

Visalia City Council Agenda



For the special meeting of: Monday, March 28, 2005 (4:00-5:30 P.M.)

Location: SEQUOIA REGIONAL CANCER CENTER CONFERENCE ROOM
4945 W Cypress Ave, Visalia, CA

Mayor: Bob Link
Council Member: Walter T. Deissler
Council Member: Jesus J. Gamboa
Council Member: Greg Kirkpatrick
Council Member: Donald K. Landers

WORK SESSION

4:00 p.m.

1. FY 2004/05 mid-year financial evaluation of the City's General Fund, Measure T Fund and Enterprise Funds; and preliminary General Fund projections for FY 2005/06 with recommended actions. **Resolution 2005-31 required.**

REGULAR SESSION (Or, immediately following Work Session)

5:00 p.m.

PLEDGE OF ALLEGIANCE

INVOCATION

CITIZENS REQUESTS - This is the time for members of the public to comment on any matter within the jurisdiction of the Visalia City Council. This is also the public's opportunity to request that a Consent Calendar item be removed from that section and made a regular agenda item for discussion purposes. Comments related to Regular or Public Hearing Items listed on this agenda will be heard at the time the item is discussed or at the time the Public Hearing is opened for comment. The Council Members ask that you keep your comments brief and positive. Creative criticism, presented with appropriate courtesy, is welcome. The Council cannot legally discuss or take official action on citizen request items that are introduced tonight. In fairness to all who wish to speak tonight, each speaker from the public will be allowed three minutes (speaker timing lights mounted on the lectern will notify you with a flashing red light when your time has expired). Please begin your comments by stating and spelling your name and providing your address.

CHANGES TO THE AGENDA/ITEMS TO BE PULLED FOR DISCUSSION

2. CONSENT CALENDAR - Consent Calendar items are considered routine and will be enacted by a single vote of the Council with no discussion. For a Consent Calendar item to be discussed, or voted upon individually, it must be removed at the request of the Council.
- a) Authorization to read ordinances by title only.
 - b) Award contract, Project # 3011-720000-0-0-9141-2005, for \$125,260.00 to Arthur & Orum Well Drilling Inc to drill new irrigation at community Sports Park.
 - c) Approval of **Resolution 2005-43** establishing the regular dates, times, holiday schedules, and locations of the Visalia City Council Meetings.
 - d) Request authorization to enter into contract with Dale Atkins Contractor for the construction of Tenant Improvements at the Transit Center located at 425 East Oak Avenue, for the low bid of \$343,000.
 - e) Establish a New Capital Improvement Project in the Transportation Development Fund in the amount of \$30,000 to complete the Preliminary Engineering and Environmental Document for the Packwood Creek Pedestrian/Bike Path.
 - f) City Council to authorize staff to send letters of support for AB 1248 (Umber) Booking Fees to Assembly Member Bill Maze, Assembly Member Nichole Parra, Senator Roy Ashburn and Assembly Local Government members.

Upcoming Council Meetings

Wednesday, March 30, 2005 (Joint Special Meeting with City of Hanford, City of Tulare, College of the Sequoias, and the City of Visalia - Visalia Convention Center 5:30 p.m. to 9:00 p.m.)

Monday, April 4, 2005

Monday, April 18, 2005

Work Session 4:00 p.m.

Regular Session 7:00 p.m.

City Hall Council Chambers

707 West Acequia Avenue

In compliance with the American Disabilities Act, if you need special assistance to participate in meetings call (559) 713-4512 48-hours in advance of the meeting. For Hearing-Impaired - Call (559) 713-4900 (TDD) 48-hours in advance of the scheduled meeting time to request signing services.



**Kaweah Delta
Health Care District**



**JOINT MEETING OF
THE KAWEAH DELTA HEALTH CARE DISTRICT BOARD OF DIRECTORS &
THE VISALIA CITY COUNCIL**

MONDAY, MARCH 28, 2005 - 5:30PM

**Sequoia Regional Cancer Center Conference Room
4945 W. Cypress, Visalia CA**

OPEN MEETING AGENDA

Call to order

1. **Tour of Sequoia Regional Cancer Center and Sequoia Imaging Center**
2. **Approve agenda**
3. **Public participation** – Members of the public may comment on agenda items before action is taken and after the item has been discussed by the Board. Members of the public wishing to address the Board concerning items not on the agenda and within the subject matter jurisdictions of the Board are requested to identify themselves at this time.
4. **Medical Staff participation** – Members of the Medical Staff wishing to address the Board concerning items within the subject matter jurisdictions of the Board are requested to identify themselves at this time.

Time

- | | |
|---|---------------------|
| <ol style="list-style-type: none"> 5. Kaweah Delta Health Care District Update – Lindsay Mann <ol style="list-style-type: none"> a) KDHCD Priorities b) Support Services Building c) North Expansion d) Cogeneration Plant e) COS Nursing Program f) Dialysis Center 6. City of Visalia Update – Steve Salomon <ol style="list-style-type: none"> a) Medical Office & Parking Planning & Development Status in Area Bounded by Acequia, Conyer, Mineral King and Johnson – Bob Nance b) Civic Center Planning in Northeast Downtown – Bob Nance c) Parking Status Report – Phyllis Coring | <p>30</p> <p>30</p> |
|---|---------------------|

- **West Acequia Parking Structure**
- **Surface and/or Temporary Parking: Santa Fe & Oak, Stevenson & Mineral King, Oak & Tipton (east end), Oak Street Extension to Burke**

d) Southeast Planning Process – Michael Olmos

7. Council/Board Discussion of Above Items

8. Adjourn

City of Visalia Agenda Item Transmittal

Meeting Date: March 28, 2005

Agenda Item Number (Assigned by City Clerk): 1

Agenda Item Wording: FY 2004/05 mid-year financial evaluation of the City's General Fund, Measure T Fund and Enterprise Funds; and preliminary General Fund projections for FY 2005/06 with recommended actions. **Resolution 2005-31 required.**

Deadline for Action: none

Submitting Department: Administrative Services - Finance

Contact Name and Phone Number:

Eric Frost, Administrative Services Director	713-4474
Gus Aiello, Finance Manager	713-4423
Ruth Martinez, Financial Analyst	713-4327
Tim Fosberg, Financial Analyst	713-4565

For action by:

City Council
 Redev. Agency Bd.
 Cap. Impr. Corp.
 VPFA

For placement on which agenda:

Work Session
 Closed Session
Regular Session:
 Consent Calendar
 Regular Item
 Public Hearing

Est. Time (Min.): 45

Department Recommendation and Summary:

The purpose of this report is to outline the current financial status of the General Fund, Measure T Fund, and the Enterprise Funds for FY04/05. Additionally, Finance has made preliminary General Fund forecasts for FY05/06 along with several recommended budgetary actions to meet the needs of the City.

The General Fund Situation:

The General Fund situation has improved. Revenues are up and expenditures are below budget. These two facts have eased the need to use Emergency Reserves. Although there are a number of reasons the City needs to be cautious, Visalia's fiscal position has improved from last June's budget adoption.

Last June, the City Council approved a General Fund budget that was balanced by drawing down designated operating and capital reserves for FY04/05 and FY05/06. Specifically, the approved budget planned to use \$2.3 million of PERS Reserves and \$0.8 million in Emergency Reserves to balance this year's FY 04/05 Budget, as shown in Table I, Planned Use of PERS Reserves, and Table II, Planned Use of Emergency Reserves. These tables are from the 2004-05 & 2005-06 Operating Budget, City Manager's budget transmittal letter, page 8.

The PERS Reserves were set aside by Council to accommodate and transition the City to a higher retirement benefit agreed upon with employee groups in 2002. Over time, the General Fund operating budget is to absorb all the increased PERS costs.

The Emergency Reserves are funds set aside by Council, equal to 25% of operating expenditures. These reserves are to be used only for temporary, one-time needs. Because of the State fiscal crisis and the proposal for taking money from Visalia for two years, management recommended the use of Emergency Reserves.

Table I
Planned Use of PERS Reserves (1)
(Millions)

	04/05	05/06	06/07	07/08	08/09	09/10
Beg. PERS Reserve	\$ 9.55	\$ 7.25	\$ 5.00	\$ 3.50	\$ 2.50	\$ 2.00
Net Inc. PERS Obligation	2.80	3.80	3.20	2.80	2.40	2.00
Less: use of reserves	(2.30)	(2.25)	(1.50)	(1.00)	(0.50)	0.00
Net GF Contrib.	0.50	1.55	1.70	1.80	1.90	2.00
Ending PERS Reserve	\$ 7.25	\$ 5.00	\$ 3.50	\$ 2.50	\$ 2.00	\$ 2.00

Table II
Planned Use of Emergency Reserves (1)
(25% of operating expenditures)
(Millions)

	04/05	05/06	06/07	07/08	08/09
State Take-aways	\$ (1.4)	\$ (1.5)	\$ (0.2)	\$ (0.2)	\$ (0.2)
State Returns			1.7		
Use of GF Revenues	0.6	(0.3)	0.2	0.7	0.6
Addition/(Use) of reserves	(0.8)	(1.8)	1.7	0.5	0.4
<u>Change in Reserves</u>					
Beginning	10.3	9.5	7.7	9.4	9.9
Ending	9.5	7.7	9.4	9.9	10.3

(1) Source: FY04/05 Budget Document

The rationale for adopting the budget with a planned General Fund deficit was that the City's organization had been scaled back by not adding new positions except in areas with new revenues such as Measure T for public safety officers, development professionals for Community Development and Solid Waste workers. However, the hope was that opportunities would occur which would allow the City to save money with an eye towards closing the budgeted deficit.

