to be within $7,000 of the original budget estimate.

Motor Vehicle License Fees:



These fees were established in 1935 as a uniform statewide tax, vehicle license fees are a tax on ownership of registered vehicles in place of taxing vehicles as personal property. Effective July 1, 2011 Vehicle license fees allocated to cities shifted revenues to fund law enforcement grants. Monthly allocations have been reduced to zero. In 2004 the state "swapped" a portion of the vehicle license revenues. The City now receives these revenues based on property tax growth instead of the original allocation based on population. The in lieu revenues remaining are paid twice a year with property taxes. This revenue is projected to be $27,809 higher than originally budgeted.

Measure P (S) Sales Tax:



Measure P is a ½ cent sales tax approved by voters in June of 2005 (formerly known as measure s). Originally the tax was approved for a ten year period and set to expire in September of 2015. The Citizens of Ukiah approved the tax indefinitely in November of 2014. While this tax is a general tax it is specifically used to fund public safety. Measure P sales taxes are projected to fall short of the original budget projection by $44,000.

General Fund Expenses:

Departments have spent $3.3 million or 55% of their budgets at midyear, including prepaid contracts. When comparing spending to the same period last year there are a few large differences to note. Non departmental has a timing difference for insurance for $210,789; Parks has spent $112,400 on budgeted equipment and had not spent anything at this time last year. Information services had general allocations coming to the general fund last year, which was changed in the current budget. Public Works- Streets has spent $115,200 on asphalt this year compared to $13,000 at this time last year.

No adjustments are being suggested for departments at this time. Accounting practices that I propose to change in the future included Building Maintenance, Public Works Corporation Yard and Information Technology. I plan to create internal service funds next fiscal year in order to create more transparency and provide a clearer picture to departments and Council in these areas.

Both Building Maintenance and the Public Works Corporation Yard have negative expenses (meaning they have taken in funds that reduce the expenses). This is due to timing of expenses and internal allocations to pay for these services. Building maintenance has actually spent $195,756 or 38% of its $503,755 budget. The Public Works Corporation Yard has spent $32,892 or 52% of its $62,776 budget. By making these items internal service funds in the future, departments and Council will be able to see the funding sources coming in to pay for these services and actual expenses as they happen separate from the general fund.

Information Services is trending higher in the general fund due to time spent working on general fund items. When analyzing the entire Information Services budget, as of December 31, 2014 Information Services spent $263,313 or 38% of their $810,056 budget.

City's Economic Health

Undesignated fund balance in the general fund is estimated to have a balance of about $4.1 million (or 27%) respectively at fiscal year-end 2014-2015.

The City continues to struggle with finances. Continued conservative spending and analysis of expenditures is critical. Staff has started working on next year's budget. Next year's proposed budget will be outlined for the City Council at study session(s) to be scheduled in mid-May. Detailed recommendations will be presented as part of the budget study session(s). The study session(s) will provide the City Council with an opportunity to review and provide feedback on the specific assumptions being used to develop the FY2015-16 operations budget proposal. Work sessions will cover capital expenses as well as operational.

Water Enterprise

At mid-year (Dec. 31, 2014), the water operations fund posted $3,324,957 in revenue, or 52 % of the adjusted budget for fiscal year 2014-2015. In fiscal year 2013-14 water revenues were about 60% of the budget. The last 3% rate increase adopted went into effect on July 1, 2014. Overall revenue projections for the water fund are not expected to change from the budget.

Departments have spent $1.39 million or 49% of their budgets at midyear, including prepaid contracts. Expenditures are about $139,000 higher when compared to the same period of time last year and vary due to the accounting change for allocations. No budget adjustments are suggested for this fund.

Wastewater Enterprise

At mid-year (Dec. 31, 2014), the wastewater operations fund posted $3,235,897 in revenue, or 36 % of the adjusted budget for fiscal year 2014-2015. The small percentage is due to UVSD charges excluding depreciation until discussions are complete with the district. When comparing charges for services to customers the revenues received are 45% of the budget. In fiscal year 2013-14 wastewater revenues collected from customers were about 42% of the budget. The last 3% rate increase adopted went into effect on July 1, 2014. Overall revenue projections for the wastewater fund will depend on the outcome of discussions with UVSD. A wastewater rate study is underway and will be brought to the Council in the future.

Departments have spent $1.39 million or 21% of their budgets at midyear, excluding depreciation and transfers. Expenditures are about $54,000 lower when compared to the same period of time last year and vary due to the accounting change for allocations and the uncertainty of the budget resolution with UVSD. City attorney costs are high due to litigation with UVSD. Only attorney costs that are attributed to the operation of the enterprise are shared with the district. No budget adjustments are suggested for this fund at this time but may be need in the future.

