



ROSELAND ACTION ITEMS

City Council Meeting
October 24, 2017

Deborah Lauchner, Chief Financial Officer
Jennifer Burke, Deputy Director Water
golbou ghassemieh, Human Resources Director
Jessica Jones, Supervising Planner

ACTION ITEMS

- There are four action items that need to be discussed in anticipation of annexation
 - Budget Amendment
 - South Park Sanitation District
 - Position Reclassification
 - RHNA Allocations and Credits
- Annexation is currently anticipated to be effective November 1, 2017

BUDGET AMENDMENT

- Pre-annexation Agreement sets forth funding to be provided by the County
- Expenditure increases for the City to provide services to the newly annexed area were negotiated and outlined as part of that Agreement
- A budget amendment is needed to recognize the revenues, add staff resources and increase expenditures within various areas of the budget

BUDGET AMENDMENT (cont.)

Start-up costs

- Onetime Start-up Costs – County will provide \$790,000 within 60 days of annexation
- Funding to be used for the following:

Modify databases to support new territory	\$ 69,000
Police uniforms, equipment and training*	\$239,200
Cleaning and CCTV storm drains	\$324,000
TOTAL	\$632,200

* \$150,000 provided in FY 2016-17 for police vehicles

BUDGET AMENDMENT (cont.)

Capital Improvements

- Pavement Improvement Projects – County will provide \$662,000 within 60 days of annexation
- First year's payment will be within 60 days of the effective date.
- Subsequent years' payments will within 60 days of July 1 each year.
- Funds to be used for pavement improvements in the annexation area

BUDGET AMENDMENT (cont.)

Annual Operating Costs

Annual Operating Subsidy:

- City will receive an annual operating subsidy of no more than \$500,000 for 10 years
- City completes an annual subsidy calculation
- Calculation compares revenue and expenditures year over year and adjusts the subsidy if revenues exceed expenditures

BUDGET AMENDMENT (cont.)

Annual Operating Costs

- The following amounts were included as the City's operating costs:

City Council Elections/Ballot Measures	\$ 5,000
2 FTE Customer Service Rep for utility billing	159,000
Fire Inspector, services & supplies and vehicle	191,000
Police Field Services – 1 Sgt., 3 PO, 1 FET/CSO Includes uniform, equipment, vehicles and training	1,140,523
Police Traffic Bureau – 1 PO, uniform, equip, vehicle & training	220,206
Police Investigation – 1 Detective, uniform, equip, vehicle & training	235,286
Police Technical Svc – 2 Dispatchers, 1 Police Tech, uniforms & equip	354,885

BUDGET AMENDMENT (cont.)

Annual Operating Costs (cont.)

TPW Traffic & Materials Engineering – materials & equipment	\$ 60,800
TPW Streets – 1 Sr. & 3 skilled Maint. Workers, materials & equip	502,000
TPW Electrical – Materials and energy	39,400
Water – Sewer system maintenance	250,000
Water – spill response	9,830
Animal Control	123,363
TOTAL OPERATING COSTS	\$3,292,363

The FY 2017-18 adopted budget included

1. Staff for Police Department in the amount of \$1,045,728
2. Fire Inspector position in the amount of \$135,000

Resolution to approve the budget amendment

**QUESTIONS
REGARDING BUDGET
AMENDMENT?**

First Amendment to the Amended and Restated Agreement Regarding South Park County Sanitation District