The most significant news is that revenue forecasts exceed budget and expenditures have been managed to be almost \$1 million less than budget. Further, despite potential difficulties with rising interest rates and escalating housing costs, development continues to have a positive financial impact upon the City.

Expenditures also help the budget and are projected to be \$0.6 million less than budget. Although the City's General Fund was projected to need to use some of its Emergency Reserves, this no longer is the case.

The summary information below is supported by Attachments 1, 2, and 3.

Revenues. Revenues are higher than expected. Table III, Net Revenue Projections Exceeding Budget, shows the incremental differences for the major revenues exceeding budget projections from last May.

Table III
Net Revenue Projections Exceeding Budget
FY 2004/05
(Millions)

	Ongoing	One-time
Property Tax	\$ 0.5	
Development Fees		\$ 0.6
Vehicle License Fees	0.5	
VLF Receivable (03/04)		1.5
Booking Fee Reimbursements		0.2
Grants		0.2
Total	\$ 1.0	\$ 2.5

The analysis for as follows:

the increases is

Property Taxes and Development Fees. These two revenues continue to exceed budget due to strong development and real estate price escalation. New developments increase the stock of housing and other buildings in the community. Price increases also drive changes in property tax. As a result, these two revenue sources exceed expectations.

VLF. Vehicle License Fee revenues are collected state-wide on all vehicles and distributed to cities and counties based upon population. Both the value of vehicles state-wide and Visalia's population are up, thereby increasing our local VLF revenues.

VLF Receivable. In June of 2003 until October of 2003, the State of California discontinued backfilling VLF fees which cities had received in the past. As part of the budget that year, the State made a promise to repay to affected cities those fees in August of 2006. The City has sold this receivable from the State and accelerated its receipt to March of this year. In the 2-year budget for FY's 04/06, a 5-year plan was approved using Emergency Reserves, which had this one-time revenue being received in 2006. Therefore, the planned use of Emergency Reserves now needs to be revised.

Booking Fee Reimbursements. The Governor proposed to eliminate the booking fee reimbursement in his 2004/05 budget. In the end, the booking fee reimbursement was retained for this year but is scheduled to be eliminated next fiscal year.

Grants. Actual grant revenue is exceeding expectations as some grant programs were not expected to continue.

Expenditures. Projected expenditures are \$0.6 million less than budget, mainly due to lower than expected personnel costs. Additionally, transfers to the Convention Center are \$0.3 million less than expected as that enterprise has found opportunities to save money. Table IV, FY04/05 General Fund Budget, Revised, shows the current expenditure projections for the year end. The planned use of fund balance when the budget was adopted was \$13.1 million. That amount has been revised to \$11.1 million. There are increases in prior year capital projects and greater use of the Building Safety Reserve but reductions in Emergency and PERS Reserves.

Table IV
FY04/05 General Fund Budget, Revised
(Millions)

	June 2004 Original Budget	February 2005 Projections	Projected Variance
Resources:			
- Revenues	\$42.9	\$44.9	\$2.0
- VLF Receivable (1)	0.0	1.5	1.5
- Reimbursements (Allocated costs)	15.5	15.5	0.0
	<u>58.4</u>	<u>61.9</u>	<u>3.5</u>
Expenditures:			
- Department Operations	(55.4)	(54.8)	0.6
- Capital Projects (1)	(12.3)	(13.9)	(1.6)
- Transfers Out/Debt Service	(3.8)	(3.5)	0.3
	<u>(71.5)</u>	<u>(72.2)</u>	<u>(0.7)</u>
Revenues over/(under) Expenditures	<u>(13.1)</u>	<u>(10.3)</u>	<u>2.8</u>
Planned Use of Reserves:			
- PERS Reserve (2)	2.3	0.0	(2.3)
- Emergency Reserve	0.8	0.0	(0.8)
- Sports Park Reserve	6.0	6.0	0.0
- Civic Center Reserve	0.4	0.4	0.0
- Capital Projects (Prior Year)	3.5	3.8	0.3
- Building Safety Reserve	0.1	0.9	0.8
	<u>13.1</u>	<u>11.1</u>	<u>(2.0)</u>
Current Year Surplus/(Shortfall)	<u>(\$0.0)</u>	<u>\$0.8</u>	<u>\$0.8</u>

- (1) The VLF Receivable is a one-time revenue/ proposed use to replace Sports Park Reserves
(2) Actual PERS costs are up \$2.3 million.

General Fund Recommendations:

Because current projections do not require the use of Emergency and PERS Reserves, no additional actions to balance the budget are needed at this time. However, departments have identified operating issues which need to be considered as the City goes forward, specifically (* asterisk marks previously approved items) :

1. **** Park Janitorial Bid - \$20,000 for FY04/05 and \$80,000 for FY05/06 (ongoing, annual cost).*** The City has changed contractors for cleaning the parks as previously presented to Council. The contract, however, is more expensive than the past. As a result, the 04/05 and 05/06 budgets will need to be increased for these costs.
2. ***Street Tree Bid – FY04/05 and FY05/06: \$100,000 (ongoing, annual cost).*** The City is in the process of soliciting bids to maintain the City's street trees. Maintenance is currently on a request or complaint basis. Management recommends increasing this level and believes the minimum level of increased activity should be at least \$100,000. The specific staff recommendation will be brought back to Council when the bids have been received and evaluated. This effort will address a potentially problematic and

sometimes dangerous problem due to trees falling down. It will minimize and manage this problem.

3. **United Way First Call Program - FY04/05 and FY05/06: \$3,000 (ongoing, annual).** Vince Elizondo, the Parks and Recreation Department Head, recommends that the City participate with other local governments in United Way's First Call Program. The participation would be conditioned on the participation of other local governments. Further information about this program can be found in the attachment from Mr. Elizondo.
4. **Council Chambers Equipment – FY 04/05: \$25,000 (one time cost).** The sound, AV and voting machine in the Council Chambers need to be replaced. The estimated cost for this equipment is \$25,000.
5. **Transit Center Furniture, Fixtures and Equipment – FY04/05: \$60,000 (one time cost).** The City Council, City Manager and City Clerk will be moving to new offices this year. There will be a new office for the Mayor, an office for the Council, 2 additional conference rooms, and offices for 6 staff members. Furniture, computers, audiovisual, copying and other equipment is needed for this facility. While more cost effective options for the furniture are still being explored, the initial bid indicates this level of costs.
6. **Web Page Development – FY04/05: \$25,000 (one time cost).** The City has a web page but needs a comprehensive revamping, both to make it more user friendly and to present a more professional image of the City. Many companies and others interested in the City use the website to obtain initial information, as well as citizens who are interested in obtaining more information about their community. While there is much information on the current page, not all of it is easily accessible. In addition, the format needs to be revised to provide a more accurate depiction of the modern, progressive City that Visalia is today. This costs should be appropriately shared with the enterprise funds.
7. **Sister City Expenses – FY04/05: \$2,000 (on-going, annual cost).** The City has two Sister City relationships, one with Miki City in Japan and another in Putignano, Italy. There are hosting and appreciation expenses involved whenever there are official visits between our Cities. Funds have never been budgeted to cover these types of expenses. It is recommended that \$1,000 a year be set aside for each committee to cover the expenses when there is an official visit. It is also recommended that these funds be accumulated from year-to-year if not all the funds are needed in one year. If approved, a more detailed policy regarding expenditure of these funds will be developed.
8. *** Expected rental costs of \$4,000 a month (\$48,000 annually, ongoing) for the new Council offices at the Transit Center starting in FY 05/06.** The City Council has directed staff to proceed with improvements to the Transit Center's upper floors to create new Council offices. The Transit Center will lease these offices to the City. The projected rent is \$1 per square foot per month for the approximately 4,000 square feet of office space, comparable to other lease rates downtown.
9. *** COS Community Survey FY 04/05 (one-time) cost of \$13,000.** The Council proposed conducting a community survey with COS to determine community interest and support for an expanded community college campus.
10. **Recreation Park Expansion FY 04/05 \$250,000 (one-time).** The Council has committed to expanding and upgrading Recreation Park. Due mainly to increased concrete and steel costs, the project has increased in cost by \$250,000. Staff

recommends advancing funds from the Recreation Park Stadium Reserve which will cause the reserve to have a negative balance. This will be repaid over time as monies become available to replenish the reserve.

Preliminary Forecast for 2005/06. Finance has prepared preliminary estimates of the City's General Fund position as shown on Table V, Preliminary General Fund Budget Forecast, 04/05 to 05/06. The assumptions used to calculate these projections are displayed on Attachment 4, Projection and Forecast Assumptions, FY04/05 and FY05/06.

Revenues are forecasted to be \$1.7 million higher than originally budgeted for FY 05/06. However, due to the budget adjustments proposed in this report, expenditures are expected to \$0.2 million higher than budgeted. As a result, \$0.3 million planned use of the Emergency Reserve will be required as opposed to the \$1.8 million originally projected for FY 05/06. Additionally, \$2.25 million will still be used from the PERS Reserve. This is shown on Table VI, FY05/06 Planned Use of Reserves.

