CITY OF UKIAH
UKIAH CITY COUNCIL
Special Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482

August 15, 2016
5:30 p.m.

JOINT MEETING WITH THE UKIAH VALLEY SANITATION DISTRICT

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS

The City Council welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Council when this matter is considered. If you wish to speak on a matter that is not on this agenda, you may do so at this time. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

4. NEW BUSINESS

a. Comments, Discussion and Consideration of the Fiscal Year 2016-2017 Wastewater System Budget and Process.

b. Possible Adoption of a Resolution Continuing the FY 2016-2017 Joint Wastewater System Budget Process.

5. ADJOURNMENT

Please be advised that the City needs to be notified 24 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request.

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 24 hours prior to the meeting set forth on this agenda.

Dated this 12th day of August, 2016.
Kristine Lawler, City Clerk

City of Ukiah

ITEM NO.: 4 a, b

MEETING DATE: August 15, 2016

AGENDA SUMMARY REPORT

SUBJECT: a) COMMENTS, DISCUSSION AND CONSIDERATION OF THE FISCAL YEAR 2016-2017 WASTEWATER SYSTEM BUDGET AND PROCESS; AND b) POSSIBLE ADOPTION OF A RESOLUTION CONTINUING THE FY 2016-2017 JOINT WASTEWATER SYSTEM BUDGET PROCESS

Summary: The City Council will hold a Special Joint Session with the Ukiah Valley Sanitation District Board of Directors to discuss, comment and consider the Fiscal Year 2016-2017 Wastewater System Budget and process. Possible adoption of a continuing budget resolution may also be considered.

Background: Per the participation agreement between the City of Ukiah (City) and the Ukiah Valley Sanitation District (UVSD) and the resolutions approved by each agency (Attachment 1) at the June 21, 2016, joint meeting, each agency has agreed to conduct another joint meeting in order to provide comments, discussion and consideration of the Fiscal Year 2016-2017 Wastewater System Budget.

Discussion: The final draft of the Fiscal Year 2016-2017 Wastewater System Budget (Attachment 2) was delivered to UVSD staff on August 8, 2016. Previous drafts have been transmitted to and discussed with District staff since April 2016. In addition, the City Council and District Board held a joint session on May 23, 2016, to review the prior year's accomplishments and consider budget performance goals and objectives for Fiscal Year 2016-2017. The final draft of the budget incorporates all of the past work product.

At this time, staff is recommending further discussion, comments and consideration of the final draft Wastewater System Budget, as well as the possible adoption of a continuing resolution (Attachment 3).

FISCAL IMPACT:

Budgeted Amount in 16-17 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
N/A	N/A	N/A	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Comments, discussion and consideration of the Fiscal Year 2016-2017 Wastewater System Budget and process; provide any additional direction to staff; and possible adoption of a continuing budget resolution.

ALTERNATIVES: N/A

Citizens advised: N/A
Requested by: Sage Sangiacomo, City Manager
Prepared by: Jarod Thiele, Public Works Project Analyst
Coordinated with: Sean White, Director of Water and Sewer
Presenters: Sean White, Director of Water and Sewer and Jarod Thiele, Public Works Project Analyst
Attachments:
1) City of Ukiah Resolution 2016-38; UVSD Resolution 2016-01
2) FY 2016-17 Draft Wastewater System Budget
3) Continuing Budget Resolution

COUNCIL ACTION DATE: ____________: ❑ Approved ❑ Continued to____________ ❑ Other ________

RECORDS APPROVED: ❑ Agreement: ____________ ❑ Resolution: ________ ❑ Ordinance: ________

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: Sage Sangiacomo
Sage Sangiacomo, City Manager

RESOLUTION No. 2016- 38

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH CONTINUING THE FY 2016-2017 JOINT WASTEWATER SYSTEM BUDGET PROCESS UNTIL AFTER JULY 1, 2016

WHEREAS, at a special joint meeting on the 21ST day of June, 2016, the Ukiah Valley Sanitation District ("DISTRICT") Board of Directors and the Ukiah City Council reviewed the FY 2016-2017 Wastewater System Budget process and schedule; and

WHEREAS, after review and discussion of the current process, the Board of Directors and the Ukiah City Council agreed the budget review process could not be completed by July 1, 2016 because additional time was needed for the development and receipt of the complete draft proposed budget and presentation; and

WHEREAS, the opportunity for this presentation and review could not occur until after July 1, 2016; and

WHEREAS, operations of the Wastewater System need to continue until the budget is adopted by both the DISTRICT and the CITY OF UKIAH in joint session; and

WHEREAS, the Board of Directors and the Ukiah City Council anticipate that the necessary information can and will be provided and reviewed as necessary to allow the budget to be considered by both the DISTRICT and the CITY OF UKIAH in joint session in not more than 45 days after July 1, 2016.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The Board of Directors and the Ukiah City Council shall meet in joint session after July 1, 2016, but not later than August 15th, 2016, to consider approval of the 2016-17 Wastewater System Budget.

2. Until the budget is approved by both the DISTRICT and the CITY OF UKIAH, ordinary operation and maintenance and emergency response may be provided by the CITY OF UKIAH for the WWTP and collection system in accordance with the 2015-16 Wastewater System Budget approved by the Ukiah City Council.

3. Ordinary care and maintenance does not include non-routine contracts and capital expenditures other than routine or emergency repairs or replacements.

PASSED AND ADOPTED on June 21st, 2016, by the following Roll Call Vote:

AYES: Councilmembers Crane, Mulheren, Doble, Brown, and Scalmanini
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST:

Ashley Cocco

Ashley Cocco, Deputy City Clerk

Stephen G. Scalmanini

Stephen G. Scalmanini, Mayor

UKAH VALLEY SANITATION DISTRICT BOARD OF DIRRECTORS

RESOLUTION No. 2016-01

RESOLUTION OF THE UKIAH VALLEY SANITATION DISTRICT BOARD OF DIRECTORS CONTINUING THE FY 2016-2017JOINT WASTEWATER SYSTEM BUDGET PROCESS UNTIL AFTER JULY 1, 2016

WHEREAS, at a special joint meeting on the 21st day of June, 2016, the Ukiah Valley Sanitation District ("DISTRICT") Board of Directors and the Ukiah City Council reviewed the FY 2016-2017 Wastewater System Budget process and schedule; and

WHEREAS, after review and discussion of the current process, the Board of Directors and the Ukiah City Council agreed the budget review process could not be completed by July 1, 2016 because additional time was needed for the development and receipt of the complete draft proposed budget and presentation; and

WHEREAS, the opportunity for this presentation and review could not occur until after July 1, 2016; and

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NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The Board of Directors and the Ukiah City Council shall meet in joint session after July 1, 2016, but not later than August 15th, 2016, to consider approval of the 2016-17 Wastewater System Budget.
2. Until the budget is approved by both the DISTRICT and the CITY OF UKIAH, ordinary operation and maintenance and emergency response may be provided by the CITY OF UKIAH for the WWTP and collection system in accordance with the 2015-16 Wastewater System Budget approved by the Ukiah City Council.
3. Ordinary care and maintenance does not include non-routine contracts and capital expenditures other than routine or emergency repairs or replacements.

The foregoing Resolution was introduced by Chair Ronco followed by a motion to adopt the Resolution from Director Page and seconded by Director Forrester. Motion carried this 21st day of June, 2016, by the following roll call vote: Ayes: Directors Page, Forrester and Chair Ronco; Nays: None; Abstain: None ; Absent: McNerlin and Marshall.

WHEREUPON, the Chair declared said Resolution **ADOPTED and SO ORDERED for the DISTRICT**.

James Ronco

James Ronco, Chair
Ukiah Valley Sanitation District

Attest:

Frank McMichael

Frank McMichael, District Manager/Clerk

WASTEWATER ENTERPRISE FUND BUDGET
Fiscal Year 2016-17

84024420	**Wastewater Administration**
84024421	**Operations & Maintenance**
84024425	**Wastewater Treatment**

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Wastewater Departments is comprised of three divisions: Administration, Collection and Treatment. The Administration division is responsible for all compliance, permitting, funding oversight, budgeting and assists the other divisions with technical assistance. The Collection division is closely coordinated with the Water Distribution Division of the Water Department as the same team of employees maintains and improves both systems. The Treatment Division is responsible for the operation and maintenance of the Wastewater Treatment Plant (WWTP) and all discharges from the WWTP.

The wastewater system is run by approximately 23 full and part time employees.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- North State Sewer Main Replacement Project was completed.
- Implemented a Toxicity Identification Evaluation (TIE) and reduced problem constituents.
- Passed all Chronic and Acute Toxicity testing resulting in a savings of at least $50,000.
- In calendar year 2015, treated 980,000,000 gallons of effluent.
- Successfully procured a barscreen for the influent pump station (IPS).

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

Administration:

- Complete Rate Study.
- Initiate City/District analysis and a possible master plan for addressing the Inflow and Infiltration (I and I) into the collection system.
- Begin negotiating renewal of the Discharge Permit (NPDES) with the North Coast Regional Water Quality Control Board (NCRWQCB).
- Prepare a report to establish a programmatic approach to replacing sewer mains.

Collection:

- Add telemetry to the Ford/Orchard, el Dorado and Vichy Springs Lift Stations.
- Replace sewer mains on Lucy and Observatory.
- Replace sewer main on Myron Place.
- Install a sewer main and lift station near the Ackerman Creek Bridge on North State Street.
- Purchase flow meters to support data gathering and monitoring of inflow and infiltration.

Treatment:

- Install an Ammonia and Nitrate analyzer to assist in the identification of areas in the plant where production of these constituents is high.
- Installation of the bar screen to reduce the risk of damage to the IPS Pumps.
- Consider options for repair or replacement of the Belt Filter Press (BFP) which dewaters the sludge.

The BFP drums/rollers are worn and failing.

- Improve reliability of SCADA system at the Treatment Plant to reduce plant shutdowns.

PROCESS GOALS FOR THE DISTRICT/CITY WORKING GROUP:

It is the policy and viewpoint of the City and UVSD that all data and information kept or generated regarding the operations, maintenance, management and administration of the entire sewer system (WWTP, trunk sewer and collection system) shall be readily and completely available to the City and the District. Based on this policy, the proposed goals for FY 16-17 are:

- Joint Board/City Council Meetings: Set a routine joint meeting schedule.
- Complete Customer List: Develop shared administrative access to the customer list (City and District) for the total sewer system.
- Historical Information - ESSUs: Compile all historical information kept by the City and District that supports the ESSU summary reports to date.
- Monthly Financial Reports: Develop and reformat monthly financial reports (revenue and expenditures) for the complete system.
- Delinquency Accounts: Resolve the delinquency accounts process including customer notifications and accounting.
- WWTP Inflow - Outflow Reports: Generate monthly reports showing daily WWTP inflow and outflow including discharge to the river and other relevant data.
- Collection System Work Reports: Generate system work progress/activity reports and develop a routine reporting process and format.
- Regular Staff Meetings: Have regular meetings (at least monthly) about all projects and activities within the overall system.
- Resolution of Accounts: Review customer accounts for assignment between District and City, and establish an audit process to maintain proper billing.
- Master Meters: Initiate discussions regarding the two agency's approaches to billing regarding master meters.
- ESSU Methodology: Initiate discussions regarding ESSU methodology and allocation.

FUTURE ITEMS FOR CONSIDERATION:

- Review and develop policy regarding credits of ESSU for redeveloped property with prior system and/or allocations.

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget 2016	Estimated Year-End 2016	Budget FY 2017	Difference from Estimated Year-End 2016 $	%
Wastewater Revenues:									
City/District Operations 840									
Charges for Services:									
Residential - City	$ 2,412,663	$ 2,676,813	$ 2,848,913	$ 2,941,467	$ 2,905,846	$ 2,894,200	$ 2,794,153	$ (100,047)	-3%
Commercial - City	1,213,955	1,321,462	1,372,468	1,473,658	1,439,174	1,311,300	1,363,576	52,276	4%
Multi Family - City	492,357	520,681	571,264	560,528	570,800	569,100	565,751	(3,349)	-1%
Other Fees	390	-	30	160	-	-	-	-	0%
Other Revenues:									
Investment Income	24,235	38,116	67,109	27,720	67,109	45,000	30,000	(15,000)	-33%
Other	68,561	7,500	21,267	6,632	4,472	25,343	6,662	(18,681)	-74%
Total Revenues City/District Operations 840	4,212,161	4,564,572	4,881,051	5,010,166	4,987,401	4,844,943	4,760,142	(84,801)	-2%
Transfers In from Other Funds									
840 UVSD Charges for Operations from 940	2,770,136	2,266,440	1,515,512	1,789,891	2,393,448	1,992,373	2,328,160	335,787	17%
Total Revenues and Other Sources Fund 840	**6,982,298**	**6,831,012**	**6,396,562**	**6,800,057**	**7,380,849**	**6,837,316**	**7,088,302**	**250,986**	4%
Debt Service 841									
Interest	57,734	15,678	5,630	18,372	-	15,100	15,005	(95)	-1%
Transfers In from Other Funds [2]									
841 UVSD Charges for Debt Service from 940	2,005,507	2,485,486	2,478,879	2,478,177	2,482,068	2,594,978	2,595,984	1,006	0%
Total Revenues and Other Sources Fund 841	**2,063,241**	**2,501,164**	**2,484,509**	**2,496,549**	**2,482,068**	**2,610,078**	**2,610,989**	**911**	**0%**
Rate Stabilization 842									
Interest			26,453	13,835	-	18,600	16,000		0%
Total Revenues Fund 842	**-**	**-**	**26,453**	**13,835**	**-**	**18,600**	**16,000**	**(2,600)**	-14%
Connection Fee 843									
Interest			3,027	1,677	-	2,600	2,600		
Miscellaneous Revenues			-	700	-	-	-		
Connection Fee			24,424	13,185	-	87,700	50,000		
Total Revenues Fund 843	**-**	**-**	**27,451**	**15,562**	**-**	**90,300**	**52,600**	**(37,700)**	**-42%**
Capital Projects 844									
Interest			21,147	9,010	-	10,900	5,000		
Miscellaneous Revenues			-	-	-	30	-		
Total Revenues Fund 844			21,147	9,010	-	10,930	5,000	**(5,930)**	**-54%**
Transfers In from Other Funds [2]									
844 In from Fund 220 Equipment Reserve			-	-	200,000	-	-		
844 In from Fund 607 Prop 84 Rd2			-	-	400,000	-	-		
844 In from Fund 607 Prop 84 Drought			-	-	1,690,191	-	-		
844 In From Fund 251 Special Projects Reserve			-	-	-	-	15,000		
Total Transfers Fund 844			-	-	2,290,191	-	15,000	15,000	100%
Total Revenues and Other Sources Fund 844	**-**	**-**	**21,147**	**9,010**	**2,290,191**	**10,930**	**20,000**	**9,070**	**83%**
Total Wastewater Operating Revenues & Other Sources	**$ 9,045,538**	**$ 9,332,176**	**$ 8,956,122**	**$ 9,335,012**	**$ 12,153,108**	**$ 9,567,224**	**$ 9,787,890**	**220,667**	**2%**
Wastewater Expenses by Department									
Wastewater Operations Fund 840									
Wastewater Litigation [1]	-	-	-	40,151	100,000	-	-	-	0%
Wastewater Administration	466,760	874,291	882,559	769,468	1,377,105	1,250,038	1,619,994	369,956	30%
Wastewater Operations & Maintenance	550,339	720,922	563,585	626,420	572,516	521,195	615,277	94,082	18%
Wastewater Treatment	2,263,463	2,942,006	1,814,602	1,689,814	2,749,869	2,401,003	2,589,215	188,212	8%
Fines & Penalties	42,000	-	-	-	100,000	24,000	80,000	56,000	233%
Depreciation	1,914,112	1,892,642	1,877,905	1,877,915	-	-	-		
Total Wastewater Operating Expenses	**5,236,673**	**6,429,861**	**5,138,651**	**5,003,768**	**4,899,490**	**4,196,236**	**4,904,486**	**708,250**	**17%**
Capital Improvements and Equipment Funds 840 & 844									
Equipment Fund 840	-	-	-	-	450,000	498,243	350,000		
Other Fund 844	-	-	57,054	(329,161)	425,000	304,068	340,000		
Infrastructure Fund 844	-	-	23,891	414,574	2,749,891	632,738	659,700		
Total Capital Improvements & Equipment	**-**	**-**	**80,945**	**85,414**	**3,624,891**	**1,435,050**	**1,349,700**	(85,350)	-6%
Debt Service fund 841	**4,887,405**	**4,879,122**	**4,796,502**	**4,834,039**	**4,866,800**	**4,866,800**	**4,869,600**	2,800	0%
Transfers to Other Funds									
Transfer to Recycled Water Fund 830						474,000	86,000		
Transfer to Other Funds		1,492,237							

Total Transfers [2]	**$ -**	**$ 1,492,237**	**$ -**	**$ -**	**$ -**	**$ 474,000**	**$ 86,000**	(388,000)	100%
Total Wastewater Operating and Other Uses	**10,124,078**	**12,801,221**	**10,016,098**	**9,923,221**	**13,391,181**	**10,972,086**	**11,209,786**	**237,700**	**2%**
Total Net Surplus (Deficit)	**$ (1,078,540)**	**$ (3,469,044)**	**$ (1,059,976)**	**$ (588,209)**	**$ (1,238,073)**	**$ (1,404,862)**	**$ (1,421,896)**	**(17,034)**	**1%**
Beginning Net Position			27,839,499	28,599,108	-	27,259,566	25,854,704		
Adjustments			1,819,585	**(751,333)**	-				
Ending Net Position			**28,599,108**	**27,259,566**	**(1,238,073)**	**25,854,704**	**24,432,808**		
Allocation of Net Position									
Investment in Fixed Assets			13,703,497	14,658,376	-	15,764,608	16,617,608		
Deferred Liabilities			(1,105,622)	(3,608,641)	-	(3,608,641)	(3,608,641)		
Encumberances Reserved			1,002,855	967,842	-	-	-		
Rate Stabilization Fund 842			2,873,257	2,887,092	-	2,905,692	2,921,692		
Reserved for Capital Projects Fund 843			306,986	349,549		439,871	492,471		
Reserved for Capital Projects Fund 844			6,054,721	5,889,007	-	4,781,502	4,271,802		
Working Capital			5,763,414	6,116,341	-	5,571,672	3,737,876		
Total Net Position			**28,599,108**	**27,259,566**	**-**	**25,854,704**	**24,432,808**		

[1] Litigation and Detachment costs funded as special projects in Fund 844

Account Number			Actual	Actual	ACTUAL	Actual	Budget	Estimated Year-End	Budget
ORG	OBJ	DESCRIPTION	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	2016	FY 2017
84000000	42421	WASTE DISCHARGE PERMIT	(840)	-	(1,593)	-	(1,593)	(559)	(1,000)
84000000	42422	GREASE TRAP PERMIT FEES CITY	(400)	-	(100)	-	(100)	(16)	(100)
84000000	43190	STATE OTHER	(36,497)	-	-	-	-	-	-
84000000	44170	PLAN CHECK FEES	(6,799)	-	(730)	(570)	(700)	(3,500)	(3,000)
84000000	44621	SEWER 1 RESIDENCE (CITY)	(1,623,637)	(1,793,339)	(1,976,694)	(1,998,975)	(1,975,713)	(2,018,000)	(1,896,684)
84000000	44622	SEWER 2 RESIDENCE (CITY)	(167,417)	(186,057)	(185,485)	(182,792)	(186,905)	(184,000)	(179,428)
84000000	44623	SEWER 3 RESIDENCE (CITY)	(34,749)	(39,467)	(37,837)	(39,740)	(38,236)	(40,400)	(39,001)
84000000	44624	SEWER 4 RESIDENCE (CITY)	(102,721)	(116,366)	(112,166)	(114,695)	(112,459)	(116,700)	(110,209)
84000000	44625	SEWER RESIDENTIAL/UNIT (CITY	(484,140)	(541,584)	(536,730)	(605,263)	(592,533)	(535,100)	(568,831)
84000000	44626	SEWER COMMERCIAL (CITY)	(212,251)	(218,521)	(275,527)	(259,140)	(245,693)	(277,900)	(250,606)
84000000	44627	SEWER COMM LOW PER UNIT CITY	(612,529)	(667,679)	(685,291)	(754,556)	(747,305)	(579,900)	(672,574)
84000000	44628	SEWER COMM MODERATE/UNIT CIT	(84,471)	(91,649)	(93,485)	(124,715)	(120,036)	(122,700)	(124,837)
84000000	44629	SEWER COMM MEDIUM/UNIT CITY	(58,162)	(57,203)	(47,900)	(54,142)	(52,831)	(54,600)	(50,717)
84000000	44630	SEWER COMM HIGH/UNIT CITY	(246,541)	(286,410)	(270,264)	(281,106)	(273,309)	(276,200)	(264,842)
84000000	44631	SEWER APARTMENTS CITY	(403,179)	(413,581)	(464,453)	(453,303)	(464,664)	(450,800)	(455,370)
84000000	44632	SEW LAT INSPECTION FEE-CITY	(1,100)	(1,000)	(1,550)	(2,000)	(2,079)	(2,500)	(2,162)
84000000	44633	SEWER MOBILE HOMES CITY	(89,179)	(107,100)	(106,810)	(107,225)	(106,136)	(118,300)	(110,381)
84000000	44640	SERVICE FEES	(390)	-	(30)	(160)	-	-	-
84000000	44732	SEW LAT INSPECTION FEE-UVSD	(450)	(400)	(300)	(295)	-	(360)	(400)
84000000	44830	REIMBURSABLE JOBS	(20,166)	(6,100)	324	-	-	(11,008)	-
84000000	46110	INTEREST ON INVESTMENTS	(24,235)	(38,116)	(67,109)	(27,720)	(67,109)	(45,000)	(30,000)
84000000	46116	MISCELLANEOUS INCOME	(2,308)	-	(1,000)	-		-	-
84000000	48110	MISCELLANEOUS RECEIPTS	-	-	(16,318)	(3,767)		(7,400)	-
		Total Wastewater Revenue	**(4,212,161)**	**(4,564,572)**	**(4,881,051)**	**(5,010,166)**	**(4,987,401)**	**(4,844,943)**	**(4,760,142)**
Transfers In From Other Funds									
84000000	44734	UVSD CHARGES FOR OPERATIONS FROM 940	(2,770,136)	(2,266,440)	(1,515,512)	(1,789,891)	(2,393,448)	(1,992,373)	(2,328,160)
		Total Transfers In	**(2,770,136)**	**(2,266,440)**	**(1,515,512)**	**(1,789,891)**	**(2,393,448)**	**(1,992,373)**	**(2,328,160)**
84000000 Total		**Wastewater Revenue & Other Sources**	**(6,982,297)**	**(6,831,012)**	**(6,396,562)**	**(6,800,056)**	**(7,380,849)**	**(6,837,316)**	**(7,088,302)**
WASTEWATER LITIGATION									
84014000	52140	LITIGATION EXPENSES	-	-	-	40,151	100,000	-	
84014000	52100	CONTRACT SERVICES DETACHMENT EIR							
84014000 Total		Wastewater Litigation [1]	-	-	-	40,151	100,000	-	-