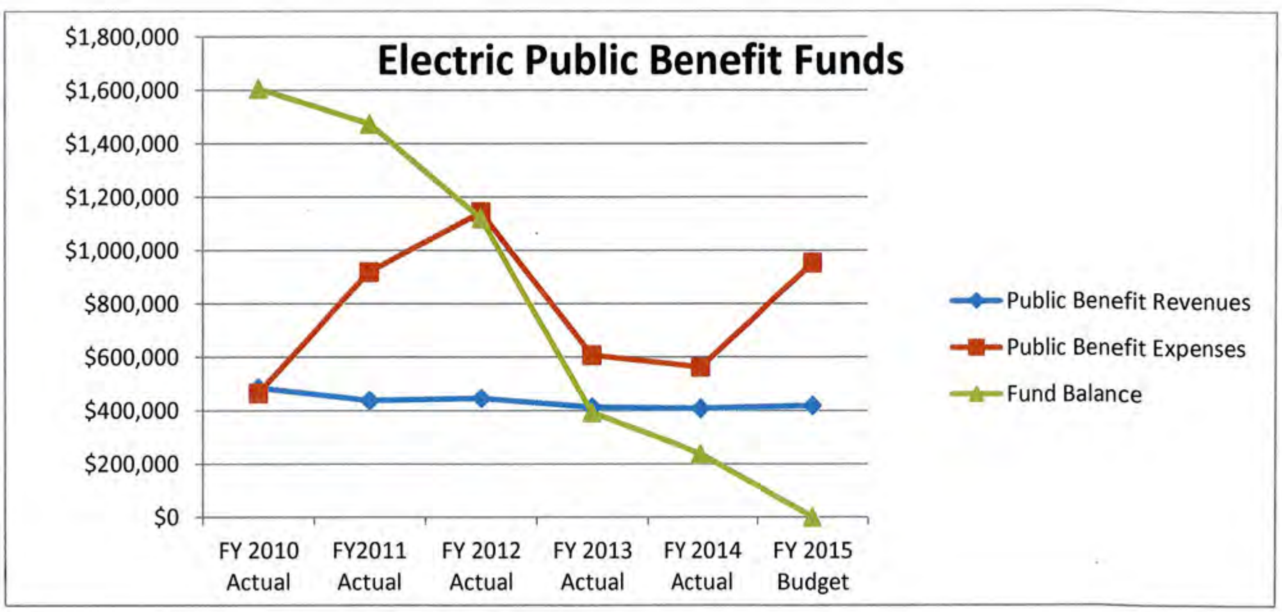
Electric Enterprise

At mid-year (Dec. 31, 2014), the Electric operations fund posted $8,836,035 in revenue, or 54 % of the adjusted budget for fiscal year 2014-2015. In fiscal year 2013-14 Electric revenues were also 54% of the budget. Overall revenue projections for the water fund are not expected to change from the budget.

Departments have spent $7.8 million or 42% of their budgets at midyear, including prepaid contracts. Expenditures are about $637,000 higher when compared to the same period of time last year and vary due to accounting changes for debt service in the Hydro Electric division and administrative charges for services. Increased charges in the Hydro Electric division for $702,348 represent and accounting change for debt service which was previously charged directly to the balance sheet and was not budgeted. While this item will need a budget adjustment staff is not requesting an increase to budgeted expenditures at this time. This may be an item that requires an increased budget in the future.

Public Benefits- Electric Fund

AB1890 was signed by the Governor of California in September of 1996. The mandated expenditures under the program are a fixed 2.7% of Electric revenues. These revenues are placed in a separate "sub-fund" in order to account for interest and track expenses. The City built up a reserve and has been spending these reserves through approved programs over the past several years. Programs include Energy Conservation, Senior Assistance program, Emergency Assistance, Photo Voltaic (Solar), Energy rebate programs, and Low income assistance. Staff will continue to monitor spending levels in the current year and will unfortunately need to reduce some of these programs next year to match revenues now that reserves have been depleted. The Electric Public Benefit funds graph on the following page shows the stable revenue line for public benefit income in blue and the depleted fund balance for these funds in green. The red line shows the increased spending which appears to have started in 2010.



Summary

Overall the City appears on track with no additional appropriations needed at this time. Revenue levels remain a concern and are monitored regularly. Staff is working to provide an update on capital spending and will work to simplify the process in the next budget cycle.