Table V
Preliminary General Fund Budget Forecast
FY 04/05 and FY 05/06

	2004/05 Projections	2005/06 Approved Budget	2005/06 Forecast
Resources:			
- Revenues	\$44.9	\$43.6	\$45.3
- VLF Receivable (1)	1.5	0.0	0.0
- Reimbursements	15.5	16.1	16.1
- Planned Use of Reserves	11.1	7.0	5.5
	<u>\$ 73.0</u>	<u>\$ 66.7</u>	<u>\$ 66.9</u>
Expenditures:			
- Department Operations	(54.8)	(57.8)	(58.0)
- Capital Projects (1)	(13.9)	(4.9)	(4.9)
- Transfers Out/Debt Service	(3.5)	(4.0)	(4.0)
	<u>(72.2)</u>	<u>(66.7)</u>	<u>(66.9)</u>
	<u>\$ 0.8</u>	<u>\$ 0.0</u>	<u>\$ 0.0</u>

(1) The VLF Receivable is a one-time revenue/used for capital purposes in FY 04/05.

Table VI
2005/06 Planned Use of Reserves
(Millions)

Designation	Budget	Projecte d	Varianc e
Emergency Reserve	\$1.80	\$0.30	\$1.50
PERS Reserve	2.25	2.25	0.00
Sports Park Reserve	1.37	1.37	0.00
Civic Center Reserve	1.70	1.70	0.00
Capital Projects (Prior Year)	(0.12)	(0.12)	0.00
	<u>\$7.00</u>	<u>\$5.50</u>	<u>\$1.50</u>

The forecast still is a deficit budget, relying upon the use of Emergency Reserves to balance the financial plan. However, the projected use of reserves has decreased.

The greatest uncertainty that the City faces is State actions. The State is still not addressing its fiscal problems directly. Further, the State has borrowed significant monies that start coming due in FY06/07. If the State fails to make substantial progress this year, the prospect of a balanced budget in 06/07 and 07/08 is complicated by a \$4 billion increase in required debt payments.

MEASURE T PLAN FUND EVALUATION

On April 5, 2004, Council adopted the resolution certifying the results of the Police and Fire ballot measure that was put before the voters during the March 2, 2004 primary election. An ordinance was also adopted authorizing the City to collect ¼-cent sales effective July 1, 2004.

A Comprehensive Public Safety Improvement Program (Plan) was established to cover the specific Public Safety spending proposals. Legislative authority specifies the funds can only be used for Public Safety. As a check and balance on this requirement, the measure required an independent citizen's advisory oversight committee and an independent accounting firm to conduct an annual audit on the fund's financial activity.

Council authorized staff last year to begin implementing the Measure T plan that would allow the City to have 5 new Measure T officers and related equipment as of July 1, 2005. A General Fund advance of \$174,526 to purchase 5 patrol vehicles in FY 03/04 is being repaid from the Measure T Fund this fiscal year. Table VII, Measure T Plan projects revenues and expenditures based upon the original plan implementation (see attachment 6), with a 3% revenue assumption in FY 05/06.

The plan envisioned accumulating resources at first to help pay for Police Precincts and Fire Stations. These plans are moving forward. The most significant development is that revenues are less than expected by approximately \$0.4 million a year. Lower revenues are due to how the special sales tax is applied to motor vehicles. Sales tax on vehicles for the ¼ cent is charged based upon home address, not point of sale. In other words, a Tulare resident who buys their motor vehicle in Visalia pays the City's general sales tax of 1% but not the additional special district tax of ¼ cent. This difference was not factored into the original forecast. Although no action is proposed at this time, the lower than expected revenues may require a change in the original plan sometime in the future, unless revenues increase more quickly than anticipated.

Recommended Action:

- ***Monitor the fund and revise the plan if revenues significantly vary from projections. Council will receive a recertified Measure T plan from the City Manager prior to the next budget year.***
- ***To continue the pattern of accelerating the hiring of Measure T Police personnel, staff recommends authorization to accelerating the FY 05/06 capital purchase appropriation of 5 vehicles into FY 04/05 as well as \$30,000 for personnel expenses.***

**Table VII
Measure T plan**

POLICE

	FY 04-05		FY 05-06	
	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Forecasted</u>
<u>OPERATIONS</u>				
<u>RESOURCES</u>				
Operating Revenues	\$ 2,748,410	\$ 2,468,146	\$ 2,789,280	\$ 2,542,190
RESOURCES TOTAL	<u>2,748,410</u>	<u>2,468,146</u>	<u>2,789,280</u>	<u>2,542,190</u>
<u>OPERATING EXPENSES</u>				
Personnel	(477,100)	(354,667)	(1,026,482)	(1,026,482)
Operations & Maintenance	-	-	-	-
Vehicle Replacement & Audit	(39,500)	(39,500)	(40,588)	(40,588)
OPERATING EXP. TOTAL	<u>(516,600)</u>	<u>(394,167)</u>	<u>(1,067,070)</u>	<u>(1,067,070)</u>
CURRENT YEAR RESOURCES				
AVAILABLE FOR CAPITAL	<u>\$ 2,231,810</u>	<u>\$ 2,073,979</u>	<u>\$ 1,722,210</u>	<u>\$ 1,475,120</u>
<u>CAPITAL ASSET FUNDING</u>				
Beginning Cash	-	-	1,870,610	1,886,136
Add: Current Year Operating Resources	2,231,810	2,073,979	1,722,210	1,475,120
Add: General Fund Loan	-	-	-	-
Less: Capital Purchases - Current Year	(361,200)	(13,317)	(1,771,740)	(1,771,740)
Less: Repay GF Loan	-	(174,526)	-	-
ENDING CAPITAL ASSET CASH	<u>\$ 1,870,610</u>	<u>\$ 1,886,136</u>	<u>\$ 1,821,080</u>	<u>\$ 1,589,516</u>

**Table VIIa
Measure T plan**

FIRE

	FY 04-05		FY 05-06	
	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Forecasted</u>
<u>OPERATIONS</u>				
<u>RESOURCES</u>				
Operating Revenues	\$ 1,829,840	\$ 1,645,431	\$ 1,871,030	\$ 1,694,794
RESOURCES TOTAL	<u>1,829,840</u>	<u>1,645,431</u>	<u>1,871,030</u>	<u>1,694,794</u>
<u>OPERATING EXPENSES</u>				
Personnel				
Operations & Maintenance		(3,318)		
Vehicle Replacement & Audit	(20,000)	(20,000)	(20,600)	(20,600)
OPERATING EXP. TOTAL	<u>(20,000)</u>	<u>(23,318)</u>	<u>(20,600)</u>	<u>(20,600)</u>
CURRENT YEAR RESOURCES				
AVAILABLE FOR CAPITAL	<u>\$ 1,809,840</u>	<u>\$ 1,622,113</u>	<u>\$ 1,850,430</u>	<u>\$ 1,674,194</u>
<u>CAPITAL ASSET FUNDING</u>				
Beginning Cash	-	-	1,758,840	1,622,113
Add: Current Year Operating Resources	1,809,840	1,622,113	1,850,430	1,674,194
Add: General Fund Loan	-	-	-	-
Less: Capital Purchases - Current Year	(51,000)	-	(1,757,700)	(1,757,700)
Less: Repay GF Loan	-	-	-	-
ENDING CAPITAL ASSET CASH	<u>\$ 1,758,840</u>	<u>\$ 1,622,113</u>	<u>\$ 1,851,570</u>	<u>\$ 1,538,607</u>

ENTERPRISE FUND EVALUATIONS

Enterprise Funds have different accounting requirements than the General Fund. Accounting for the General Fund focuses on paying current year's operating expenditures, with separate accounting for capital assets (including infrastructure) and debt service.

However, the accounting for enterprises must:

1. Cover current operating costs, and
2. Pay debt service, and
3. Replace capital assets.

Therefore, the evaluation of enterprise funds must determine if all of these financial measurements are occurring or if there are overriding circumstances that allow the enterprise to overcome these financial necessities. If the first two items are being covered, then an evaluation of the individual fund's cash balance is needed to determine if the fund has adequate resources for purchasing its capital assets.

CONVENTION CENTER

<p>Covering operations: <i>No</i> Meeting budget objective: <i>Yes</i> Meeting debt service: <i>No</i> Meeting capital needs: <i>No</i></p>

<p>Comment: <i>Supported by the General Fund</i></p>

Consider Table VIII, Convention Center. This operation does not meet the financial requirements that are normally associated with an enterprise. Revenues from the operation do not cover operating costs, let alone debt service or capital replacement. In fact, some individuals argue that this City activity should not be accounted for as an enterprise.

However, the fund is accounted for as an enterprise because it supplies a service that is based upon fees.

What is missing in this financial evaluation, are the financial benefits not directly seen by the Center itself. The Center encourages tourism to the community, increases hotel occupancy and generates business downtown.

With all this said, the objective for the Center is to provide a high quality service with the least impact to the General Fund. With that objective in mind, the Center's projected results are better than budgeted. Revenues are down compared to budget due to slowing governmental convention activity and the loss of some box office dance revenue but expenses are down even more, **showing a \$300,000 reduction of General Fund transfers**. These savings are in addition to the Convention Center's objective of saving \$100,000 in operations this year. These changes reduce the City's General Fund subsidy from \$3.0 million to \$2.7 million.

The City has always budgeted to have the General Fund pay the Center's debt service and acquire its capital assets. The Center's financial goal is to continue to reduce the required subsidy from the General Fund.

Recommended Action: Continue to monitor General Fund subsidy, increase revenues, and encourage further economizing actions that do not degrade services at the Convention Center.