[1] Not included in allocation costs to UVSD and shifted to Capital

WASTEWATER EXPENSES									
84024420	51110	REGULAR SALARIES & WAGES	129,180	189,015	158,850	153,614	234,340	188,794	186,456
84024420	51120	NON-REGULAR SALARIES & WAGES	-	-	-	3,076	-	1,409	-
84024420	51130	OVERTIME SALARIES & WAGES	11	-	807	1,964	1,500	1,500	1,500
84024420	51140	STAND-BY-SALARIES &WAGES	-	-	-	-	-	-	-
84024420	51150	ACCRUED SALARIES & BENEFITS	10,277	-	(4,547)	(294)	-	-	-
84024420	51210	RETIREMENT (PERS)	30,396	48,672	40,610	43,173	67,816	56,042	58,136
84024420	51220	INSURANCE	21,744	38,343	14,418	12,735	16,200	18,308	21,684
84024420	51230	WORKERS COMP	5,805	9,932	9,538	7,241	10,317	8,760	9,975
84024420	51240	MEDICARE	1,945	2,745	2,283	2,291	3,529	3,036	2,978
84024420	51250	UNEMPLOYMENT	1,409	1,890	1,744	1,724	2,445	2,101	2,065
84024420	51260	FICA	20	0	-	-	-	-	-
84024420	51290	CELL PHONE STIPEND	-	-	686	743	695	425	461
84024420	52100	CONTRACTED SERVICES	106,914	400,265	33,961	7,949	220,000	150,000	95,000
84024420	52XXX	PLANNING STUDIES	-	-	-	-	-	-	275,000
84024420	52120	LABOR CHARGES FROM OTHER DEPTS	-	157	-	-	-	-	-
84024420	52180	SECURITY SERVICES	344	351	-	-	-	-	-
84024420	54100	SUPPLIES	3,082	7,000	4,677	4,746	6,000	6,000	6,000
84024420	54101	POSTAGE	334	1,000	250	146	500	400	500
84024420	55100	TELEPHONE	1,974	2,270	519	710	600	600	600
84024420	55210	UTILITIES	-	-	-	-	-	-	-
84024420	56120	EQUIPMENT MAINTENANCE & REPAIR	-	400	-	101	300	300	300
84024420	56210	FUEL & FLUIDS	-	100	-	-	300	300	300
84024420	56300	BUILDING MAINTENANCE & REPAIR	-	-	-	-	-	-	-
84024420	57100	CONFERENCE & TRAINING	1,097	2,500	3,555	3,368	4,000	4,000	6,000
84024420	57300	MEMBERSHIPS & SUBSCRIPTIONS	432	1,660	1,941	1,172	2,000	1,500	8,000
84024420	59100	PROPERTY TAXES PAID	-	-	-	-	-	-	-
84024420	59101	FEES	-	-	239	-	300	300	300
84024420	59400	OTHER EXPENSES	29,478	11,000	19,059	20,684	16,000	16,000	20,000

Account Number			Actual	Actual	ACTUAL	Actual	Budget	Estimated Year-End	Budget
ORG	OBJ	DESCRIPTION	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	2016	FY 2017
84024420	61100	GENERAL GOVERNMENT ALLOCATION	-	-	209,802	-	-	-	-
84024420	61200	PURCHASING ALLOCATION	-	-	23,877	40,827	38,273	38,273	26,043
84024420	61300	BILLING & COLLECTION ALLOCATION	-	-	130,345	103,964	185,434	185,434	320,669
84024420	61410	RENT ALLOCATION	-	-	901	901	-	-	-
84024420	61420	BUILDING MAINTENANCE ALLOCATION	-	-	3,093	3,054	3,417	3,417	3,708
84024420	61422	IT ALLOCATION	-	-	-	-	52,404	52,404	63,139
84024420	61425	UTILITIES ALLOCATION	-	-	685	685	680	680	653
84024420	61430	CORPORATION YARD ALLOCATION	-	-	-	-	10,829	10,829	12,217
84024420	61500	INSURANCE ALLOCATION	-	-	60,094	2,668	223,201	223,201	243,125
84024420	61700	DISPATCH ALLOCATION	10,000	10,000	10,000	10,000	10,000	10,000	14,597
84024420	62100	ADMINISTRATIVE SERVICES ALLOCATION [2]	112,320	146,991	155,172	342,227	266,025	266,025	240,588
84024420	94301	TRANSFERS TO RESERVES	-	-	-	-	-	-	-
84024420	94700	FINES & PENALTIES	-	-	-	-	-	-	-
84024420	95220	TRANSFER TO FIXED ASSET FUND	-	-	-	-	-	-	-
84024420	95251	TRANSFTER TO SPECIAL PROJECTS	-	-	-	-	-	-	-
84024420 Total			466,760	874,291	882,559	769,468	1,377,105	1,250,038	1,619,994
OPERATIONS & MAINTENANCE EXPENSES									
84024421	51110	REGULAR SALARIES & WAGES	224,268	272,943	219,181	241,702	241,021	219,813	239,915
84024421	51120	NON-REGULAR SALARIES & WAGES	10,229	10,575	11,737	8,850	6,750	-	6,750
84024421	51130	OVERTIME SALARIES & WAGES	8,200	6,053	7,359	10,550	9,500	9,500	9,500
84024421	51140	STAND-BY SALARIES & WAGES	11,651	20,153	11,580	11,915	12,500	10,082	10,000
84024421	51150	ACCRUED SALARIES & WAGES	-	-	-	-	-	-	-
84024421	51210	RETIREMENT (PERS)	53,080	73,620	57,494	67,336	71,368	65,596	70,917
84024421	51220	INSURANCE	53,214	67,359	49,365	55,885	55,727	50,306	57,386
84024421	51230	WORKERS COMP	9,930	16,261	16,169	13,883	12,818	11,449	14,755
84024421	51240	MEDICARE	3,730	4,491	3,419	4,146	4,380	4,151	4,399
84024421	51250	UNEMPLOYMENT	2,632	3,036	2,929	3,301	3,045	2,883	3,062
84024421	51260	FICA	635	656	734	549	419	-	419
84024421	51290	CELL PHONE STIPEND	-	-	836	1,509	1,302	1,529	1,236
84024421	52100	CONTRACTED SERVICES	12,158	20,000	4,195	7,629	23,000	23,000	20,000
84024421	52180	SECURITY SERVICES	-	-	344	344	350	300	350
84024421	54100	SUPPLIES	55,662	55,000	67,807	79,960	36,000	30,000	80,000
84024421	54101	POSTAGE	-	-	-	-	100	50	100
84024421	54102	SMALL TOOLS	4,984	5,150	3,639	4,259	7,500	7,500	7,500
84024421	55100	TELEPHONE	1,132	758	2,396	2,404	2,400	2,400	2,400
84024421	55210	UTILITIES	2,027	1,900	1,887	1,875	1,900	1,900	1,900
84024421	56110	CITY GARAGE - PARTS	1,164	1,194	1,186	1,186	4,591	4,591	5,611
84024421	56111	CITY GARAGE - LABOR	31,073	31,876	31,669	31,669	16,945	16,945	26,777
84024421	56120	EQUIPMENT MAINTENANCE & REPAIR	7,636	16,000	3,087	5,874	9,900	9,900	10,000
84024421	56130	EXTERNAL SERVICES	29,041	29,091	21,486	21,112	10,000	15,000	10,000
84024421	56210	FUEL & FLUIDS	23,173	21,850	13,055	15,704	18,000	16,000	18,000
84024421	56410	EQUIPMENT RENTAL - PRIVATE	-	-	-	-	-	1,000	1,800
84024421	57100	CONFERENCE & TRAINING	1,427	3,700	380	1,933	3,700	3,000	3,700
84024421	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	264	125	279	800	800	800
84024421	58510	REIMBRSABLE JOBS	-	30,000	7,396	-	10,000	5,000	1,000
84024421	59100	PROPERTY TAXES PAID	-	3,042	-	-	-	-	-
84024421	59101	FEES	3,293	-	4,929	5,059	8,500	8,500	7,000
84024421	59400	OTHER EXPENSES	-	750	-	-	-	-	-
84024421	61410	RENT ALLOCATION	-	-	4,312	4,312	-	-	-
84024421	61422	IT ALLOCATION	-	-	-		-	-	-
84024421	61425	ALLOCATED UTILITIES	-	-	-	-	-	-	-
84024421	61430	CORP YARD ALLOCATION	-	25,200	14,889	23,194	-	-	-
84024421	61500	INSURANCE ALLOCATION	-	-	-	-	-	-	-
84024421	61700	DISPATCH ALLOCATION	-	-	-	-	-	-	-
84024421 Total			550,339	720,922	563,585	626,420	572,516	521,195	615,277
WASTEWATER TREATMENT EXPENSES									
84024425	51110	REGULAR SALARIES & WAGES	466,014	572,490	516,202	500,147	519,261	491,653	640,017
84024425	51120	NON-REGULAR SALARIES & WAGES	-	28,000	-	1,592	15,000	25,164	-
84024425	51130	OVERTIME SALARIES & WAGES	24,439	39,996	19,883	19,206	23,000	28,047	28,000
84024425	51140	STAND-BY SALARIES & WAGES	20,963	23,332	21,681	21,472	22,500	19,434	20,000
84024425	51210	RETIREMENT (PERS)	107,776	149,653	131,988	139,318	156,474	135,461	206,808
84024425	51220	INSURANCE	100,162	123,626	97,606	92,736	91,073	99,071	140,578
84024425	51230	WORKERS COMP	21,530	34,850	34,875	26,663	26,237	26,171	37,864
84024425	51240	MEDICARE	7,299	9,626	7,751	8,359	8,996	8,630	11,325
84024425	51250	UNEMPLOYMENT	5,226	6,240	6,378	6,355	6,207	6,636	7,812

Account Number			Actual	Actual	ACTUAL	Actual	Budget	Estimated Year-End	Budget
ORG	OBJ	DESCRIPTION	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	2016	FY 2017
84024425	51260	FICA	-	1,736	-	99	930	195	-
84024425	51280	OVERTIME/CALLOUT MEALS	-	-	-	-	-	-	-
84024425	52100	CONTRACTED SERVICES	314,694	605,945	234,549	211,326	617,500	400,000	678,500
84024425	52180	SECURITY SERVICES	1,443	1,780	736	766	1,200	1,200	1,200
84024425	54100	SUPPLIES	29,421	34,000	35,634	42,340	35,000	30,000	35,000
84024425	54102	SMALL TOOLS	1,550	2,500	1,840	1,748	2,000	2,000	2,000
84024425	55100	TELEPHONE	3,772	5,100	3,798	4,076	4,000	4,000	4,000
84024425	55200	PG&E	8,341	10,000	7,212	8,275	9,000	8,500	9,000
84024425	55210	UTILITIES	314,541	360,000	285,333	299,491	300,000	275,000	300,000
84024425	56110	CITY GARAGE - PARTS	98	380	85	85	1,221	1,221	1,257
84024425	56111	CITY GARAGE - LABOR	2,603	10,149	2,262	2,262	8,267	8,267	9,854
84024425	56120	EQUIPMENT MAINTENANCE & REPAIR	196,920	213,860	241,937	95,616	200,000	150,000	200,000
84024425	56130	EXTERNAL SERVICES	6,101	3,500	3,167	3,395	3,500	3,500	3,500
84024425	56210	FUEL & FLUIDS	4,087	16,000	3,072	10,434	8,000	7,500	8,000
84024425	56300	BUILDING MAINTENANCE & REPAIR	1,795	4,700	1,492	2,037	3,000	2,500	3,000
84024425	56504	FACILITY MAINTENANCE & REPAIR	86	1,000	283	530	500	400	500
84024425	57100	CONFERENCE & TRAINING	5,141	8,950	9,678	3,774	9,000	8,000	11,000
84024425	57300	MEMBERSHIPS & SUBSCRIPTIONS	3,131	2,900	3,218	2,663	3,500	3,000	3,500
84024425	58201	WATER PURCHASES	-	700	961	262	1,000	950	1,000
84024425	58202	WATER TREATMENT PLANT CHEMICAL	164,429	220,000	78,191	130,918	190,000	175,000	190,000
84024425	59100	PROPERTY TAXES PAID	-	25,000	9,772	9,855	10,000	11,000	10,500
84024425	59101	FEES	25,907	-	21,315	19,571	20,000	15,000	25,000
84024425	61422	IT ALLOCATION	-	-	-	-	-	-	-
84024425	70102	STATE LOAN INTEREST	-		-	-	13,208	13,208	-
84024425	70202	STATE LOAN PRINCIPAL [3]	425,993	425,993	33,703	24,444	440,295	440,295	-
84024425 Total			2,263,463	2,942,006	1,814,602	1,689,814	2,749,869	2,401,003	2,589,215
[2] Loan paid off in FY 2016									
DEPRECIATION AND FINES & PENATIES									
84024421	94700	FINES & PENALTIES	-	-	-	-	50,000	-	30,000
84024422	94400	DEPRECIATION *	1,914,112	1,892,642	1,877,905	1,877,915	-	-	-
84024425	94700	FINES & PENALTIES	42,000	-	-	-	50,000	24,000	50,000
840244xx Total		**Depreciation and Fines & Penalties**	1,956,112	1,892,642	1,877,905	1,877,915	100,000	24,000	80,000
* Not included in cost allocation to UVSD									
Total Wastewater Operating Treatment Expenses			**5,236,673**	**6,429,861**	**5,138,651**	**5,003,768**	**4,899,490**	**4,196,236**	**4,904,486**
TRANSFERS									
84024421	95220	TRANSFER TO FIXED ASSET FUND *	-	-	68,000	-	-	-	-
84024421	95841	TRANSFER TO SEWER BOND DEBT SERVICE *	-	1,492,237	2,381,669	2,380,933			-
84024421	95830	TRANSFER TO RECYCLED WATER FUND *							86,000
84024421	95844	TRANSFER TO CITY SEWER CAPITAL *	-	-	-	-	250,000	258,243	470,000
84024421	95844	TRANSFER TO UVSD SEWER CAPITAL *	-	-	-	-	-	-	-
84024425	95841	TRANSFER TO SEWER BOND DEBT SERVICE *	-	-	-	-	2,380,665	2,380,665	2,272,776
840244xx Total [4]		**Transfers**	-	1,492,237	2,449,669	2,380,933	2,630,665	2,638,908	2,828,776
WASTEWATER CAPITAL EQUIPMENT AND REPLACEMENT									
84024421		MACHINERY & EQUIPMENT						5,412	
84024421	15056	Air Compressor					15,000	10,792	
84024421	15061	Sewer Nozzles for 2 vactors					20,000	8,175	
84024425		MACHINERY & EQUIPMENT						207,791	
84024425	15058	Replace Dodge PU at WWTP					30,000	26,073	
84024422	15053	Replace AWWT Feed Pump Motors					90,000		90,000
84024422	15054	Clorine Mixer					40,000		40,000
84024422	15055	Manhole Replacement					15,000		15,000
84024422		Online Ammonia & Nitrate Analyzer							50,000
84024422	15057	Vactor Replacement (50% Water)					200,000	200,000	
84024422	15059	Replace Dodge Service Truck					30,000	30,000	
84024422	15060	Replace Hose on 2 Vactors (50% Water)					10,000	10,000	
84024422		Vac-Trailer for WWTP							70,000
84024422		Replace 2006 Prius							30,000

Account Number ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	ACTUAL FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End 2016	Budget FY 2017
84024422		Replace ¾ Ton Dodge at WWTP							45,000
84024422		Replace Ford Ranger							10,000
		Equipment and Replacement					**450,000**	**498,243**	**350,000**
Total Wastewater Treatment Expenses and other Uses			**5,236,673**	**7,922,098**	**7,588,320**	**7,384,702**	**7,980,155**	**7,333,387**	**8,083,262**
Total Net Surplus (Deficit)			**(1,024,513)**	**(3,357,526)**	**(2,707,269)**	**(2,374,536)**	**(2,992,754)**	**(2,488,444)**	**(3,323,120)**

Operations and Maintenance Allocation Based on Annual ESSU Allocations

Account Number ORG	OBJ	DESCRIPTION	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	FY 2017 Cost Distribution [1] UVSD 47.47%	City 52.53%
WASTEWATER EXPENSES							
84024420	51110	REGULAR SALARIES & WAGES	234,340	188,794	186,456	88,511	97,945
84024420	51120	NON-REGULAR SALARIES & WAGES	-	1,409	-	-	-
84024420	51130	OVERTIME SALARIES & WAGES	1,500	1,500	1,500	712	788
84024420	51140	STAND-BY-SALARIES &WAGES	-	-	-	-	-
84024420	51150	ACCRUED SALARIES & BENEFITS	-	-	-	-	-
84024420	51210	RETIREMENT (PERS)	67,816	56,042	58,136	27,597	30,539
84024420	51220	INSURANCE	16,200	18,308	21,684	10,293	11,391
84024420	51230	WORKERS COMP	10,317	8,760	9,975	4,735	5,240
84024420	51240	MEDICARE	3,529	3,036	2,978	1,414	1,564
84024420	51250	UNEMPLOYMENT	2,445	2,101	2,065	980	1,085
84024420	51260	FICA	-	-	-	-	-
84024420	51290	CELL PHONE STIPEND	695	425	461	219	242
84024420	52100	CONTRACTED SERVICES	220,000	150,000	95,000	45,097	49,904
84024420	52XXX	PLANNING STUDIES	-	-	275,000	130,543	144,458
84024420	52120	LABOR CHARGES FROM OTHER DEPTS	-	-	-	-	-
84024420	52180	SECURITY SERVICES	-	-	-	-	-
84024420	54100	SUPPLIES	6,000	6,000	6,000	2,848	3,152
84024420	54101	POSTAGE	500	400	500	237	263
84024420	55100	TELEPHONE	600	600	600	285	315
84024420	55210	UTILITIES	-	-	-	-	-
84024420	56120	EQUIPMENT MAINTENANCE & REPAIR	300	300	300	142	158
84024420	56210	FUEL & FLUIDS	300	300	300	142	158
84024420	56300	BUILDING MAINTENANCE & REPAIR	-	-	-	-	-
84024420	57100	CONFERENCE & TRAINING	4,000	4,000	6,000	2,848	3,152
84024420	57300	MEMBERSHIPS & SUBSCRIPTIONS	2,000	1,500	8,000	3,798	4,202
84024420	59100	PROPERTY TAXES PAID	-	-	-	-	-
84024420	59101	FEES	300	300	300	142	158
84024420	59400	OTHER EXPENSES	16,000	16,000	20,000	9,494	10,506
84024420	61100	GENERAL GOVERNMENT ALLOCATION	-	-	-	-	-
84024420	61200	PURCHASING ALLOCATION	38,273	38,273	26,043	12,363	13,680
84024420	61300	BILLING & COLLECTION ALLOCATION	185,434	185,434	320,669	152,222	168,447
84024420	61410	RENT ALLOCATION	-	-	-	-	-
84024420	61420	BUILDING MAINTENANCE ALLOCATION	3,417	3,417	3,708	1,760	1,948
84024420	61422	IT ALLOCATION	52,404	52,404	63,139	29,972	33,167
84024420	61425	UTILITIES ALLOCATION	680	680	653	310	343
84024420	61430	CORPORATION YARD ALLOCATION	10,829	10,829	12,217	5,799	6,418
84024420	61500	INSURANCE ALLOCATION	223,201	223,201	243,125	115,411	127,714
84024420	61700	DISPATCH	10,000	10,000	14,597	6,929	7,668
84024420	62100	ADMINISTRATIVE SERVICES ALLOCATION	266,025	266,025	240,588	114,207	126,381
84024420	94301	TRANSFERS TO RESERVES	-	-	-	-	-
84024420	94700	FINES & PENALTIES	-	-	-	-	-
84024420	95220	TRANSFER TO FIXED ASSET FUND	-	-	-	-	-
84024420	95251	TRANSFTER TO SPECIAL PROJECTS	-	-	-	-	-
84024420 Total			1,377,105	1,250,038	1,619,994	769,011	850,983
OPERATIONS & MAINTENANCE EXPENSES							
84024421	51110	REGULAR SALARIES & WAGES	241,021	219,813	239,915	113,888	126,027
84024421	51120	NON-REGULAR SALARIES & WAGES	6,750	-	6,750	3,204	3,546
84024421	51130	OVERTIME SALARIES & WAGES	9,500	9,500	9,500	4,510	4,990
84024421	51140	STAND-BY SALARIES & WAGES	12,500	10,082	10,000	4,747	5,253
84024421	51150	ACCRUED SALARIES & WAGES	-	-	-	-	-
84024421	51210	RETIREMENT (PERS)	71,368	65,596	70,917	33,664	37,253
84024421	51220	INSURANCE	55,727	50,306	57,386	27,241	30,145
84024421	51230	WORKERS COMP	12,818	11,449	14,755	7,004	7,751
84024421	51240	MEDICARE	4,380	4,151	4,399	2,088	2,311
84024421	51250	UNEMPLOYMENT	3,045	2,883	3,062	1,454	1,608
84024421	51260	FICA	419	-	419	199	220
84024421	51290	CELL PHONE STIPEND	1,302	1,529	1,236	587	649
84024421	52100	CONTRACTED SERVICES	23,000	23,000	20,000	9,494	10,506
84024421	52180	SECURITY SERVICES	350	300	350	166	184
84024421	54100	SUPPLIES	36,000	30,000	80,000	37,976	42,024

