



**SANTA ROSA CITY COUNCIL
AGENDA AND SUMMARY REPORT
REGULAR MEETING
CITY HALL, 100 SANTA ROSA
AVENUE
JUNE 18, 2013**

2:30 P.M. (COUNCIL CHAMBER)

Agenda 

1. CALL TO ORDER AND ROLL CALL

2. STUDY SESSION Study Session items are items for in-depth discussion and possible direction to staff. No action may be taken.
 - 2.1 NEW GENERATION HYBRID GARBAGE AND RECYCLE TRUCKS
Representatives from North Bay Corporation will make a presentation regarding their new generation hybrid garbage and recycle trucks.

3:00 P.M. (MAYOR'S CONFERENCE ROOM)

3. ANNOUNCEMENT OF CLOSED SESSION ITEMS
 - 3.1 PUBLIC COMMENT ON CLOSED SESSION ITEMS Prior to recess into Closed Session, the public may speak up to three minutes on items to be addressed in Closed Session.

 - 3.2 RECESS TO CLOSED SESSION IN MAYOR'S CONFERENCE ROOM

 - 3.3 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Agency Designated Representatives: Fran Elm, Human Resources Director, Chris Sliz, Employee Relations Manager. Employee Organizations: Santa Rosa Firefighters Association - Local 1401 (representing City Employee Unit 2); Operating Engineers Local 3,

Maintenance and Utility System Operators (Employee Units 3 and 16); Santa Rosa City Employees Association (Employee Units 4, 6, 7); Santa Rosa Police Officers Association, (Employee Unit 5); Service Employees International Union Local 1021, (Employee Units 8 and 14); Public Safety Management Association (Employee Unit 9); Santa Rosa City Attorneys' Association (Employee Unit 17), Santa Rosa Management Association (Employee Unit 18).

3.4 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6) Agency Designated Representatives: Kathleen Millison, City Manager and Jennifer Phillips, Assistant City Manager. Unrepresented Executive Management, Middle Management, and Confidential Employees (Employee Units 10, 11 and 12).

3.5 RECESS CLOSED SESSIONS AND RECONVENE TO OPEN SESSION IN THE COUNCIL CHAMBER

4:00 P.M. (CITY COUNCIL CHAMBER)

PUBLIC COMMENTS ON AGENDA ITEMS: Except for public hearing items, comments from the public will be allowed on all agenda items at the time each item is called. Comments on public hearing items may be made when the hearing is opened.

PUBLIC COMMENTS ON NON-AGENDA ITEMS: Comments from the public on non-agenda items will be heard under Agenda Item 14.

4. ANNOUNCEMENT OF ROLL CALL

5. REPORT, IF ANY, ON STUDY AND CLOSED SESSIONS

6. PROCLAMATIONS/PRESENTATIONS - NONE

7. STAFF BRIEFINGS - NONE This time is reserved for City staff to provide a five-minute briefing to the Council on departmental issues of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for Council consideration.

8. APPROVAL OF MINUTES - MAY 14 AND MAY 21, 2013, REGULAR MEETINGS

Minutes - May 14, 2013 

Minutes - May 21, 2013 

9. MAYOR'S/COUNCILMEMBERS' REPORTS

9.1 STATEMENTS OF ABSTENTION BY COUNCILMEMBERS

9.2 MAYOR /COUNCILMEMBERS' REPORTS

9.3 REPORTS BY MAYOR/COUNCILMEMBERS REGARDING VARIOUS AGENCY MEETINGS ATTENDED AND POSSIBLE COUNCIL DIRECTION TO ITS REPRESENTATIVES ON PENDING ISSUES BEFORE SUCH BOARDS (IF NEEDED)

- a) Sonoma County Transportation Authority (SCTA)
- b) Sonoma County Water Agency (SCWA) - Water Advisory Committee
- c) Association of Bay Area Governments (ABAG)
- d) Sonoma County Agricultural Preservation and Open Space District Advisory Committee
- e) Other

10. CITY MANAGER'S/CITY ATTORNEY'S REPORTS

11. CONSENT ITEMS

11.1 MOTION - CONTRACT EXTENSION - JANITORIAL SERVICES

RECOMMENDATION: It is recommended by the Finance and Recreation and Parks Departments that the Council, by motion, approves Amendment No. 4 to Contract F000384 for janitorial services for a one-year extension, with a 1% increase in unit prices, with Universal Building Services, Richmond, California, in the amount of \$295,643.16 and a 5% contingency of \$14,782.16.

Staff Report 

11.2 MOTION - CONTRACT EXTENSION - AGGREGATE PRODUCT

RECOMMENDATION: It is recommended by the Finance Department that the Council, by motion, approve Amendment No. 4 to Contract 09-9008 for a one-year contract extension for aggregate product, with no increase in contract unit prices, with Canyon Rock Co., Inc., Forestville, CA, in the amount of \$74,673.75.