Table VIII **Convention Center**

<u>OPERATIONS</u>	<u>Budget</u>	<u>Projected</u>
<u>RESOURCES</u>		
Operating Revenues	\$ 2,140,560	\$ 1,978,600
Grants, Reimburse & Non-Oper.	67,157	97,400
RESOURCES TOTAL	<u>2,207,717</u>	<u>2,076,000</u>
 <u>OPERATING EXPENSES</u>		
Personnel	(2,042,981)	(1,886,200)
Operations & Maintenance	(1,443,090)	(1,057,700)
Depreciation	(456,800)	(456,800)
Allocated Costs	(520,135)	(514,900)
Targeted Operational Savings	100,000	
OPERATING EXP. TOTAL	<u>(4,363,006)</u>	<u>(3,915,600)</u>
 <u>DEBT SERVICE</u>		
	<u>(1,351,002)</u>	<u>(1,360,700)</u>
 TOTAL OPERATING EXPENSES & DEBT SERVICE		
	<u>(5,714,008)</u>	<u>(5,276,300)</u>
 <u>ADD BACK DEPRECIATION</u>		
	<u>456,800</u>	<u>456,800</u>
 <u>TRANSFER FROM GENERAL FUND:</u>		
Operations	1,698,489	1,382,800
Debt Service	1,351,002	1,360,700
TRANSFER IN TOTAL	<u>3,049,491</u>	<u>2,743,500</u>
 CURRENT YEAR AVAILABLE RESOURCES		
	<u>\$ -</u>	<u>\$ -</u>

VALLEY OAK GOLF

Covering operations: Yes
Meeting debt service: No
Meeting capital needs: Yes

Comment: CIP rate surcharge is currently paying for capital assets. Operating income not yet sufficient to meet debt

The Valley Oaks Golf course is currently managed by CourseCo Golf via a management contract. Prior to the management contract, the fund accumulated significant debt due to a 9-hole expansion and some operating losses. Since CourseCo Golf took over the course, they have generated operating income. This year's slight decline of approximately \$125,000 in revenues is a reflection of reduced rounds due to heavier than average rainfall.

Nevertheless, the golf course is running at slightly less than 80,000 rounds per year. Increasing usage of the golf course is difficult since course play is near capacity. The average round rate remains on the low side at \$19 per round. Weekday and weekend rates for 18 holes are \$23

and \$28, respectively. The main reason the average round rate is lower than expected is that approximately 50% of all rounds played at the course are purchased through Monthly Tickets, allowing the typical monthly pass golfer to pay an average of \$12 to \$14 per round.

The Council authorized a CIP rate surcharge when CoursCo began managing the course to pay for the debt on \$800,000 of capital projects. This rate surcharge is paying down this CIP project debt faster than anticipated. At the same time, the enterprise has identified a number of significant capital projects needed at the course, with the largest being re-plumbing 18 holes of the course's irrigation system. The rate surcharge has and is supplying a steady income source for needed capital projects at the golf course. As of June 30, 2004, the outstanding balance is \$480,807, as shown in Table IXa, Golf CIP Surcharge Revenues and Loan.

Table IXa
GOLF CIP Surcharge Revenues and Loan

FY 2000	\$	29,456
FY 2001		80,844
FY 2002		95,981
FY 2003		123,420
FY 2004		158,496
Total CIP Revenues	\$	488,197
Less Advances and Interest		(969,004)
Net Advance 6/30/04	\$	(480,807)

On September 7, 2004, in addition to the irrigation project, Council reviewed a number of capital projects including parking lot resurfacing, water well extension and improved signage for the course. Council approved the next two year's projects and tentatively approved the future projects

The most significant debt the golf course has is an advance from the City's General Fund. The original plan was that this debt would be amortized over 15 years. The fund has not achieved this debt repayment yet. However, it has been improving its performance, paying down all interest and some of the principal debt. As of June 30, 2004, the course owed the General Fund \$3.5 million. If after paying off the CIP loan all operating income was devoted to debt repayment, the fund would pay off its long-term debt in 2022. Note on Table IX, Valley Oaks Golf, the fund had a goal of paying \$372,000 towards debt service. Such a debt service level would have allowed the fund to pay off the debt in 15 years. However, the fund is projected to pay approximately \$278,000 towards debt service, about the same as last year. The current amortization rate will pay off the debt in 18-20 years.

The plan, however, is to devote the CIP surcharge revenues to golf course improvements. As a result, little progress will be made on repaying the City loan debt unless new fee increases are directed to that debt.

Recommended Action: Future rate increases should be devoted towards general debt repayment. Continue to monitor debt repayment progress, increase revenues, and encourage further economizing actions that do not degrade services.

Table IX
Valley Oaks Golf

	<u>Budgeted</u>	<u>Projected</u>
<u>OPERATIONS</u>		
<u>RESOURCES</u>		
Operating Revenues	\$ 2,266,779	\$ 2,141,100
Grants, Reimbursements & Non-Operating	<u>0</u>	<u>8,700</u>
RESOURCES TOTAL	<u>2,266,779</u>	<u>2,149,800</u>
 <u>OPERATING EXPENSES</u>		
Personnel	-	-
Operations & Maintenance	(1,779,590)	(1,756,800)
Depreciation *	-	(160,000)
Allocated Costs	<u>(115,000)</u>	<u>(115,000)</u>
OPERATING EXPENSE TOTAL	<u>(1,894,590)</u>	<u>(2,031,800)</u>
 <u>DEBT SERVICE</u>	 <u>(372,189)</u>	 <u>(278,000)</u>
 TOTAL OPERATING EXPENSES & DEBT SERVICE	 <u>(2,266,779)</u>	 <u>(2,309,800)</u>
 CURRENT YEAR RESOURCES AVAILABLE FOR CAPITAL	 <u>\$ 0</u>	 <u>\$ (160,000)</u>

* Depreciation was not budgeted in this fund. It will be in the future.

AIRPORT

***Covering operations: Yes
Meeting debt service: Yes
Meeting capital needs: Yes***

***Comment: Capital needs
subsidized by Federal
Grants.***

The Airport remains fiscally sound because of significant Federal capital grants it receives. Without those capital grants, the fund would not be able to replace its capital assets. Compare operating revenues to total operating expenses as shown on Table X, Airport. Total operating expenses less depreciation charges are about equal to operating revenues. As long as the Airport receives capital grant funding to replace and expand the Airport's capital assets the fund will remain healthy.

Recommended Action: Continue to monitor the fund, encouraging greater use of this community asset.

Table X Airport

<u>Budgeted</u>	<u>Projected</u>
-----------------	------------------

RESOURCES

Operating Revenues	\$ 1,168,827	\$ 1,166,900
Grants, Reimburse. & Non-Operating	<u>3,799,189</u>	<u>3,427,300</u>
RESOURCES TOTAL	<u>4,968,016</u>	<u>4,594,200</u>

OPERATING EXPENSES

Personnel	(345,708)	(325,400)
Operations & Maintenance	(729,446)	(758,500)
Depreciation	(529,800)	(529,800)
Allocated Costs	<u>(148,558)</u>	<u>(148,100)</u>
OPERATING EXPENSE. TOTAL	<u>(1,753,512)</u>	<u>(1,761,800)</u>

DEBT SERVICE

<u>28,975</u>	<u>29,000</u>
---------------	---------------

TOTAL OPERATING EXPENSES & DEBT SERVICE	<u>(1,724,537)</u>	<u>(1,732,800)</u>
--	--------------------	--------------------

CURRENT YEAR RESOURCES

AVAILABLE FOR CAPITAL	<u>\$ 3,243,479</u>	<u>\$ 2,861,400</u>
------------------------------	---------------------	---------------------

Beg. Capital Asset Cash	0	0
Add: Curr. Yr. Net Oper. Resources Avail.	3,243,479	2,861,400
Add: Depreciation	529,800	529,800
Less: Capital Purchases - Prior Yr. Rollover	(5,840,005)	(3,391,200)
Less: Capital Purchases - Current Year	<u>(2,778,000)</u>	<u>0</u>
ENDING CAPITAL ASSET CASH	<u>\$ (4,844,726)</u>	<u>\$ 0</u>

TRANSIT

Covering operations: Yes
Meeting debt service: Yes
Meeting capital needs: Yes

**Comment: Capital asset
needs subsidized by Federal
and State funding.**

The City's Transit operation is fiscally similar to the Airport, as it remains financially sound because of significant federal and state funding it receives. Without these funds, Transit would not be able to operate or replace its capital assets. As long as Transit receives adequate operating and capital funding from state and federal grants the fund will remain healthy.

This year Transit expanded their hours of operation in August and established service to Exeter and Farmersville this November. Although revenues from fare box receipts increased from these services (as well as operating expenses), revenues from ticket sales to governmental and non-profits declined due to their budgetary and program cuts. The net result however, does not greatly change the bottom line as grants made up any shortfalls.

Recommended Action: Continue to monitor operation and capital funding and encourage greater use of this community asset.