Account Number ORG	OBJ	DESCRIPTION	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	FY 2017 Cost Distribution [1] UVSD 47.47%	City 52.53%
84024421	54101	POSTAGE	100	50	100	47	53
84024421	54102	SMALL TOOLS	7,500	7,500	7,500	3,560	3,940
84024421	55100	TELEPHONE	2,400	2,400	2,400	1,139	1,261
84024421	55210	UTILITIES	1,900	1,900	1,900	902	998
84024421	56110	CITY GARAGE - PARTS	4,591	4,591	5,611	2,664	2,947
84024421	56111	CITY GARAGE - LABOR	16,945	16,945	26,777	12,711	14,066
84024421	56120	EQUIPMENT MAINTENANCE & REPAIR	9,900	9,900	10,000	4,747	5,253
84024421	56130	EXTERNAL SERVICES	10,000	15,000	10,000	4,747	5,253
84024421	56210	FUEL & FLUIDS	18,000	16,000	18,000	8,545	9,455
84024421	56410	EQUIPMENT RENTAL - PRIVATE	-	1,000	1,800	854	946
84024421	57100	CONFERENCE & TRAINING	3,700	3,000	3,700	1,756	1,944
84024421	57300	MEMBERSHIPS & SUBSCRIPTIONS	800	800	800	380	420
84024421	58510	REIMBRSABLE JOBS	10,000	5,000	1,000	475	525
84024421	59100	PROPERTY TAXES PAID	-	-	-	-	-
84024421	59101	FEES	8,500	8,500	7,000	3,323	3,677
84024421	59400	OTHER EXPENSES	-	-	-	-	-
84024421	61410	RENT ALLOCATION	-	-	-	-	-
84024421	61422	IT ALLOCATION	-	-	-	-	-
84024421	61425	ALLOCATED UTILITIES	-	-	-	-	-
84024421	61430	CORP YARD ALLOCATION	-	-	-	-	-
84024421	61500	INSURANCE ALLOCATION	-	-	-	-	-
84024421	61700	DISPATCH	-	-	-	-	-
84024421 Total			572,516	521,195	615,277	292,072	323,205
WASTEWATER TREATMENT EXPENSES							
84024425	51110	REGULAR SALARIES & WAGES	519,261	491,653	640,017	303,816	336,201
84024425	51120	NON-REGULAR SALARIES & WAGES	15,000	25,164	-	-	-
84024425	51130	OVERTIME SALARIES & WAGES	23,000	28,047	28,000	13,292	14,708
84024425	51140	STAND-BY SALARIES & WAGES	22,500	19,434	20,000	9,494	10,506
84024425	51210	RETIREMENT (PERS)	156,474	135,461	206,808	98,172	108,636
84024425	51220	INSURANCE	91,073	99,071	140,578	66,732	73,846
84024425	51230	WORKERS COMP	26,237	26,171	37,864	17,974	19,890
84024425	51240	MEDICARE	8,996	8,630	11,325	5,376	5,949
84024425	51250	UNEMPLOYMENT	6,207	6,636	7,812	3,708	4,104
84024425	51260	FICA	930	195	-	-	-
84024425	51280	OVERTIME/CALLOUT MEALS	-	-	-	-	-
84024425	52100	CONTRACTED SERVICES	617,500	400,000	678,500	322,084	356,416
84024425	52180	SECURITY SERVICES	1,200	1,200	1,200	570	630
84024425	54100	SUPPLIES	35,000	30,000	35,000	16,615	18,386
84024425	54102	SMALL TOOLS	2,000	2,000	2,000	949	1,051
84024425	55100	TELEPHONE	4,000	4,000	4,000	1,899	2,101
84024425	55200	PG&E	9,000	8,500	9,000	4,272	4,728
84024425	55210	UTILITIES	300,000	275,000	300,000	142,410	157,590
84024425	56110	CITY GARAGE - PARTS	1,221	1,221	1,257	597	660
84024425	56111	CITY GARAGE - LABOR	8,267	8,267	9,854	4,678	5,176
84024425	56120	EQUIPMENT MAINTENANCE & REPAIR	200,000	150,000	200,000	94,940	105,060
84024425	56130	EXTERNAL SERVICES	3,500	3,500	3,500	1,661	1,839
84024425	56210	FUEL & FLUIDS	8,000	7,500	8,000	3,798	4,202
84024425	56300	BUILDING MAINTENANCE & REPAIR	3,000	2,500	3,000	1,424	1,576
84024425	56504	FACILITY MAINTENANCE & REPAIR	500	400	500	237	263
84024425	57100	CONFERENCE & TRAINING	9,000	8,000	11,000	5,222	5,778
84024425	57300	MEMBERSHIPS & SUBSCRIPTIONS	3,500	3,000	3,500	1,661	1,839
84024425	58201	WATER PURCHASES	1,000	950	1,000	475	525
84024425	58202	WATER TREATMENT PLANT CHEMICAL	190,000	175,000	190,000	90,193	99,807
84024425	59100	PROPERTY TAXES PAID	10,000	11,000	10,500	4,984	5,516
84024425	59101	FEES	20,000	15,000	25,000	11,868	13,133
84024425	61422	IT ALLOCATION	-	-	-	-	-
84024425	70102	STATE LOAN INTEREST *	13,208	13,208	-	-	-
84024425	70202	STATE LOAN PRINCIPAL *	440,295	440,295	-	-	-
84024425 Total			2,749,869	2,401,003	2,589,215	1,229,100	1,360,115
* State Loan paid off in FY 2016							
OTHER USES							
84024421	94700	FINES & PENALTIES	50,000	-	30,000	14,241	15,759
84024425	94700	FINES & PENALTIES	50,000	24,000	50,000	23,735	26,265
Total Other Uses			**100,000**	**24,000**	**80,000**	**37,976**	**42,024**

Account Number ORG	OBJ	DESCRIPTION	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	FY 2017 Cost Distribution [1] UVSD 47.47%	City 52.53%
Total Wastewater Treatment Operating Expenses			**4,799,490**	**4,196,236**	**4,904,486**	**2,328,160**	**2,576,326**
		UVSD Allocation of Costs	2,278,798	1,992,373			
		City Allocation of Costs	2,520,692	2,203,863			

Debt Service Allocation Based on Annual ESSU and Capacity Allocations under Amendment # 2 to Participation Agreement

Debt Service - 2006A Bonds

Under the **recital in Amendment #2 to the Participation Agreement** the allocation of costs between Capacity (33.33%) and Rehab/Upgrade (66.67%) was based on the preliminary design estimates by Brown & Caldwell.

Under **section 2.1 of the amendment**, the allocation of Capacity costs is set at 35% to the City and 65% to UVSD which reflected the projected number of new service connections (ESSU) for the City (840) and UVSD (1,560) to 2020. The section further provides for an annual review of the percentage allocation based on the previous 12 months actual connections and updated projections of likely connections over the next 1, 3 and 5 years. Based on this annual review the City and UVSD may adjust the allocation. (The allocation has not been adjusted).

Under **section 2.2 of the amendment**, the allocation of Upgrade/Rehabilitation costs is to be set annually on the ratios of City and UVSD ESSUs as of March 31st of each year for the succeeding fiscal year operations (Section 1 of Participation Agreement). For FY 16-17, the allocation percentage of ESSU on April 1, 2016 was set at 52.53% for the City and 47.47% for the UVSD.

Account Number ORG	OBJ	DESCRIPTION	Budget FY 2016	Year-End 2016	Budget FY 2017	Allocation Based on Financing and Participation Agreements [2] UVSD 53.31%	City 46.69%
84124426	52500	TRUSTEE FEES	8,300	8,300	8,300	4,425	3,875
84124426	70102	BOND INTEREST PAYMENTS	2,928,500	2,928,500	2,851,300	1,520,028	1,331,272
84124426	70202	BOND PRINCIPAL PAYMENTS	1,930,000	1,930,000	2,010,000	1,071,531	938,469
Total Wastewater Debt Service			**4,866,800**	**4,866,800**	**4,869,600**	**2,595,984**	**2,273,616**
		UVSD Allocation of Costs	2,481,581	2,594,978			
		City Allocation of Costs	2,384,732	2,271,822			
Total Wastewater Operations and Debt Service Allocated Expenses			**9,666,290**	**9,063,036**	**9,774,086**	**4,924,143**	**4,849,943**
		UVSD Allocation of Costs	4,760,379	4,587,351			
		City Allocation of Costs	4,905,424	4,475,685			

[1] Current and Historical Operations allocation percentage based on annual ESSU calculation

		UVSD	City
FY 2012	100%	47.50%	52.50%
FY 2013	100%	47.50%	52.50%
FY 2014	100%	47.39%	52.61%
FY 2015	100%	47.40%	52.60%
FY 2016	100%	47.48%	52.52%

Account Number ORG	OBJ	DESCRIPTION	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	FY 2017 Cost Distribution [1] UVSD 47.47%	City 52.53%
		ESSU as of April 1, 2016 applied to FY 2017			**12,006.71**	**5,700.07**	**6,306.64**
		FY 2017			**100%**	**47.47%**	**52.53%**

[2] Below is a summary of the allocation of Debt Service Costs based on the Financing and Participation Agreements and Amendment #2 to the Participation Agreement. The Combined Percentage allocation is to be applied to the annual debt service payments and trustee fees.

		Use of Bond Proceeds	
2006 A Wastewater Revenue Bonds	**Total**	**Added Capacity**	**Rehabilitation and Upgrades**
	100%	**33.33%**	**66.66%**
Principal	75,060,000	25,020,000	50,040,000
Interest	66,853,856	22,284,619	44,569,237
Total	**141,913,856**	**47,304,619**	**94,609,237**

Capacity Allocation - Based on projected use of added capacity in Participation Agreement	**Total**	**UVSD**	**City**
	100%	**65.00%**	**35.00%**
Principal	25,020,000	16,263,000	8,757,000
Interest	22,284,619	14,485,002	7,799,617
Total	**47,304,619**	**30,748,002**	**16,556,617**

Rehabilitation and Upgrades - Based on annual ESSU Allocation percent	**Total**	**UVSD**	**City**
	100%	**47.47%**	**52.53%**
Principal	50,040,000	23,753,988	26,286,012
Interest	44,569,237	21,157,017	23,412,220
Total	**94,609,237**	**44,911,005**	**49,698,232**

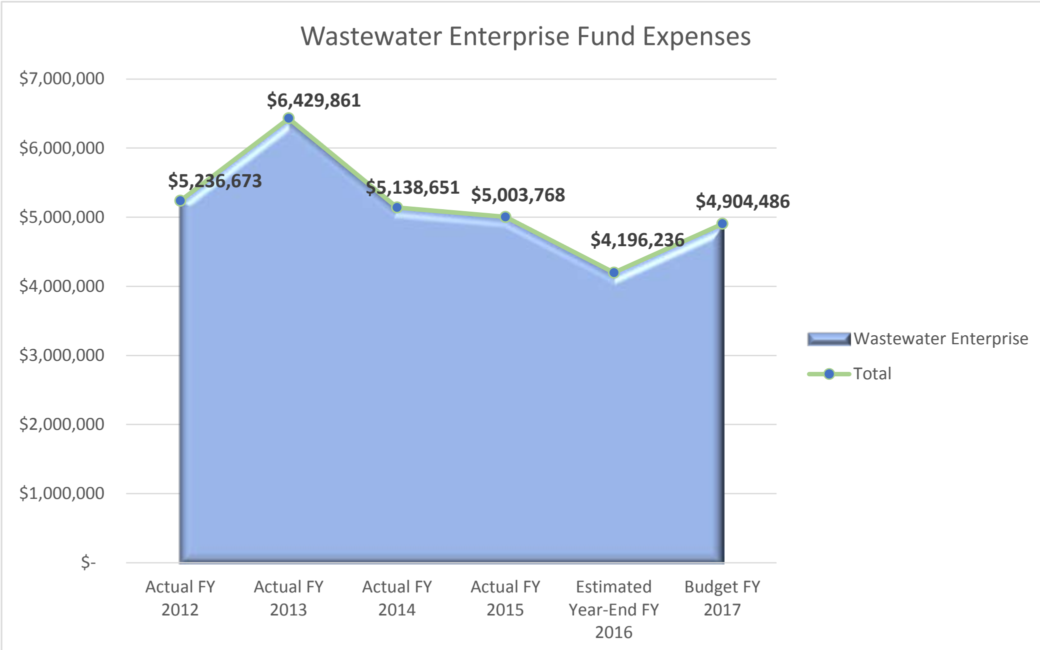
Combined Debt Service Obligation of Capacity and Rehabilitation/Upgrades	**Total**	**UVSD**	**City**
	100%	**53.31%**	**46.69%**
Principal	75,060,000	40,016,988	35,043,012
Interest	66,853,856	35,642,019	31,211,837
Total	**141,913,856**	**75,659,007**	**66,254,849**

Current and Historical Debt Service allocation percentage based Financing and Participation Agreement

		UVSD	**City**
FY 2012	100%	50.99%	49.00%
FY 2013	100%	50.99%	49.00%
FY 2014	100%	50.99%	49.00%
FY 2015	100%	50.99%	49.00%
FY 2016	100%	53.32%	46.68%
FY 2017	**100%**	**53.31%**	**46.69%**

Account Number ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	ACTUAL FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End 2016	Budget FY 2017
WASTEWATER BOND DEBT SERVICE FUND 841									
REVENUES AND OTHER SOURCES									
84100000	46110	INTEREST ON INVESTMENTS	(57,734)	(15,674)	(5,624)	(18,363)		(15,093)	(15,000)
84100000	46113	INTEREST FROM TRUSTEE	-	(4)	(6)	(9)		(7)	(5)
84100000	46116	MISCELLANEOUS INCOME							
		Total Revenues	(57,734)	(15,678)	(5,630)	(18,372)	-	(15,100)	(15,005)
Transfers In From Other Funds									
84100000	91840	Transfer In From City /Dist 840	(1,926,859)	(2,388,016)	(2,381,669)	(2,380,933)	(2,384,732)	(2,271,822)	(2,273,616)
84100000	91940	Transfer In From Sanitation District 940	(2,005,507)	(2,485,486)	(2,478,879)	(2,478,177)	(2,482,068)	(2,594,978)	(2,595,984)
		Total Transfers In From Other Funds	(3,932,366)	(4,873,502)	(4,860,548)	(4,859,110)	(4,866,800)	(4,866,800)	(4,869,600)
Total Revenues and Other Sources			(3,990,100)	(4,889,180)	(4,866,178)	(4,877,482)	(4,866,800)	(4,881,900)	(4,884,605)
WASTEWATER DEBT SERVICE EXPENSES									
84124426	52500	TRUSTEE FEES	12,236	8,820	1,800	8,470	8,300	8,300	8,300
84124426	70102	BOND INTEREST PAYMENTS	3,215,169	3,150,302	3,014,702	2,975,569	2,928,500	2,928,500	2,851,300
84124426	70202	BOND PRINCIPAL PAYMENTS	1,660,000	1,720,000	1,780,000	1,850,000	1,930,000	1,930,000	2,010,000
84124426 Total			**4,887,405**	**4,879,122**	**4,796,502**	**4,834,039**	**4,866,800**	**4,866,800**	**4,869,600**
Total Net Surplus (Deficit)			**(897,305)**	**10,058**	**69,676**	**43,443**	**-**	**15,100**	**15,005**
WASTEWATER CITY RATE STABILIZATION FUND 842									
REVENUES AND OTHER SOURCES									
84200000	46110	INTEREST ON INVESTMENTS			(26,453)	(13,835)		(18,600)	(16,000)
84200000	46116	MISCELLANEOUS INCOME							
		Total Revenues			(26,453)	(13,835)	-	(18,600)	(16,000)
Total Revenues and Other Sources					(26,453)	(13,835)	-	(18,600)	(16,000)
WASTEWATER RATE STABILIZATION EXPENSES AND OTHER USES									
84024420	61100	GENERAL GOVERNMENT ALLOCATION			3,977				
84200000 Total					**3,977**	**-**	**-**	**-**	**-**
Total Net Surplus (Deficit)					**22,476**	**13,835**	**-**	**18,600**	**16,000**
WASTEWATER CONNECTION FEE FUND 843									
REVENUES AND OTHER SOURCES									
84300000	46110	INTEREST ON INVESTMENTS			(3,027)	(1,677)		(2,600)	(2,600)
84300000	46116	MISCELLANEOUS INCOME			-	(700)		-	
84300000	44640	CONNECTION FEES			(24,424)	(13,185)		(87,700)	(50,000)
		Total Revenues			(27,451)	(15,562)	-	(90,300)	(52,600)
Total Revenues and Other Sources					(27,451)	(15,562)	-	(90,300)	(52,600)
WASTEWATER CONNECTION FEE EXPENSES AND OTHER USES									
84024420	61100	GENERAL GOVERNMENT ALLOCATION			450				
84200000 Total					**450**	**-**	**-**	**-**	**-**
Total Net Surplus (Deficit)					**27,001**	**15,562**	**-**	**90,300**	**52,600**
WASTEWATER CAPITAL PROJECTS FUND 844									
REVENUES AND OTHER SOURCES									
84400000	46110	INTEREST ON INVESTMENTS			(21,147)	(9,010)		(10,900)	(5,000)
84400000	46116	MISCELLANEOUS INCOME						(30)	
		Total Revenues			(21,147)	(9,010)	-	(10,930)	(5,000)
Transfers In From Other Funds									
		Transfer In from Fund 220 Equipment Reserve					(200,000)		
		Transfer In from Fund 607 Prop 84 Rd2					(400,000)		
		Transfer In from Fund 607 Prop 84 Drought					(1,690,191)		
		Transfer In from Fund 251 Special Projects Reserve							(15,000)
		Transfer In from Fund 840					(250,000)	(258,243)	(470,000)
		Total Transfers In From Other Funds			-	-	(2,540,191)	(258,243)	(485,000)

Account Number ORG	OBJ		DESCRIPTION	Actual FY 2012	Actual FY 2013	ACTUAL FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End 2016	Budget FY 2017
Total Revenues and Other Sources						(21,147)	(9,010)	(2,540,191)	(269,173)	(490,000)
WASTEWATER CAPITAL PROJECT EXPENSES AND OTHER USES										
Capital Improvements and Equipment										
84424422	59405		GAAP EXPENDITURE OFFSET				(411,564)		-	-
84424422	52100		CONTRACTED SERVICES			57,054	1,298			
84424422	52100		CONTRACTED SERVICES				81,106		51,099	
84424422	52100	15051	Asset Management Software System							15,000
84424422	52100	15067	UVSD Litigation					300,000	248,618	200,000
84424422	52100	15068	UVSD Detachment EIR					125,000	4,351	125,000
			Other Related			**57,054**	**(329,161)**	**425,000**	**304,068**	**340,000**
84424422	80230		INFRASTRUCTURE				548		35	
84424422	80230		INFRASTRUCTURE			15,857	54,610		25,558	
84424422	80230	15004	Recycled Water Grant Project Prop 84				359,417			
84424422	80230	15062	Recycled Water Phase 1 & 2					2,090,191		
84424422	80230	15099	N. State Street Sewer						595,120	
84424422	80235	15065	System Maintenance			8,034		64,700	12,026	64,700
84424422	80230	15063	Main replacements – Luce and Observatory					400,000		400,000
84424422	80230	15064	Inflow/infiltration					150,000		150,000
84424422	80230	15066	Emergency/contingency					45,000		45,000
			Infrastructure			**23,891**	**414,574**	**2,749,891**	**632,738**	**659,700**
84400000 Total						**80,945**	**85,414**	**3,174,891**	**936,807**	**999,700**
Transfers Out To Other Funds										
Transfer out to Recycle Water Fund 830									474,000	
Total Transfers Out						**-**	**-**	**-**	**474,000**	**-**
84400000 Total Capital Improvement Fund Uses						**80,945**	**85,414**	**3,174,891**	**1,410,807**	**999,700**
Total Net Surplus (Deficit)						**(59,798)**	**(76,404)**	**(634,700)**	**(1,141,634)**	**(509,700)**



Wastewater Enterprise Fund Expenses
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$-
$5,236,673
$6,429,861
$5,138,651
$5,003,768
$4,196,236
$4,904,486
Actual FY 2012
Actual FY 2013
Actual FY 2014
Actual FY 2015
Estimated Year-End FY 2016
Budget FY 2017
Wastewater Enterprise
Total