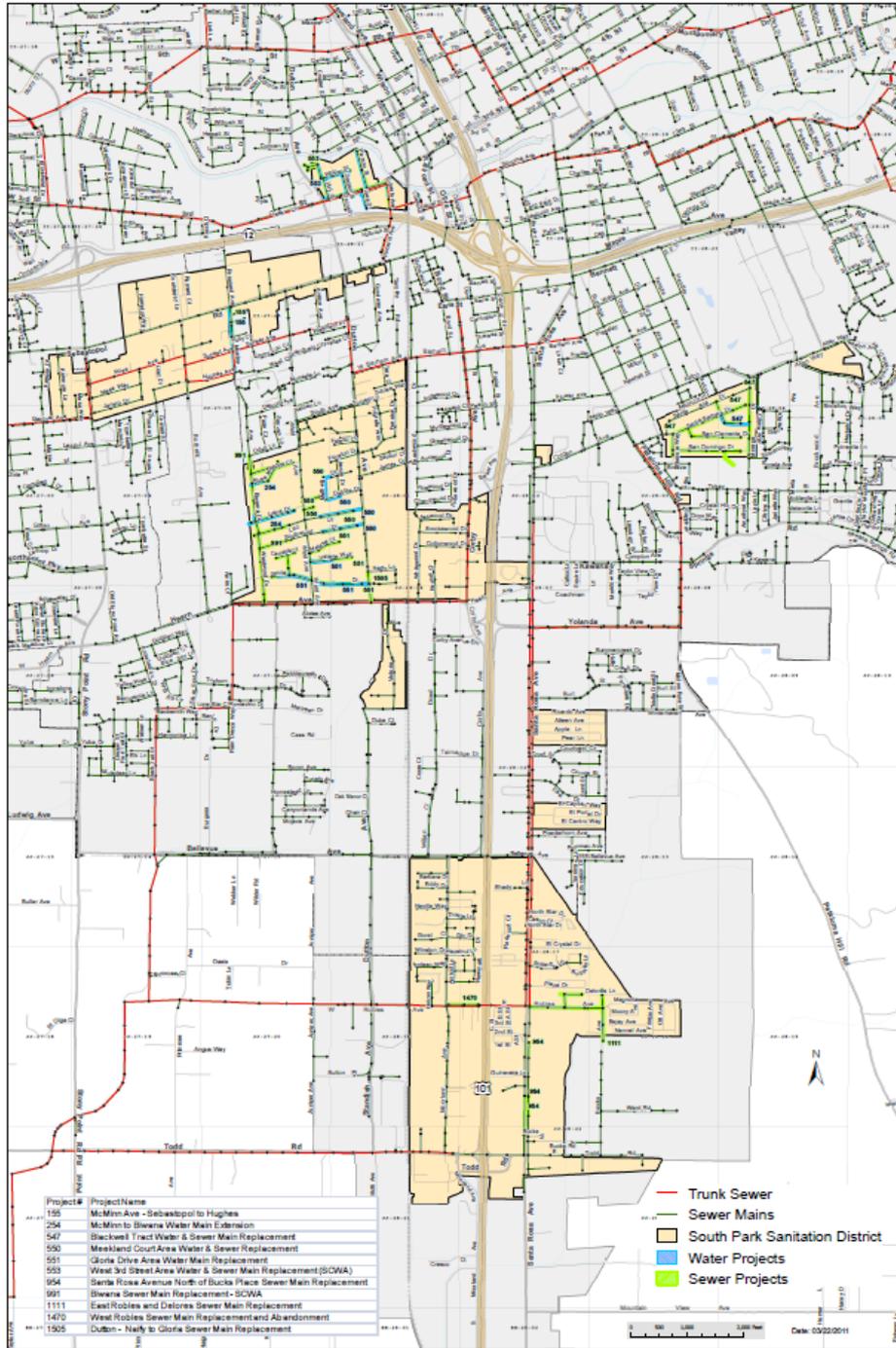
Jennifer Burke,
Deputy Director – Water & Engineering Resources

Presentation Outline

- Overview of South Park County Sanitation District
- Overview of Dissolution Agreement
- Proposed First Amendment
- Recommendation

South Park County Sanitation District (SPCSD)

- Board of Supervisors is Board of Directors
- Run by Sonoma County Water Agency
- Provides sewer collection for unincorporated areas of Sonoma County
- Non-contiguous boundary
- Santa Rosa provides maintenance



Project #	Project Name
195	McMin Ave - Sebastopol to Hughes
254	McMin to Biwena Water Main Extension
547	Blackwell Tract Water & Sewer Main Replacement
550	Weekend Court Area Water & Sewer Replacement
551	Gloria Drive Area Water Main Replacement
553	West 3d Street Area Water & Sewer Main Replacement (SCWA)
604	Santa Rosa Avenue North of Biwena Sewer Main Replacement
691	Biwena Sewer Main Replacement - SCWA
1111	East Robles and Delores Sewer Main Replacement
1470	West Robles Sewer Main Replacement and Abandonment
1505	Outburn - Holly to Gloria Sewer Main Replacement

- Trunk Sewer
- Sewer Mains
- South Park Sanitation District
- Water Projects
- Sewer Projects

Scale: 0 500 1000 2000 Feet
 Date: 03/22/2011

Dissolution Agreement

- February 1996 – Initial agreement
- Amended four times
 - Time extensions, credit for pipe, and Clean Up and Abatement Order
- June 2012 – Amended and Restated Agreement
 - Different Approach
 - Annexation Issue

Dissolution and Annexation

- Original Agreement anticipated imminent annexation
- Amendments recognized that annexation of property not imminent, but planned for infrastructure only annexation
- LAFCO: laws preclude infrastructure only annexation
- District cannot be dissolved until 70% of the service area is annexed into the City