Table XI
Transit

	<u>Budgeted</u>	<u>Projected</u>
<u>OPERATIONS</u>		
<u>RESOURCES</u>		
Operating Revenues	\$ 754,800	\$ 863,700
Grants, Reimbursements & Non-Operating.	<u>4,320,650</u>	<u>4,399,800</u>
RESOURCES TOTAL	<u>5,075,450</u>	<u>5,263,500</u>
 <u>OPERATING EXPENSES</u>		
Personnel	(180,274)	(188,800)
Operations & Maintenance	(3,544,788)	(4,192,100)
Depreciation	(670,800)	(670,800)
Allocated Costs	<u>(214,930)</u>	<u>(211,800)</u>
OPERATING EXPENSE TOTAL	<u>(4,610,792)</u>	<u>(5,263,500)</u>
 <u>DEBT SERVICE</u>	 <u>(2,000)</u>	 <u>-</u>
TOTAL OPERATING EXPENSES & DEBT SERVICE	<u>(4,612,792)</u>	<u>(5,263,500)</u>
 CURRENT YEAR RESOURCES AVAILABLE FOR CAPITAL		
	<u>\$ 462,658</u>	<u>\$ 0</u>

CAPITAL ASSETS

Beg. Capital Asset Cash	0	0
Add: Current. Yr. Net Operating. Resources Avail.	462,658	0
Add: Depreciation	670,800	670,800
Less: Capital Purchases - Prior Yr. Rollover	(4,825,621)	(550,000)
Less: Capital Purchases - Current Year	<u>(125,000)</u>	<u>(125,000)</u>
ENDING CAPITAL ASSET CASH	<u>\$ (3,817,163)</u>	<u>\$ (4,200)</u>

WASTEWATER

***Covering operations: Yes
Meeting debt service: Yes
Meeting capital needs: Yes***

***Comment: Implement July's
scheduled 5% rate increase***

As shown in Table XII, Wastewater the fund has a projected deficit, however, sewer impact fees from new development are transferred into the fund at year's end, thereby erasing the deficit. This year's revenues should be approximately \$2.5-2.8 million. Wastewater's revenues are approximately \$600,000 over budget and total operating expenditures are projected to be about \$400,000 below budget, improving the operating results by \$1.0 million. Thus, the fund is covering operations and debt service.

On the capital side, the fund has sufficient cash to acquire its needed capital. Note that the fund has annual depreciation charges in excess of \$2.2 million. Thus, the fund expects to average capital expenditures of \$2.2 million a year. However, in the near term, a number of projects will come on line, exceeding this level of investment. This occurs during rapid growth periods and is mainly financed by higher than average impact fee payments, such as the fees the City expects to collect this year.

Table XII
Wastewater

	<u>Budget</u>	<u>Projected</u>
<u>OPERATIONS</u>		
<u>RESOURCES</u>		
Operating Revenues	\$ 8,849,315	\$ 8,861,300
Grants, Reimbursements & Non-Operating	<u>903,425</u>	<u>1,516,500</u>
RESOURCES TOTAL	<u>9,752,740</u>	<u>10,377,800</u>
 <u>OPERATING EXPENSES</u>		
Personnel	(2,152,922)	(2,041,600)
Operations & Maintenance	(2,435,252)	(2,241,100)
Depreciation	(2,231,900)	(2,231,900)
Allocated Costs	<u>(3,151,105)</u>	<u>(3,045,600)</u>
OPERATING EXPENSES TOTAL	<u>(9,971,179)</u>	<u>(9,560,200)</u>
 <u>DEBT SERVICE</u>		
	<u>(2,647,143)</u>	<u>(2,659,700)</u>
 TOTAL OPERATING EXPENSES & DEBT SERVICE		
	<u>(12,618,322)</u>	<u>(12,219,900)</u>
 CURRENT YEAR RESOURCES AVAILABLE FOR CAPITAL		
	<u>\$ (2,865,582)</u>	<u>\$ (1,842,100)</u>
 <u>CAPITAL ASSETS</u>		
Beg. Capital Asset Cash	3,340,169	3,340,169
Add: Depreciation	2,231,900	2,231,900
Less: Capital Purchases - Prior Yr. Rollover	(1,712,806)	0
Less: Capital Purchases - Current Year	<u>(3,475,850)</u>	<u>(1,203,400)</u>
ENDING CAPITAL ASSET CASH	<u>\$ 383,413</u>	<u>\$ 4,368,669</u>

Table XIII, Monthly Sewer Charges, shows the average sewer charge for communities close to Visalia. For the residents of Visalia, the ultimate measure of success for the treatment plant is the sewer rate they pay. Visalians enjoy a sewer rate that tends to be among the lowest even with the Council approved multi-year rate program that was approved by Council. This multi-year rate increase began in 2002 and has rate increases scheduled through July 1, 2006.

One area that still needs to be reviewed is the fees for connection to the treatment plant. In the light of many potential upcoming connections, due to county island annexations, this fee should be reviewed and returned to Council.

Table XIII

**Monthly Sewer Charges
Single Family Residences**

			<u>Sewer</u>
Lindsay	\$	26.79	
Porterville		25.39	(1)
Kingsburg		20.50	(1)
Selma		20.50	(1)
Fowler		20.50	
Hanford		19.25	
Tulare		17.69	
Fresno		16.56	
Lemoore		16.50	
Reedley		16.35	
Dinuba		16.12	
Exeter		16.00	
Clovis		15.85	
Woodlake		13.00	
Farmersville		12.70	
Bakersfield		10.00	
Average	\$	17.13	
Visalia	\$	13.81	

(1) Community Service District

The wastewater fund has a major trunkline project they are proposing to handle the increased flow from downtown. The project will install a 30" sanitary sewer line in Mineral King from Locust to Divisadero. The project will need to be done in two phases. The first phase will be the environmental and engineering design this fiscal year with a \$75,000 budget. Phase two will be the construction phase which will need to be in the 05-06 budget year at a cost of \$500,000. The cash balance for capital assets will continue to be monitored to ensure all projects are sufficiently funded.

Recommended Action: Authorize the Mineral King Trunkline Capital project for \$75,000 in 04/05 and \$500,000 in 05/06. Monitor the fund for capital expenditures in excess of the amount of cash derived from depreciation charges and review connection fees to assure the fees are properly priced before island annexation areas connect to the City's sewer system.

Solid Waste

Covering operations: Yes
Meeting debt service: Yes
Meeting capital needs: Yes

Comment: Increased capital asset costs merit small rate increase.

Solid Waste continues to meet the objectives of its fund, covering operating, debt and capital costs, as shown on Table XV, Solid Waste. Revenues are in excess of budget. Expense increases are outpacing revenue increases, thereby reducing expected operating surpluses.

This net \$200,000 decrease in operating surplus is partly due to higher fuel costs, landfill fees and other costs.

Despite this narrowing of the operating surplus, the fund remains strong. A financial situation, in its beginning stages merits discussion, as over \$7.4 million of Solid Waste capital assets are tied up in vehicles and the City is making a major effort to convert its fleet to compressed natural gas (CNG) in order to promote clean air.

The cost of this conversion is changing the fund's cost structure. Current vehicles cost approximately \$150,000. CNG vehicles will cost approximately \$200,000. This 33% cost increase will eventually translate into an additional \$200,000 annually in depreciation charges. If the City Council wishes to follow the policy of changing rates by small increments, they may wish to consider a small (2%) multi-year rate increase this coming July. Given that the fund has not had a rate increase since 1996 and that the City's rate is almost the lowest in the surrounding area, as shown in Table XIV, Monthly Residential Solid Waste Rates, a small rate increase appears merited.

Table XIV

Monthly Solid Waste Rates

Single Family Residences

	<u>Solid Waste</u>
Clovis	\$ 25.77
Reedley	24.50
Lemoore	23.00
Kingsburg	22.40
Dinuba	20.94
Hanford	20.90
Bakersfield	19.56
Tulare County	19.50
Fresno	18.00
Goshen	18.00
Woodlake	18.00
Farmersville	17.00
Lindsay	16.90
Exeter	16.04
Tulare	15.50
Porterville	<u>15.00</u>
Average	\$ <u>19.02</u>
Visalia	\$ <u>16.00</u>

Recommended Action: Direct staff to prepare information for a multi-year rate increase to be implemented in July, funding the change from diesel to CNG vehicles and other increasing costs. Additional recycling initiatives may also increase costs. In the past, the City Council has approved multi-year rate increases to fund the Wastewater Fund. A 2% to 3% per year, 3 to 5 year rate increase would keep the Solid Waste Fund fiscally

sound and would continue a pattern set by Council in implementing small rate increases rather than large ones.

Table XV
Solid Waste

	<u>Budgeted</u>	<u>Projected</u>
<u>OPERATIONS</u>		
<u>RESOURCES</u>		
Operating Revenues	\$ 11,124,963	\$ 11,154,200
Grants, Reimbursements & Non-Operating	2,127,299	2,351,000
RESOURCES TOTAL	<u>13,252,262</u>	<u>13,505,200</u>
 <u>OPERATING EXPENSES</u>		
Personnel	(2,889,917)	(2,920,000)
Operations & Maintenance	(3,589,639)	(3,665,000)
Depreciation	(1,076,780)	(1,076,800)
Allocated Costs	(5,190,596)	(5,499,200)
OPERATING EXPENSES TOTAL	<u>(12,746,932)</u>	<u>(13,161,000)</u>
 TOTAL OPERATING EXPENSES & DEBT SERVICE		
	<u>(12,746,932)</u>	<u>(13,161,000)</u>
 CURRENT YEAR RESOURCES AVAILABLE FOR CAPITAL		
	<u>\$ 505,330</u>	<u>\$ 344,200</u>
 <u>CAPITAL ASSETS</u>		
Beg. Capital Asset Cash	2,931,056	2,931,056
Add: Depreciation Transfer	1,076,780	1,076,800
Less: Capital Purchases - Prior Yr. Rollover	(1,924,730)	(1,900,000)
Less: Capital Purchases - Current Year	(2,112,190)	(500,000)
ENDING CAPITAL ASSET CASH	<u>\$ (29,084)</u>	<u>\$ 1,607,856</u>

Summary:

Recapping the report, staff recommends the following Council Actions in regards to the City's Finances:

General Fund Budget Amendments for FY04/05 and FY05/06:

1. **Park Janitorial Bid - \$20,000 for FY04/05 and \$80,000 for FY05/06 (ongoing, annual cost).** The City has changed contractors for cleaning the parks. The contract, however, is more expensive than the past. As a result, the 04/05 and 05/06 budgets will need to be increased for these costs.
2. **Street Tree Bid – FY04/05 and FY05/06: \$100,000 (ongoing, annual cost).** The City is in the process of soliciting bids to maintain the City's street trees. Maintenance is currently on a request or complaint basis. Management recommends increasing this level and believes the minimum level of increased activity should be at least \$100,000. The specific staff recommendation will be brought back to Council when the bids have

been received an evaluated. This effort will address a potentially problematic and sometimes dangerous problem due to trees falling down. It will minimize and manage this problem.