BUDGET DETAIL
WASTEWATER ADMINISTRATION
FISCAL YEAR 2016-17

ACCOUNT NO. 84024420 — **DEPARTMENT REQUEST**

51110	**Salaries, Regular**		**$**	**186,456**
	Director of Public Works/City Engineer (0.10 Engineering, 0.05 Corp Yard, 0.10 Streets, 0.25 Landfill, 0.17 Water Admin., 0.05 Garage, 0.05 Storm Water, 0.05 Recycled Water)	0.18		
	Director of Water & Sewer Utilities (0.40 Water Admin., .020 Recycled Water)	0.40		
	Deputy Public Works Director (0.10 Engineering, 0.05 Corp Yard, 0.08 Streets, 0.35 Landfill, 0.05 Garage, 0.15 Water Admin., 0.07 Storm Water)	0.15		
	Senior Civil Engineer (0.10 Engineering, 0.10 Landfill, 0.35 Water Admin., 0.10 Storm Water)	0.35		
RECLASS	Public Works Management Analyst (0.05 Engineering, 0.20 Landfill, 0.25 Water Admin., 0.05 Garage, 0.20 Recycled Water)	0.25		
NEW	Engineering Analyst (0.10 Engineering, 0.20 Landfill, 0.20 Water Admin., 0.10 Recycled Water, 0.20 Electric Admin.)	0.20		
	Administrative Secretary/Human Resources Assistant (0.45 Human Resources, 0.15 Landfill, 0.15 Water Admin., 0.10 Garage)	0.15		
	Development Permit Coordinator (0.20 Engineering, 0.30 Building Inspection, 0.05 Planning, 0.15 Water Admin., 0.15 Electric Admin.)	0.15		
	Total FTE	1.83		
51130	**Salaries, Overtime**		**$**	**1,500**
	Employee Benefits		**$**	**95,299**
51210	Retirement (PERS)	$ 58,136		
51220	Group Insurance	$ 21,684		
51230	Workers Compensations Insurance	$ 9,975		
51240	Medicare	$ 2,978		
51250	Unemployment Insurance	$ 2,065		
51290	Cell Phone Stipend	$ 461		
52100	**Contract Services**		**$**	**95,000**
	Engineering Consultant Services.	$75,000		
	Russian River Watershed Association.	$20,000		
52XXX	**Planning Studies**		**$**	**275,000**
	Sewer system management plan updates.	$25,000		
	Sewer master plan.	$100,000		
	Current and future ESSU capacity study.	$150,000		
54100	**Supplies**		**$**	**6,000**
	Miscellaneous Office and Computer Supplies, Safety and Training Materials, Public Educational Brochures (Grease Disposal).			
54101	**Postage**		**$**	**500**
	Miscellaneous Department Mailings, Postage Allocation.			
55100	**Telephone**		**$**	**600**
	Land line and Fax.			
56120	**Equipment Maintenance and Repair**		**$**	**300**
	Maintenance and Repairs for Copy/Fax Machine, Printers, Plotter, GPS Equipment.			
56210	**Fuel & Fluids**		**$**	**300**
	Fuel and Fluids for Vehicles			

57100	**Conference and Training**		**$ 6,000**
	Water Environment Federation and California Water Environment Association Conferences, Safety Training, Water Reuse Conference.		
57300	**Memberships and Subscriptions**		**$ 8,000**
	Underground Service Alert Fee, Notary Fee, XC2 Fog Program Maintenance, Water Reuse Association.		
59101	**Fees**		**$ 300**
	Document Recording Fees and other miscellaneous fees.		
59400	**Other Expenses**		**$ 20,000**
	Bad Debt		
61200	**Purchasing Allocation**		**$ 26,043**
	Charge for Purchasing functions.		
61300	**Billing and Collection Allocation**		**$ 320,669**
	Charge for Billing and Collection functions.		
61420	**Building Maintenance Allocation**		**$ 3,708**
	Share of maintenance for Civic Center facility.		
61422	**IT Allocation**		**$ 63,139**
	Share of Information Technology services.		
61425	**Utilities Allocation**		**$ 653**
	Share of Civic Center Utilities.		
61430	**Corporation Yard Allocation**		**$ 12,217**
61500	**Insurance Allocation**		**$ 243,125**
	Share of the Citywide costs of liability and property insurance.		
61700	**Dispatch**		**$ 14,597**
	Share of Dispatch services.		
62100	**Administrative Services Allocation**		**$ 240,588**
	Annual allocation for general government services.		
	City Council	$ 10,586	
	City Clerk	$ 19,639	
	City Manager	$ 35,893	
	Administrative Support	$ 6,824	
	Miscellaneous General Government	$ 10,589	
	Accounting	$ 60,053	
	City Attorney	$ 12,788	
	Treasurer	$ 43,972	
	Human Resources/Risk Management	$ 40,244	
DEPARTMENT TOTAL 84024420			**$ 1,619,994**

BUDGET DETAIL
OPERATIONS & MAINTENANCE
FISCAL YEAR 2016-17

ACCOUNT NO. 84024421

Account	Description			DEPARTMENT REQUEST
51110	**Salaries, Regular**		**$**	**239,915**
	Water, Sewer & Streets Supervisor (0.25 Landfill, 0.25 Water, 0.15 Streets, 0.10 Storm Water)	0.25		
	Water & Sewer Lead Worker (0.48 Water)	0.52		
	Water & Sewer Attendant II (4) (2.20 Water)	1.80		
	Water & Sewer Attendant I (3) (1.65 Water)	1.35		
	Water & Sewer Service Attendant (0.80 Water)	0.20		
	Senior Water Treatment Plant Operator Mechanic (0.99 Water)	0.01		
	Water Treatment Plant Operator Mechanic (3) (2.97 Water)	0.03		
	Total FTE	4.16		
51120	**Non-Regular Salaries**		**$**	**6,750**
	Seasonal Water & Sewer Attendant (1,000 hour) (0.26 Water)	0.22		
	Total FTE	0.22		
51130	**Salaries, Overtime**		**$**	**9,500**
51140	**Stand-by Salaries & Wages**		**$**	**10,000**
	Employee Benefits		**$**	**152,174**
51210	Retirement (PERS)	$ 70,917		
51220	Group Insurance	$ 57,386		
51230	Workers Compensation Insurance	$ 14,755		
51240	Medicare	$ 4,399		
51250	Unemployment Insurance	$ 3,062		
51260	FICA	$ 419		
51290	Cell Phone Stipend	$ 1,236		
52100	**Contract Services**		**$**	**20,000**
	Emergency Sewer System Repairs.			
52180	**Security Services**		**$**	**350**
	Burglar Alarm Fees			
54100	**Supplies**		**$**	**80,000**
	Repair Materials (gravel, pipe, blacktop, etc.), Safety Supplies, Office and Computer Supplies.			
54101	**Postage**		**$**	**100**
54102	**Small Tools**		**$**	**7,500**
	Miscellaneous Maintenance Tools, Televideo Inspection Tools, and Sewer Cleaning Tools.			
55100	**Telephone**		**$**	**2,400**
	Land line and Fax.			
55210	**Utilities**		**$**	**1,900**
	Electricity for three lift stations.			
56110	**City Garage Parts**		**$**	**5,611**
	Annual allocation for City Garage parts for vehicles and equipment.			
56111	**City Garage Labor**		**$**	**26,777**
	Annual allocation for City Garage labor for vehicles and equipment.			

56120	**Equipment Maintenance and Repair**	**$**	**10,000**
	Lift Station Parts/Service, Camera Truck Repairs.		
56130	**External Services**	**$**	**10,000**
	Outside Labor and Parts.		
56210	**Fuels and Fluids**	**$**	**18,000**
	Fuel and Fluids for Vehicles.		
56410	**Equipment Rental - Private**	**$**	**1,800**
57100	**Conference and Training**	**$**	**3,700**
	Pumper and Cleaner Environmental Expo, Required Safety Training, WEFTEC Conference, CWEA Certifications.		
57300	**Memberships and Subscriptions**	**$**	**800**
	CWEA Memberships.		
58510	**Reimbursable Jobs**	**$**	**1,000**
59101	**Fees**	**$**	**7,000**
	SWRCB Sewer System Fee and DOT Testing and Physicals.		
94700	**Fines & Penalties**	**$**	**30,000**
DEPARTMENT TOTAL 84024421		**$**	**645,277**

BUDGET DETAIL
WASTEWATER TREATMENT
FISCAL YEAR 2016-17

ACCOUNT NO. 84024425

					DEPARTMENT REQUEST
51110	**Salaries, Regular**			**$**	**640,017**
	Wastewater Treatment Plant Supervisor		1.00		
NEW	Lead Wastewater Treatment Plant Operator		1.00		
	Senior Wastewater Treatment Plant Operator Mechanic		1.00		
	Senior Wastewater Treatment Plant Operator (2)		2.00		
	Wastewater Treatment Plant Operator (3)		3.00		
	Environment Laboratory Technician III (0.03 Water)		0.97		
NEW	Environment Laboratory Technician I (0.03 Water)		0.97		
	Total FTE		9.94		
51130	**Salaries, Overtime**			**$**	**28,000**
51140	**Salaries Stand-by**			**$**	**20,000**
	Employee Benefits			**$**	**404,387**
51210	Retirement (PERS)	$	206,808		
51220	Group Insurance	$	140,578		
51230	Workers Compensation Insurance	$	37,864		
51240	Medicare	$	11,325		
51250	Unemployment Insurance	$	7,812		
51260	FICA	$	-		
52100	**Contract Services**			**$**	**398,500**
	Miscellaneous Contractual Services (crane service, fence repairs, fiber optic cable repair, etc.)	$	15,000		
	Laboratory Testing Services Including Bio-Solids Testing	$	65,000		
	Perc Pond Levee Maintenance Repair	$	20,000		
	Scarify Percolation Ponds	$	20,000		
	Biosolids Disposal	$	90,000		
	Pest Control Services	$	5,500		
	SCADA System Annual Maintenance System Contract	$	20,000		
	Janitorial Services	$	8,000		
	Storage Analysis	$	100,000		
	Barscreen Installation	$	55,000		
52XXX	**Compliance Studies**			**$**	**185,000**
	Study to Identify Potential Sources of Priority Pollutants (NPDES Permit requirement)	$	15,000		
	2016 NPDES required studies	$	70,000		
	2016 NPDES engineering services - permit renewal	$	100,000		
52180	**Security Services**			**$**	**1,200**
	Burglar Alarm Services.				
54100	**Supplies**			**$**	**35,000**
	Laboratory Testing Supplies, Training Materials, Safety Supplies, Miscellaneous Office and Computer Supplies.				
54102	**Small Tools**			**$**	**2,000**

Replacement of Shop Tools.

55100 Telephone	**$**	**4,000**
Telephone Charges.		
55200 PG&E (Natural Gas)	**$**	**9,000**
Boiler Fuel for Digester Heater.		
55210 Utilities	**$**	**300,000**
Electricity Costs for Waste Water Treatment Plant.		
56110 City Garage Parts	**$**	**1,257**
Annual allocation for City Garage parts for vehicles and equipment.		
56111 City Garage Labor	**$**	**9,854**
Annual allocation for City Garage labor for vehicles and equipment.		
56120 Equipment Maintenance and Repair	**$**	**200,000**
General Maintenance and Repair Parts, Pump/Motor Parts, Plumbing and Electrical Supplies, Lab Testing Equipment and Repair.		
56130 External Services		**3,500**
Outside Vendor Labor and Parts.		
56210 Fuel and Fluids	**$**	**8,000**
Fuel for Emergency Generator and Vehicles.		
56300 Building Maintenance	**$**	**3,000**
Maintenance of Buildings at Waste Water Treatment Plant.		
56504 Facility Maintenance and Repair	**$**	**500**
General Maintenance, sheds, gravel.		
57100 Conference and Training	**$**	**11,000**
Safety Training, Electrical System Operator Training, Valve Operation Training, Programmable Logic Control (PLC) Training, California Water Environment Association (CWEA) and Water Environment Federation (WEF) Conferences.		
57300 Memberships and Subscriptions	**$**	**3,500**
California Water Environment Association (CWEA) dues.		
58201 Water Purchases	**$**	**1,000**
Water from Willow County Water District.		
58202 Water Treatment Plant Chemicals	**$**	**190,000**
Chemicals Used in Wastewater Treatment Process.		
59100 Property Taxes paid	**$**	**10,500**
Property Taxes for North Pond and 3495 Taylor Drive.		
59101 Fees	**$**	**25,000**
Annual State Environmental Laboratory Accreditation Fee, Annual State Storm Water Pollution Prevention Plan (SWPPP), Mendocino County HazMat Permit Fee, Mendocino County Air Quality Permit, SWRCB Discharge Fee.		

70102	Bond Interest Payments	$	-
70202	Bond Principal Payments	$	-
94700	Fines & Penalties	$	50,000
95841	Transfer to Sewer Bond Debt	$	-
DEPARTMENT TOTAL 84024425		$	2,544,215

City of Ukiah

COST ALLOCATION PLAN

Fiscal Year 2016-2017

TABLE OF CONTENTS

INTRODUCTION

OVERVIEW

Purpose of the Plan

The purpose of the City's Cost Allocation Plan is to identify the total costs of providing specific City services. Why is a separate cost accounting analysis required to do this? Because in almost all organizations—whether in the private or the public sector—the cost of producing goods or delivering services can be classified into two basic categories: direct and indirect costs.

"Direct costs" by their nature are usually easy to identify and relate to a specific service. However, this is not the case for "indirect costs." As such, if we want to know the "total cost" of providing a specific service, then we need to develop an approach—a plan—for reasonably allocating indirect costs to direct cost programs.

What Are Direct and Indirect Costs? Direct costs are those that can be specifically identified with a particular cost objective, such as street maintenance, police protection and water service. Indirect costs are not readily identifiable with a direct operating program, but rather, are incurred for a joint purpose that benefits more than one cost objective.

Common examples of indirect costs include accounting, purchasing, legal services, personnel administration and building maintenance. Although indirect costs are generally not readily identifiable with direct cost programs, their cost should be included if we want to know the total cost of delivering specific services.

Budgeting and Accounting for Indirect Costs. Theoretically, all indirect costs could be directly charged to specific cost objectives; however, practical difficulties generally preclude such an approach for organizational and accounting reasons. As such, almost all organizations separately budget and account for direct and indirect costs at some level depending on their financial reporting needs and the complexity of their operations.

Distributing Indirect Costs. In order to determine the total cost of delivering specific services, some methodology for determining and distributing indirect costs must be developed, and that is the purpose of cost allocation plans: to identify indirect costs and to allocate them to benefiting direct cost programs in a logical, consistent and reasonable manner.

Plan Goal: Reasonable Allocation of Costs. It is important to stress that the goal of the Cost Allocation Plan is a reasonable allocation of indirect costs, not a "perfect" one. By their very nature, indirect costs are difficult to link with direct costs. As such, in developing an allocation approach, it is important to keep this goal in mind balancing the cost and of effort of complicated allocation methods with the likely benefits from the end results.

Indirect Cost Allocation Strategies

There are several ways of allocating indirect costs, including:

Internal Service Funds. Many cities allocate costs through formal internal service funds for services like printing, information technology, fleet maintenance and insurance. Typically with this approach, the internal service fund provides services to the organization and charges back for departments based on their actual usage of the service and standard per unit billing rates, like a private company would (except the goal is to break even rather than earn a profit). In this case, for the operating programs, indirect costs become direct costs, like they would if they contracted-out for the service.

While this approach can result in added accounting costs to develop internal billing rates and track actual usage, it has the advantage of encouraging more efficient use of internal services by allocating costs based on actual usage, setting aside funds for long-term capital replacement needs (or in the case of insurance, adequate reserves) and helping measure performance.

As shown in the side bar, the City uses seven internal service funds to allocate organization-wide support costs.

City Internal Service Funds

- Insurance
- Building Maintenance & Corporation Yard
- Garage
- Dispatch
- Purchasing
- Billing & Collections
- Information Technology

Payroll Allocations. Some organizations allocate percentages of key support staff to selected funds through direct payroll allocations, such as 15% of the City Manager to the Water Fund or 20% of the Public Works Director to the Wastewater Fund, with direct cost distributions of non-staffing costs via accounts payable where possible.

While this practice is not uncommon, it has some conceptual drawbacks, such as the basis for the percentage allocations. One of the advantages of cost allocation plans is that the basis for the allocation is clear. Even where internal service funds are used, cost allocation plans are still often needed in allocating indirect costs to the internal service funds (so their costs reflect the full cost of providing services to the organization) and in allocating other indirect costs not typically recovered through internal service funds, such as city manager, city attorney, city clerk, human resources and accounting.

Cost Allocation Plan. Cost allocation Plans provide a clear, consistent and reasonable basis for allocating indirect costs.

Combination of the Three. Some agencies use a combination of these three approaches.

In the City's case, it uses a combination of internal services funds and a cost allocation plan in distributing indirect costs.

Determining Direct and Indirect Costs

The first step in preparing the City's Cost Allocation Plan is determining direct and indirect costs. Program costs that primarily provide service to the public are identified as direct costs, whereas the cost of programs that primarily provide services to the organization are identified as indirect costs.

In accordance with generally accepted accounting principles, only operating costs are considered in preparing the Cost Allocation Plan. As such, capital outlay, debt service, interfund transfers and "pass-through" costs are excluded from the calculations.

ALLOCATING INDIRECT COSTS

For general purposes, the City-wide indirect cost rate can be used as the basis for allocating indirect costs. The indirect cost rate is simply the ratio between indirect and direct costs, which can be easily computed for the City as a whole once the direct and indirect cost base has been determined.

Citywide Indirect Cost Rate

Provided in Table 1 (page 6) is a summary of direct and indirect costs for the City of Ukiah based on the Fiscal Year 2015/2016 Operating Actual along with the resulting citywide indirect cost rate. By applying the overall indirect cost rate to any specific direct cost program, the total cost of the program can be determined. For example, with an overall indirect cost rate of 18% the total cost for a direct program of $100,000 in Ukiah would be $118,000 with this approach. (Note: Adjustments are made for capital outlay, debt service, interfund transfers and pass-through costs).

Bases of Allocation

This method of cost allocation assumes that all indirect costs are incurred proportionately to the direct cost of the program. However, this may not be a reasonable assumption in all cases, as the benefit received from certain types of support service programs may be more closely related to another indicator of activity than cost.

For example, if a program service is primarily delivered through contract and does not have any City staffing directly associated with it, distributing human resources costs to it may result in an inequitable allocation of costs. Because of this, the City's Cost Allocation Plan establishes separate *bases of allocation* for each major indirect cost category. With this approach, indirect costs can be allocated to each direct cost program in a fair, convenient, and most importantly, consistent manner. Provided in Table 2 on page 7 is a summary of the primary methods of allocation used in distributing indirect costs to direct cost programs.

Some of these costs lend themselves to an easily justified, rational approach of distribution. For example, human resources costs are related to the number of employees serviced. Other costs may not be as intuitive; however, the allocation bases are consistent with generally accepted accounting principles and recognize the concept that the cost of developing the information necessary to perform the cost allocations should not exceed the benefits likely to be gained.

Where there is not otherwise a clear relationship to another allocation base (like authorized staffing or assigned space), allocating costs based on operating budget is the common industry practice, and as such, this approach is used by the City.

INTRODUCTION

Indirect Cost Allocations

A summary of the indirect cost allocations (Administrative Services) is provided in Table 3.0 (page 7), followed by the detailed allocations for each specific indirect cost program for Administrative Services on Tables 4.0 through 4.8 (pages 8 to 16) and internal service fund allocations on Tables 5.0 to 5.9 (pages 17 to 26).

Simple Method of Allocating Costs

In performing the cost allocations, all indirect costs have been allocated only to direct cost programs rather than using a more complex sequential allocation system. Although there are some conceptual difficulties with this approach, the difference in the end result is insignificant, but the cost of preparation, review and audit is significantly reduced.

For example, the cost of the City Manager program is allocated solely to direct cost programs based on their operating budget. However, as the City Manager program also benefits other indirect cost programs such as Human Resources and Finance, the cost allocations could appear to be distorted since no allocations are made to them.

Under a more sophisticated system, the cost of the City Manager program would be allocated to the other indirect costs programs and iterative allocations then made to direct cost programs until all indirect costs are distributed. However, this process is extremely time consuming (and places far more reliance on the underlying significance of the allocation bases than may be appropriate) and results in the same basic cost allocations as the simpler method since all indirect costs are allocated in the final product. Again, as noted above, the plan's goal is a reasonable allocation of indirect costs, not a "perfect" one.

USES OF THE COST ALLOCATION PLAN

By identifying total program costs, the Cost Allocation Plan can be used as an analytical tool in many financial decision-making situations, including:

- **Reimbursement Transfers.** The Cost Allocation Plan identifies the costs incurred by the General Fund in providing administrative support services to the City's other funds such as enterprise operations and special revenue funds. For example, although the City's administrative, legal services, human resources and accounting funds are budgeted and accounted for in the General Fund, these programs provide support services to other City funds. The Cost Allocation Plan provides a clear methodology for determining this level of support in reimbursing these costs.

- **General Fund User Charges.** Similar to ensuring that enterprise fund revenues fully recover their costs, the Cost Allocation Plan can also be used in determining appropriate user fees for General Fund services, such as planning applications, building permits and recreation activities, in ensuring that the full cost of services are considered in setting rates.

- **Labor Rates.** Along with accounting for salary, benefits and paid leave (such as vacation, sick and holidays), "full cost" hourly labor rates can be developed that appropriately include indirect costs.

- **Contracting-Out for Services.** By identifying total costs, the cost allocation plan can also be helpful in analyzing the costs of contracting for services versus performing services in-house.

- **Grant Administration.** Under federal cost accounting policies, it is permissible to include indirect costs in accounting for grant programs. By establishing indirect cost rates, the cost allocation plan can be used in recovering the total costs (direct and indirect) associated with implementing grant programs.

PLAN PREPARATION

In a true cost accounting system, indirect costs would be computed and allocated on an ongoing basis throughout the fiscal year based on actual costs. However, frequent updating in municipal finance would not serve any specific purpose—such as unit price control in a manufacturing company—but it would consume significant accounting resources. As such, the City's Cost Allocation Plan is prepared annually based on the budget adopted by the Council.