Staff Report 

11.3 MOTION - CONTRACT AWARD - BRUSH CREEK RD AND BADGER RD - 2013 CITY OVERLAY

RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by motion, approve construction contract No. C01810, Brush Creek Rd and Badger Rd - 2013 City Overlay in the total amount of \$598,940.75 to the lowest responsible bidder, Team Ghilotti, Inc. of Petaluma. Funding for this project has been appropriated to Account No.17525. The sources of funds are Measure M and Utility Impact Fees. No City General Fund money is included in this project.

Staff Report 

11.4 MOTION - CONTRACT AWARD - ANNUAL SLURRY SEAL 2013


RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by motion, and subject to funding of the project in the 2013/14 Capital Improvement Program, award construction Contract Number C01769, Annual Slurry Seal 2013, in the total amount of \$356,572.96 to the lowest responsible bidder, Central Valley Engineering & Asphalt, Inc. of Roseville, California, effective July 1, 2013, and establishes a total contract amount of \$392,230.26 (the original contract amount plus a 10% contingency). Funding for this project is proposed to be appropriated to project key 17014 by the 2013/14 Capital Improvement Program. Specifically, the project is to be funded by the Utility Impact Fund and Gas Tax. No City General Fund money is to be included in this project.

Staff Report 

11.5 RESOLUTION - APPROPRIATIONS LIMIT 2013/14 FISCAL YEAR

RECOMMENDATION: It is recommended by the Finance Department that the Council, by resolution, adopt the Article XIIB appropriation limit for the City of Santa Rosa at \$213,694,000 for the 2013/14 fiscal year. It is also recommended that the Council, by the same resolution, approve the use of the inflation and population factors used in the calculation of the limit for the 2013/14 fiscal year.


Staff Report 

Resolution 

11.6 RESOLUTION - FISCAL YEAR 2013-14 PROJECT WORK ORDER AUTHORIZATION UNDER MASTER AGREEMENTS FOR PROFESSIONAL SERVICES TO ENGINEERING

RECOMMENDATION: It is recommended by the Transportation and Public Works Department that the Council, by resolution, authorize staff to execute Project Work Orders under Master Professional Services Agreements executed in 2011, 2012 and 2013 with a cumulative not to exceed sum of \$7 million for Fiscal Year 2013-14, subject to Council approval of the Proposed Fiscal Year 2013-14 Capital Improvement Program budget.

Staff Report 

Resolution 

12. REPORT ITEMS


12.1 REPORT - CONTRACT AWARD - PARKING CITATION PROCESSING

BACKGROUND: The City currently performs parking citation processing in-house, including management of citation processing database software, receipt and processing of payments, DMV services, delinquent notices, customer service and the adjudication process. After analyzing results from an RFP process, staff determined there are advantages to contract for citation processing services including an integrated database software system that provides handheld ticket devices, 24/7 customer service access, delinquent notification, DMV services, payment processing, collection services and on-line appeals. Contracting these services would require the elimination of a 0.75 FTE vacant Customer Service Representative position in Finance. The RFP process has identified Turbo Data Systems, Inc. as the best value to the City. Funding for the contract is provided in the Fiscal Year 2013/14 budget request of the Economic Development and Housing Department, Parking Enforcement Fund

Key	account	110401.
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RECOMMENDATION: It is recommended by the Economic Development and Housing, and Finance Departments that the Council, by resolution, (1) authorize award of a three-year contract with a two-year extension option for parking citation processing and payment services to Turbo Data Systems, Inc., Tustin, CA, in an amount not to exceed \$225,000 for the three-year period; and (2) approve the elimination of a 0.75 FTE Customer Service Representative position in the Finance Department, in FY 2013/14.

Staff Report 

Resolution 


12.2 REPORT - PROPOSED DECREASE OF PENALTY FOR LATE PAYMENTS TO THE FIRE DEPARTMENT

BACKGROUND: The Fire Department administers several programs including the Fire Permit and Certified Unified Program Agency (CUPA) programs.

These programs are funded with permit, inspection and other fees established by Council resolution. The Fire Department is requesting a decrease in the late payment penalty charge from 15% to 2%, compounded every 30 days. The 15% late penalty was originally established in 2003 by Resolution No. 25680. The Fire Department surveyed other Departments within the City and they are averaging about 2% for their late payment penalty charge, compounded, every 30 days. The Fire Department would like to be in line with others in the City and decrease the late payment penalty charge to 2%.

RECOMMENDATION: It is recommended by the Fire Department that the Council, by resolution, approve the proposed decrease of the Fire Department late payment penalty charge from 15% to 2%, compounded every 30 days.