3. **United Way First Call Program - FY04/05 and FY05/06: \$3,000 (annual, ongoing).** Vince Elizondo, the Parks and Recreation Department Head, recommends that the City participate with other local governments in United Way's First Call Program. The participation would be conditioned on the participation of other local governments. Further information about this program can be found in the attachment from Mr. Elizondo.
4. **Council Chambers Equipment – FY 04/05: \$25,000 (one time cost).** The sound, AV and voting machine in the Council Chambers need to be replaced. The estimated cost for this equipment is \$25,000.
5. **Transit Center Furniture, Fixtures and Equipment – FY04/05: \$60,000 (one time cost).** The City Council, City Manager and City Clerk will be moving to new offices this year. There will be a new office for the Mayor, an office for the Council, 2 additional conference rooms, and offices for 6 staff members. Furniture, computers, audiovisual, copying and other equipment is needed for this facility. While more cost effective options for the furniture are still being explored, the initial bid indicates this level of costs.
6. **Web Page Development – FY04/05: \$25,000 (one time cost).** The City has a web page but needs a comprehensive revamping, both to make it more user friendly and to present a more professional image of the City. Many companies and others interested in the City use the website to obtain initial information, as well as citizens who are interested in obtaining more information about their community. While there is much of information on the current page, not all of it is easily accessible. In addition, the format needs to be revised to provide a more accurate depiction of the modern, progressive City that Visalia is today.
7. **Sister City Expenses – FY04/05: \$2,000 (on-going, annual cost).** The City has two Sister City relationships, one with Miki City in Japan and another in Putignano, Italy. There are hosting and appreciation expenses involved whenever there are official visits between our Cities. Funds have never been budgeted to cover these types of expenses. It is recommended that \$1,000 a year be set aside for each committee to cover the expenses when there is an official visit. It is also recommended that these funds be accumulated from year-to-year if not all the funds are needed in one year. If approved, a more detailed policy regarding expenditure of these funds will be developed.
8. **Expected rental costs of \$4,000 a month (\$48,000 annually, ongoing) for the new Council offices at the Transit Center starting in FY 05/06.** The City Council has directed staff to proceed with improvements to the Transit Center's upper floors to create new Council offices. The Transit Center will lease these offices to the City. The projected rent is \$1 per square foot per month for the approximately 4,000 square feet of office space, comparable to other lease rates downtown.
9. **COS Community Survey FY 04/05 (one-time) cost of \$13,000.** The Council proposed conducting a community survey with COS to determine community interest and support for an expanded community college campus.
10. **Recreation Park Expansion FY 04/05 \$250,000 (one-time).** The Council has committed to expanding and upgrading Recreation Park. Due mainly to increased concrete and steel costs, the project has increased in cost by \$250,000. Staff

recommends advancing funds from the Recreation Park Stadium Reserve which will cause the reserve to have a negative balance. This will be repaid over time as monies become available to replenish the reserve.

Other Recommendations for FY04/05 and FY05/06:

11. ***To continue the pattern of accelerating the hiring of Measure T Police personnel, staff recommends authorization to accelerating the FY 05/06 capital purchase appropriation of 5 vehicles into FY 04/05 as well as \$30,000 for personnel expenses in an effort to bring on 5 Police Measure T officers by July 1, 2005.***
12. ***Authorize the Mineral King Trunkline Capital project for \$75,000 in 04/05 and \$500,000 in 05/06 from the Wastewater Fund.***
13. ***Direct staff to bring back a proposal for a Solid Waste multi-year rate increase beginning as of July, probably in the range of 2% to 3% per year for 3 to 5 years.***

Prior Council/Board Actions: Budget Adoption, June 29, 2004

Committee/Commission Review and Actions:

Alternatives:

Attachments:

- Attachment 1 - General Fund Budget Summary
- Attachment 2 - General Fund Projected Revenues and Transfers In
- Attachment 3 - General Fund Budgeted and Projected Expenditures and Transfers Out
- Attachment 4 - Projected and Forecast Assumptions
- Attachment 5 - United Way First Call Request
- Attachment 6 - Measure T Plan

City Manager Recommendation:

<p>Recommended Motion (and Alternative Motions if expected): That the City Council:</p> <ol style="list-style-type: none">1. accept the mid-year report on the General Fund, Measure T Fund and Enterprise Funds; and2. authorize proposed General Fund budget amendments, items 1-10; and3. authorize accelerating a portion of the 05/06 Measure T plan to 04/05 for capital and some personnel expenditures;4. authorize the Mineral King Trunkline Project for \$75,000 in FY 04/05 and \$500,000 in 05/06; and5. direct staff to bring back a Solid Waste rate increase proposal, item 12.
--

Financial Impact

Funding Source:

Account Number: _____ (Call Finance for assistance)

Budget Recap:

Total Estimated cost: \$	New Revenue: \$
Amount Budgeted: \$	Lost Revenue: \$
New funding required:\$	New Personnel: \$
Council Policy Change: Yes_____ No_____	

Copies of this report have been provided to:

Environmental Assessment Status

CEQA Review:

Required? Yes No
Review and Action: Prior:
Required:

NEPA Review:

Required? Yes No
Review and Action: Prior:
Required:

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Review and Approval - As needed:

Department Head Review (Signature):

Risk Management Review (Signature):

City Attorney Review (Signature):

Administrative Services Finance Review (Signature):

Others:

**City of Visalia
Agenda Item Transmittal**

Meeting Date: March 28, 2004

Agenda Item Number (Assigned by City Clerk): 2b

Agenda Item Wording: Award irrigation well drilling contract, Project 3011-720000-0-0-9141-2005 for \$125,260.00 to Arthur & Orum Drilling Inc. located at the Sports Park at Dinuba Blvd and Riverway Drive.

Deadline for Action: April 7, 2004

Submitting Department: Park & Recreation Department

Contact Name and Phone Number: Don Stone, 713-4397

For action by:

- City Council
- Redev. Agency Bd.
- Cap. Impr. Corp.
- VPFA

For placement on which agenda:

- Work Session
- Closed Session
- Regular Session:
 - Consent Calendar
 - Regular Item
 - Public Hearing

Est. Time (Min.): _____

Department Recommendation and Summary: Award a contract to low bidder, Arthur & Orum Well Drilling Inc. of Fresno in the amount of \$125,260.00 to drill and develop an irrigation well for the first phase of the community sports located at Dinuba Boulevard and Riverway Drive. It is anticipated that the well will provide irrigation water for the first phase of the community sports park project.

Invitations to bid were sent to nine well drilling firms. Four firms took plans and two bids were received from Arthur & Orum and Zim Industries. The low bid of \$125,260 from Arthur & Orum was \$9,762 lower than the bid from Zim Industries bid of \$135,022. The engineers estimated cost for the project is \$124,074. Herb Simmons of Provost & Pritchard Inc. designed the project and provided the estimate. Mr. Simmons designs numerous wells and is familiar with the current well drilling activity in the area. He indicated that the recent increases in steel casing costs have increased well drilling cost 10% to 15% over the past two years in addition to the general increase in construction costs. Also, Mr. Simmons stated that currently there is a high demand for this service and this would explain why only two bids were received. However the low bid differed less than 1% from his estimate.

The contractor is required to drill a 16" diameter gravel pack well, develop it by pumping for a period of 48 hours, and test the well for a 24 hour period to determine its capacity. The project will be monitored by Provost & Prichard. Based on recent well drilling in the vicinity it is anticipated that a depth of 400 feet will be required to obtain the necessary 1,400 gallons per minute. The well and pump will be located in the area of the future maintenance yard of the park.

The well is designed to produce water that is free of sand and other contaminants for irrigation purposes however it also meets the design standard for a potable water well. California Water connection will be used to provide drinking water and for fire suppression. The contract

requires that the project be completed in 45 working days after receiving a notice to proceed from the City.

Prior Council/Board Actions: N/A

Committee/Commission Review and Actions:

Alternatives:

Attachments: Site map, bid summary sheet

City Manager Recommendation:

<i>Financial Impact</i>			
Funding Source:			
Account Number: 3011-720000-0-0-9141-2005			
Budget Recap:			
Total Estimated cost:	\$125,260	New Revenue:	\$
Amount Budgeted:	\$	Lost Revenue:	\$
New funding required:	\$	New Personnel:	\$
Council Policy Change:	Yes_____	No_____	

Recommended Motion (and Alternative Motions if expected): Move to award irrigation well drilling contract, Project 3011-720000-0-0-9141-2005 for \$125,260.00 to Arthur & Orum Drilling Inc.