Attachment 1

GENERAL FUND

› 02 25 2014	Actual FY 2010	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Actual to 12/31/2013	Actual FY 2014	Budget FY 2015	Actual to 12/31/2014	Budget Remaining FY 2015	% of Budget Spent
Unassigned Fund Balance	**4,325,375**	**4,686,766**	**4,851,110**	**4,381,047**	**4,233,953**		**4,437,058**	**4,160,058**			
Percent of Unreserved Fund Balance	33%	34%	36%	29%	27%		30%	27%			
General Government Revenues:											
Taxes:											
Property Taxes	1,243,222	1,229,796	$ 1,213,479	$ 1,484,934	$ 1,586,505	$ 359,198	$ 1,251,189	$ 1,274,565	$ 330,565	$ 944,000	26%
Sales Tax	3,762,342	4,106,615	4,236,360	4,564,684	4,763,108	1,238,267	4,680,657	4,771,002	1,175,679	3,595,323	25%
Transient Occupancy Taxes	661,149	691,627	775,547	828,000	772,500	417,663	925,191	814,331	459,122	355,209	56%
Other Taxes	391,351	342,934	350,444	359,281	345,900	10,283	358,619	356,875	26,252	330,623	7%
Franchise Taxes	1,604,284	1,578,898	1,633,396	1,599,020	1,734,820	832,018	1,601,185	1,623,484	848,587	774,897	52%
Successor Agency admin	-	-		301,909	250,000		-	250,000	-	250,000	0%
Licenses/Permits/Penalties:											
License & Permits	337,508	344,593	213,064	272,070	88,730	62,710	283,786	110,149	68,647	41,502	62%
Fines/Penalties	59,860	59,166	45,932	44,805	54,000	-	53,999	6,000	575	5,425	10%
Charges for Services:											
Police Services	174,953	182,563	192,013	174,264	147,550	79,934	175,641	361,095	121,767	239,328	34%
Fire Services	55,139	34,842	12,034	78,867	7,400	2,355	20,346	7,000	2,293	4,707	33%
Ambulance	456,556	509,783	551,822	307,842	-	-	31,879	50,000	-	50,000	0%
Planning Fees	85,902	73,023	301,578	200,066	69,570	117,482	391,907	182,046	41,580	140,466	23%
Swimming Pool	45,683	46,948	49,376	58,046	72,000	37,520	65,856	72,000	46,482	25,518	65%
Other	206,090	420,370	231,901	93,476	98,155	6,133	137,821	68,599	29,901	38,698	44%
Revenues from Other Agencies:											
Motor Vehicle License Fee (VLF)	47,135	85,042	16,227	6,834	-		-	-	-		0%
Property Tax in Lieu of Motor License Fees	1,236,471	1,214,585	1,210,212	1,209,970	1,234,416	-	1,225,095	1,225,095	-	1,225,095	0%
P.O.S.T Reimbursments	21,826	16,391	24,675	16,068	14,000	9,975	15,528	20,000	21,183	(1,183)	106%
Home Owners Property Tax Relief	12,365	12,235	12,221	12,352	12,500	-	12,086	12,500	-	12,500	0%
Talmage Road Maintenance	2,267	1,135	-	-	1,200	-	-	-	-	-	0%
Other Revenues:										-	
Rental Income/Program fees	1,047,620	928,792	769,287	665,497	711,313	329,868	560,616	746,835	355,827	391,008	48%
Other	4,668	7,556	11,475	29,839	40,000	11,823	29,458	25,722	18,968	6,754	74%
Sub Total General Government Revenues	11,456,391	11,886,894	11,851,043	12,307,824	12,003,667	3,515,229	11,820,859	11,977,298	3,547,428	8,429,870	30%
Public Safety Restricted Revenues:											
Sales Tax - Measure S	2,013,673	2,153,968	2,229,049	2,412,549	2,371,888	1,229,992	2,424,009	2,477,757	806,733	1,671,024	33%
COPS funds	79,918	136,320	88,158	-	-	-		-		-	0%
Sub Total Public Safety Revenues	2,093,591	2,290,288	2,317,207	2,412,549	2,371,888	1,229,992	2,424,009	2,477,757	806,733	1,671,024	33%
Total General Fund Revenues	$ 13,549,982	$ 14,177,182	$ 14,168,250	$ 14,720,373	$ 14,375,555	$ 4,745,221	$ 14,244,868	$ 14,455,055	$ 4,354,161	10,100,894	30%
Transfers In:	649,496	-	-	237,630	-	-	705,155	477,499	180,680		38%
Planned Use of Reserves;											
Fire Contract	-	-	-	-	-		-	440,000	440,000		
Police PTAF	-	-	-	-	-	-	-	173,000	173,000		
Total General Funds available	14,199,478	14,177,182	14,168,250	14,720,373	14,375,555	4,745,221	14,950,023	15,545,554	5,147,841		

GENERAL FUND

02 25 2014	Actual FY 2010	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Actual to 12/31/2013	Actual FY 2014	Budget FY 2015	Actual to 12/31/2014	Budget Remaining FY 2015	% of Budget Spent
General Fund Operating Expenses:											
General Government:											
City Council	$ 24,286	$ 15,550	$ 8,451	$ 32,003	$ 38,023	$ 11,345	$ 36,118	$ 37,718	$ 20,377	$ 17,341	54%
City Clerk/Elections*	60,118	55,429	52,941	88,057	113,491	45,234	103,119	117,949	42,724	75,225	36%
City Manager	89,580	95,412	89,799	172,348	193,493	78,978	179,945	278,778	111,434	167,344	40%
Admin Support	62,335	68,778	72,784	29,764	41,824	13,772	37,389	61,270	29,873	31,397	49%
Non Departmental	304,513	287,369	301,801	311,409	415,609	191,256	341,755	727,794	410,229	317,565	56%
Finance- Accounting	262,551	268,243	292,276	416,438	509,566	193,582	440,926	371,619	186,889	184,730	50%
City Attorney	62,608	68,299	88,616	44,652	148,422	30,182	91,767	99,825	39,278	60,547	39%
Treasury Management	29,343	22,609	19,490	30,169	35,460	5,310	41,123	38,374	7,807	30,567	20%
Human Resources/Risk Management	204,795	242,988	241,492	304,435	337,230	171,971	318,802	314,734	166,547	148,187	53%
Economic Development	-	-	125	229,843	252,032	127,543	268,249	233,851	96,962	136,889	41%
Visit Ukiah	-	-	16,078	99,843	135,512	42,353	95,243	89,892	45,025	44,867	50%
Successor Agency Expenses	-	-	4,982	311,700	250,000	52,331	97,677	51,619	22,760	28,859	44%
Community Outreach	24,083	89,070	46,654	28,586	37,000	2,510	35,005	37,000	7,914	29,086	21%
Parks	735,095	807,631	858,780	1,148,376	1,072,010	547,316	1,118,070	1,182,585	615,444	567,141	52%
Building Maintenance	(1,440)	(49,856)	3,823	(15)	490	(6,883)	844	-	(55,173)	55,173	0%
Recreation/Programs	654,676	704,329	707,765	813,315	861,006	406,049	703,466	831,019	431,642	399,377	52%
Planning	484,119	515,391	561,733	517,710	598,667	262,630	576,900	461,002	225,906	235,096	49%
Building	193,978	217,752	206,377	270,712	298,369	132,325	290,170	280,914	105,385	175,529	38%
Information Technology	68,665	93,080	87,364	170,675	188,248	(32,623)	110,147	221,013	142,489	78,524	64%
Public Works- Engineering	468,530	268,035	248,078	154,818	160,674	75,454	165,029	213,258	119,651	93,607	56%
Public Works- Traffic Signals	21,064	15,144	43,374	31,829	80,844	3,418	20,209	35,000	11,596	23,404	33%
Public Works- Streets	842,942	1,116,157	953,205	951,900	1,081,156	452,309	1,055,670	1,101,944	594,250	507,694	54%
Public Works- Corporation Yard	285	-	(48)	(1)	(3,240)	(18,127)	-	-	(13,496)	13,496	0%
Animal Control	107,005	94,962	96,749	93,415	110,016	640	78,006	110,500	531	109,969	0%
Sub Total General Government	***$ 4,699,131***	***$ 4,996,372***	***$ 5,002,689***	***$ 6,251,981***	***$ 6,955,901***	***$ 2,788,875***	***$ 6,205,629***	***$ 6,897,658***	***$ 3,366,044***	$ 3,531,614	55%
Public Safety:											
Police- Patrol	4,552,077	4,730,878	4,932,534	5,309,443	5,506,274	2,782,825	5,475,574	5,695,895	2,698,297	2,997,598	47%
Police-Reserves	6,584	14,468	2,940	3,171	19,300	2,478	8,342	19,300	3,121	16;179	16%
Police-COPS Grant	517,705	122,508	131,539	160,222	153,362	74,740	168,820	-	3,008	(3,008)	100%
Police- CSO	-	-	-	166,533	172,134	85,289	227,480	344,080	162,093	181,987	47%
Police- Major Crimes	168,786	170,245	175,627	185,166	186,501	91,234	177,401	177,326	87,105	90,221	49%
Police Sub-Total	$ 5,245,152	$ 5,038,099	$ 5,242,640	$ 5,824,535	$ 6,037,571	$ 3,036,566	$ 6,057,617	$ 6,236,601	$ 2,953,624	$ 3,282,977	47%
Fire	3,216,248	3,162,136	3,198,462	2,396,342	2,517,850	1,290,439	2,638,673	2,308,012	1,116,049	1,191,963	48%
Public Safety-Information Services	-	-	-	-	-		-	103,283	26,915	76,368	26%
Ambulance*	-	747,799	-	876,529	2,345	2,372	3,426	-	1,492	(1,492)	100%
Sub Total Public Safety	***$ 8,461,400***	***$ 8,948,034***	***$ 8,441,102***	***$ 9,097,406***	***$ 8,557,766***	***$ 4,329,377***	***$ 8,699,716***	***$ 8,647,896***	***$ 4,098,080***	$ 4,549,816	47%
Total General Fund Operating Expenses	**$ 13,160,531**	**$ 13,944,406**	**$ 13,443,791**	**$ 15,349,387**	**$ 15,513,667**	**$ 7,118,252**	**$ 14,905,345**	**$ 15,545,554**	**$ 7,464,124**	**$ 8,081,430**	55.2%
Increase (decrease) from Operations								**$ -**	**$ (2,316,283)**		
Capital/Transfers	**$ 149,276**	**$ 137,964**	**$ -**	**$ 961,989**	**$ 428,255**		**$ 262,482**	**$ 277,000**			
Total General Fund Expenses	**$ 13,309,807**	**$ 14,082,370**	**$ 13,443,791**	**$ 16,311,376**	**$ 15,941,922**	**$ 7,118,252**	**$ 15,167,827**	**$ 15,822,554**	**$ 7,464,124**		
Increase (decrease) in reserve*	**$ 889,671**	**$ 94,812**	**$ 724,459**	**$ (1,591,003)**	**$ (1,566,367)**	**$ (2,373,031)**	**$ (217,804)**	**$ (277,000)**	**$ (2,316,283)**		

Water Enterprise Operating Fund

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Actual to 12/31/2013	Actual FY 2014	Budget FY 2015	Actual to 12/31/2014	Budget Remaining FY 2015	% of Budget Spent
Water Revenues:											
Charges for Services:											
Water Service Charges - Inside	$ 2,528,477	$ 3,710,097	$ 4,434,478	$ 5,084,921	$ 5,294,165	$ 3,285,880	$ 5,442,999	$ 5,698,532	$ 3,015,490	$ 2,683,042	53%
Water Service Charges - Outside	9,050	7,594	8,906	8,395	11,526	4,953	6,723	36,873	-	36,873	0%
Water Service Charges - Fire	134,893	131,828	201,121	260,784	293,424	-	288,867	302,227	147,912	154,315	49%
Municipal Water	154,954	144,020	216,997	292,293	335,595	142,552	196,781	345,663	121,981	223,682	35%
Water Connection Revenues	21,122	5,796	45,244	12,980	(5,663)	135,944		-	-	-	0%
Other	104,151	42,781	36,763	187,823	45,116	43,129	127,855	64,569	39,574	24,995	61%
Total Water Revenues	2,952,647	4,042,116	4,943,509	5,847,196	5,974,163	3,612,458	6,063,225	6,447,864	3,324,957	3,122,907	52%
Transfers In:	-	-	-	-	-	-	-	-	-	-	0%
Total Water Revenues	$ 2,952,647	$ 4,042,116	$ 4,943,509	$ 5,847,196	$ 5,974,163	$ 3,612,458	$ 6,063,225	$ 6,447,864	$ 3,324,957	$ 3,122,907	52%
Water Operating Expenses:											
Water:											
City Council	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,795	$ 9,938	$ 10,857	48%
City Clerk	-	-	-	-	-	-	-	10,880	3,918	6,962	36%
City Manager	-	-	-	-	-	-	-	27,775	12,956	14,819	47%
Non Departmental	-	-	-	-	-	-	-	64,858	32,429	32,429	50%
Finance/Accounting	-	-	-	-	-	-	-	259,384	104,563	154,821	40%
City Attorney	-	-	-	-	-	-	-	18,150	2,222	15,928	12%
Treasury Management	-	-	-	-	-	-	-	6,830	196	6,634	3%
Human Resources	-	-	-	-	-	-	-	26,341	9,640	16,701	37%
Information Technology	-	-	-	-	-	-	-	100,480	28,491	71,989	28%
Meter Reading	62,133	63,020	84,724	92,471	97,631	44,456	95,367	92,410	44,967	47,443	49%
Public Works - Water	761,301	667,512	608,797	761,556	1,174,932	327,957	780,331	396,287	271,457	124,830	69%
Public Works - Production Operations	1,748,252	1,046,385	1,100,661	1,225,440	1,352,827	599,228	1,366,597	1,175,563	564,363	611,200	48%
Public Works - Water Distribution	489,276	426,949	507,014	599,913	707,319	286,280	763,634	628,947	312,460	316,487	50%
Sub Total Water Operation Expenses	3,060,962	2,203,866	2,301,196	2,679,380	3,332,709	1,257,921	3,005,929	2,828,700	1,397,600	1,431,100	49%
Capital	206,115	54,982	111,696	380,231	197,166	2,515,842	70,190	128,000		128,000	0%
Sub Total Other Water Expenses	**$ 206,115**	**$ 54,982**	**$ 111,696**	**$ 380,231**	**$ 197,166**	**$ 2,515,842**	**$ 70,190**	**$ 128,000**	**$ -**		
Total Water Operating Expenses	**$ 3,267,077**	**$ 2,258,848**	**$ 2,412,892**	**$ 3,059,611**	**$ 3,529,875**	**$ 3,773,763**	**$ 3,076,119**	**$ 2,956,700**	**$ 1,397,600**	**$ 1,559,100**	47%
Increase (Decrease) in Reserve	$ (314,430)	$ 1,783,268	$ 2,530,617	$ 2,195,847	$ 2,444,288		$ 2,346,161	$ 3,491,164			

Wastewater Enterprise Operating Fund

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Actual to 12/31/2013	Actual FY 2014	Budget FY 2015	Actual to 12/31/2014	Budget Remaining FY 2015	% of Budget Spent
Essu % for City	52.5%	52.5%	52.5%	52.5%	52.5%	52.5%	52.5%	52.6%			
Essu % for UVSD	47.5%	47.5%	47.5%	47.5%	47.5%	47.5%	47.5%	47.4%			
Waste Water Revenues:											
Charges for Services:											
Residential - City	$ 2,279,973	$ 2,306,395	$ 2,412,663	$ 2,787,019	$ 2,629,118	$ 1,397,164	$ 2,848,912	$ 2,707,993	$ 1,496,145	$ 1,211,848	55%
Commercial - City	1,195,310	1,270,789	1,213,955	1,330,146	2,102,396	674,247	1,372,467	2,165,469	773,581	1,391,888	36%
Multi Family - City	531,571	486,650	492,357	561,191	828,615	284,141	572,813	853,473	287,125	566,348	34%
Connection Fees	1,790	1,069	1,490	1,020	-	-	-	-	80	(80)	100%
Other Revenues:											
Investment Income	305,677	244,402	163,141	79,277	71,240	34,678	67,109	73,377	22,359	51,018	30%
Other	118,768	306,510	424,643	117,628	-	(1,011)	19,716	-	2,000	(2,000)	100%
Sub Total Ciyt Wastewater Revenues	4,433,089	4,615,815	4,708,249	4,876,281	5,631,369	2,389,219	4,881,017	5,800,312	2,581,290	3,219,022	45%
Charges for Service UVSD:											
UVSD Charges*	3,292,323	2,051,863	4,638,775	2,965,096	3,195,805	570,645	1,515,512	3,240,713	654,607	$ 2,586,106	20%
Total Wastewater Operating Revenues	$ 7,725,412	$ 6,667,678	$ 9,347,024	$ 7,841,377	$ 8,827,174	$ 2,959,864	$ 6,396,529	$ 9,041,025	$ 3,235,897	$ 5,805,128	36%
Wastewater Expenses by Department											
Wastewater Operations*											
City Council	$ 20,098	$ 19,931	$ 19,723	$ 22,760	$ 23,126	$ -	$ -	$ 23,389	$ 11,182	$ 12,207	48%
City Clerk	10,049	9,966	9,861	11,380	11,563	-	-	11,671	3,918	7,753	34%
City Manager	24,736	24,531	24,274	28,012	28,463	-	-	30,089	14,036	16,053	47%
Non Departmental	54,110	53,661	53,100	61,277	62,263	-	-	69,498	32,429	37,069	47%
Finance/Accounting	142,232	141,051	139,577	161,071	163,664	-	-	223,992	97,367	126,625	43%
City Attorney	11,595	11,499	11,379	13,131	13,342	-	-	36,300	25,535	10,765	70%
Treasury Management	5,797	5,749	5,689	6,565	6,671	-	-	6,830	196	6,634	3%
Human Resources/Risk Management	17,392	17,248	17,067	19,696	20,013	-	-	20,449	9,324	11,125	46%
Information Technology	100,490	99,655	98,614	113,800	115,632	-	-	122,979	27,917	95,062	23%
Subtotal Admin/Accounting Costs	386,499	383,289	379,285	437,692	444,737	-	-	545,197	221,904	323,293	41%
Pubic Works - Wastewater Treatment	2,553,777	6,062,786	5,949,942	6,284,340	4,548,854	1,450,798	6,841,852	6,432,307	1,174,457	5,257,850	18%
Depreciation	360,924	1,883,396	1,914,112	1,892,642	2,109,997	-	1,877,905	1,892,641	-	1,892,641	0%
Transfers	-	-	-	1,492,237	68,000	-	68,000	68,000	-	68,000	0%
Total Wastewater Operating Expenses	3,301,200	8,329,471	8,243,339	10,106,911	7,171,588	1,450,798	8,787,757	8,938,145	1,396,361	7,541,784	16%
Wastewater Capital	**$ 6,962,851**	**$ 4,934,789**	**$ 4,887,405**	**$ 7,049,469**	**$ 42,298**	**$ -**	**$ 42,298**	$ -		$ -	
Increase (decrease) in reserve*	$ 4,424,212	$ (1,661,793)	$ 1,103,685	$ (2,362,833)	$ 1,655,586		$ 2,360,529	$ 102,880			

* UVSD charges are still being discussed with UVSD for FY 2013, 2014 and 2015 and may change.