Staff Report 


Resolution 


12.3** REPORT - APPEAL OF A PUBLIC CONVENIENCE OR NECESSITY DETERMINATION FOR AN OFF-SALE ALCOHOL LICENSE FOR BIG LOTS

BACKGROUND: On February 26, 2013, a Public Convenience or Necessity (PCN) application was filed by PNS Stores, Inc. on behalf of Big Lots in order to apply for an off-sale alcohol license for beer and wine sales (Type 20 license) at the Big Lots store on Mendocino Avenue. On April 12, 2013, based on statistical information reported by the California Department of Alcoholic Beverage Control (ABC) and information provided by the Santa Rosa Police Department regarding crime issues in the area, the Community Development Director determined that public convenience or necessity would not be served by the issuance of a license for the sale of beer and wine at Big Lots. On April 22, 2013, the applicant filed an appeal of the Director's determination.

RECOMMENDATION: It is recommended by the Community Development Department that the Council deny the appeal and, by resolution, uphold the Community Development Director's determination that the Public Convenience or Necessity would not be served by the issuance of a Type 20 ABC license for Big Lots located at 2055 Mendocino Avenue.

Staff Report 

Resolution 

PowerPoint Presentation (uploaded 6/17/2013) 

13. WRITTEN COMMUNICATIONS (AND POSSIBLE COUNCIL ACTION)

13.1 LETTER OPPOSING SB 311(PADILLA) - LOCAL ELECTIONS: CHARTER AND CHARTER PROPOSALS

Letter 

14. PUBLIC COMMENTS ON NON-AGENDA MATTERS This is the time when any person may address the Council on matters not listed on this agenda, but which are within the subject matter jurisdiction of the Council. Each speaker is allowed three minutes. To address the Council you are requested to complete the yellow Speaker's Card and give it to the City Clerk. If you are unable to or do not wish to wait for the public comment portion of the agenda, you are encouraged to contact the Council or City Clerk directly by emailing your information to cityclerk@srcity.org or by telephoning the Council and City Manager's Office at 707-543-3010.

5:00 P.M.

15. PUBLIC HEARING - CITY BUDGET FOR FISCAL YEAR 2013/14

15.1 STATEMENTS OF ABSTENTION City Attorney Fowler will orally enter into the record all projects and budgets from which various Council members shall be abstaining due to project proximity to property owned or income received by the abstaining Council Member.

15.2 CITY MANAGER'S COMMENTS ON CITY'S PROPOSED FY 2013/14 BUDGET City Manager Kathleen Millison will provide background information on the development of the City of Santa Rosa's proposed FY 2013/14 budget.


15.3 COUNCIL CONSIDERATION OF PROPOSED CITY BUDGET FOR FISCAL YEAR (FY) 2013/14 AND ADOPTION OF THE CITY BUDGET FOR THE COMING FISCAL YEAR

BACKGROUND: At this public hearing, the City Council will consider the City's proposed Fiscal Year 2013/14 budget including the proposed FY 2013/14 Operations and Maintenance Budget and proposed FY 2013/14 Five-Year Capital Improvement Program and will receive and consider budget reports for the City's operating departments, agencies and offices, including proposals for new and increased fees. Staff will present an overview of the City's proposed FY 2013/14 Operations and Maintenance budget, including individual department budgets, and the FY 2013/14 Capital Improvement Program budget. At study sessions on May 7, 2013 and May 14, 2013, staff presented department budgets and included additional department information such as current year accomplishments, core services discussions and budget highlights and impacts for the upcoming year. Additionally, the Capital Improvement Program (CIP) was presented along with the draft CIP document.

RECOMMENDATION: It is recommended by the City Manager and the Finance Department, that the Council, by six (6) resolutions, adopt the City's FY 2013/14 budget, including the FY 2013/14 Operations and Maintenance Budget and FY 2013/14 Five-Year Capital Improvement Program.

Staff Report 

Staff Report Attachment 1 - Proposed Operations and Maintenance Budget 

Staff Report Attachment 2 - Proposed Capital Improvement Program 


Resolution 1 


Resolution 2 

Resolution 3 

Resolution 4 

Resolution 5 

Resolution 6 

PowerPoint Presentation (uploaded 6/18/2013) 

16. ADJOURN (CONTINUE) REGULAR CITY COUNCIL MEETING TO RECONVENE AT 9:00 A.M. ON WEDNESDAY, JUNE 19, 2013, IN THE COUNCIL CHAMBER

9:00 AM, WEDNESDAY, JUNE 19, 2013, CITY COUNCIL CHAMBER

(NOTE: THE COUNCIL WILL RECESS FOR LUNCH AT APPROXIMATELY 12:00, NOON, FOR APPROXIMATELY 30 MINUTES)

17. CALL TO ORDER OF ADJOURNED REGULAR CITY COUNCIL MEETING AND ROLL CALL


17.1 PUBLIC HEARING - ESTABLISHMENT OF FEES FOR RECREATION & PARKS FACILITIES AND SERVICES

BACKGROUND: The Recreation & Parks Department offers a wide variety of services for which fees are charged, including facility use, admissions and program fees. Fees are charged to recover the direct costs of providing these facilities and services. City Code Section 11-46.030 requires Council to establish park user fees by resolution. Due to the completion and opening of new facilities, including the Person Senior Wing, DeTurk Round Barn, and Church of One Tree, an update to the Department's fee list is needed.

RECOMMENDATION: It is recommended by the Department of Recreation & Parks that the Council approve, by resolution, the Facility Rental fees for various facilities and services effective July 1, 2013 and authorize the Director of Recreation & Parks or designee to enter into facility rental permits.

Staff Report 

Resolution 

PowerPoint Presentation (uploaded 6/18/2013) 

17.2 CONTINUED PUBLIC HEARING - COUNCIL CONSIDERATION OF PROPOSED CITY BUDGET FOR FISCAL YEAR (FY) 2013/14 AND ADOPTION OF THE CITY BUDGET FOR THE COMING FISCAL YEAR

BACKGROUND: At this public hearing, the City Council will consider the City's proposed Fiscal Year 2013/14 budget including the proposed FY 2013/14 Operations and Maintenance Budget and proposed FY 2013/14 Five-Year Capital Improvement Program and will receive and consider budget reports for the City's operating departments, agencies and offices, including proposals for new and increased fees. Staff will present an overview of the City's proposed FY 2013/14 Operations and Maintenance budget, including individual department budgets, and the FY 2013/14 Capital Improvement Program budget. At study sessions on May 7, 2013 and May 14, 2013, staff presented department budgets and included additional department information such as current year accomplishments, core services discussions and budget highlights and impacts for the upcoming year. Additionally, the Capital Improvement Program (CIP) was presented along with the draft CIP document.

RECOMMENDATION: It is recommended by the City Manager and the Finance Department, that the Council, by six (6) resolutions, adopt the City's FY 2013/14 budget, including the FY 2013/14 Operations and Maintenance Budget and FY 2013/14 Five-Year Capital Improvement Program.

18. ADJOURN (CONTINUE) CITY COUNCIL MEETING TO RECONVENE, IF NEEDED, AT 9:00 A.M. ON THURSDAY, JUNE 20, 2013, IN THE COUNCIL CHAMBER

9:00 AM, THURSDAY, JUNE 20, 2013, CITY COUNCIL CHAMBER

19. CALL TO ORDER OF ADJOURNED REGULAR COUNCIL MEETING AND ROLL CALL

20. CONTINUED PUBLIC HEARING -- COUNCIL CONSIDERATION OF PROPOSED CITY BUDGET FOR FISCAL YEAR (FY) 2013/14 AND ADOPTION OF THE CITY BUDGET FOR THE COMING FISCAL YEAR

BACKGROUND: At this public hearing, the City Council will consider the City's proposed Fiscal Year 2013/14 budget including the proposed FY 2013/14 Operations and Maintenance Budget and proposed FY 2013/14 Five-Year Capital

Improvement Program and will receive and consider budget reports for the City's operating departments, agencies and offices, including proposals for new and increased fees. Staff will present an overview of the City's proposed FY 2013/14 Operations and Maintenance budget, including individual department budgets, and the FY 2013/14 Capital Improvement Program budget. At study sessions on May 7, 2013 and May 14, 2013, staff presented department budgets and included additional department information such as current year accomplishments, core services discussions and budget highlights and impacts for the upcoming year. Additionally, the Capital Improvement Program (CIP) was presented along with the draft CIP document.

RECOMMENDATION: It is recommended by the City Manager and the Finance Department, that the Council, by six (6) resolutions, adopt the City's FY 2013/14 budget, including the FY 2013/14 Operations and Maintenance Budget and FY 2013/14 Five-Year Capital Improvement Program.

21. ADJOURNMENT OF MEETING

*Did not appear on the preliminary agenda. **Quasi-judicial or adjudicative action.

UPCOMING MEETINGS LIST

List 



Any writings or documents provided to a majority of the City Council prior to this meeting regarding any item on this agenda are available for public review in the City Clerk's Office, City Hall, Room 10, 100 Santa Rosa Avenue, during normal business hours.

The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available by contacting the City Clerk Office at 543-3015 or cityclerk@srcity.org one week prior to the meeting. TDD 543-3063 **Meeting information can also be accessed via the internet at <http://srcity.org>**