Copies of this report have been provided to:

Environmental Assessment Status

CEQA Review: Yes

Required? Yes No

Review and Action: Prior: Mitigated Negative Declaration # 2003-81
Required:

NEPA Review:

Required? Yes No

Review and Action: Prior:
Required:

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Review and Approval - As needed:

Department Head Review (Signature):

Risk Management Review (Signature):

City Attorney Review (Signature):

Administrative Services Finance Review (Signature):

Others:

**City of Visalia
Agenda Item Transmittal**

Meeting Date: March 28, 2005

Agenda Item Number (Assigned by City Clerk): 2c

Agenda Item Wording: Approval of Resolution 2005-43 establishing the regular dates, times, holiday schedules, and locations of the Visalia City Council Meetings.

Deadline for Action: N/A

Submitting Department: Administration

Contact Name and Phone Number: Leslie Caviglia, Deputy City Manager (559) 713-4317; Roxanne Yoder, Chief Deputy City Clerk (559) 713-4512

For action by:

City Council
 Redev. Agency Bd.
 Cap. Impr. Corp.
 VPFA

For placement on which agenda:

Work Session
 Closed Session
Regular Session:
 Consent Calendar
 Regular Item
 Public Hearing

Est. Time (Min.): _____

Department Recommendation and Summary:

On January 3, 1978, the Visalia City Council approved Resolution 78-5, which established the first and third Mondays as regular meeting dates, as well as the hour and location of those meetings.

Upon review of this Resolution, it was determined that the guidelines for Council meetings need to be updated to include current practice with regards to the dates, times, location, special meeting dates and holiday schedules.

Government Code 6700 sets forth the various holidays as recognized by the State. If these holidays are observed by the City, then Government Code 6706 provides for the business that would have been conducted on a "regularly scheduled business day that falls on a holiday to be performed upon the next business day as if it has been performed on that business day." Therefore, the recommended resolution specifies that regular City Council meetings that fall on a holiday can be held the following day and still considered regular meetings. This is an important provision since the City's Charter specifies that some Council actions, such as financial allocations, and the final approval of Ordinances can only be approved at a regular or an adjourned regular meeting.

A new Resolution has been prepared that will provide for the first and third Mondays of each month to remain as the regular meetings dates for the Visalia City Council. In addition, it provides for the times, locations, holiday schedules, and ability to set special meetings as appropriate. The discretion of the times, locations, and special meetings will be at the direction of the Mayor and/or, the Vice Mayor, as needed, in order to conduct business efficiently and allow for adequate space.

Prior Council/Board Actions:

Approval of Resolution 78-5 establishing Regular Dates for Visalia City Council passed on January 3, 1978.

Committee/Commission Review and Actions:

Alternatives:

An alternative to this recommendation would be not to approve the passage of a new Resolution establishing specific guidelines, referring back to the previously passed Resolution or to approve a new Resolution limiting the guidelines to the establishment of date and time only.

Attachments:

Previously approved Resolution 78-5
Resolution 2005-43

City Manager Recommendation:

Copies of this report have been provided to:

Recommended Motion (and Alternative Motions if expected): Move to approve Resolution 2005-43 establishing the regular dates, times, holiday schedules, and locations of the Visalia City Council Meetings.

Financial Impact

Funding Source:

Account Number: _____ (Call Finance for assistance)

Budget Recap:

Total Estimated cost: \$	New Revenue: \$
Amount Budgeted: \$	Lost Revenue: \$
New funding required: \$	New Personnel: \$
Council Policy Change: Yes_____ No_____	

Environmental Assessment Status

CEQA Review:

Required? Yes No
Review and Action: Prior:
 Required:

NEPA Review:

Required? Yes No
Review and Action: Prior:
 Required:

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Review and Approval - As needed:

Department Head Review (Signature):

Risk Management Review (Signature):

City Attorney Review (Signature):

Administrative Services Finance Review (Signature):

Others:

RESOLUTION 78-5

REGULAR DATES FOR VISALIA CITY COUNCIL

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VISALIA that the 1st and 3d Mondays at the hour of 7:30 p.m., Council Chambers, City Hall, be the times, hour and place for the regularly scheduled Visalia City Council meetings, and

BE IT FURTHER RESOLVED that in the event the 1st or 3d Monday is a holiday as prescribed by the Ordinance Code of the City of Visalia, the Tuesday following shall be the regularly scheduled meeting date.

PASSED AND ADOPTED this 3d day of January, 1978.

STATE OF CALIFORNIA)
COUNTY OF TULARE) ss.
CITY OF VISALIA)

I, Donna Hall, City Clerk of the City of Visalia, certify the foregoing is a full and true copy of Resolution 78-5 passed and adopted at a regular meeting of the Council of the City of Visalia held on the 3d day of January, 1978.

Dated January 4, 1978.

Donna Hall
DONNA HALL, CITY CLERK

RESOLUTION 2005-43

RESOLUTION OF THE VISALIA CITY COUNCIL UPDATING AND APPROVING THE
REGULAR DATES, TIMES, AND LOCATIONS OF THE VISALIA CITY COUNCIL MEETINGS

WHEREAS, the Visalia City Council regularly meets on the 1st and 3rd Mondays of each month; and

WHEREAS, the regular meeting session times are, but not limited to the following times or order:

Work Session – 4:00 p.m.
Closed Session – 6:00 p.m.
Regular Session – 7:00 p.m.

WHEREAS, the Mayor and/or the City Manager, may choose to hold each session in the order and at a time they deem appropriate to conduct the business of the city, so long as specific order for each meeting is duly noticed on the posted Council Meeting Agenda; and

WHEREAS, the regular meeting location is the Visalia City Hall Council Chambers; and

WHEREAS, in order to effectively conduct business, the Mayor and/or, the Vice Mayor, as needed, may select to move the regular meeting location to another suitable site, as long as it is duly noticed on the posted Council Meeting Agenda; and

WHEREAS, the Mayor and/or, the Vice Mayor, may add, as appropriate, special meeting dates to the established regular meeting dates; therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VISALIA that the 1st and 3rd Mondays be confirmed as the regular meeting days for the Visalia City Council Meetings; that special meeting dates may added, and the times and locations of the meeting may be changed at the direction of the Mayor and/or, the Vice Mayor, and

BE IT FURTHER RESOLVED that in the event the 1st or 3rd Monday is a holiday as prescribed by Government Code 6700, the Tuesday following or the next business day, as prescribed in Government Code 6706 shall be deemed a regularly scheduled meeting date.

PASSED AND ADOPTED this ____ day of _____, 2005.

City of Visalia Agenda Item Transmittal

Meeting Date: March 28, 2005

Agenda Item Number (Assigned by City Clerk): 2d

Agenda Item Wording: Request authorization to enter into contract with Dale G. Atkins Contractor for the construction of Tenant Improvements at the Transit Center located at 425 East Oak Avenue, for the low bid of \$343,000.

Deadline for Action: none

Submitting Department: Administration, Transit and Community Development

Contact Name and Phone Number:

Steve Salomon, City Manager, 713-4312
 Michael Olmos, Director of Community Development, 713-4332
 Leslie Cavilgia, Deputy City Manager 713-4317
 Monty Cox, Transit, 713-4591
 Sharon Sheltzer, Project Manager, 713-4414

For action by:

- City Council
- Redev. Agency Bd.
- Cap. Impr. Corp.
- VPFA

For placement on which agenda:

- Work Session
- Closed Session
- Regular Session:
 - Consent Calendar
 - Regular Item
 - Public Hearing

Est. Time (Min.): 2

Department Recommendation and Summary:

Staff recommends that Council authorize the City Manager to enter into a contract with Dale G. Atkins of Visalia for the construction of Tenant Improvements at the Transit Center for the low bid of \$343,000. This project is for the interior finishing of the second floor (1,600 sq. ft.) and the third floor (4,000 sq. ft.) of unfinished shell space, to allow the second floor to be rented and the third floor to accommodate City Administration and Council offices.

Four bids were received:

1. Dale Atkins	Visalia	\$343,000
2. Seals/Biehle General Contractors	Visalia	\$355,000
3. SCC Enterprises, Inc. dba Sequoia Construction	Visalia	\$405,000
4. D & S Construction, Inc.	Selma	\$418,385

Bidder's References

Four references were called and two unsolicited references were obtained regarding Dale Atkins, Contractor. Staff found general agreement from the references that the end product was satisfactory and that the projects were delivered on time.

Architect's Estimate

The Architect's estimate was 50 dollars per square foot. The Atkin's project cost will be \$61.25 per square foot. The Architect noted that several of their current Tenant Improvement projects have ranged up to seventy dollars per square foot, and that the proposal by Atkins Construction was in line with the most recent building costs.

Budget

In addition to the Contractor's fee the following costs are anticipated and have been budgeted:

- Building permit \$24,182
 - Staff time \$10,000
 - Contingencies \$10,000
 - Printing \$500
 - Utility hook-ups \$5,000
- \$49,682

The total budget including the construction contract and anticipated expenses is \$393,682.

Timeline

After the Award of Contract Notice is provided to the Contractor and the contract is signed the construction time will begin. The contractor has 100 calendar days to finish the project. The anticipated completion date is the beginning of July.

Prior Council/Board Actions:

1/20/04 Council approved filing partial Notice of Completion for Transit Center
12/8/03 Council decision to proceed with Administration move to Transit Center- later put on hold due to budget constraints and then directed by Mayor to move ahead in late 2004.

Committee/Commission Review and Actions:

Alternatives: None

Attachments: None

City Manager Recommendation:

Recommended Motion (and Alternative Motions if expected):

Staff recommends that Council authorize the City Manager to enter into a contract with Dale G. Atkins of Visalia for the construction of Tenant Improvements at the Transit Center for the low bid of \$343,000.