Roseland Area Annexation

- Approximately 50% of area served by SPCSD
- Meeting to discuss options
 - Financial viability of SPCSD
 - Difference between sewer rate structures
- Aug 2017 – Sonoma LAFCO approved Annexation
 - Condition requiring City and South Park to address issues through amendment to Dissolution Agreement

Proposed First Amendment

- Provides transition period to address
 - Sewer rate structure
 - Current – 100% fixed rate billed annually on tax roll
 - Future – Volumetric rate billed monthly
 - Governance
 - Current – Board of Supervisors
 - Future – 2 Council members and 1 Supervisor

Proposed First Amendment

- Development Services
 - City staff will provide development related services for City residents served by South Park
 - City will indemnify South Park and Water Agency
 - City will collect connection fees and capacity charges as calculated by South Park
 - South Park will provide development related services for County residents served by South Park

SCHEDULE

- Sonoma LAFCO Annexation approval
 - Condition requiring City and South Park to address issues through amendment to Dissolution Agreement before recordation
 - Recordation scheduled to occur November 1st
- Board of Supervisors considering October 24th

QUESTIONS?

Resolution to approve the amended agreement

QUESTIONS

REGARDING FIRST AMENDMENT
TO THE AMENDED AND
RESTATED AGREEMENT
REGARDING SOUTH PARK
COUNTY SANITATION DISTRICT?



AMENDMENT TO THE CITY CLASSIFICATION AND SALARY SCHEDULE

golbou ghassemieh
Human Resources Director

BACKGROUND

Code Enforcement Officer Housing and Community Services

In 2016, a review of the operational model for the Code Enforcement Division recommended a series of process improvements, including:

- 1) Develop & establish a strategic plan
- 2) Increase oversight of existing staff
- 3) Appoint a dedicated manager to relieve the Deputy Director of day-to-day oversight responsibilities

BACKGROUND (cont.)

Anticipate increased complaints due to:

- Legalization of cannabis
- Absorption of open cases from the County due to Roseland Annexation
- Establishment of Fee-Based Rental Programs

CURRENT

- A Code Enforcement Officer position has been vacant since May 2017
- Deputy Director is tasked with oversight of multiple divisions (Leased Housing, NRP, Code Enforcement, & if approved, Fee-Based Rental Programs)

CURRENT (cont)

- In response to the operational review and resulting recommendations, the Housing and Community Services Department has requested reclassification of 1.0 FTE vacant Code Enforcement Officer position to Housing and Community Services Manager-Code Enforcement Division

BENEFITS

- Improved efficiency and response time
- Enables the Sr. Code Enforcement Officer to focus on working the staff to close cases within prescribed timelines
- Establishes direct managerial oversight of Code Enforcement staff and division

Resolution to approve amending the classification and
salary schedule

QUESTIONS

REGARDING AMENDMENT TO
THE CITY CLASSIFICATION AND
SALARY SCHEDULE?



Roseland Area Annexation – Regional Housing Needs Assessment Allocation and Credit Transfer Letter

Jessica Jones
Supervising Planner
Planning and Economic Development

Background

- Regional Housing Needs Assessment (RHNA) transfer agreement must be in place no later than 90 days following the effective date of annexation.
- With direction from ABAG and HCD, a letter was drafted outlining the details of the agreed transfer, based on the December 20, 2016 Pre-Annexation Agreement.

Motion authorizing Mayor to sign joint letter

**QUESTIONS
REGARDING REGIONAL
HOUSING NEEDS ASSESSMENT
ALLOCATION AND CREDIT
TRANSFER LETTER?**

RECOMMENDATION

It is recommended by the City Manager, Finance, Water, Human Resources Housing and Community Services and Planning and Economic Development Departments that the Council,
(1) by resolution, amend the Fiscal Year (FY) 2017-18 adopted budget to include budget for Roseland Annexation operating costs;

RECOMMENDATION (cont)

(2) by resolution, approve the First Amendment to the Amended and Restated Agreement Regarding South Park County Sanitation District Operations and Transfer to the City of Santa Rosa;

(3) by resolution, approve the reclassification of 1.0 Full Time Equivalent (FTE) vacant Code Enforcement Officer to Housing and Community Services Manager in the Housing and Community Services Department;

RECOMMENDATION (cont)

and (4) by motion, authorize the mayor to sign a joint letter with Sonoma County requesting that the Association of Bay Area Governments (ABAG) transfer 421 Regional Housing Needs Assessment (RHNA) allocations and credits in the Roseland Annexation Area from the County to the City.

Questions?