This approach works well when significant variances are not expected between budget and actual. However, where large variances are possible, then at the end of the fiscal year, a "true-up" should be calculated based on actual costs. Any variances (either over or under the Cost Allocation Plan amounts) can then be applied to the following year's Cost Allocation Plan.

After two years, the City will assess whether there were any significant variances between budget and actual, and move to a "true-up" approach if that proves to be the case.

SUMMARY

The Cost Allocation Plan helps make determining total program costs possible by establishing a reasonable methodology for identifying and allocating indirect costs to direct cost programs. Because of this, the Cost Allocation Plan can be a valuable analytical tool in a number of situations, including establishing fees designed for full cost recovery, reimbursing support service costs provided by the General Fund to other funds and recovering indirect costs associated with grant programs. Table 1 on the following page is a summary of all indirect and direct costs in this plan. Indirect costs represent only 18% of all costs.

Summary Schedules

Table 1 - Indirect and Direct Cost Summary

Indirect Costs	
General Fund	
City Council	137,759
City Clerk	256,611
City Manager	468,992
Administrative Support	89,167
Misc. General Government	138,352
Accounting	784,662
City Attorney	167,087
Treasury Management	91,454
Human Resources/Risk Mgmt.	496,408
Internal Service Funds	
Insurance Liability	640,203
Garage	488,561
Purchasing	261,722
Billing & Collections	1,294,756
Dispatch	729,843
Building Maintenance	567,656
Corporation Yard	79,592
Information Technology	854,627
Total Interest Costs	**7,547,452**

Direct Costs	
General Fund	
Business, Economic, Grant & Housing	197,957
Community Outreach	27,450
Parks	1,180,633
Recreation Administration (includes all activities)	1,012,255
Community Development & Planning	499,104
Building Inspection	307,671
Engineering (includes Landfill/Solid Waste)	786,133
Traffic Signal Operations	28,590
Streets	826,476
Storm Water	198,268
Animal Control	78,500
Police Patrol	7,067,428
Police Major Crimes	173,964
Community Service Officers (includes Code Enf. & SLESF)	569,033
Fire	3,044,849
Enterprise Funds	
Parking District	146,298
Golf	74,226
Conference Center	367,860
Airport	903,307
Electric	15,548,448
Street Lighting	409,271
Public Benefits	428,620
Water	3,078,246
Wastewater	5,104,486
Recycled Water	85,084
Special Revenue Funds	
Successor Agency	3,921
Alex Rorabaugh Recreation Center	110,562
Downtown Business Improvement	17,054
Museum	437,926
Visit Ukiah	85,537
Total Direct Costs	**42,799,157**

Overall Indirect Cost Rate	
Indirect costs divided by direct costs	18%

Summary Schedules

Under Generally accepted accounting principles, capital outlay, debt service and interfund transfers and pass-through payments are usually excluded in calculating indirect cost rates; accordingly, only operating costs (less transfers) are considered in the City's cost allocation plan.

Table 2 - Basis of Indirect Cost Allocations

Administrative Services	Basis of Allocation
City Council	Operating Budget
City Clerk	Operating Budget
City Manager	Operating Budget
Administrative Support	Operating Budget
Miscellaneous General Government	Operating Budget
Finance - Accounting	Operating Budget
City Attorney	Operating Budget
Treasury Mangement	Fund Balance - Interest Distribution
Human Resources/Risk Management	Full-Time Equivelant Staffing
Internal Services	
Insurance Liability	Claims History/Claims Paid/Property Value
Garage	Previous Year Actual Parts/Labor
Purchasing	Operating Contractual Services & Supplies
Billing & Collections	Billable Revenues
Dispatch	Dispatch Services
Building Maintenance	Assigned Space
Corporation Yard	Assigned Space
Information Technology	Full-Time Equivelant Staffing

Table 3.0 - Summary of Indirect Cost Allocations for Administrative Services

Administrative Services	General Fund	Public Safety	Enterprise Funds	Special Revenue Funds	Total
City Council	18,630	33,385	83,549	2,194	137,759
City Clerk	35,461	61,936	154,897	4,316	256,611
City Manager	64,809	113,197	283,096	7,889	468,992
Administrative Support	12,322	21,522	53,824	1,500	89,167
Miscellaneous General Government	19,119	33,393	83,513	2,327	138,352
Finance - Accounting	108,432	189,388	473,643	13,199	784,662
City Attorney	23,090	40,329	100,858	2,811	167,087
Treasury Mangement	8,190	-	83,264	-	91,454
Human Resources/Risk Managemen	151,890	164,222	165,744	14,552	496,408
Total Indirect Costs for Central Services	441,942	657,373	1,482,389	48,788	2,630,492

Total Direct Costs	5,064,537	10,933,774	26,145,846	655,000	42,799,157
Total Costs	5,506,479	11,591,147	27,628,235	703,788	45,429,649
Indirect Cost Rate	8.73%	6.01%	5.67%	7.45%	6.15%

Table 4.0 Administrative Services - City Council Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Total Operating Actual FY 2014/2015	100.00%	$ 137,759
Total	**100.00%**	**$ 137,759**

Org #	Departments	Total Operating Actual FY 2014/2015	Department Percent	Total Distribution
				$ 137,759
GENERAL FUND				
10017100	Business, Economic, Grant & Housing	208,178	0.63%	871
10018000	Community Outreach/Public Information Services	34,312	0.10%	144
10022100	Parks	1,075,110	3.27%	4,500
10022810	Recreation Administration (includes all Recreation Activities)	866,960	2.63%	3,628
10023100	Planning & Community Development	432,913	1.32%	1,812
10023320	Building Inspection	240,869	0.73%	1,008
10024210	Engineering (includes Landfill/Solid Waste)	463,287	1.41%	1,939
10024214	Traffic Signal Operations	23,219	0.07%	97
10024220	Streets	1,048,503	3.19%	4,388
10024224	Storm Water	-	0.00%	-
10020217	Animal Control	87,550	0.27%	366
10520210	Police Patrol	5,007,938	15.21%	20,959
10520224	Police Major Crimes	179,570	0.55%	752
10520218	Community Services Officers (Includes SLESF)	547,734	1.66%	2,292
10521210	Fire	2,154,260	6.54%	9,016
ENTERPRISE FUNDS				
64020213	Parking Enforcement	118,050	0.36%	494
72022400	Golf	40,808	0.12%	171
73022600	Conference Center	300,057	0.91%	1,256
77725200	Airport	1,277,451	3.88%	5,346
80026110	Electric Overhead	833,227	2.53%	3,487
80026120	Electric Underground	825,407	2.51%	3,454
80026130	Electric Substation	166,675	0.51%	698
80026200	Electric Testing & Calibrating	174,947	0.53%	732
80026300	Electric Generation	8,541,373	25.95%	35,747
80026330	Electric Hydro Plant	35,904	0.11%	150
80026400	Electric Administration	861,053	2.62%	3,604
80026430	Electric Interdepartmental Charges	1,241,902	3.77%	5,198
80526610	Street Lighting	233,314	0.71%	976
80626500	Public Benefit	523,373	1.59%	2,190
82024410	Water Administration	549,376	1.67%	2,299
82024411	Water Production Operations & Management	989,616	3.01%	4,142
82024412	Water Meter Reading	95,666	0.29%	400
82024414	Water Distribution Operations & Maintenance	625,466	1.90%	2,618
84024420	Wastewater Administration	265,142	0.81%	1,110
84024421	Wastewater Operations & Maintenance	598,914	1.82%	2,507
84024425	Wastewater Treatment	1,665,370	5.06%	6,970
SPECIAL REVENUES & OTHER FUNDS				
10017200	Successor Agency	58,201	0.18%	244
31122870	Alex Rorabaugh Recreation Center (ARRC)	86,784	0.26%	363
31217100	Downtown Business Improvement	17,470	0.05%	73
69122700	Museum	341,676	1.04%	1,430
75017110	Visit Ukiah	78,376	0.24%	328
	Total Operating Budget Used for Distribution	**32,916,001**	**100.00%**	**$ 137,759**

GF	18,387	13.35%
Successor Agency	244	0.18%
Police	24,369	17.69%
Fire	9,016	6.54%
Parking Enf.	494	0.36%
Golf	171	0.12%
Conf. Center	1,256	0.91%
Airport	5,346	3.88%
Electric	53,070	38.52%
Street Lighting	976	0.71%
Public Benefit	2,190	1.59%
Water	9,459	6.87%
Wastewater	10,586	7.68%
ARRC	363	0.26%
Downtown Bus. Imp	73	0.05%
Museum	1,430	1.04%
Visit Ukiah	328	0.24%
Total	137,759	100.00%

Indirect Cost Allocations by Program

Table 4.1 Administrative Services - City Clerk Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Total Operating Actual FY 2014/2015	100.00%	$ 256,611
Total	**100.00%**	**$ 256,611**

Org #	Departments	Total Operating Actual FY 2014/2015	Department Percent	Total Distribution $ 256,611
GENERAL FUND				
10017100	Business, Economic, Grant & Housing	323,775	0.98%	2,514
10018000	Community Outreach/Public Information Services	34,312	0.10%	266
10022100	Parks	1,075,110	3.25%	8,347
10022810	Recreation Administration (includes all Recreation Activities)	866,960	2.62%	6,731
10023100	Planning & Community Development	432,913	1.31%	3,361
10023320	Building Inspection	240,869	0.73%	1,870
10024210	Engineering (includes Landfill/Solid Waste)	463,287	1.40%	3,597
10024214	Traffic Signal Operations	23,219	0.07%	180
10024220	Streets	1,048,503	3.17%	8,141
10024224	Storm Water	-	0.00%	-
10020217	Animal Control	87,550	0.26%	680
10520210	Police Patrol	5,007,938	15.15%	38,883
10520224	Police Major Crimes	179,570	0.54%	1,394
10520218	Community Services Officers (Includes SLESF)	547,734	1.66%	4,253
10521210	Fire	2,154,260	6.52%	16,726
ENTERPRISE FUNDS				
64020213	Parking Enforcement	118,050	0.36%	917
72022400	Golf	40,808	0.12%	317
73022600	Conference Center	300,057	0.91%	2,330
77725200	Airport	1,277,451	3.87%	9,919
80026110	Electric Overhead	833,227	2.52%	6,469
80026120	Electric Underground	825,407	2.50%	6,409
80026130	Electric Substation	166,675	0.50%	1,294
80026200	Electric Testing & Calibrating	174,947	0.53%	1,358
80026300	Electric Generation	8,541,565	25.84%	66,319
80026330	Electric Hydro Plant	35,904	0.11%	279
80026400	Electric Administration	861,053	2.61%	6,685
80026430	Electric Interdepartmental Charges	1,241,902	3.76%	9,643
80526610	Street Lighting	233,314	0.71%	1,812
80626500	Public Benefit	510,000	1.54%	3,960
82024410	Water Administration	549,376	1.66%	4,266
82024411	Water Production Operations & Management	989,616	2.99%	7,684
82024412	Water Meter Reading	95,666	0.29%	743
82024414	Water Distribution Operations & Maintenance	625,466	1.89%	4,856
84024420	Wastewater Administration	265,142	0.80%	2,059
84024421	Wastewater Operations & Maintenance	598,914	1.81%	4,650
84024425	Wastewater Treatment	1,665,370	5.04%	12,930
SPECIAL REVENUES & OTHER FUNDS				
10017200	Successor Agency	58,201	0.18%	452
31122870	Alex Rorabaugh Recreation Center (ARRC)	86,784	0.26%	674
31217100	Downtown Business Improvement	17,470	0.05%	136
69122700	Museum	341,676	1.03%	2,653
75017110	Visit Ukiah	110,000	0.33%	854
	Total Operating Budget Used for Distribution	**33,050,041**	**100.00%**	**$ 256,611**

GF	35,009	13.64%
Successor Agency	452	0.18%
Police	45,210	17.62%
Fire	16,726	6.52%
Parking Enf.	917	0.36%
Golf	317	0.12%
Conf. Center	2,330	0.91%
Airport	9,919	3.87%
Electric	98,457	38.37%
Street Lighting	1,812	0.71%
Public Benefit	3,960	1.54%
Water	17,548	6.84%
Wastewater	19,639	7.65%
ARRC	674	0.26%
Downtown Bus. Imp	136	0.05%
Museum	2,653	1.03%
Visit Ukiah	854	0.33%
Total	256,611	100.00%

Table 4.2 Administrative Services - City Manager Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Total Operating Actual FY 2014/2015	100.00%	$ 468,992
Total	**100.00%**	**$ 468,992**

Org #	Departments	Total Operating Actual FY 2014/2015	Department Percent	Total Distribution $ 468,992
GENERAL FUND				
10017100	Business, Economic, Grant & Housing	323,775	0.98%	4,594
10018000	Community Outreach/Public Information Services	34,312	0.10%	487
10022100	Parks	1,075,110	3.25%	15,256
10022810	Recreation Administration (includes all Recreation Activities)	866,960	2.62%	12,302
10023100	Planning & Community Development	432,913	1.31%	6,143
10023320	Building Inspection	240,869	0.73%	3,418
10024210	Engineering (includes Landfill/Solid Waste)	463,287	1.40%	6,574
10024214	Traffic Signal Operations	23,219	0.07%	329
10024220	Streets	1,048,503	3.17%	14,879
10024224	Storm Water	-	0.00%	-
10020217	Animal Control	87,550	0.26%	1,242
10520210	Police Patrol	5,007,938	15.15%	71,064
10520224	Police Major Crimes	179,570	0.54%	2,548
10520218	Community Services Officers (Includes SLESF)	547,734	1.66%	7,773
10521210	Fire	2,154,260	6.52%	30,570
ENTERPRISE FUNDS				
64020213	Parking Enforcement	118,050	0.36%	1,675
72022400	Golf	40,808	0.12%	579
73022600	Conference Center	300,057	0.91%	4,258
77725200	Airport	1,277,451	3.87%	18,127
80026110	Electric Overhead	833,227	2.52%	11,824
80026120	Electric Underground	825,407	2.50%	11,713
80026130	Electric Substation	166,675	0.50%	2,365
80026200	Electric Testing & Calibrating	174,947	0.53%	2,483
80026300	Electric Generation	8,541,565	25.84%	121,208
80026330	Electric Hydro Plant	35,904	0.11%	509
80026400	Electric Administration	861,053	2.61%	12,219
80026430	Electric Interdepartmental Charges	1,241,902	3.76%	17,623
80526610	Street Lighting	233,314	0.71%	3,311
80626500	Public Benefit	510,000	1.54%	7,237
82024410	Water Administration	549,376	1.66%	7,796
82024411	Water Production Operations & Management	989,616	2.99%	14,043
82024412	Water Meter Reading	95,666	0.29%	1,358
82024414	Water Distribution Operations & Maintenance	625,466	1.89%	8,876
84024420	Wastewater Administration	265,142	0.80%	3,762
84024421	Wastewater Operations & Maintenance	598,914	1.81%	8,499
84024425	Wastewater Treatment	1,665,370	5.04%	23,632
SPECIAL REVENUES & OTHER FUNDS				
10017200	Successor Agency	58,201	0.18%	826
31122870	Alex Rorabaugh Recreation Center (ARRC)	86,784	0.26%	1,231
31217100	Downtown Business Improvement	17,470	0.05%	248
69122700	Museum	341,676	1.03%	4,849
75017110	Visit Ukiah	110,000	0.33%	1,561
	Total Operating Budget Used for Distribution	**33,050,041**	**100.00%**	**$ 468,992**

GF	63,984	13.64%
Successor Agency	826	0.18%
Police	82,628	17.62%
Fire	30,570	6.52%
Parking Enf.	1,675	0.36%
Golf	579	0.12%
Conf. Center	4,258	0.91%
Airport	18,127	3.87%
Electric	179,943	38.37%
Street Lighting	3,311	0.71%
Public Benefit	7,237	1.54%
Water	32,072	6.84%
Wastewater	35,893	7.65%
ARRC	1,231	0.26%
Downtown Bus. Imp	248	0.05%
Museum	4,849	1.03%
Visit Ukiah	1,561	0.33%
Total	468,992	100.00%

Table 4.3 Administrative Services - Administrative Support Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Total Operating Actual FY 2014/2015	100.00%	$ 89,167
Total	**100.00%**	**$ 89,167**

Org #	Departments	Total Operating Actual FY 2014/2015	Department Percent	Total Distribution $ 89,167
GENERAL FUND				
10017100	Business, Economic, Grant & Housing	323,775	0.98%	874
10018000	Community Outreach/Public Information Services	34,312	0.10%	93
10022100	Parks	1,075,110	3.25%	2,901
10022810	Recreation Administration (includes all Recreation Activities)	866,960	2.62%	2,339
10023100	Planning & Community Development	432,913	1.31%	1,168
10023320	Building Inspection	240,869	0.73%	650
10024210	Engineering (includes Landfill/Solid Waste)	463,287	1.40%	1,250
10024214	Traffic Signal Operations	23,219	0.07%	63
10024220	Streets	1,048,503	3.17%	2,829
10024224	Storm Water	-	0.00%	-
10020217	Animal Control	87,550	0.26%	236
10520210	Police Patrol	5,007,938	15.15%	13,511
10520224	Police Major Crimes	179,570	0.54%	484
10520218	Community Services Officers (Includes SLESF)	547,734	1.66%	1,478
10521210	Fire	2,154,260	6.52%	5,812
ENTERPRISE FUNDS				
64020213	Parking Enforcement	118,050	0.36%	318
72022400	Golf	40,808	0.12%	110
73022600	Conference Center	300,057	0.91%	810
77725200	Airport	1,277,451	3.87%	3,446
80026110	Electric Overhead	833,227	2.52%	2,248
80026120	Electric Underground	825,407	2.50%	2,227
80026130	Electric Substation	166,675	0.50%	450
80026200	Electric Testing & Calibrating	174,947	0.53%	472
80026300	Electric Generation	8,541,565	25.84%	23,045
80026330	Electric Hydro Plant	35,904	0.11%	97
80026400	Electric Administration	861,053	2.61%	2,323
80026430	Electric Interdepartmental Charges	1,241,902	3.76%	3,351
80526610	Street Lighting	233,314	0.71%	629
80626500	Public Benefit	510,000	1.54%	1,376
82024410	Water Administration	549,376	1.66%	1,482
82024411	Water Production Operations & Management	989,616	2.99%	2,670
82024412	Water Meter Reading	95,666	0.29%	258
82024414	Water Distribution Operations & Maintenance	625,466	1.89%	1,687
84024420	Wastewater Administration	265,142	0.80%	715
84024421	Wastewater Operations & Maintenance	598,914	1.81%	1,616
84024425	Wastewater Treatment	1,665,370	5.04%	4,493
SPECIAL REVENUES & OTHER FUNDS				
10017200	Successor Agency	58,201	0.18%	157
31122870	Alex Rorabaugh Recreation Center (ARRC)	86,784	0.26%	234
31217100	Downtown Business Improvement	17,470	0.05%	47
69122700	Museum	341,676	1.03%	922
75017110	Visit Ukiah	110,000	0.33%	297
	Total Operating Budget Used for Distribution	**33,050,041**	**100.00%**	**$ 89,167**

GF	12,165	13.64%
Successor Agency	157	0.18%
Police	15,710	17.62%
Fire	5,812	6.52%
Parking Enf.	318	0.36%
Golf	110	0.12%
Conf. Center	810	0.91%
Airport	3,446	3.87%
Electric	34,212	38.37%
Street Lighting	629	0.71%
Public Benefit	1,376	1.54%
Water	6,098	6.84%
Wastewater	6,824	7.65%
ARRC	234	0.26%
Downtown Bus. Imp	47	0.05%
Museum	922	1.03%
Visit Ukiah	297	0.33%
Total	89,167	100.00%

Indirect Cost Allocations by Program

Table 4.4 Administrative Services - Miscellaneous General Government Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Total Operating Actual FY 2014/2015	**100.00%**	$ 138,352
Total	**100.00%**	**$ 138,352**

Org #	Departments	Total Operating Actual FY 2014/2015	Department Percent	Total Distribution $ 138,352
GENERAL FUND				
10017100	Business, Economic, Grant & Housing	323,775	0.98%	1,355
10018000	Community Outreach/Public Information Services	34,312	0.10%	144
10022100	Parks	1,075,110	3.25%	4,501
10022810	Recreation Administration (includes all Recreation Activities)	866,960	2.62%	3,629
10023100	Planning & Community Development	432,913	1.31%	1,812
10023320	Building Inspection	240,869	0.73%	1,008
10024210	Engineering (includes Landfill/Solid Waste)	463,287	1.40%	1,939
10024214	Traffic Signal Operations	23,219	0.07%	97
10024220	Streets	1,048,503	3.17%	4,389
10024224	Storm Water	-	0.00%	-
10020217	Animal Control	87,550	0.26%	366
10520210	Police Patrol	5,007,938	15.15%	20,964
10520224	Police Major Crimes	179,570	0.54%	752
10520218	Community Services Officers (Includes SLESF)	547,734	1.66%	2,293
10521210	Fire	2,154,260	6.52%	9,018
ENTERPRISE FUNDS				
64020213	Parking Enforcement	118,050	0.36%	494
72022400	Golf	40,808	0.12%	171
73022600	Conference Center	300,057	0.91%	1,256
77725200	Airport	1,277,451	3.87%	5,348
80026110	Electric Overhead	833,227	2.52%	3,488
80026120	Electric Underground	825,407	2.50%	3,455
80026130	Electric Substation	166,675	0.50%	698
80026200	Electric Testing & Calibrating	174,947	0.53%	732
80026300	Electric Generation	8,541,565	25.84%	35,756
80026330	Electric Hydro Plant	35,904	0.11%	150
80026400	Electric Administration	861,053	2.61%	3,604
80026430	Electric Interdepartmental Charges	1,241,902	3.76%	5,199
80526610	Street Lighting	233,314	0.71%	977
80626500	Public Benefit	510,000	1.54%	2,135
82024410	Water Administration	549,376	1.66%	2,300
82024411	Water Production Operations & Management	989,616	2.99%	4,143
82024412	Water Meter Reading	95,666	0.29%	400
82024414	Water Distribution Operations & Maintenance	625,466	1.89%	2,618
84024420	Wastewater Administration	265,142	0.80%	1,110
84024421	Wastewater Operations & Maintenance	598,914	1.81%	2,507
84024425	Wastewater Treatment	1,665,370	5.04%	6,971
SPECIAL REVENUES & OTHER FUNDS				
10017200	Successor Agency	58,201	0.18%	244
31122870	Alex Rorabaugh Recreation Center (ARRC)	86,784	0.26%	363
31217100	Downtown Business Improvement	17,470	0.05%	73
69122700	Museum	341,676	1.03%	1,430
75017110	Visit Ukiah	110,000	0.33%	460
	Total Operating Budget Used for Distribution	**33,050,041**	**100.00%**	**$ 138,352**

GF	18,875	13.64%
Successor Agency	244	0.18%
Police	24,375	17.62%
Fire	9,018	6.52%
Parking Enf.	494	0.36%
Golf	171	0.12%
Conf. Center	1,256	0.91%
Airport	5,348	3.87%
Electric	53,083	38.37%
Street Lighting	977	0.71%
Public Benefit	2,135	1.54%
Water	9,461	6.84%
Wastewater	10,589	7.65%
ARRC	363	0.26%
Downtown Bus. Imp	73	0.05%
Museum	1,430	1.03%
Visit Ukiah	460	0.33%
Total	138,352	100.00%

Indirect Cost Allocations by Program

Table 4.5 Administrative Services - Accounting Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Total Operating Actual FY 2014/2015	100.00%	$ 784,662
Total	**100.00%**	**$ 784,662**

Org #	Departments	Total Operating Actual FY 2014/2015	Department Percent	Total Distribution $ 784,662
GENERAL FUND				
10017100	Business, Economic, Grant & Housing	323,775	0.98%	7,687
10018000	Community Outreach/Public Information Services	34,312	0.10%	815
10022100	Parks	1,075,110	3.25%	25,525
10022810	Recreation Administration (includes all Recreation Activities)	866,960	2.62%	20,583
10023100	Planning & Community Development	432,913	1.31%	10,278
10023320	Building Inspection	240,869	0.73%	5,719
10024210	Engineering (includes Landfill/Solid Waste)	463,287	1.40%	10,999
10024214	Traffic Signal Operations	23,219	0.07%	551
10024220	Streets	1,048,503	3.17%	24,893
10024224	Storm Water	-	0.00%	-
10020217	Animal Control	87,550	0.26%	2,079
10520210	Police Patrol	5,007,938	15.15%	118,897
10520224	Police Major Crimes	179,570	0.54%	4,263
10520218	Community Services Officers (Includes SLESF)	547,734	1.66%	13,004
10521210	Fire	2,154,260	6.52%	51,146
ENTERPRISE FUNDS				
64020213	Parking Enforcement	118,050	0.36%	2,803
72022400	Golf	40,808	0.12%	969
73022600	Conference Center	300,057	0.91%	7,124
77725200	Airport	1,277,451	3.87%	30,329
80026110	Electric Overhead	833,227	2.52%	19,782
80026120	Electric Underground	825,407	2.50%	19,597
80026130	Electric Substation	166,675	0.50%	3,957
80026200	Electric Testing & Calibrating	174,947	0.53%	4,154
80026300	Electric Generation	8,541,565	25.84%	202,791
80026330	Electric Hydro Plant	35,904	0.11%	852
80026400	Electric Administration	861,053	2.61%	20,443
80026430	Electric Interdepartmental Charges	1,241,902	3.76%	29,485
80526610	Street Lighting	233,314	0.71%	5,539
80626500	Public Benefit	510,000	1.54%	12,108
82024410	Water Administration	549,376	1.66%	13,043
82024411	Water Production Operations & Management	989,616	2.99%	23,495
82024412	Water Meter Reading	95,666	0.29%	2,271
82024414	Water Distribution Operations & Maintenance	625,466	1.89%	14,850
84024420	Wastewater Administration	265,142	0.80%	6,295
84024421	Wastewater Operations & Maintenance	598,914	1.81%	14,219
84024425	Wastewater Treatment	1,665,370	5.04%	39,539
SPECIAL REVENUES & OTHER FUNDS				
10017200	Successor Agency	58,201	0.18%	1,382
31122870	Alex Rorabaugh Recreation Center (ARRC)	86,784	0.26%	2,060
31217100	Downtown Business Improvement	17,470	0.05%	415
69122700	Museum	341,676	1.03%	8,112
75017110	Visit Ukiah	110,000	0.33%	2,612
	Total Operating Budget Used for Distribution	**33,050,041**	**100.00%**	**$ 784,662**

GF	107,050	13.64%
Successor Agency	1,382	0.18%
Police	138,243	17.62%
Fire	51,146	6.52%
Parking Enf.	2,803	0.36%
Golf	969	0.12%
Conf. Center	7,124	0.91%
Airport	30,329	3.87%
Electric	301,060	38.37%
Street Lighting	5,539	0.71%
Public Benefit	12,108	1.54%
Water	53,659	6.84%
Wastewater	60,053	7.65%
ARRC	2,060	0.26%
Downtown Bus. Imp	415	0.05%
Museum	8,112	1.03%
Visit Ukiah	2,612	0.33%
Total	784,662	100.00%

Table 4.6 Administrative Services - City Attorney Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Total Operating Actual FY 2014/2015	100.00%	$ 167,087
Total	**100.00%**	**$ 167,087**

Org #	Departments	Total Operating Actual FY 2014/2015	Department Percent	Total Distribution $ 167,087
GENERAL FUND				
10017100	Business, Economic, Grant & Housing	323,775	0.98%	1,637
10018000	Community Outreach/Public Information Services	34,312	0.10%	173
10022100	Parks	1,075,110	3.25%	5,435
10022810	Recreation Administration (includes all Recreation Activities)	866,960	2.62%	4,383
10023100	Planning & Community Development	432,913	1.31%	2,189
10023320	Building Inspection	240,869	0.73%	1,218
10024210	Engineering (includes Landfill/Solid Waste)	463,287	1.40%	2,342
10024214	Traffic Signal Operations	23,219	0.07%	117
10024220	Streets	1,048,503	3.17%	5,301
10024224	Storm Water	-	0.00%	-
10020217	Animal Control	87,550	0.26%	443
10520210	Police Patrol	5,007,938	15.15%	25,318
10520224	Police Major Crimes	179,570	0.54%	908
10520218	Community Services Officers (Includes SLESF)	547,734	1.66%	2,769
10521210	Fire	2,154,260	6.52%	10,891
ENTERPRISE FUNDS				
64020213	Parking Enforcement	118,050	0.36%	597
72022400	Golf	40,808	0.12%	206
73022600	Conference Center	300,057	0.91%	1,517
77725200	Airport	1,277,451	3.87%	6,458
80026110	Electric Overhead	833,227	2.52%	4,212
80026120	Electric Underground	825,407	2.50%	4,173
80026130	Electric Substation	166,675	0.50%	843
80026200	Electric Testing & Calibrating	174,947	0.53%	884
80026300	Electric Generation	8,541,565	25.84%	43,183
80026330	Electric Hydro Plant	35,904	0.11%	182
80026400	Electric Administration	861,053	2.61%	4,353
80026430	Electric Interdepartmental Charges	1,241,902	3.76%	6,279
80526610	Street Lighting	233,314	0.71%	1,180
80626500	Public Benefit	510,000	1.54%	2,578
82024410	Water Administration	549,376	1.66%	2,777
82024411	Water Production Operations & Management	989,616	2.99%	5,003
82024412	Water Meter Reading	95,666	0.29%	484
82024414	Water Distribution Operations & Maintenance	625,466	1.89%	3,162
84024420	Wastewater Administration	265,142	0.80%	1,340
84024421	Wastewater Operations & Maintenance	598,914	1.81%	3,028
84024425	Wastewater Treatment	1,665,370	5.04%	8,419
SPECIAL REVENUES & OTHER FUNDS				
10017200	Successor Agency	58,201	0.18%	294
31122870	Alex Rorabaugh Recreation Center (ARRC)	86,784	0.26%	439
31217100	Downtown Business Improvement	17,470	0.05%	88
69122700	Museum	341,676	1.03%	1,727
75017110	Visit Ukiah	110,000	0.33%	556
	Total Operating Budget Used for Distribution	**33,050,041**	**100.00%**	**$ 167,087**

GF	22,795	13.64%
Successor Agency	294	0.18%
Police	29,438	17.62%
Fire	10,891	6.52%
Parking Enf.	597	0.36%
Golf	206	0.12%
Conf. Center	1,517	0.91%
Airport	6,458	3.87%
Electric	64,108	38.37%
Street Lighting	1,180	0.71%
Public Benefit	2,578	1.54%
Water	11,426	6.84%
Wastewater	12,788	7.65%
ARRC	439	0.26%
Downtown Bus. Imp	88	0.05%
Museum	1,727	1.03%
Visit Ukiah	556	0.33%
Total	167,087	100.00%

Indirect Cost Allocations by Program

Table 4.7 Administrative Services - Human Resources/Risk Management Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Number of Full Time Equivalent Employees (FTEs) FY 2014/2015	100.00%	$ 496,408
Total	**100.00%**	**$ 496,408**

Org #	Departments	Number of Full Time Equivalent Employees (FTEs) FY 2014/2015	Department %	Total Distribution $ 496,408
GENERAL FUND				
10010000	City Council	1.90	1.21%	6,024
10015100	City Treasurer	0.38	0.24%	1,205
10011100	City Clerk	1.00	0.64%	3,170
10012100	City Manager	1.56	1.00%	4,946
10012200	Administrative Support	0.50	0.32%	1,585
10013400	Accounting	6.80	4.34%	21,558
10017100	Business, Economic, Grant & Housing	2.40	1.53%	7,609
10022100	Parks	11.15	7.12%	35,349
10022810	Recreation Administration (includes all Recreation Activities 4.40)	7.81	4.99%	24,760
10023100	Planning & Community Development	3.44	2.20%	10,906
10023320	Building Inspection	2.06	1.32%	6,531
10024210	Engineering (includes Landfill/Solid Waste 1.40)	2.56	1.63%	8,116
10024220	Streets	6.35	4.06%	20,132
10024214	Storm Water	-	0.00%	-
10520210	Police Patrol	33.85	21.62%	107,315
10520224	Police Major Crimes	1.00	0.64%	3,170
10520218	Community Services Officers (Includes SLESF 1.00)	5.80	3.70%	18,388
10521210	Fire	11.15	7.12%	35,349
ENTERPRISE FUNDS				
72022400	Golf	0.45	0.29%	1,427
73022600	Conference Center	2.71	1.73%	8,592
77725200	Airport	4.24	2.71%	13,442
80026110	Electric Overhead	5.20	3.32%	16,486
80026120	Electric Underground	6.16	3.93%	19,529
80026200	Electric Testing & Calibrating	1.40	0.89%	4,438
80026130	Electric Substation	1.70	1.09%	5,390
80026330	Electric Hydro Plant	0.75	0.48%	2,378
80026400	Electric Administration	2.03	1.30%	6,436
80526610	Street Lighting	1.15	0.73%	3,646
82024410	Water Administration	2.03	1.30%	6,436
82024411	Water Production Operations & Management	4.99	3.19%	15,820
82024414	Water Distribution Operations & Maintenance	5.60	3.58%	17,754
84024420	Wastewater Administration	2.98	1.90%	9,448
84024421	Wastewater Operations & Maintenance	4.41	2.82%	13,981
84024425	Wastewater Treatment	6.48	4.14%	20,544
SPECIAL REVENUE & OTHER FUNDS				
31122870	Alex Rorabaugh Recreation Center (ARRC)	0.23	0.15%	729
69122700	Museum	3.86	2.47%	12,237
75017110	Visit Ukiah	0.50	0.32%	1,585
	Total FTE's for Distribution	**156.58**	**100.00%**	**$ 496,408**

GF	151,890	30.60%
Police	128,873	25.96%
Fire	35,349	7.12%
Golf	1,427	0.29%
Airport	13,442	2.71%
Conf. Center	8,592	1.73%
Electric	54,656	11.01%
Street Lighting	3,646	0.73%
Water	40,009	8.06%
Wastewater	43,972	8.86%
ARRC	729	0.15%
Museum	12,237	2.47%
Visit Ukiah	1,585	0.32%
Total	496,408	100.00%

Table 4.8 Administrative Services - Treasurer

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Fund Balance FY 2014/2015	**100.00%**	$ 91,454
Total	**100.00%**	$ 91,454

Org #	Fund Name	Fund Balance FY 2014/2015	Department Percent	Total Distribution $ 91,454
GENERAL FUND				
10000000	General Fund	3,744,416	8.96%	8,190
ENTERPRISE FUNDS				
64020213	Parking Enforcement	87,162	0.21%	191
73022600	Conference Center	10,948	0.03%	24
77725200	Airport	168,311	0.40%	368
80026400	Electric Administration	11,608,379	27.76%	25,391
80526610	Street Lighting	416,810	1.00%	912
80626500	Public Benefit	-	0.00%	-
82024410	Water Administration	7,376,670	17.64%	16,135
84024420	Wastewater Administration (includes Fund 940)	18,398,768	44.00%	40,244
	Total Fund Balance for Distribution	**41,811,464**	**100.00%**	**$ 91,454**

Table 5.0 Liability Insurance Premium/Claims Deductible Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Total Operating Actual FY 2014/2015 & Last 3 Years Claims Paid/Made	100%	$ 384,386
Total	**100%**	**$ 384,386**

Org #	Departments	Claims Paid: Last 3 Years			Claims Made: Last 3 Years			Total Operating Actual FY 2014/2015			Total Distribution
		Amount	Percent	Distibution	No.	Percent	Disbribution	Amount	Percent	Distribution	
GENERAL FUND											
10017100	Business, Economic, Grant & Housing	-	0.00%	-	-	0.00%	-	208,178	0.63%	809	809
10018000	Community Outreach/Public Information Services	-	0.00%	-	-	0.00%	-	34,312	0.10%	133	133
10022100	Parks	958	0.28%	400	2	5.48%	7,000	1,075,110	3.27%	4,180	11,580
10022810	Recreation Administration (includes all Recreation Activities)	-	0.00%	-	-	0.00%	-	866,960	2.63%	3,371	3,371
10023100	Planning & Community Development	-	0.00%	-	-	0.00%	-	432,913	1.32%	1,683	1,683
10023320	Building Inspection	-	0.00%	-	-	0.00%	-	240,869	0.73%	937	937
10024210	Engineering (includes Landfill/Solid Waste)	-	0.00%	-	-	0.00%	-	463,287	1.41%	1,801	1,801
10024214	Traffic Signal Operations	-	0.00%	-	-	0.00%	-	23,219	0.07%	90	90
10024220	Streets	12,481	3.67%	4,700	7	19.18%	24,600	1,048,503	3.19%	4,077	33,377
10024224	Storm Drain	-	0.00%	-	-	0.00%	-	-	0.00%	-	-
10020217	Animal Control	-	0.00%	-	-	0.00%	-	87,550	0.27%	340	340
10520210	Police Patrol	82,498	24.26%	31,100	10	27.40%	35,100	5,007,938	15.21%	19,472	85,672
10520224	Police Major Crimes	-	0.00%	-	-	0.00%	-	179,570	0.55%	698	698
10520218	Community Services Officers (Includes SLESF)	-	0.00%	-	-	0.00%	-	547,734	1.66%	2,130	2,130
10521210	Fire	8,699	2.56%	3,300	1	2.74%	3,500	2,154,260	6.54%	8,376	15,176
ENTERPRISE FUNDS											
64020213	Parking Enforcement	-	0.00%	-	-	0.00%	-	118,050	0.36%	459	459
72022400	Golf	-	0.00%	-	-	0.00%	-	40,808	0.12%	159	159
73022600	Conference Center	36,000	10.59%	13,600	1	2.74%	3,500	300,057	0.91%	1,167	18,267
77725200	Airport	-	0.00%	-	-	0.00%	-	1,277,451	3.88%	4,967	4,967
80026110	Electric Overhead	-	0.00%	-	-	0.00%	-	833,227	2.53%	3,240	3,240
80026120	Electric Underground	-	0.00%	-	-	0.00%	-	825,407	2.51%	3,209	3,209
80026130	Electric Substation	-	0.00%	-	-	0.00%	-	166,675	0.51%	648	648
80026200	Electric Testing & Calibrating	-	0.00%	-	-	0.00%	-	174,947	0.53%	680	680
80026300	Electric Generation	-	0.00%	-	-	0.00%	-	8,541,373	25.95%	33,211	33,211
80026330	Electric Hydro Plant	-	0.00%	-	-	0.00%	-	35,904	0.11%	140	140
80026400	Electric Administration	4,131	1.21%	1,600	2	5.48%	7,000	861,053	2.62%	3,348	11,948
80026430	Electric Interdepartmental Charges	-	0.00%	-	-	0.00%	-	1,241,902	3.77%	4,829	4,829
80526610	Street Lighting	-	0.00%	-	-	0.00%	-	233,314	0.71%	907	907
80626500	Public Benefit	-	0.00%	-	-	0.00%	-	523,373	1.59%	2,035	2,035
82024410	Water Administration	5,557	1.63%	2,100	3	6.85%	8,800	549,376	1.67%	2,136	13,036
82024411	Water Production Operations & Management	-	0.00%	-	-	0.00%	-	989,616	3.01%	3,848	3,848
82024412	Water Meter Reading	-	0.00%	-	-	0.00%	-	95,666	0.29%	372	372
82024414	Water Distribution Operations & Maintenance	-	0.00%	-	-	0.00%	-	625,466	1.90%	2,432	2,432
84024420	Wastewater Administration	189,778	55.80%	71,500	11	30.14%	38,600	265,142	0.81%	1,031	111,131
84024421	Wastewater Operations & Maintenance	-	0.00%	-	-	0.00%	-	598,914	1.82%	2,329	2,329
84024425	Wastewater Treatment	-	0.00%	-	-	0.00%	-	1,665,370	5.06%	6,475	6,475
SPECIAL REVENUE & OTHER FUNDS											
10017200	Successor Agency	-	0.00%	-	-	0.00%	-	58,201	0.18%	226	226
31122870	Alex Rorabaugh Recreation Center (ARRC)	-	0.00%	-	-	0.00%	-	86,784	0.26%	337	337
31217100	Downtown Business Improvement	-	0.00%	-	-	0.00%	-	17,470	0.05%	68	68
69122700	Museum	-	0.00%	-	-	0.00%	-	341,676	1.04%	1,329	1,329
75017110	Visit Ukiah	-	0.00%	-	-	0.00%	-	78,376	0.24%	305	305
	Total Operating Budget Used for Distribution	**340,102**	**100.00%**	**128,300**	**37**	**100.00%**	**128,100**	**32,916,001**	**100.00%**	**127,986**	**384,386**

Table 5.1 Property, Earthquake & Flood, and Auto Premium Distribution

Org #	Departments	Property Value	Earthquake & Flood Premium (DIC)	Property Insurance Premium	Dept. Percent	Total Distribution
GENERAL FUND						
10012400	Misc. General Government	11,960,097	10,041	6,195	7.12%	**$ 16,236**
ENTERPRISE FUNDS						
72022400	Golf	2,163,800	884	1,097	0.87%	**$ 1,980**
77725200	Airport	7,193,960	962	3,646	2.02%	**$ 4,608**
80026400	Electric	16,094,560	13,025	7,546	9.02%	**$ 20,571**
82024410	Water	22,012,239	19,080	11,157	13.26%	**$ 30,237**
84024420	Wastewater	98,105,437	70,083	50,337	52.81%	**$ 120,420**
INTERNAL SERVICE FUNDS						
20822500	Building Maintenance	6,301,058	5,429	3,194	3.78%	**$ 8,622**
20824300	Corp yard	3,560,550	2,378	1,805	1.83%	**$ 4,183**
SPECIAL REVENUE & OTHER FUNDS						
31122870	Alex Rorabaugh Recreation Center	6,583,000	-	3,337	1.46%	**$ 3,337**
69122700	Museum	12,918,168	11,286	6,548	7.82%	**$ 17,834**
	Total Property & DIC Premium	**186,892,869**	**133,166**	**94,861**	**100.00%**	**228,027**

GF	21,045
Police	3,315
Fire	5,883
Garage	207
Building Maintenance	9,172
Corp Yard	4,183
Golf	1,980
Airport	5,736
Electric	26,466
Water	33,468
Wastewater	123,190
ARRC	3,337
Museum	17,834
Total	255,817

Distribution is based on property valuation

Org #	Departments	Value of Vehicles	Dept. Percent	Total Distribution
GENERAL FUND				
10024210	Engineering	37,532	0.48%	133
10024220	Streets	1,005,983	12.79%	3,554
10022100	Parks	318,018	4.04%	1,123
10520210	Police	938,534	11.93%	3,315
10521210	Fire	1,665,563	21.17%	5,883
INTERNAL SERVICE FUNDS				
20324100	Garage	58,496	0.74%	207
20822500	Building Maintenance	155,660	1.98%	550
ENTERPRISE FUNDS				
77725200	Airport	319,271	4.06%	1,128
80026400	Electric	1,669,064	21.22%	5,896
82024410	WTP	77,874	0.99%	275
82024410	Water	837,034	10.64%	2,957
84024420	Wastewater	684,846	8.71%	2,419
84024420	WWTP	99,348	1.26%	351
	Total Auto Insurance Premium	**7,867,223.0**	**100.00%**	**27,790**

Table 5.2 Internal Services - Building Maintenance Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017 (less Utilities)	Building Utilities FY 2016/2017	Total Distribution
Civic Center Square Footage	**100.00%**	$ 482,656	$ 85,000	$ 567,656
Total	**100.00%**	**$ 482,656**	**$ 85,000**	**$ 567,656**

Org #	Departments	Civic Center Square Footage	Department Percent	Dept. Budget FY 2016/2017 (less Utilities) $ 482,656	Building Utilities FY 2016/2017 $ 85,000	Total Distribution
GENERAL FUND						
10010000	City Council	2,639.60	10.00%	48,285	8,503	56,788
10011100	City Clerk	883.80	3.35%	16,167	2,847	19,014
10012100	City Manager	757.80	2.87%	13,862	2,441	16,303
10012200	Administrative Support	303.80	1.15%	5,557	979	6,536
10013400	Accounting	879.60	3.33%	16,090	2,834	18,924
10016100	Human Resources/Risk Management	391.90	1.49%	7,169	1,262	8,431
10022100	Parks	147.30	0.56%	2,694	475	3,169
10022810	Recreation Administration	725.00	2.75%	13,262	2,336	15,598
10023100	Planning & Community Development	568.40	2.15%	10,397	1,831	12,228
10023320	Building Inspection	173.20	0.66%	3,168	558	3,726
10024210	Engineering	554.20	2.10%	10,138	1,785	11,923
10024220	Streets	170.10	0.64%	3,112	548	3,660
10520210	Police Patrol	7,009.20	26.56%	128,215	22,580	150,795
10521210	Fire	9,090.30	34.45%	166,283	29,284	195,567
INTERNAL SERVICE FUNDS						
20513300	Billing & Collection	1,037.50	3.93%	18,978	3,342	22,321
ENTERPRISE FUNDS						
80026400	Electric Administration	699.80	2.65%	12,801	2,254	15,055
82024410	Water Administration	151.40	0.57%	2,769	488	3,257
84024420	Wastewater Administration	202.70	0.77%	3,708	653	4,361
	Total	**26,385.60**	**100.00%**	**482,656**	**85,000**	**567,656**

Table 5.3 Internal Services - Corporation Yard Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Corporation Yard Square Footage	**100.00%**	$ 79,592
Total	**100.00%**	**$ 79,592**

Org #	Departments	Corporation Yard Square Footage	Department Percent	Total Distribution $ 79,592
GENERAL FUND				
10024220	Streets	32,220.00	20.36%	16,208
ENTERPRISE FUNDS				
80026400	Electric Administration	75,261.00	47.57%	37,859
82024410	Water Administration	26,457.00	16.72%	13,309
84024420	Wastewater Administration	24,287.00	15.35%	12,217
	Total Operating Budget Used for Distribution	**158,225.00**	**100.00%**	**79,592**

Table 5.4 Internal Services - Garage Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017
Garage Labor FY 2014/2015	100.00%	$ 439,563
Garage Parts FY 2014/2015 [1]	100.00%	$ 71,998
Total	100.00%	$ 511,561
Less Reimbursement from Third Parties [2]		$ 23,000
Total Costs to be Allocated	100.00%	$ 488,561

Fund #	Departments	Garage Hours FY 2014/2015	Department Percent	Garage Labor FY 2014/2015	Garage Parts FY 2014/2015 [1]	Total Distribution
		3,065		$ 416,563	71,998	
GENERAL FUND						
10022100	Parks	278	9.07%	37,789	3,533	41,322
10024210	Engineering	14	0.46%	1,903	79	1,982
10024220	Streets	512	16.71%	69,597	20,169	89,766
10520210	Police	1,009	32.93%	137,155	16,645	153,800
10521210	Fire	323	10.54%	43,906	11,024	54,930
INTERNAL SERVICE FUNDS						
20822500	Building Maintenance	65	2.12%	8,836	2,204	11,039
20824300	Corporation Yard	1	0.03%	136	-	136
ENTERPRISE FUNDS						
77725200	Airport	44	1.44%	5,981	628	6,609
80026400	Electric	323	10.54%	43,906	5,339	49,245
82024411	Water Treatment Plan	55	1.79%	7,476	2,449	9,925
82024414	Water Operations & Maintenance	171	5.58%	23,244	3,059	26,303
84024421	Sewer Operations & Maintenance	197	6.43%	26,779	5,611	32,390
84024425	Sewer Treatment Plant Operations	73	2.37%	9,855	1,257	11,113
	Total Operating Budget Used for Distribution	**3,065**	**100.00%**	**416,563**	**71,998**	**488,561**

[1] Direct charge of parts based on actual use in FY 2014/2015 and charged to Department budgets
[2] Less riembursement from 3rd parties - estimated $23,000 in FY 2016/2017

Table 5.5 Internal Services - Dispatch Distribution

Distribution Basis/Bases	Percent	Dispatch Budget FY 2016/2017
Dispatch Department Budget	100.00%	$ 1,106,629
Less Costs and Funding from Ft Bragg Contract [1]		(327,386)
Less Non-Cash Depreciation Expense		(49,400)
Total Net Distribution to City Departments	**65.95%**	**$ 729,843**
Distribution by Percent of estimated call volume	**96.00%**	$ 700,649
Distribution by flat baseline fee equal to 4% of net distribtuion cost	**4.00%**	29,194
Total to be Distributed	**100.00%**	**$ 729,843**

Org #	Departments	Estimated Calls	Dispatch Department Budget	Percent of Flat Baseline Cost Est	Total Distribution
GENERAL FUND					
10520210	Public Safety Police	28,490	84%		591,873
10521210	Public Safety Fire	3,166	9%		65,773
ENTERPRISE FUNDS					
80026400	Electric	2,070	6%		43,004
82024410	Water			50%	14,597
84024420	Sewer			50%	14,597
	Total Operating Budget Used for Distribution	**33,726**	**100%**	**100%**	**729,843**

[1] Ukiah Police Department provides dispatch services to Fort Bragg Police Department through a contract for services. Projected Revenues FY 2016/17 is $327,386

Table 5.6 Internal Services - Purchasing Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017	Budget less Direct Costs	Direct Costs*	Total Distribution
Contractual Services & Supplies FY 2014/2015	100.00%	$ 261,722	$ 179,086	$ 82,636	$ 261,722
Total	**100.00%**	**$ 261,722**	**$ 179,086**	**$82,636**	**$ 261,722**

Fund #	Departments	Contractual Services & Supplies FY 2014/2015	Department Percent	Budget less Direct Costs $ 179,086	Direct Costs*	Total Distribution
GENERAL FUND						
10010000	City Council	4,849	0.14%	251	-	251
10011100	City Clerk	21,973	0.64%	1,139	-	1,139
10012100	City Manager	10,983	0.32%	570	-	570
10012200	Administrative Support	21,020	0.61%	1,090	-	1,090
10012400	Miscellaneous General Government	143,141	4.14%	7,423	-	7,423
10013400	Accounting	92,655	2.68%	4,805	-	4,805
10014000	City Attorney	11,314	0.33%	587	-	587
10015100	Treasurer	80,615	2.33%	4,181	-	4,181
10016100	Human Resources/Risk Management	4,984	0.14%	258	-	258
10017100	Business, Economic, Grant and Housing Services	15,990	0.46%	829	-	829
10018000	Community Outreach/ Public Information Services	25,389	0.74%	1,317	-	1,317
10022100	Parks	80,989	2.35%	4,200	-	4,200
10022810	Recreation Administration [1]	223,770	6.48%	11,604	-	11,604
10023100	Planning & Community Development	51,861	1.50%	2,689	-	2,689
10023320	Building Inspection	15,960	0.46%	828	-	828
10024210	Engineering	61,832	1.79%	3,207	-	3,207
10024214	Storm Water [2]	-	0.00%	-	-	-
10024220	Streets	252,892	7.32%	13,115	-	13,115
10520210	Police [3]	189,791	5.50%	9,842	-	9,842
10521210	Fire [4]	70,249	2.03%	3,643	-	3,643
ENTERPRISE FUNDS						
73022600	Conference	69,456	2.01%	3,602	-	3,602
77725200	Airport	23,572	0.68%	1,222	-	1,222
80026400	Electric [5]	895,158	25.92%	46,421	78,504	124,926
82024410	Water	465,556	13.48%	24,143	2,066	26,209
84024420	Sewer [6]	462,355	13.39%	23,977	2,066	26,043
SPECIAL REVENUE & OTHER FUNDS						
10017200	Successor Agency	2,388	0.07%	124	-	124
31122870	Alex Rorabaugh Recreation Center (ARRC)	15,839	0.46%	821	-	821
31217100	Downtown District	17,470	0.51%	906	-	906
64020213	Parking District	111,037	3.22%	5,758	-	5,758
69122700	Museum	10,282	0.30%	533	-	533
.	**Total Operating Budget Used for Distribution**	**3,453,370**	**100.00%**	**179,086**	**82,636**	**261,722**

*Direct Costs: 1 FTE Buyer 95% Electric 2.5% Water, 2.5% Sewer

[1] includes aquatics and other recreation programs

[2] new cost center in FY 15/16

[3] includes Volunteers, Major Crimes, & SLESF

[4] reduced by $477,590 for fire District Contract

[5] includes Street Lighting & Public Benefit, does not include power

[6] reduced by $100,000 for Litigation Services

Table 5.7 Internal Services - Utility Billing Distribution

Distribution Basis/Bases	Percent	Dept. Budget FY 2016/2017	Direct Distribution FY 2016/2017	Total Distribution
Billable Revenues FY 2014/2015	**100.00%**	$ 978,138	$ 316,618	**$ 1,294,756**
	100.00%	**$ 978,138**	**$ 316,618**	**$ 1,294,756**

Org #	Departments	Billable Revenues FY 2014/2015	Department Percent	Billable Distribution $ 978,138	*Meter Readers Direct Distribution	Total Distribution
GENERAL FUND						
10012200	Administrative Support [1]	92,602.68	0.30%	2,893	-	2,893
10520210	Public Safety Police	25,702.36	0.08%	803	-	803
ENTERPRISE FUNDS						
72022400	Golf	9,921.75	0.03%	310	-	310
77725200	Airport	324,567.67	1.04%	10,141	-	10,141
80026400	Electric	15,018,172.70	47.97%	469,243	188,128	657,371
82024410	Water	5,571,384.46	17.80%	174,078	128,490	302,568
84024420	Sewer	10,263,040.62	32.78%	320,669	-	320,669
						26,345
	Total Operating Budget Used for Distribution	**31,305,392**	**100.00%**	**978,138**	**316,618**	**1,321,101**

Garbage is Removed from Distribution (flat amount) Sales x 3%
**Based on historical time studies of 60% Electric 40% Water*

[1] includes Landfill

Table 5.8 Internal Services - Information Technologies Distribution

Distribution Basis/Bases	Percent	Dept. Budget
Full Time Equivelant Employees (FTEs) FY 2014/2015	100.00%	$ 854,627
Total	**100.00%**	**$ 854,627**

Org #	Departments	Full Time Equivelant Employees (FTEs) FT 2014/2015	Department Percent	FTE Distribution
				$ 854,627
GENERAL FUND				
10010000	City Council	1.90	1.01%	8,649
10011100	City Clerk	1.00	0.53%	4,552
10012100	City Manager	1.56	0.83%	7,101
10012200	Administrative Support	0.50	0.27%	2,276
10013400	Accounting	6.80	3.62%	30,955
10015100	City Treasurer	0.38	0.20%	1,730
10016100	Human Resources/Risk Management	2.50	1.33%	11,380
10017100	Business, Economic, Grant & Housing	2.40	1.28%	10,925
10022100	Parks	11.15	5.94%	50,757
10022810	Recreation Administration (includes all Recreation Activities 4.40)	7.81	4.16%	35,553
10023100	Planning & Community Development	3.44	1.83%	15,660
10023320	Building Inspection	2.06	1.10%	9,377
10024210	Engineering (includes Landfill/Solid Waste 1.40)	2.56	1.36%	11,654
10024214	Storm Water [1]	-	0.00%	-
10024220	Streets	6.35	3.38%	28,906
10520210	Police Patrol	33.85	18.03%	154,091
10520218	Community Services Officers (Includes SLESF 1.00)	5.80	3.09%	26,403
10520224	Police Major Crimes	1.00	0.53%	4,552
10521210	Fire	11.15	5.94%	50,757
INTERNAL SERVICE FUNDS				
20324100	Garage	3.25	1.73%	14,795
20413500	Purchasing	2.05	1.09%	9,332
20513300	Billing & Collection	6.00	3.20%	27,313
20524412	Water Meter Reading	1.88	1.00%	8,558
20526430	Electric Meter Reading	1.88	1.00%	8,558
20620231	Dispatch Ukiah (Includes Dispatch Fort Bragg 3.00)	9.00	4.79%	40,970
20822500	Building Maintenance	4.78	2.55%	21,759
20824300	Corporation Yard	0.32	0.17%	1,457
ENTERPRISE FUNDS				
72022400	Golf	0.45	0.24%	2,048
73022600	Conference Center	2.71	1.44%	12,336
77725200	Airport	4.24	2.26%	19,301
80026110	Electric Overhead	5.20	2.77%	23,671
80026120	Electric Underground	6.16	3.28%	28,041
80026130	Electric Substation	1.70	0.91%	7,739
80026200	Electric Testing & Calibrating	1.40	0.75%	6,373
80026330	Electric Hydro Plant	0.75	0.40%	3,414
80026400	Electric Administration	2.03	1.08%	9,241
80526610	Street Lighting	1.15	0.61%	5,235
82024410	Water Administration	2.03	1.08%	9,241
82024411	Water Production Operations & Management	4.99	2.66%	22,715
82024414	Water Distribution Operations & Maintenance	5.60	2.98%	25,492
84024420	Wastewater Administration	2.98	1.59%	13,566
84024421	Wastewater Operations & Maintenance	4.41	2.35%	20,075
84024425	Wastewater Treatment	6.48	3.45%	29,498
SPECIAL REVENUE & OTHER FUNDS				
31122870	Alex Rorabaugh Recreation Center (ARRC)	0.23	0.12%	1,047
69122700	Museum	3.86	2.06%	17,571
	Total FTE Used for Distribution	**187.74**	**100.00%**	**854,627**

[1] new cost center in FY 2015/16

GF	229,476	26.9%
Police	185,046	21.7%
Fire	50,757	5.9%
Purchasing	9,332	1.1%
Billing & Collection	44,429	5.2%
Garage	14,795	1.7%
Corp Yard	1,457	0.2%
Building Maint	21,759	2.5%
Dispatch	40,970	4.8%
Golf	2,048	0.2%
Airport	19,301	2.3%
Electric	83,715	9.8%
Water	57,449	6.7%
Wastewater	63,139	7.4%
Conf. Center	12,336	1.4%
ARRC	1,047	0.1%
Museum	17,571	2.1%
Total	854,627	100.0%

ATTACHMENT 3

RESOLUTION No. 2016-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH CONTINUING THE FY 2016-2017 JOINT WASTEWATER SYSTEM BUDGET PROCESS UNTIL AFTER ________, 2016

WHEREAS, at a special joint meeting on the 21st day of June, 2016, the Ukiah Valley Sanitation District ("DISTRICT") Board of Directors and the Ukiah City Council reviewed the budget process and schedule and determined additional time beyond July 1, 2016, was needed to develop and approve the FY 2016-2017 Wastewater System Budget; and

WHEREAS, the DISTRICT Board of Directors and the Ukiah City Council each passed continuing budget resolutions to allow for the ordinary operation and maintenance and emergency response to be provided by the CITY OF UKIAH for the Wastewater Treatment Plant (WWTP) and collection system in accordance with the 2015-16 Wastewater System Budget approved by the Ukiah City Council; and

WHEREAS, at a special joint meeting on the 15th day of August, 2016, the DISTRICT Board of Directors and the Ukiah City Council reviewed the FY 2016-2017 Wastewater System Budget process and schedule; and

WHEREAS, after review and discussion of the current process and progress, the Board of Directors and the Ukiah City Council agreed the budget review process could not be completed by August 15, 2016, because additional time was needed for the review of the proposed budget and presentation; and

WHEREAS, the opportunity to complete this presentation and review could not occur until after August 15, 2016; and

WHEREAS, operations of the Wastewater System need to continue until the budget is adopted by both the DISTRICT and the CITY OF UKIAH in joint session; and

WHEREAS, the Board of Directors and the Ukiah City Council anticipate that the necessary information can and will be provided and reviewed as necessary to allow the budget to be considered by both the DISTRICT and the CITY OF UKIAH in joint session by _____, 2016.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The Board of Directors and the Ukiah City Council shall meet in joint session not later than _____, 2016 to consider approval of the 2016-17 Wastewater System Budget.
2. Until the budget is approved by both the DISTRICT and the CITY OF UKIAH, ordinary operation and maintenance and emergency response shall be provided by the CITY OF UKIAH for the WWTP and collection system in accordance with the 2015-16 Wastewater System Budget approved by the Ukiah City Council.
3. Ordinary care and maintenance does not include non-routine contracts and capital expenditures other than routine or emergency repairs or replacements.

PASSED AND ADOPTED on August 15, 2016, by the following Roll Call Vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

____
Stephen G. Scalmanini, Mayor

ATTEST:

____
Ashley Cocco, Deputy City Clerk

RESOLUTION No. 2016-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH CONTINUING THE FY 2016-2017 JOINT WASTEWATER SYSTEM BUDGET PROCESS UNTIL AFTER ________, 2016

WHEREAS, at a special joint meeting on the 21st day of June, 2016, the Ukiah Valley Sanitation District ("DISTRICT") Board of Directors and the Ukiah City Council reviewed the budget process and schedule and determined additional time beyond July 1, 2016, was needed to develop and approve the FY 2016-2017 Wastewater System Budget; and

WHEREAS, the DISTRICT Board of Directors and the Ukiah City Council each passed continuing budget resolutions to allow for the ordinary operation and maintenance and emergency response to be provided by the CITY OF UKIAH for the Wastewater Treatment Plant (WWTP) and collection system in accordance with the 2015-16 Wastewater System Budget approved by the Ukiah City Council; and

WHEREAS, at a special joint meeting on the 15th day of August, 2016, the DISTRICT Board of Directors and the Ukiah City Council reviewed the FY 2016-2017 Wastewater System Budget process and schedule; and

WHEREAS, after review and discussion of the current process and progress, the Board of Directors and the Ukiah City Council agreed the budget review process could not be completed by August 15, 2016, because additional time was needed for the review of the proposed budget and presentation; and

WHEREAS, the opportunity to complete this presentation and review could not occur until after August 15, 2016; and

WHEREAS, operations of the Wastewater System need to continue until the budget is adopted by both the DISTRICT and the CITY OF UKIAH in joint session; and

WHEREAS, the Board of Directors and the Ukiah City Council anticipate that the necessary information can and will be provided and reviewed as necessary to allow the budget to be considered by both the DISTRICT and the CITY OF UKIAH in joint session by _____, 2016.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The Board of Directors and the Ukiah City Council shall meet in joint session not later than _____, 2016 to consider approval of the 2016-17 Wastewater System Budget.

2. Until the budget is approved by both the DISTRICT and the CITY OF UKIAH, ordinary operation and maintenance and emergency response shall be provided by the CITY OF UKIAH for the WWTP and collection system in accordance with the 2015-16 Wastewater System Budget approved by the Ukiah City Council.

3. Ordinary care and maintenance does not include non-routine contracts and capital expenditures other than routine or emergency repairs or replacements.

PASSED AND ADOPTED on August 15, 2016, by the following Roll Call Vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

____
Stephen G. Scalmanini, Mayor

ATTEST:

____
Ashley Cocco, Deputy City Clerk

UKIAH VALLEY SANITATION DISTRICT BOARD OF DIRECTORS

RESOLUTION No. 2016-

RESOLUTION OF THE UKIAH VALLEY SANITATION DISTRICT BOARD OF DIRECTORS CONTINUING THE FY 2016-2017 JOINT WASTEWATER SYSTEM BUDGET PROCESS UNTIL AFTER _____, 2016

WHEREAS, at a special joint meeting on the 21st day of June, 2016, the Ukiah Valley Sanitation District ("DISTRICT") Board of Directors and the Ukiah City Council reviewed the budget process and schedule and determined additional time beyond July 1, 2016, was needed to develop and approve the FY 2016-2017 Wastewater System Budget; and

WHEREAS, the DISTRICT Board of Directors and the Ukiah City Council each passed continuing budget resolutions to allow for the ordinary operation and maintenance and emergency response to be provided by the CITY OF UKIAH for the Waste Water Treatment Plant (WWTP) and collection system in accordance with the 2015-16 Wastewater System Budget approved by the Ukiah City Council; and

WHEREAS, at a special joint meeting on the 15th day of August, 2016, the DISTRICT Board of Directors and the Ukiah City Council reviewed the FY 2016-2017 Wastewater System Budget process and schedule; and

WHEREAS, after review and discussion of the current process and progress, the Board of Directors and the Ukiah City Council agreed the budget review process could not be completed by August 15, 2016, because additional time was needed for the review of the proposed budget and presentation; and

WHEREAS, the opportunity to complete this presentation and review could not occur until after August 15, 2016; and

WHEREAS, operations of the Wastewater System need to continue until the budget is adopted by both the DISTRICT and the CITY OF UKIAH in joint session; and

WHEREAS, the Board of Directors and the Ukiah City Council anticipate that the necessary information can and will be provided and reviewed as necessary to allow the budget to be considered by both the DISTRICT and the CITY OF UKIAH in joint session by _____, 2016.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The Board of Directors and the Ukiah City Council shall meet in joint session not later than _____, 2016 to consider approval of the 2016-17 Wastewater System Budget.
2. Until the budget is approved by both the DISTRICT and the CITY OF UKIAH, ordinary operation and maintenance and emergency response shall be provided by the CITY OF UKIAH for the WWTP and collection system in accordance with the 2015-16 Wastewater System Budget approved by the Ukiah City Council.
3. Ordinary care and maintenance does not include non-routine contracts and capital expenditures other than routine or emergency repairs or replacements.

The foregoing Resolution was introduced by Chair Ronco followed by a motion to adopt the Resolution from Director ________ and seconded by Director ______. Motion carried this 15th day of August, 2016, by the following roll call vote: Ayes: Directors _________________ ________; Nays: _____; Abstain: ______; Absent: ______.

WHEREUPON, the Chair declared said Resolution **ADOPTED and SO ORDERED for the DISTRICT**.

____

James Ronco, Chair

Ukiah Valley Sanitation District

Attest:

____

Frank McMichael, District Manager/Clerk

Items No. 4a & 5a

UKIAH VALLEY SANITATION DISTRICT

AGENDA SUMMARY REPORT SPECIAL MEETING OF MONDAY, AUGUST 15, 2016

JOINT MEETING WITH UKIAH VALLEY SANITATION DISTRICT AND CITY OF UKIAH

On June 21, 2016 the District and the City via substantially similar Resolutions agreed to extend the FY 2016-2017 budget review process until after July 1, 2016 but no later than August 15, 2016.

The draft final proposed budget was not received from the City until August 8, 2016. This late receipt of the proposed budget means that the District will not have time to proceed through its normal budget review process before the deadline of August 15, 2016 as provided in the joint Resolutions adopted June 2, 2016.

The primary reason for today's Special Meeting is to extend the deadline again. Due to circumstances and issues before the District and District staff in the near future, it would be prudent that the extension time frame for the budget review process be extended after August 15, 2016 and before December 31, 2016. However, it would be my hope and effort to complete the District's budget review process for the Board so that a joint meeting could be scheduled well before the December 31, 2016 deadline.

While I have verbally communicated to City Manager Sangiacomo the time timeframe that I am recommending to the Board for extension of the budget review process and the reasons for it, at the time of writing this ASR, I am uncertain if that will be the recommendation that he will provide to the City Council.

Extending the timeframe for the budget review process is the only action item (Item 5a) on the District's agenda. Item 4a is indicated as a non-action item which would therefore allow only comments and discussion regarding the budget process but no discussion or action regarding the FY 16-17 Budget for the simple reason that because of the late receipt of the proposed budget neither staff or the Board have had an opportunity to review the proposed budget before this meeting.

The City's agenda allows for Comments, Discussion and Consideration of the Fiscal Year 2016-2017 Wastewater System Budget and Process. This way of phrasing the agenda item would allow the Council to take action on the proposed FY 16-17 Budget.

In a phone conversation on Friday August 12, 2016 with the City Manager, I made objection to this phrasing as the purpose of this joint meeting was to extend the budget review process, not "consider" the Budget . City Manager Sangiacomo urged me to put this phrasing into the District's agenda. I declined, because if I had, this would have allowed the City to later claim that the joint meeting was for the purpose of review and approval of the just recently received proposed budget. Give recent actions of the City, I viewed this form of phrasing to be highly problematic to the District's interests.

It would be my hope that the City would not review the budget or budget items during the joint meeting time. The Council is certainly free to discuss the Budget among themselves after the joint meeting time with the District. If the Council agrees to the budget review timeframe extension (after August 15, 2016 but before December 31, 2016) then the District Board can leave the meeting as the purpose of the meeting for the District has been met and the Council can continue as it will.

If the City Council proceeds to review the budget or budget items during the joint meeting time frame, because of the phrasing of the District's agenda, Board members cannot participate in any way. Hopefully, they will not do so.

On August 11, 2016 I received a letter from City Manager Sangiacomo which made statements I believe are inaccurate. This letter was received just before the District's Special Meeting on August 11, 2016. I in turn provided the City Manager's letter to the Board. The Board, in turn, requested that Chair Ronco provide a reply. I have included Chair Ronco's reply letter with this agenda packet and am attaching it by reference to this ASR.

At the joint meeting on June 21, 2016 the two agencies provided substantially similar Resolutions for consideration and possible adoption. Our ASRs were also substantially similar. Since then certain circumstances have occurred that I believe precludes a "substantially similar resolution". City Manger Sangiacomo did create a proposed Resolution and urged me to use his creation as a template for the District's Resolution. I declined to do so and have created a separate District Resolution.

Thus, the only possible similarity between the Resolutions will be the agreement for the extension dates for the budget review process.

____

Frank McMichael - District Manger/Clerk

UKIAH VALLEY SANITATION DISTRICT BOARD OF DIRECTORS

RESOLUTION 2016-03

RESOLUTION OF THE UKIAH VALLEY SANITATION DISTRICT BOARD OF DIRECTORS CONTINUING THE FY 2016-2017 JOINT WASTEWATER SYSTEM BUDGET PROCESS UNTIL AFTER AUGUST 15, 2016.

WHEREAS, Ukiah Valley Sanitation District and the City of Ukiah have a contractual relationship known as a Participation Agreement that provides that the City shall provide certain services to the District; and

WHEREAS, the Participation Agreement has been amended twice by agreement of the two agencies; and

WHEREAS, among the services the City is to provide via this contract are maintenance of the District's collection system, billing of District customers, collection of revenues from the billing process, accounting of the revenues and expenses, administration and management of the entire sewer system and development of an annual budget for the entire sewer system; and

WHEREAS, Amendment No. 1 indicates: "The City shall prepare a proposed budget for the sewer system which must receive approval from both the City Council and the Ukiah Valley Sanitation District Board of Directors."; and

WHEREAS, the City and the District are required by the Participation Agreement (Amendment No. 1) to meet "at least once a year, prior to the commencement of the fiscal year (July 1-June 30) for, among other purposes, approval of the annual budget for the sewer system operations."; and

WHEREAS, the District Board has a fiduciary duty to District ratepayers to fully understand the proposed annual budget before providing approval; and

WHEREAS, in order to properly conduct its fiduciary duty, the Board has developed a budget review process to ensure that proposed budget is sufficiently understood before providing approval; and

WHEREAS, the District's budget review process includes the following: Review by District staff; follow-up with City staff with questions and requests for additional information as needed; review of the proposed budget and recommendation by the Board's Finance Committee; a District Board Workshop for the full Board so that the Board may understand the proposed budget and determine any concerns that it may have about the proposed budget; and finally a joint meeting with the City Council for review and possible approval of the proposed budget; and

WHEREAS, in order to perform its fiduciary duty the District Board must receive the final proposed budget from the City before the beginning of the fiscal year; and

WHEREAS, a reasonable interpretation of the above requirements as provided in Amendment No. 1 is that the City must present the final proposed budget to the District Board in sufficient time that a proper review by the District Board can occur prior to any joint meeting for approval; and

WHEREAS, the District budget review process has been utilized in prior fiscal year's budget review processes and City staff was well aware of the District's budget review process; and

WHEREAS, in prior fiscal years, the then City Finance Director agreed that the District should receive the draft final proposed budget by mid-April so that the District would have necessary time to conduct its review process; and

WHEREAS, for the FY 15-16 fiscal year the City reviewed a proposed budget that was not presented to the District until after the beginning of the fiscal year; and

WHEREAS, in August of 2015 the City Council in opposition to the contractual requirements of Amendment No. 1 unilaterally adopted the FY 15-16 sewer system budget that had not been presented to the District Board; and

WHEREAS, in other recent fiscal years the City did not provide a final proposed budget before the beginning of the fiscal years; and

WHEREAS, the City's failure to perform to the requirements of the Participation Agreement represents a breach of the contract by the City; and

WHEREAS, for Fiscal Year 2016-17 the City indicated to the District Board that they would not be able to provide a final draft proposed budget to the District Board before the beginning of the fiscal year; and

WHEREAS, the City requested that the District Board agree to extend the budget development, review and approval process until after July 1, 2016; and

WHEREAS, at a joint meeting held on June 21, 2016 the District Board adopted Resolution 2016 – 01 continuing the FY 2016-2017 wastewater system budget process until after July 1, 2016; and

WHEREAS, the City Council adopted a substantially similar resolution; and

WHEREAS, both Resolutions resolved that: "The Board of Directors and the Ukiah City Council shall meet in joint session after July 1, 2016 but not later than August 15th, 2016 to consider approval of the 2016-2017 Wastewater System Budget"; and

WHEREAS, the date of August 15, 2016 was chosen by the City Manager as providing sufficient time to finish development of the Budget by mid-July which would allow time for the District Board to conduct its budget review process; and

WHEREAS, for the FY 16-17 budget process in several meetings with City staff, District staff re-articulated and re-emphasized the need to follow the District budget review process as described above; and

WHEREAS, by mid-July a draft proposed budget had not been received by the District; and

WHEREAS, on July 26, 2016 District Manager McMichael sent an email to Director Sean White indicating concern about the non-receipt of a final proposed budget and indicating the problematic ability complete the District's budget review process so as to meet the August 15, 2016 deadline as provided in the adopted Resolutions; and

WHEREAS, the District did not receive a final proposed budget from the City until August 8, 2016, one week before closure of the extension period provided in the joint Resolutions; and

WHEREAS, the District received the final proposed budget by email from Mr. Sean White who indicated the need for extending the dates in the previous adopted Resolutions; and

WHEREAS, the City Manager sent a letter dated August 11, 2016 to the District Manager making several statements about the budget review process that the District disputes; and

WHEREAS in a letter dated August 12, 2016 (incorporated into this Resolution by reference) the Chair of the District sent a response letter to the City Manager's letter. The Chair's letter provided statements about the budget process, provided certain limited observations about the proposed budget and disputed certain statements made in the City Manager's August 11th letter to the District Manager; and

WHEREAS, while the District Board believes that the City's delay in providing the draft proposed budget until August 8, 2016 represents a failure to perform, the District is willing to agree to extend the review and approval period because this would be the best decision for the ratepayers and the continued operation of the wastewater treatment until the FY 16-17 Budget is finalized. And

WHEREAS, the Board believes that the extension period should be of sufficient time to allow complete cooperative discussion and review between the District Board and the City as well as to allow for the completion of other District commitments.

NOW THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The Board of Directors and the Ukiah City Council shall meet in joint session after August 15, 2016 but not later than December 31, 2016 to consider approval of the FY 16-17 Wastewater System Budget.
2. Recognizing that operations of the sewer system must continue while the CITY and the District complete the FY 16-17 budget review process, the DISTRICT accepts Item 3 below for the limited purpose of being able to proceed with budget deliberations. This acceptance does not in any way indicate acceptance of the City's unilateral approval of the FY 15-16 Wastewater System Budget or parts therein.
3. Until the Budget is approved by the DISTRICT and CITY OF UKIAH, ordinary operation and maintenance and emergency response may be provided by the CITY OF UKIAH for the WWTP and collection system in accordance with the 2015-2016 Wastewater System Budget unilaterally approved by the City Council.
4. Ordinary care and maintenance does not include non-routine contracts and capital expenditures other than routine or emergency repairs or replacements.

The forgoing Resolution was introduced by Chair Ronco followed by a motion to adopt the Resolution from Director _________and seconded by Director ___________. Motion carried this 15th day of Augusts, 2016 by the following roll call vote: Ayes: Directors _____- ______-____ __- _______-_______; Nays: ____________; Abstain: ________; Absent: ________.

WHEREUPON, the Chair declared the Resolution **ADOPTED AND SO ORDERED for the DISTRICT.**

James Ronco, Chair
Ukiah Valley Sanitation District

Attest:

Frank McMichael, District Manager/Clerk

UKIAH VALLEY SANITATION DISTRICT
151 Laws Avenue
Ukiah, California 95482
TELEPHONE AND FAX: (707) 462-4429
EMAIL ADDRESS: DM@UVSD.ORG

FRANK MCMICHAEL
District Manager/Clerk

WEB SITE
www.uvsd.org

Sage Sangiacomo
City Manager
City of Ukiah
300 Seminary Ave.
Ukiah, Ca 95482

August 12, 2016

Dear Mr. Sangiacomo,

This letter is in response to your letter of August 11, 2016 to District Manager McMichael. As Mr. McMichael received your letter just prior to our special meeting at 5:30, he brought your letter to the Board for their awareness. The Board requested that I provide a response for the purpose of correcting the erroneous statements or implications contained in your letter. Specifically the following statements in your letter are of issue:

> *"The final draft of the Fiscal Year 2016-2017 Budget was delivered to District staff on August 8, 2016. Previous drafts have been transmitted to and discussed with District staff since April 2016. In addition, the City Council and the District Board held a joint session on May 23, 2016 to review past year's accomplishments and consider budget performance goals and objectives for Fiscal Year 2016-17. The final draft for the budget incorporates all of this past work product."*

District Manager McMichael states that while bits and pieces of the proposed budget were provided during the initial staff meetings, they were not complete. For several of those meetings some pages had budget columns with no numbers assigned to the columns. For other meetings, numbers or percentages that were in earlier pieces of the budget had been changed. Mr. McMichael received the above described bits and pieces of the City's proposed budget at the time of the meetings, thus not giving him an opportunity to review them in advance. He clearly articulated to you in those meeting and later in a Working Group meeting that he would not submit the proposed budget to the District's review process until such time that he had a final draft of the proposed budget. As a reminder, our Participation Agreement indicates it is the City's responsibility to provide a draft proposed budget. A budget is not bits and pieces.

At our Working Group meeting on June 21, 2016 attended by you, Councilmember Doble, myself and District Manager McMichael, Mr. McMichael once again clearly informed you that until he received a final draft proposed budget he would not submit the budget to the District's review process. He described that process to you again as being staff review of the final draft document, follow up with City staff as necessary, review by the Finance Committee and review by the Board at a budget workshop. I was present and witnessed his statements reaffirming to you the District's review process. Of necessity this review process is a fairly lengthy process that could not be accomplished in a week.

Because we had received no communication from your offices, On July 26, 2016 Mr. McMichael sent an email to Mr. Sean White indicating concern about the non-receipt of the final draft proposed budget. Mr. McMichael's email stated the following:

> *"Also, regarding receipt of a final draft proposed budget: Given that the District has not received a final draft from the City, it is highly unlikely that an agenda item for a Board Workshop for the August meeting will occur. As previously indicated to the City, the District has a review process that must occur before a budget Workshop can be conducted with the Board. The review process includes review by staff, follow-up with the City for questions or additional info, Finance Committee review and then a Workshop with the Board at a regular meeting. There is no way this can occur in the next two weeks, even if received today."*

Later that day, Mr. White replied indicating:

"I share your frustration. We had our budget hearings yesterday at 100 and I didn't get a draft of my budget until 1100. I am supposed to get a copy of the wastewater budget today. I am scheduled to review it with Tim and Jarod at 100. I will keep you posted on how it goes."

Clearly, Mr. White also thought that a full and complete draft final proposed budget was needed.

When the two agencies met for adopting the continuing resolutions, the date of August 15, 2016 that was included in the Resolution was your choice of dates. You indicated that you anticipated that final proposed budget would be completed by mid-July, which would give the District time to go through its review process. With that understanding, the District agreed to the August 15, 2016 date. Getting delivery of the final proposed budget on August 8, 2016, one week before the deadline in the Resolutions, is a failure to perform by the City, not the District's. You have been repeatedly advised of the budget review process the District endeavors to follow (not dissimilar to the one used by most cities and counties) therefore, I do not believe that you or the City Council have the right to take issue with the District regarding completing the budget review by the August 15, 2016 deadline.

Regarding the narrative in the beginning of the budget before the numbers portion of the budget is provided, it is worthwhile to have various goals and objective spelled out in clear language, as has been done. This is good.

However, not all of the proposed goals and objectives will necessarily be agreed to by the Board. One Example: One of the goals indicated for Administration is to complete a Rate Study. Mr. McMichael informs me that when this was discussed at the staff level, he indicated to you that while the City may believe that a Rate Study was needed for their customers, he could not recommend such a joint study to the Board and would not until: (1) Full complete and clear information as to the District's monthly and annual revenues and the revenue fund balance was obtained from the City and; (2) A clear record of the historical to present accounting of ESSUs was provided and agreed to so that the two agencies could determine the proper apportionment percentages for operating costs and bond payments as required by our agreements. Understanding the ESSU issue is a necessary element for understanding assignment of annual budget expenses and is required by the Participation Agreement.

The fact that this was placed in the Budget as an Administration goal (presumably at joint expense) after being informed of the above, underlines the shifting details or circumstances of the budget process. It strongly emphasizes the necessity of having <u>a final and complete</u> proposed budget for the District review process, not parts. Likely, there will be others that the District Board will question during the review process and will want more complete understanding before agreement is provided.

For these reasons and others, I take issue with your letter.

Given the above, I respectfully request that this letter along with your most recent letter to the District Manager referred to herein, as well as copies of the "email" transmission of the "draft budget" by City Staff to the District be delivered to each of City Council members as well as City Counsel to establish disclosure has occurred should questions arise regarding the content and dates of the "budget" process.

Sincerely,

James Ronco

James Ronco,
Chairman of the Board

Correspondence Received for Agenda Item 4a&b

City of Ukiah

August 11, 2016

Ukiah Valley Sanitation District
Frank McMichael, District Manager
151 Laws Avenue,
Ukiah CA, 95482

SUBJECT: Fiscal Year 2016-2017 Wastewater System Budget

Dear Mr. McMichael,

Per the participation agreement and resolution approved by each agency on June 21, 2016, the City of Ukiah requests a joint meeting with the Ukiah Valley Sanitation District Board of Directors to review and approve the Fiscal Year 2016-2017 Wastewater System Budget. As stated in the June 21, 2016, resolution, this meeting shall be scheduled no later than August 15, 2016.

The final draft of the Fiscal Year 2016-17 Budget was delivered to District staff on August 8, 2016. Previous drafts have been transmitted to and discussed with District staff since April 2016. In addition, the City Council and District Board held a joint session on May 23, 2016, to review the past year's accomplishments and consider budget performance goals and objectives for Fiscal Year 2016-17. The final draft for the budget incorporates all of this past work product.

If additional time is needed by the Ukiah Valley Sanitation District to review the final draft budget, the City of Ukiah requests the Board extend the continuing budget resolution approved on June 21, 2016, to allow for the City's ordinary care and maintenance of the system.

Please contact Sean White, Director of Water and Sewer, at (707) 467-5712 or swhite@cityofukiah.com to either schedule the joint meeting or to discuss a date certain for extending the continuing budget resolution.

Sincerely,

Sage Sangiacomo
City Manager

Ashley Cocco

From: Frank <dm@uvsd.org>
Sent: Monday, August 15, 2016 2:05 PM
To: Sage Sangiacomo
Subject: District ASR and Resolution for tonight - attached.
Attachments: Item No. 4a and 5a - 08-15-2016.pdf; Resolution 2016-03 continuing FY16-17 process after 8-15-16.pdf

FYI
Frank

Ashley Cocco

From:	Sage Sangiacomo
Sent:	Monday, August 15, 2016 3:44 PM
To:	Sage Sangiacomo
Subject:	FW: August 15, 2016 Joint Meeting
Attachments:	08-15-16 UVSD Continuing Budget - UVSD Resolution.docx; 08-15-16 4ab3 UVSD Continuing Budget - City Resolution.docx

From: Sage Sangiacomo
Sent: Monday, August 15, 2016 12:10 PM
To: 'Frank'
Cc: Sean White; Tim Eriksen; Jarod Thiele; 'Jim Ronco'; Kevin Doble
Subject: RE: August 15, 2016 Joint Meeting

Hi Frank,

Last week, I provided mirrored drafts of resolutions for continuing the budget process for tonight's joint meeting. As discussed in our conversation on Friday, I drafted for consideration the "Whereas" sections to reflect mutual agreement for additional time to present and review the FY 16-17 budget. I also emphasized in our conversation my desire to have a good foundational budget document for our agencies to work from as we rebuild the relationship, and I would be recommending approval of the resolution by the City Council to ensure each agency is able to take whatever time is necessary for the cooperative development of the document.

Have you had an opportunity to review the resolutions? Any edits or suggestions?

Thank you,

Sage Sangiacomo
City Manager

City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482
P) 707-463-6221
F) 707-463-6740
ssangiacomo@cityofukiah.com
www.cityofukiah.com
www.visitukiah.com

From: Sage Sangiacomo
Sent: Friday, August 12, 2016 12:03 PM
To: 'Frank'
Cc: Sean White; Tim Eriksen; Kristine Lawler; Ashley Cocco; Jarod Thiele
Subject: RE: August 15, 2016 Joint Meeting

Hi Frank,

Thank you for the email this morning confirming the Board's willingness to hold a joint meeting with the City of Ukiah on August 15, 2016 at 5:30pm. All of our Councilmembers have confirmed their availability for the meeting and we are in the process of preparing the agenda.

Please note the agenda forwarded by the District included the wrong day of the week, please correct and re-forward. In addition, I recommend including the word "consider" in the description for 4a (see attached draft agenda for the City for a complete view of suggested wording). This will allow the CC and District Board to "consider" items related to the budget and process (and provide formal direction) if they so desire.

Furthermore, we typically do not amend resolutions that have already been passed for a past period. Thus, I have updated a draft resolution for the City that can also be mirrored for the District for your consideration. Drafts of both are attached for review. I have also included a **draft version** of our entire packet for your review, comments and suggestions (Note: we have a few grammatical corrections pending on the agenda summary report, but the content is there for review).

Thanks,

Sage Sangiacomo
City Manager

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From: Frank [mailto:dm@uvsd.org]
Sent: Friday, August 12, 2016 7:46 AM
To: Sage Sangiacomo
Subject: August 15, 2016 Joint Meeting

Good Morning Sage,
At last night's special meeting, the UVSD Board of Directors unanimously indicated their willingness to hold a joint meeting with the City Council on August 15, 2016 as provided in the two agency's Resolutions adopted June 21, 2016. All Board members indicated their ability and willingness to attend this meeting. Attached is the agenda for UVSD indicating a 5:30 meeting, the location to be at the City Council Chambers as all previous joint meetings.

Please confirm that the Council will attend and as before please post our agenda.
Frank