** history in Admin/Accounting are estimated calculations from allocations charged

Electric Enterprise Operating Fund

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Actual FY 2013	Budget FY 2014	Actual to 12/31/2013	Acutal FY 2014	Budget FY 2015	Actual to 12/31/14	Budget Remaining FY 2015	% of Budget Spent
Electric Revenues:											
Charges for Services:											
Domestic Lighting	$ 5,171,514	$ 5,140,030	$ 5,135,950	$ 5,111,546	$ 5,432,543	$ 2,548,730	$ 4,946,661	$ 5,541,194	$ 2,660,418	$ 2,880,776	48%
Commercial Lighting	8,550,908	8,478,381	8,519,949	8,456,602	8,888,000	4,781,556	8,403,226	9,065,760	5,031,403	4,034,357	55%
Municipal Lighting	819,689	944,084	767,553	786,728	840,840	421,261	729,177	840,840	398,141	442,699	47%
Private Lighting	12,783	12,488	12,521	12,992	12,500	6,258	12,775	12,500	6,399	6,101	51%
Electric Service Charges	35,134	32,941	33,026	31,073	30,000	15,435	29,591	30,000	15,292	14,708	51%
After Hours Turn-On Service	-	-	-	4,089	-		225	225	-	225	0%
Utility Development Costs	17,313	39,669	5,689	10,089	30,000	88,266	70,098	30,000	600	29,400	2%
Sales of Property	11,127	498	70,126	1,467	-	-	-	-	5,000	(5,000)	100%
Reimbursable Jobs	37,605	220,016	1,244,067	167,239	70,000	38,223	100,890	70,000	52,529	17,471	75%
Interest on Investments	499,173	306,379	102,051	42,246	81,505	51,534	71,296	78,319	27,032	51,287	35%
Rental	3,600	-	-	-	-	-	-	-	-	-	0%
Miscellaneous	4,716	9,629	9,811	21,818	5,000	1,717	44,848	5,000	2,552	2,448	51%
Cap and Trade - EUD	-	-	-	121,065	-	251,309	251,309	400,000	398,804	1,196	100%
Public Benefit Revenues	483,823	436,690	444,978	411,035	3,186	230,536	406,583	417,490	237,865	179,625	57%
Total Electric Operating Revenues	$ 15,647,385	$ 15,620,805	$ 16,345,721	$ 15,177,990	$ 15,393,574	$ 8,434,825	$ 15,066,679	$ 16,491,328	$ 8,836,035	$ 7,655,293	54%
Electric Operating Expenses:											
Electric:											
City Council	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 41,571	$ 19,877	21,694	48%
City Clerk	-	-	-	-	-	-	-	13,340	4,768	8,572	36%
City Manager	-	-	-	-	-	-	-	39,346	18,355	20,991	47%
Non Departmental	-	-	-	-	-	-	-	90,802	45,400	45,402	50%
Finance - Accounting	-	-	-	-	-	-	-	376,028	175,094	200,934	47%
City Attorney	-	-	-	-	-	-	-	25,410	4,227	21,183	17%
Treasury Management	-	-	-	-	-	-	-	32,420	928	31,492	3%
Human Resources	-	-	-	-	-	-	-	49,067	22,638	26,429	46%
Information Technology	-	-	-	-	-	-	-	245,938	33,767	212,171	14%
Sub Total Admin/Accounting Costs	-	-	-	-	-	-	-	**913,922**	**325,054**	588,868	
Electric Distribution				79,224		75,984	75,984	-	-	-	0%
Electric Overhead	710,037	911,616	1,468,776	811,730	1,986,716	415,313	1,488,132	1,357,273	337,795	1,019,478	25%
Electric Underground	473,446	791,357	1,009,530	973,699	1,093,330	411,834	878,412	1,502,923	371,863	1,131,060	25%
Electric Substation	137,710	5,698,857	800,276	252,784	293,016	79,169	162,083	281,969	83,351	198,618	30%
Reimbursable Work- Electric	66,432	65,635	137,100	2,331	-	-	2,823	-	-	-	0%
Electric Metering	91,559	125,507	147,194	161,625	167,184	75,161	163,404	2,188,022	85,936	2,102,086	4%
Electric Generation	9,185,938	6,514,362	7,156,128	7,982,892	10,114,800	4,373,714	9,628,349	8,120,351	4,528,479	3,591,872	56%
Hydro Electric	78,706	82,710	115,753	255,381	269,753	38,581	62,594	141,543	719,170	(577,627)	508%
Electric Administration	745,580	878,586	901,468	936,752	1,063,401	417,208	801,864	2,854,339	401,750	2,452,589	14%
Interdepartmental Charges	2,113,248	2,147,189	2,173,683	2,071,552	2,297,593	1,087,201	2,036,768	1,262,452	709,779	552,673	56%
Public Benefit	464,041	919,055	1,142,972	606,656	1,042,169	245,554	561,034	952,866	294,314	658,552	31%
Total Electric Operating Expenses	**$ 14,066,697**	**$ 18,134,874**	**$ 15,052,880**	**$ 14,134,626**	**$ 18,327,962**	**$ 7,219,719**	**$ 15,861,447**	**$ 18,622,794**	**$ 7,857,491**	10,765,303	42%
Capital	$ 1,959,223	$ 2,067,301	$ 1,881,825	$ 236,853	$ 1,344,318	$ -	$ -	$ 5,082,000	$ -		
Total Electric Expenses	$ 16,025,920	$ 20,202,175	$ 16,934,705	$ 14,371,479	$ 19,672,280	$ 7,219,719	$ 15,861,447	$ 23,704,794	$ 7,857,491		
Increase (Decrease) in reserve	**$ (312,103)**	**$ 1,507,744**	**$ (1,283,273)**	**$ (334,220)**	**$ (2,767,574)**	**$ 1,215,106**	**$ (483,646)**	**$ (2,131,466)**	**$ 978,544**		

City of Ukiah

ITEM NO.: 13b

MEETING DATE: February 18, 2015

AGENDA SUMMARY REPORT

SUBJECT: AUTHORIZATION OF SOLE SOURCE PURCHASE OF LIFEPAK 15 FROM PHYSIO-CONTROL, IN THE AMOUNT NOT TO EXCEED $25,894.00 AND MORNING PRIDE STRUCTURE FIRE PERSONAL PROTECTIVE EQUIPMENT (TURNOUTS) NOT TO EXCEED $24,886.05.

Background: The Ukiah Fire Department maintains 5 operational Lifepak cardiac monitors within its fleet, 2 of those are capable of 12 lead EKGs. Because each Cardiac monitor manufacturer has vendor specific connections, the department has standardized all cardiac monitors with Lifepak models, manufactured by Physio-Control. Standardized cardiac monitors ensure all personnel are properly trained in all aspects of using this equipment in emergency situations, and that the equipment is interchangeable between the vehicles in our fleet.

The Ukiah Fire Department and Ukiah Valley Fire District are standardizing Personal Protective Equipment (PPE) (turnouts), and have adopted a joint specification from Morning Pride, manufactured by Honeywell First Responder Products. This joint standardization allows for interchangeability between agencies, for repairs and restock.

Discussion: Current standards of care are requiring 12 Lead EKG capability on all ALS (Advanced Life Support) transporting and first response resources. Currently only 2 of the 5 cardiac monitors are capable of meeting this requirement. Physio-Control will credit for a trade-in of the older style, non 12-Lead Lifepak 12. This upgrade will provide three, 12 lead capable cardiac monitors, assuring department apparatus meet current standards.

Current NFPA 1851 Section 10.1.2 states: "Structural firefighting ensembles and ensemble elements shall be retired no more than 10 years from the date of manufacture." Ukiah staff turnouts either exceed, or are nearing the 10 year date. The 10 year standard does not account for normal use, wear and tear. The cost of repairs to existing turnouts has been $2,440 provided from a District repair fund this year.

Recommendations: Staff recommends council approve the sole source purchase of a Lifepak 15 cardiac monitor from Physio-Control, and the purchase of twelve sets of Morning Pride structural firefighting PPE, manufactured by Honeywell First Responder Products from Municipal Emergency Services.

Recommended Action(s): Approve the Purchase of Lifepak 15 from Physio-Control, in the Amount not to Exceed $25,894.00 and Morning Pride Structure Fire Personal Protective Equipment (Turnouts) not to Exceed $24,886.05.

Alternative Council Option(s): Provide Staff with alternative direction

Citizens advised:
Requested by: John Bartlett, Fire Chief
Prepared by: John Bartlett, Fire Chief
Coordinated with: Jane Chambers, City Manager
Attachments:

Approved: Jane Chambers
Jane Chambers, City Manager

Funds have been accumulated and are available for this purchase from Fund 251, Capital Equipment.

Fiscal Impact:	Budgeted FY 14/15	X	New Appropriation		Not Applicable		Budget Amendment Required

Amount Budgeted	Source of Funds (title and #)	Account Number	Addtl. Appropriation Requested
	Fund 251 Equipment Capital		$50,780.05

City of Ukiah

ITEM NO.: 13c

MEETING DATE: February 18, 2015

AGENDA SUMMARY REPORT

SUBJECT: APPOINTMENT OF AD HOC FOR CITY MANAGER APPOINTMENT PROCESS.

Background: The City Council has received the resignation of current City Manager Jane Chambers, who will leave Ukiah in June 2015. The Council met in a closed session provided for under the Brown Act, to discuss appointment of a City Manager on February 11, 2015.

Discussion: The appointment of a new City Manager is one of the most significant decisions any City Council can make. The Ukiah City Council takes this obligation seriously and wants to fully explore how best to undertake the process of making a new appointment. Appointment of an Ad Hoc to explore steps and make recommendations to the Council will assist the City Council with its deliberations.

Recommended Action(s): Appoint an Ad Hoc Committee for City Manager Appointment Process.

Alternative Council Option(s):

Citizens advised:
Requested by: Mayor Crane
Prepared by: Jane Chambers, City Manager
Coordinated with:
Attachments:

Approved: Jane Chambers

Jane Chambers, City Manager