Financial Impact

Funding Source: Federal Transit Administration grant and match from Local Transportation Fund (LTS)

Account Number: 4511 720000 00 9399 2003

Budget Recap:

Total Estimated cost: \$343,000	New Revenue:	\$
Amount Budgeted: \$393,682	Lost Revenue:	\$
New funding required:\$0	New Personnel:	\$
Council Policy Change: Yes____	No__x__	

Copies of this report have been provided to:

<i>Environmental Assessment Status</i>			
CEQA Review:			
Required?	Yes	No	x
Review and Action:	Prior:		
	Required:		
NEPA Review:			
Required?	Yes	No	x
Review and Action:	Prior:		
	Required:		

Tracking Information: <i>After Council approval, a Notice of Award will be provided to the Contractor and the contract must be signed by Dale Atkins and the City.</i>

<u>Review and Approval - As needed:</u>
Department Head Review (Signature):
Risk Management Review (Signature):
City Attorney Review (Signature):
Administrative Services Finance Review (Signature):
Others:

**City of Visalia
Agenda Item Transmittal**

Meeting Date: March 28, 2005

Agenda Item Number (Assigned by City Clerk): 2e

Agenda Item Wording: Establish a New Capital Improvement Project in the Transportation Development Fund in the amount of \$30,000 to Complete the Preliminary Engineering and Environmental Document for the Packwood Creek Pedestrian/Bike Path.

Deadline for Action: March 28, 2005

Submitting Department: Community Development

Contact Name and Phone Number:

Michael Carr 713-4595 or David Jacobs 713-4492.

For action by:

- City Council
- Redev. Agency Bd.
- Cap. Impr. Corp.
- VPFA

For placement on which agenda:

- Work Session
- Closed Session
- Regular Session:
 - Consent Calendar
 - Regular Item
 - Public Hearing

Est. Time (Min.): 1

Department Recommendation and Summary:

Authorize the Finance Division to establish a Capital Improvement Project (CIP) account in the 1611 (Transportation Development) Fund in the amount of \$30,000 to the Preliminary Engineering and Environmental Document for the Packwood Pedestrian/Bike Path.

The project site is the land along the south side of Packwood Creek west of Mooney Blvd. to County Center St. and between Packwood Creek and Cameron Ave. east of Mooney for approximately 1,000 feet. The ultimate project is to construct a 1-mile multi-purpose bicycle trail and landscape involving seven acres of riparian setback along the creek.

The City of Visalia received a Federal Transportation Enhancement (TE) grant to fund this project, but the project is currently programmed in the Federal Transportation Improvement Program (FTIP) to begin in the 2007/08 fiscal year, when the funding becomes available.

However, the Tulare County Association of Governments (TCAG) has funding available for a short time that would enable the City of Visalia to complete the Preliminary Engineering and environmental document ahead of schedule. In order to use the funds, the City must have the work completed and invoice TCAG by May 1, 2005. All City funds used for the Preliminary Engineering and environmental document will be reimbursed through TCAG.

By proceeding with the preliminary engineering and environmental phases of the project, the City will position itself to acquire the right-of-way still required to complete the project. It will be financially advantageous to purchase the land sooner rather than waiting until 2007. It would also position the City of Visalia to go after additional funding that may become available in the future.

Prior Council/Board Actions: The latest action was to authorize staff to submit the TE (Transportation Enhancement) grant application for this project in September, 2004.

Committee/Commission Review and Actions: Do not use the funding available through TCAG and wait until the 2007/08 fiscal year to proceed with this project as it is currently programmed in the Federal Transportation Improvement Program.

Alternatives:

Attachments:

City Manager Recommendation:

Recommended Motion (and Alternative Motions if expected):

I move that the City Council authorize:

- 1) City Finance Division to establish a CIP account in the 1611 Fund in the amount of \$30,000 to pay for the Preliminary Engineering and Environmental Document for the Packwood Creek Pedestrian/Bike Path; and,
- 2) Direct staff to bring back the item for an appropriation at the next regular scheduled meeting because budget amendment may only be approved at regularly scheduled meetings according to the City's Charter.

Financial Impact

Funding Source: 1611 - Transportation Development Fund

Account Number: _____ (Call Finance for assistance)

Budget Recap:

Total Estimated cost: \$30,000	New Revenue:\$30,000
Amount Budgeted: \$30,000	Lost Revenue:\$
New funding required:\$30,000	New Personnel:\$
Council Policy Change: Yes____ No_X_	

Copies of this report have been provided to:

Environmental Assessment Status

CEQA Review:

Required? Yes No
Review and Action: Prior:
Required:

NEPA Review:

Required? Yes No
Review and Action: Prior:
Required:

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Review and Approval - As needed:

Department Head Review (Signature):

Risk Management Review (Signature):

City Attorney Review (Signature):

Administrative Services Finance Review (Signature):

Others:

City of Visalia Agenda Item Transmittal

Meeting Date: March 28, 2005

Agenda Item Number (Assigned by City Clerk): 2f

Agenda Item Wording: City Council to authorize staff to send letters of support for AB 1248 (Umber) Booking Fees to Assembly Member Bill Maze, Assembly Member Nichole Parra, Senator Roy Ashburn and Assembly Local Government members.

Deadline for Action: March 28, 2005

Submitting Department: Administration

Contact Name and Phone Number:
Carol L. Cairns, Assistant City Manager 713-4324

For action by:

- City Council
- Redev. Agency Bd.
- Cap. Impr. Corp.
- VPFA

For placement on which agenda:

- Work Session
- Closed Session
- Regular Session:
- Consent Calendar
- Regular Item
- Public Hearing

Est. Time (Min.): _____

Department Recommendation and Summary:

Staff recommends that City Council support AB 1248 (Umberg) Booking Fees which would permit the charging of booking fees only for municipal code violations and non-felonious offenses. The Police Chief is in support of this bill and has sent letters of support to the appropriate entities.

“AB 1248 would restrict counties’ ability to impose booking fees on cities and other local agencies that bring serious offenders to county facilities for booking or detention. Existing law authorizes a county to impose a booking fee upon other local agencies, including colleges and universities, for county costs incurred in processing or booking persons arrested by employees of those entities and brought to county facilities for booking or detention. AB 1248 removes felonies, DUI’s, batteries and serious sex crimes (those that give rise to a registration requirement) from the list of crimes for which booking fees can be charged.

Currently, booking fees are levied every time a city police officers makes an arrest and delivers that suspect to county facilities for booking or detention. It doesn’t matter how serious the crime, the booking fee must be paid by the agency to the counties. AB 1248 would still allow counties to charge booking fees for most misdemeanors and municipal code violations, but city policy would no longer have to pay fees to ensure fundamental community protection.

In budget action last year, the Legislature maintained reimbursement to cities for booking fees for fiscal year 2004-05. At the same time, they eliminated this subvention for future budget years, and limited the amount counties could charge for booking fees to one-half of administrative costs beginning FY 2005-06.

Without the subvention from the state, cities will be required to pay the entire booking fee costs incurred. 369 cities and four special districts receive portions of the \$38.2 billion in booking fee reimbursements.”

Arguments in Support of AB 1248

- Restores Original Legislative Intent:
When booking fees were first enacted in the early 1990's, the stated policy was to discourage city police department from filling county jails with persons who were arrested in "sweeps" for minor crimes. This suggests that the Legislature intended booking fees to serve purposes beyond simple county fiscal relief. Specifically, booking fees would provide a disincentive to local agencies booking low-level offenders into county jails. As currently implemented, however, counties are requiring booking fees from city police department for booking people who commit serious crimes and who should be incarcerated to protect the community. AB 1248 helps to begin to rectify this imbalance by limiting the categories of arrests for which booking fees can be charged.
- Eliminates "*Double Tax*":
Counties currently receive property taxes from all Californians- regardless of whether they reside in cities or in the unincorporated areas of counties- some of which supports their overall booking and detention operations. For residents of cities, paying booking fees in addition to their property taxes amounts to a "*second*" taxation to support the basic community protection. Local officials have the responsibility of ensuring that their communities are safe, but there is no reason that city residents should have to pay more for their safety.
- Saves Public Dollars Needed for Law Enforcement:
Over the years, cities have paid millions of dollars in booking fees while struggling in recent years to balance their budgets during the economic downturn. This has resulted in diminishing resources available for city police, who are responsible for protecting more than 70 percent of Californians.

*From the League of California Cities advocacy center

Prior Council/Board Actions:

none

Committee/Commission Review and Actions:

n/a

Alternatives:

Do not support AB 1248

Attachments:

Sample letter of support

City Manager Recommendation:

Recommended Motion (and Alternative Motions if expected): I move the City Council authorize staff to send the various letters of support for AB 1248 (Umberg) Booking Fees.

Environmental Assessment Status

CEQA Review:

Required? Yes No
Review and Action: Prior:
Required:

NEPA Review:

Required? Yes No
Review and Action: Prior:
Required:

Copies of this report have been provided to:

Financial Impact

Funding Source:

Account Number: _____ (Call Finance for assistance)

Budget Recap:

Total Estimated cost: \$	New Revenue: \$
Amount Budgeted: \$	Lost Revenue: \$
New funding required: \$	New Personnel: \$
Council Policy Change: Yes _____ No _____	

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Review and Approval - As needed:

Department Head Review (Signature):

Risk Management Review (Signature):

City Attorney Review (Signature):

Administrative Services Finance Review (Signature):

Others: