

**ACTION MINUTES OF REGULAR MEETING
BOARD OF PUBLIC UTILITIES COMMISSIONERS
CITY OF TULARE**

January 27, 2017

A joint projects budget workshop special session meeting of the City Council and Board of Public Utilities, City of Tulare was held on Friday, January 27, 2017, at 9:00 a.m., in the Tulare Public Library & Council Chambers, 491 North “M” Street.

COUNCIL PRESENT: Carlton Jones^{Left 1:00 p.m.}, Maritsa Castellanoz, David Macedo, Greg Nunley^{9:05 a.m.}, Jose Sigala

BOARD PRESENT: Philip Smith, Lee Brehm^{Left approx..12:30 p.m}, Edward Henry, Jim Pennington, Dick Johnson^{Left approx..1:00 p.m}

STAFF PRESENT: Paul Melikian, David Hale, Wes Hensley, Willard Epps, Janice Avila, Darlene Thompson, Joe Carlini, Rob Hunt, Michael Miller, Steve Bonville, Traci Myers, Nick Bartsch, Trisha Whitfield, Luis Nevarez, Matt Machado, Shonna Oneal

1. CALL TO ORDER JOINT PROJECTS BUDGET WORKSHOP SPECIAL SESSION

Mayor Jones and President Smith called the joint projects budget workshop special meeting to order at 9:04 a.m.

2. PLEDGE OF ALLEGIANCE

Charles Ritchie led the Pledge of Allegiance and an invocation was given by Mayor Jones.

3. CITIZEN COMMENTS

Citizen Comments - Comments from the public are limited to items listed on the agenda (GC 54954.3a). Speakers will be allowed three minutes. Please begin your comments by stating and spelling your name and providing your city of residence.

There were no citizen comments presented.

4. Presentation of Completed and Ongoing Projects

Interim City Manager Paul Melikian provided a PowerPoint slide presentation highlighting the purpose of the joint projects budget workshop and the completed projects. City staff provided a PowerPoint slide presentation highlighting the completed and ongoing projects in Fire, Police, Parks, General Services, Information Technology, Sewer, Water, Wastewater, Surface Water, Solid Waste, and Transportation.

5. Receive the Tulare Project Management System Program Policies; Transportation System Planning Policy; Budget Policies and Practices; and Budget Team Policy.

Interim City Manager Paul Melikian provided a brief report regarding the policies and practices items provided in the agenda packets.

6. Steps to Creating a Comprehensive Projects Budget and Financial Plan

- a. Change to Process**
- b. Financing the Projects Budget**
 - i. Funding Options for Projects**
 - ii. Restricted Use of Certain Funds**
 - iii. Effects of Projects on Operating Budget**
 - iv. Fuel Costs**
- c. Transportation Funding**
- d. Water and Sewer Rate Study**
- e. Process to Develop Comprehensive Plan**
 - i. Call for Projects – Citywide Effort**
 - ii. Utility Coordination**
 - iii. Collections/Arterials**
 - iv. Transportation Management Team (TMT)**
 - v. Tulare Success Team (TST)**

Interim City Manager Paul Melikian provided a PowerPoint slide presentation highlighting the recommended change to the Projects Budget policy.

Finance Director Darlene Thompson provided a PowerPoint slide presentation highlighting the finance component of the projects budget including funding options for projects, restricted use of certain funds, effects of projects on operating budget, fuel costs, and transportation funding. Council inquired about Measure I and staff provided responses thereto. Council, Board and staff members discussed utility billing practices.

Project Manager Trisha Whitfield provided a PowerPoint slide presentation highlighting the Water and Sewer Rate Study.

Interim City Manager Paul Melikian provided a PowerPoint slide presentation highlighting the process to develop a complex projects budget.

Mayor Jones called a recess at 10:25 a.m. The joints project budget special meeting resumed at 10:45 a.m.

7. Presentation of Proposed Projects for 2017-2022

- a. Utility Projects**
- b. Transportation Projects**
- c. Other Projects**

Project Manager Trisha Whitfield provided a Power Point slide presentation for the City Council and Board of Public Utilities review and consideration regarding proposed utility projects. The Board and Council posed questions and Ms. Whitfield provided

responses thereto. The Council requested a rendering of the storage tank at Alpine and Nelder.

Sr. Project Manager Nick Bartsch provided a Power Point slide presentation highlighting the proposed transportation/utility projects. Council Member Nunley posed questions regarding the use of consultants. Interim City Manager Paul Melikian advised the Council that an item would be brought back before them to consider a cost analysis of the use of consultants for construction management versus hiring in-house staff to perform those duties. Council Member Sigala requested staff research AB 2 (15-16 Community Revitalization Authority). Interim City Manager Paul Melikian advised Council that staff could present an item on the Bill in March or April.

Council Member Nunley sought clarification if he could provide input regarding the proposed project at Cartmill and Hillman due to owning property in the area. City Attorney Dave Hale advised that it was a discussion item only and no action would be taken, so he could discuss the item. City Engineer Michael Miller provided additional information regarding the possible improvements at Cartmill and Hillman. City Attorney Dave Hale advised this item had reached the point of direction and Council Members Nunley and Macedo should exit the chambers. Council Members Nunley and Macedo recused themselves from direction regarding Cartmill/Hillman improvements due to a conflict and exited the chambers at 12:00 p.m.

Council discussed options for the area and posed questions for staff and the City Attorney. Council Member Sigala requested the proposal for this project include three options as follows: 1) minimal improvements; 2) no throw away costs; and 3) full buildout including the area of Rutherford. The Board and City Council concurred with Council Member Sigala's proposals. Council Members Nunley and Macedo returned to the Chambers at 12:20 p.m.

Sr. Project Manager Nick Bartsch continued his Power Point presentation highlighting the proposed transportation/utility projects for 2017-2019. Council Member Sigala requested that options for adding streetlights at the proposed Cross Avenue Improvements project and the Pleasant Avenue Improvements project be reviewed and possibly included in the projects. Mayor Jones requested staff list Paige Avenue on the list of future projects. Council Member Nunley requested that emphasis be made on economic development and it be moved up on the priority in the policy. Sr. Project Manager Nick Bartsch advised Council that staff is currently revising the Transportation Management Policy and will bring it back to them for review and consideration.

Interim City Manager Paul Melikian provided a PowerPoint presentation for the Board's review and consideration regarding other projects. Public Works Director Joe Carlini provided details regarding the Aerial Lift Truck. General Services Director Steve Bonville provided details regarding the Youth Pre-Coolers. Interim City Manager Paul Melikian inquired about the proposed Aerial Drone project and inquired about the desire to implement a drone policy. Council Member Sigala indicated a desire to have a drone policy. Chief Hensley provided details on the Bearcat project. Following discussion, no other direction was provided.

8. **Receive Council and BPU direction on selected budget issues**
 - a. **Utility Projects**
 - b. **Transportation Projects**
 - c. **All Other Projects**

This section of the Agenda was discussed during item number 7.

9. **Next Steps in Process/Budget Calendar**

Interim City Manager Paul Melikian provided the next steps in the budget process.

10. **General discussion and question and answers**

Council and staff discussed further review of policies provided under Item number 5 including safe schools and sidewalk policies.

11. **Adjournment**

Mayor Pro Tem Castellanoz and President Smith adjourned the joint projects budget workshop special meeting at 1:22 p.m.

President of the Board of Public Utilities
Commissioners of the City of Tulare

ATTEST:

Secretary of the Board of
Public Utilities Commissioners