

**CITY OF UKIAH
CITY COUNCIL AGENDA
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
September 7, 2016
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

There will be a moment of silence held for Gary Smith, a longtime employee of the City and Volunteer Firefighter.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

- a. Presentation of Employee Recognition Awards.
- b. Presentation on Leadership Mendocino.
- c. Presentation from No on Measure AF Committee.

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- a. Minutes of August 17, 2016, a Regular Meeting.

6. RIGHT TO APPEAL DECISION

Persons who are dissatisfied with a decision of the City Council may have the right to a review of that decision by a court. The City has adopted Section 1094.6 of the California Code of Civil Procedure, which generally limits to ninety days (90) the time within which the decision of the City Boards and Agencies may be judicially challenged.

7. CONSENT CALENDAR

The following items listed are considered routine and will be enacted by a single motion and roll call vote by the City Council. Items may be removed from the Consent Calendar upon request of a Councilmember or a citizen in which event the item will be considered at the completion of all other items on the agenda. The motion by the City Council on the Consent Calendar will approve and make findings in accordance with Administrative Staff and/or Planning Commission recommendations.

- a. Approval of Appointment of Neil Davis to the Active Transportation Member Position on the Traffic Engineering Committee.
- b. Report of Acquisition of Professional Services from Alpha Analytical Laboratories, Inc. for Quarterly Water Sampling and Completion of Chemical Examination Reports for the Ukiah Landfill.
- c. Approval of Contract with Golden Bell Products in the Amount of \$22,525 for Insecta Application to 850 Manholes and Corresponding Budget Amendment.

- d. Approve Funding Request by Leadership Mendocino for Class 2016-17.
- e. Report of Award of Bid to Traffic Limited of Lodi, California in the Amount of \$29,007.67 for Street Striping 2016 per Specification Number 16-08.
- f. Possible Adoption of Ordinance Amending the Ukiah City Code to Authorize a Hearing Officer for Appeals Hearings.
- g. Award of Contract for On-Call Planning Services to Land Logistics Planning and Development Services.

8. AUDIENCE COMMENTS ON NON-AGENDA 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.

9. COUNCIL REPORTS

10. CITY MANAGER/CITY CLERK REPORTS

11. PUBLIC HEARINGS (6:15 PM)

12. UNFINISHED BUSINESS

- a. Introduction of Ordinance by Title Only Amending UCC Section §1522 and Adoption of Resolution Establishing Bidding Preference for Local Businesses with an Effective Date of November 1, 2016.
- b. Adoption of Resolutions of the City Council of the City of Ukiah Authorizing Appropriating Funds for the General Fund and Other Funds in the Fiscal Year 2016-2017 Operating, Debt Service, Capital Budget, and the Appropriations (Gann) Limit.
- c. Authorize Execution of Amendment to the Agreement with SHN in an Amount not to Exceed \$25,266 for Additional Services for the North State Street - Low Gap Road Storm Drain and Traffic Signal Project and Approve Budget Amendment.

13. NEW BUSINESS

- a. Discussion and Possible Action to Determine the City's Position on the 2016 Resolution Being Considered by the League of California Cities and Provide Corresponding Voting Instructions to the City of Ukiah's Voting Delegate.
- b. Discussion and Consideration of a Request to Support Assembly Bill AB 2853 (Gatto), Public Records.
- c. Consideration of Proposal Restructuring the Finance Department.
- d. Authorize City Manager to Apply for Caltrans Aeronautics Loan for the Purchase and Installation of a 12,000 Gallon Avgas Tank in the Amount of \$200,000.
- e. Consideration of Opportunity to Partner with Ukiah Valley Medical Center on an Outdoor Holiday Ice Rink.

- f. Approve and Adopt Resolution to Supplement No. 1, Amending and Restating the Northern California Power Agency (NCPA) Joint Powers Agreement, Adding the City of Shasta Lake as a Party (EUD).

14. CLOSED SESSION – Closed Session may be held at any time during the meeting.

a. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Cal. Gov't Code Section 54956.9(d)(2) Number of potential cases (1) (Landfill)

b. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *City of Ukiah v. Questex, LTD, et al*, Mendocino County Superior Court, Case No. SCU-K- CVPT-15-66036

c. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: *Ukiah Valley Sanitation District v. City of Ukiah*, Sonoma County Superior Court, Case No. SCV 256737

d. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: County of Mendocino v. Solid Waste System, Inc. et al., Mendocino County Superior Court, Case No. SCU-K-CVG-11-59459

e. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *Ukiah Citizens for Safety First v. City of Ukiah*, Mendocino County Superior Court, Case No. SCU-KCVPT 14-63579

15. ADJOURNMENT

Please be advised that the City needs to be notified 72 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 72 hours prior to the meeting set forth on this agenda.

Dated this 2nd day of September, 2016.
Kristine Lawler, City Clerk



ITEM NO.: 3a

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: PRESENTATION OF EMPLOYEE RECOGNITION AWARDS

Summary: Council to receive a presentation of the City of Ukiah Exceptional Employee Awards for the second quarter of 2016.

Background and Discussion: The City of Ukiah prioritizes the retention and attraction of outstanding employees and recognizes their role in our goal of providing exceptional customer service. The Exceptional Employees Program, through a nomination process, recognizes and awards those employees or teams of employees who have truly gone above and beyond.

Once each quarter, nominations are considered from the categories of field crews, public safety, and administration. The recipients are as follows:

Field Crew - Brad Bowers, Robert Holyoke, James Jeffers, Dennis Pardini, and Dan Quarles

Public Safety – Josh Cooper, Anthony De Lapo, Kelly Denham, and Ronald Donohue

Administration – Lori Martin

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): Receive a presentation of the Employee Recognition Awards.

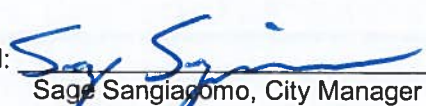
ALTERNATIVES: N/A

Citizens advised: N/A
Requested by: Sage Sangiacomo, City Manager
Contact/Prepared by: Ashley Cocco, Deputy City Clerk
Coordinated with: Sheri Mannion, HR and Risk Management Director
Presenters: Mel Grandi, Electric Utility Director; Chris Dewey, Director of Public Safety; and Dan Buffalo, Finance Director.
Attachment: None

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, City Manager



ITEM NO.: 3b

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: PRESENTATION ON LEADERSHIP MENDOCINO**Summary:** Council to receive a presentation on Leadership Mendocino.

Background and Discussion: Heidi Dickerson, Program Director for Leadership Mendocino, will give a PowerPoint presentation on the Leadership Mendocino program that promotes the concept that strong communities need informed, progressive leaders. As a community-based program Leadership Mendocino creates opportunities to educate and inspire local people who believe in the future of Mendocino County and who are ready to make a difference.

Since its founding in 1992 Leadership Mendocino has graduated more than 500 people through its program. These people represent more than 100 different businesses, organizations and agencies from the public, private and non-profit sectors who feel as strongly about building leaders from within.

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): Receive presentation on Leadership Mendocino.**ALTERNATIVES:** N/A

Citizens advised: None
Requested by: Sage Sangiacomo, City Manager
Contact/Prepared by: Ashley Cocco, Deputy City Clerk
Coordinated with: Kristine Lawler, City Clerk
Presenter: Heidi Dickerson, Leadership Mendocino Program Director
Attachment: None

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, City Manager



ITEM NO.: 3c

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: PRESENTATION FROM NO ON MEASURE AF COMMITTEE

Summary: Council to receive a presentation from the No on Measure AF Committee.

Background and Discussion: Measure AF, the "Mendocino Heritage Act," repeals County Code Chapter 9.31 (Medical Marijuana Cultivation Regulation) and replaces it with a new Chapter 6.22 called "Lawful Cannabis Permits." It also amends the County Zoning Code to add a new Chapter 20.162 (inland) and Chapter 20.514 (coastal) to provide zoning to allow marijuana cultivation, processing, manufacturing and sales.

The No on Measure AF Committee requests that the City considers endorsing a "No" vote on Measure AF (Attachment #1). Council will receive a presentation from the No on Measure AF Committee and if warranted will provide additional direction to staff.

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): Receive presentation from the No on Measure AF Committee and provide additional direction to staff as warranted.

ALTERNATIVES: N/A

Citizens advised: N/A
Requested by: No on Measure AF Committee: Hal Wagenet, Chris Neary, Ross Liberty, and Mike Sweeney
Contact/Prepared by: Ashley Cocco, Deputy City Clerk
Coordinated with: Kristine Lawler, City Clerk
Presenters: Members of the No on Measure AF Committee
Attachment: 1. Correspondence received regarding a Request for Endorsement of No on Measure AF

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, City Manager



No on Measure AF Committee

110 South Main Street Suite C

Willits, CA 95490

August 26, 2016

Mayor and City Council
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

RE: Request for endorsement of No on Measure AF

Dear Mayor and Councilmembers,

Mendocino County faces an important choice on the future of the marijuana industry. Commercial production was authorized by the legislature in January 2016 and will be expanded under Proposition 64 (the Parker initiative). But both statewide legal schemes allow local cities and counties a wide latitude to establish their own regulations for marijuana cultivation, processing and sales.

The Mendocino County Board of Supervisors has risen to this challenge and worked hard at crafting an ordinance that would authorize permits for commercial marijuana operations while protecting citizens from nuisance impacts and protecting the environment from harm. After months of public hearings, the Board referred a draft ordinance for environmental review with the expectation that it would receive further consideration early next year.

But this careful process didn't satisfy a group of marijuana growers who wanted to write the marijuana rules themselves. They collected enough signatures to qualify the "Mendocino Heritage Act" for the November ballot. It has been designated Measure AF and is 60 pages long.

Serious problems are common when regulations are written by the industry that's being regulated, and Measure AF is no exception. We believe that Measure AF should be rejected on these grounds alone--that it is an attempt to override the good-faith work by our democratically-elected representatives on the Board of Supervisors. Rather than reflect the needs of the entire community, Measure AF would serve the needs of marijuana growers alone.

In addition, there are seven specific flaws in Measure AF:

- Measure AF would allow growing in every residential zoning district, with grows of up to 1 acre of plant canopy.

- Measure AF would allow growing within 30 feet of a neighbor's property and within 100 feet of a neighbor's house, except in mobile home parks where there would be no setback requirements at all.
- Measure AF establishes a civil enforcement procedure that would be so weak and slow as to be non-existent.
- Measure AF would give marijuana recognition under the County's "Right to Farm" ordinance, meaning neighbors would be barred from complaining about odor.
- Measure AF would eliminate the 1000 foot separation under existing County Code between marijuana operations and youth-oriented facilities, churches and residential treatment centers, and Measure AF would reduce the marijuana separation from parks and schools to only 600 feet.
- Measure AF would allow an unlimited number of marijuana dispensaries in any commercial zoning without public process.
- Measure AF would recognize the use of explosive butane in manufacture of hash oil as a "principal permitted use" in any industrial zoning without public process, even though this dangerous practice has caused many fires.

These issues are discussed in detail in the enclosed document, "Questions and Answers About Measure AF."

The voters will decide the fate of Measure AF in November. It's unreasonable for the average voter to analyze a 60-page document and sort out conflicting advertising claims about it. So most voters will look to established bodies like yours for guidance.

An endorsement by the City of Ukiah is appropriate because this issue will affect everyone in Mendocino County--our suburban residents, our rural residents, and our children today and into the future.

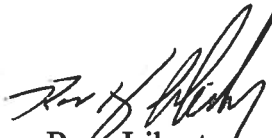
We respectfully request that you consider endorsing a "No" vote on Measure AF and communicating that endorsement to our committee. We are available to discuss this issue in person and can be contacted at NoOnMeasureAF@yahoo.com.

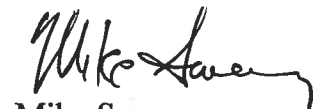
Sincerely,

NO ON MEASURE AF COMMITTEE


Hal Wagenet


Chris Neary


Ross Liberty


Mike Sweeney

enclosure

No on Measure AF

Questions and Answers

Where did Measure AF come from?

Measure AF, the "Mendocino Heritage Act," was written by local marijuana growers who collected enough petition signatures to qualify for the November, 2016 ballot. It is 60 pages long. It repeals County Code Chapter 9.31 (Medical Marijuana Cultivation Regulation) and replaces it with a new Chapter 6.22 called "Lawful Cannabis Permits." It also amends the County Zoning Code to add a new Chapter 20.162(inland) and Chapter 20.514(coastal) to provide zoning to allow marijuana cultivation, processing, manufacturing and sales. The entire text is available at https://mendocinoheritageinitiative.files.wordpress.com/2016/03/an-initiative-of-the-people-of-the-county-of-mendo_032216_v7.pdf

What are the problems with Measure AF?

- **It would regulate the marijuana industry but it's written by the marijuana industry itself.**

The cultivation, processing and sale of marijuana are major economic activities but they have created many nuisance and environmental problems. These problems must be controlled by appropriate regulations and enforcement. The decisions about regulation should be made by the Board of Supervisors with consideration for all our citizens, not just marijuana entrepreneurs. The Board of Supervisors enacted the present Chapter 9.31 regulations and is working hard at revised rules. Measure AF would throw out everything the Board of Supervisors has done and instead enact a law written for the convenience of marijuana growers, allowing them to greatly expand operations with no effective limitations.

This is the worst way to make public policy. Laws should be written by the democratically elected representatives of the people, and not by a special interest group that would benefit by a marijuana free-for-all.

- **By replacing the sheriff with a slow and weak civil enforcement process, Measure AF would effectively eliminate any restrictions whatsoever.**

Measure AF says that marijuana operations will require a County permit with environmental standards, but it also says that “No violations of this Chapter shall be subject to criminal enforcement.” [Measure AF, Section 6.22.150(A)(1)]. Instead, various ordinary County departments are required to issue permits and, presumably, issue “administrative citations” for violations. But as long as a grower has applied for a permit, “No enforcement of provisions of this Chapter shall take place against a permit applicant while their application is pending.” [Ibid.] And if a citation is made, the fine is only \$100. After 60 days, the fine can go up to \$1,000. But any citation can be appealed and the “permittee shall be allowed to continue operating during the Appeals process.” [Section 6.22.150(D)(1)] In order to process an appeal, the County must hire a “hearing officer” who is independent of the department that issued the citation [Section 6.22.150(D)(1)(c)], and a hearing officer’s decision can be appealed to a court. The County currently uses a hearing officer procedure for code enforcement cases and it has proven to be extremely slow and expensive, costing the County around \$1,000 per day to hire hearing officers.

This weak scheme for enforcement would instantly be recognized as a joke by marijuana growers. History has shown that the only effective regulation comes from the sheriff, and with the sheriff prohibited from involvement, the permit rules of Measure AF would be a dead letter. Marijuana growers could do whatever they wanted and the public would have no recourse. A new “Green Rush” of would-be growers from outside the county would occur as the word got around that there was no effective enforcement of any rules in Mendocino County.

- **Measure AF would vastly increase the size of commercial marijuana grows and allow them in any zoning district.**

Presently County Code Chapter 9.31 limits marijuana growing to 25 plants per parcel unless a special permit, with many restrictions, is obtained from the sheriff, in which case up to 99 plants could be grown on parcels larger than 10 acres. Measure AF would throw out these limits and instead allow marijuana grows as follows:

2,500 square feet of plant canopy on parcels less than 1 acre

5,000 square feet of plant canopy on parcels of 1 acre to 5 acres

10,000 square feet of plant canopy on parcels of 5 acres to 20 acres

43,560 square feet of plant canopy on parcels larger than 20 acres
[Measure AF, Sections 162.040(B) and 514.040(B)]

But since Measure AF would have no effective enforcement, these limits could be exceeded with impunity.

- **Measure AF would allow marijuana grows too close to neighbors**

The odor from large numbers of marijuana plants annoys or even sickens many people. Yet Measure AF would allow grows to reach as close as 30 feet from property lines and within 100 feet of a neighbor's house that's on "a parcel under separate ownership." [Measure AF, Section 6.22.060(B)(2&3)]. This doesn't protect mobile home parks which have many mobile homes occupying a single legal parcel. For them, there is no setback protection whatsoever because there are no legal parcel boundaries between the homes.

- **Measure AF would reduce or eliminate separations from places where children are present**

Youth and child advocates are extremely concerned that marijuana shouldn't be pushed onto children because it can seriously interfere with their learning and development. That's why current County Code Section 9.31 requires a 1000 foot setback of marijuana grows and dispensaries from any school, park, youth-oriented facility, church, or residential treatment center. Measure AF abolishes this setback requirement from youth-oriented facilities, churches, and residential treatment centers. Measure AF reduces the setback to parks and schools to 600 feet [Measure AF, Section 6.22.060(B)(1)].

- **Measure AF would block neighbors from complaining about marijuana odor**

Measure AF amends County Code Section 10A.13.010 to declare that "The commercial cultivation of cannabis, in accordance with all applicable state and local laws, ordinances and regulations, shall be considered an agricultural operation within the meaning of this Chapter." [Measure AF, Section 3] This means that marijuana grows would be protected by the County "Right to Farm" ordinance, which is designed to block nuisance complaints for impacts like odor.

The “Right to Farm” policy in County Code states: “No existing or future agricultural operation or any of its appurtenances, conducted or maintained for commercial purposes, and in a manner consistent with proper and accepted customs and standards, shall become or be a nuisance, private or public, for adjacent land uses in or about the locality thereof after the same has been in operation for more than three (3) years, when such action was not a nuisance at the time it began; provided that the provisions of this subsection shall not apply whenever a nuisance results from the negligent or improper operation of any such agricultural operation or its appurtenances.” [Mendocino County Code Section 10A.13.020].

- **Measure AF would allow an unlimited number of dispensaries in any commercial zoning**

Measure AF states that the County Health and Human Services Agency “shall” issue permits for marijuana dispensaries. [Measure AF, Section 6.22.090]. Dispensaries would be a “principal permitted use” (meaning they are allowed without the need for discretionary approval) in all commercial zoning. [Measure AF, Sections 162.040(L) and Section 514.040(L)]. As noted above, this means that unlimited numbers of marijuana dispensaries could be placed right next door to a youth-oriented facility, church or residential treatment center, and only 200 yards from schools and parks.

- **Measure AF would authorize butane processing of marijuana to make hash oil in any industrial zone**

Mendocino County is confronting a crisis of fires and explosions caused by the use of butane, a volatile and highly flammable solvent, to make marijuana into hash oil. Incredibly, Measure AF makes processing marijuana with volatile solvents “a principal permitted use in all zoning districts where General Industrial Use is a principal permitted use.” [Measure AF, Sections 162.040(F) and 514.040(F)]. “Volatile solvents” are defined as “explosive gases such as butane, propane, xylene, styrene, gasoline kerosene, O2 or H2, or carcinogens, such as methanol, isopropyl alcohol, methylene chloride, acetone, benzene, toluene, and tricolorethylene.” [Measure AF, Section 6.22.020].

Couldn't the Board of Supervisors amend Measure AF if it passes?

No--not until June 1, 2018, and then only if amendments are “consistent with and further the purposes and intent of this Ordinance.” [Measure AF, Section 8]. Those “purposes” include recognizing marijuana as “an agricultural product” that the County Right to Farm Ordinance “conserves, protects and encourages.” This language opens the door to a lawsuit to fight any changes to Measure AF that marijuana growers don’t like.

If Measure AF is defeated, will the Board of Supervisors enact an ordinance?

The Board of Supervisors has a draft ordinance that is currently under environmental review for compliance with the California Environmental Quality Act (CEQA). This ordinance, if approved, would amend Chapter 9.31 to allow larger commercial marijuana cultivation in appropriate locations, subject to mandatory inspections to ensure compliance with health, safety and environmental rules. Unlike Measure AF, the proposed County ordinance would try to effectively protect neighbors and youth from harmful impacts. Its permit enforcement would have teeth, unlike the toothless Measure AF. However, if Measure AF passes, it would supersede and overrule any ordinance that the Supervisors might pass.

Does the No on Measure AF Committee support the Supervisors’ proposed tax on marijuana?

The Committee does not take a position on any other ballot measure.

What policies on marijuana does the No on Measure AF Committee advocate?

The Committee takes no position except to urge a “No” vote on Measure AF, and believes that local regulations should be enacted by the Board of Supervisors, not by the marijuana growers’ measure. The Board of Supervisors can be responsive to the needs of the entire community, and can freely amend regulations if circumstances require.

Isn’t marijuana going to be legalized by the State?

The Medical Marijuana Regulation and Safety Act (MMRSA), which was passed by the legislature and went into effect on January 1, 2016, specifically states that a local government permit is needed in addition to a state license. Proposition 64 (the Parker initiative) on the November 2016 ballot, would supersede the MMRSA by legalizing personal use and authorizing commercial cultivation. However, Proposition 64 specifically would specifically “allow local governments to reasonably regulate the cultivation of nonmedical marijuana for personal use by adults 21 years and older.” [Proposition 64, Section 3(m)]. All this means that Mendocino County retains the

obligation to establish local permit rules and zoning that apply to marijuana cultivation, processing, manufacturing and sales.

CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
August 17, 2016
6:00 p.m.

1. **ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

Ukiah City Council met at a Regular Meeting on August 17, 2016, having been legally noticed on August 12, 2016. Mayor Scalmanini called the meeting to order at 6:03 p.m. Roll was taken with the following **Councilmembers Present:** Douglas F. Crane, Maureen Mulheren, Kevin Doble, Jim O. Brown, Stephen G. Scalmanini. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Ashley Cocco, Deputy City Clerk.

3. **PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS**

4. **PETITIONS AND COMMUNICATIONS**

5. **APPROVAL OF MINUTES**

a. Minutes of August 3, 2016, a Regular Meeting.

Motion/Second: Brown/Mulheren to approve Minutes of August 3, 2016, a Regular Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

6. **RIGHT TO APPEAL DECISION**

7. **CONSENT CALENDAR**

a. Report of Disbursements for the Month of July - *Finance*.

b. Adoption of Resolution (2016-48) Designating Finance Director as Alternate Director to the Redwood Empire Municipal Insurance Fund's (REMIF) Board of Directors – *Human Resources*.

c. Report Purchase of the Design of the Concrete Slab and Support Foundations for the 12,000 Gallon Avgas Fuel Tank in the Amount of \$11,340 and Approval of Associated Budget Amendment - *Airport*.

d. Approval of Notice of Completion for the North State Street Sewer Main Improvement Project, Specification No. 14-04 – *Public Works*.

e. Reporting and Approval of Contracted Staffing Services with Accountemps (COU No. 1516–196) for the Finance Department, and Approve Corresponding Budget Amendments - *Finance*.

Motion/Second: Crane/Doble to approve to Approve Consent Calendar Items 7a-7e, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

Public Comment: Joe Scriven, Mary Anne Miller.

9. COUNCIL REPORTS

Presenters: Councilmembers Mulheren, Doble, and Mayor Scalmanini.

10. CITY MANAGER/CITY CLERK REPORTS

Presenters: Sage Sangiacomo, City Manager; John Bartlett, Fire Chief; Darcy Vaughn, Assistant City Attorney; and Tim Eriksen, Public Works Director / City Engineer.

11. PUBLIC HEARINGS (6:15 PM)

12. UNFINISHED BUSINESS

a. Adoption of Resolution of the City Council of the City of Ukiah Authorizing Appropriating Funds for the General Fund and Other Funds in the Fiscal Year 2016-2017 Operating and Capital Budget – Finance.

Presenters: Dan Buffalo, Finance Director and Daphine Harris, Administrative Analyst.

Public Comment: Linda Sanders.

Motion/Second: Crane/Doble to continue this item until more information is distributed. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

b. Approval of Updated 2016 Council Special Assignment List Showing Disbandment of Homeless Shelter Ad Hoc, Creation of Homeless Shelter Committee, Creation of a Budget Development Best Practices and Financial Policy Ad Hoc, and Reassignments as Directed by Council – City Clerk.

Presenter: Sage Sangiacomo, City Manager.

Motion/Second: Mulheren/Brown to approve the updated 2016 Council Special Assignment List showing disbandment of the Homeless Shelter ad hoc, creation of the Homeless Shelter committee with Mayor Scalmanini as representative; removal of Councilmember Mulheren from the Health and Human Services Liaison assignment, and creation of a Budget Development Best Practices and Financial Policy ad hoc, with Councilmembers Crane and Doble as appointed members. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

13. NEW BUSINESS

a. Discussion and Possible Introduction of Ordinance Amending the Ukiah City Code to Authorize a Hearing Officer for Appeals Hearings – City Attorney.

Presenters: David J. Rapport, City Attorney and Darcy Vaughn, Assistant City Attorney.

Public Comment: Linda Sanders.

Motion/Second: Mulheren/Doble to introduce the Ordinance by title only amending the Ukiah City Code to authorize a Hearing Officer for appeals hearings and for Council to review the Ordinance in one year's time. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

b. Consideration to Adopt Three Nominations for Landmark Tree Status – Administration.

Presenters: Tami Bartolomei, Community Services Administrator and Bruni Kobbe, Tree Advisory Group Volunteer.

Motion/Second: Brown/Doble to adopt the three nominations for Landmark Tree Status. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

Councilmember Crane requested the attached correspondence received pertaining to this item be entered into the record.

a. (Continued) Discussion and Possible Introduction of Ordinance Amending the Ukiah City Code to Authorize a Hearing Officer for Appeals Hearings – City Attorney.

Presenter: David J. Rapport, City Attorney.

NOTE: This item was brought back for official reading of the title into the record. Deputy City Clerk, Ashley Cocco, read the title into the record.

Motion/Second: Doble/Brown to introduce the Ordinance amending the Ukiah City Code to authorize a Hearing Officer for appeals hearings. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

c. Consider a First Amendment to the Administration of Services Agreement for Fire Chief Services Between the City of Ukiah, Ukiah Valley Fire District, and Hopland Fire District Adjusting the City's Cost of Services from \$3,500 per Month to \$5,475 and Approve Corresponding Budget Amendment in the Amount of \$23,700 – Administration.

Presenters: Sage Sangiacomo, City Manager and John Bartlett, Fire Chief.

Motion/Second: Crane/Mulheren to consider a first amendment to the Administration of Services Agreement (COU No. 1617-112) for fire chief services between the City of Ukiah, Ukiah Valley Fire District, and Hopland Fire District adjusting the City's cost of services from \$3,500 per month to \$5,475 and approval of a corresponding budget amendment in the amount of \$23,700, as to form. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

Adjourned to Closed Session at 7:47p.m.

14. CLOSED SESSION

a. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *City of Ukiah v. Questex, LTD, et al*, Mendocino County Superior Court, Case No. SCUk- CVPT-15-66036

b. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: *Ukiah Valley Sanitation District v. City of Ukiah*, Sonoma County Superior Court, Case No. SCV 256737

c. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *County of Mendocino v. Solid Waste System, Inc. et al.*, Mendocino County Superior Court, Case No. SCUK-CVG-11-59459

d. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *Ukiah Citizens for Safety First v. City of Ukiah*, Mendocino County Superior Court, Case No. SCUKCVPT 14-63579

e. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Cal. Gov't Code Section 54956.9(d)(2) Number of potential cases (1)

15. ADJOURNMENT

There being no further business, the meeting adjourned at 9:28 p.m.

Ashley Cocco, Deputy City Clerk

Subject: Historic Trees

From: jme@pacific.net

Date: 8/17/2016 4:48 PM

To: DougC@pacific.net

Dear ~~Mrs. Druecker~~

FOR THE RECORD

CITY COUNCIL MFG
8/17/16

ITEM
13 b

CITY COUNCIL

A friend suggested I pass along some information about the Dawn Redwood shown in today's newspaper.

The trees nominated for Landmark Status at 345 No. Spring St. were planted by my late husband, Ted Eriksen, Jr., when he was the Mendocino County Agricultural Commissioner.

The Dawn Redwood was given to us in the early 1950's by John Druecker who owned a nursery in Fort Bragg. He told us he had procured some from China where they had recently been re-discovered. We planted ours at our home, the house shown in the newspaper photographs.

Mrs. Kate Dietterle, an active gardener, also planted one in the yard of the Courthouse at about the same time. (It is possible that she too obtained hers from Mr. Druecker.)

I hope this helps to fill in the historical record.

Sincerely,
Joan M. Eriksen



AGENDA SUMMARY REPORT

SUBJECT: APPROVAL OF APPOINTMENT OF NEIL DAVIS TO THE ACTIVE TRANSPORTATION MEMBER POSITION ON THE TRAFFIC ENGINEERING COMMITTEE

Summary: The Clerk's office has received one application for appointment to the Active Transportation Member vacancy on the Traffic Engineering Committee, which the City Clerk is recommending for approval.

Background: On June 1, 2016, the City Council held interviews with two applicants for the City Resident position that was vacated at the beginning of 2016. After discussion, Council directed staff to bring back an agenda item adding an Active Transportation Member to the Traffic Engineering Committee (TEC). On June 15, 2016, Council introduced an Ordinance adding an Active Transportation Member, and at the July 6, 2016, Regular Meeting, the City Council adopted Ordinance No. 1166 adding the position to the TEC (Attachment 1). The Ordinance became effective on August 5th and the vacancy has been noticed for over twenty days per Government Code Section §54974 (a).

On August 8, 2016, Neil Davis resubmitted his application (Attachment 2) to fill the position of Active Transportation Member on the TEC, and as the Director of Walk and Bike Mendocino, Mr. Davis meets the requirements of the position. Councilmember Crane was last to nominate a member for the TEC, making Mayor Scalmanini next in line to make a nomination.

Discussion: The City Clerk's office has received written notice (Attachment 3) from Mayor Scalmanini nominating Neil Davis to the vacant position. Staff recommends adopting the Resolution (Attachment 4) approving the nomination and appointment of Neil Davis as the Active Transportation Representative. Resolution 2014-48 sets forth the procedure for filling vacancies on City Commissions and Boards, and is attached for reference (Attachment 5).

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): Adopt the Resolution approving the nomination and appointment of Neil Davis to the Active Transportation Member position on the Traffic Engineering Committee.

Alternative Council Option(s): Do not approve the nomination; provide direction to Staff.

Citizens advised: Vacancies postings are on-going; last updated on July 22, 2016, General listings noticed in Ukiah Daily Journal on July 12, 2016.

Requested by: City Council

Prepared by: Ashley Cocco, Deputy City Clerk

Coordinated with: Kristine Lawler, City Clerk

Presenter: Kristine Lawler, City Clerk

Attachments: 1. Ordinance No. 1166; 2. Application; 3. Written nomination; 4. Resolution making appointment; 5. Policy 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, City Manager

ORDINANCE NO. 1166**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING DIVISION 8, CHAPTER 1, ARTICLE 2, SECTION 7030 OF THE UKIAH CITY CODE WHICH ESTABLISHES THE CITY TRAFFIC ENGINEER; OFFICE ESTABLISHED**

SECTION ONE: It is ordained that the City Council of the City of Ukiah hereby amends §7030 to read as follows:

§7030: CITY TRAFFIC ENGINEER; OFFICE ESTABLISHED: The office of City Traffic Engineer is hereby established. The office of City Traffic Engineer shall consist of a committee who shall serve without additional compensation, consisting of the City Manager, the Chief of Police, the City Engineer, the Planning Director, the Superintendent of Public Works or their duly appointed representatives, together with a representative of the local transit authority, a representative of active transportation (*defined as a means of getting around that is powered by human energy, primarily walking and bicycling*) who resides within the city limits, and two City residents of driving age, each of whom may from time to time be determined and appointed by the Council. The chairman shall be chosen by vote of the committee. Any member of such committee, whether appointed by this Chapter or by action of the Council, may be removed by the Council at any time.

SECTION TWO. This Ordinance shall be published as required by law in a newspaper of general circulation published in the City of Ukiah.

SECTION THREE. This Ordinance shall become effective thirty (30) days after adoption.

Introduced by title only on the 15th day of June, 2016, by the following roll call vote:

AYES: Councilmembers Crane, Mulheren, Doble, Brown, and Mayor Scalmanini

NOES: None

ABSTAIN: None

ABSENT: None

Passed and adopted on July 6, 2016, by the following roll call vote:

AYES: Councilmember Crane, Mulheren, Brown, and Mayor Scalmanini

NOES: None

ABSENT: Councilmember Doble

ABSTAIN: None


Stephen G. Scalmanini, Mayor

ATTEST:


Kristine Lawler, City Clerk

CITY OF UKIAH
TRAFFIC ENGINEERING COMMITTEE APPLICATION FOR APPOINTMENT

A. General Information

Full Name	Neil Davis				Date	8/8/2016	
Residence Address (Physical Address, not PO)	[REDACTED] Ukiah CA 95482						
Mailing Address (if different from above)							
Home Phone	[REDACTED]			Work Phone	707-467-3217		
Email	[REDACTED]			Cell Phone	()		
Employer	North Coast Opportunities						
Business Address	413 N State St, Ukiah CA 95482						
Job Title/Position	Director, Walk & Bike Mendocino			Employed Since	2015		
How long have you resided in:	Ukiah?	4 years	Mendocino County?	20 years	California?	Since dawn of time	
Please list community groups or organizations you are affiliated with and list any offices held. List all Certifications and Licenses.	Ukiah Valley Trail Group Registered Nurse, Public Health Nurse						

Neil Davis

Digitally signed by Neil Davis
 DN: cn=Neil Davis, o=Walk & Bike Mendocino, ou,
 email=ndavis@ncoinc.org, c=US
 Date: 2016.04.29 18:10:44 -07'00'

Signature of Applicant

Date

Thank you for your interest in serving your community and the City of Ukiah.

Please return this application and attachments to the City Clerk's office at 300 Seminary Avenue, Ukiah, CA 95482. If you have any questions, please contact the City Clerk's office at (707) 467-5720.

MEMORANDUM



Date: August 29, 2016
To: Kristine Lawler, City Clerk
From: Mayor Scalmanini
Subject: Nomination for Traffic Engineering Committee

I nominate Neil Davis for the Traffic Engineering Committee as an *Active Transportation Representative* to be considered for appointment at the September 7, 2016, City Council Meeting.

Signature Stephen G. Scalmanini

RESOLUTION NO. 2016-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPOINTING NEIL DAVIS TO THE TRAFFIC ENGINEERING COMMITTEE AS THE ACTIVE TRANSPORTATION MEMBER

WHEREAS, the vacancies for City Boards and Commissions are noticed annually in the Ukiah Daily Journal; and were last noticed and posted on July 12, 2016, on the City's website, in the glass cabinet in front of the Civic Center, in the Ukiah Branch of the Mendocino County Library, in the Public View Binder, and in the City Clerk's office, and

WHEREAS, the adoption of Ordinance No. 1166 created an *Active Transportation Member* position on the Traffic Engineering Committee which became effective on August 5, 2016; and

WHEREAS, the vacancy was posted in the office of the City Clerk for over twenty days per Government Code §54974 (a); and

WHEREAS, an application was received from Neil Davis meeting the position requirements with no other applications having been received; and

WHEREAS, Mayor Scalmanini nominated Neil Davis for the *Active Transportation Member* position on the Traffic Engineering Committee.

NOW, THEREFORE, BE IT RESOLVED, that the Ukiah City Council approves the nomination, submitted per procedures outlined in Resolution 2014-48 and does hereby appoint Neil Davis to *Active Transportation Member* position on the Traffic Engineering Committee.

PASSED AND ADOPTED this 7th day of September, 2016, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Stephen G. Scalmanini, Mayor

Kristine Lawler, City Clerk

RESOLUTION NO. 2014-48

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING PROCEDURE FOR FILLING VACANCIES ON CITY BOARDS AND COMMISSIONS**WHEREAS,**

1. Ukiah City Code 1151 and 1161 provides that members of the Design Review Board and Planning Commission shall be appointed in accordance with a procedure established by resolution of the City Council; and
2. The City Council has determined that using a uniform procedure will insure fair and consistent treatment of candidates and Councilmembers; and
3. The City Council has determined to amend its procedures for appointing board members and commissioners.

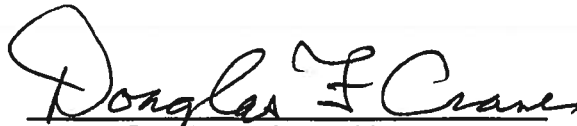
NOW, THEREFORE, BE IT RESOLVED, that the Ukiah City Council hereby adopts the following amended procedure for filling vacancies on the City's boards and commissions:

- The City Council shall develop a pool of applicants for vacancies by posting a general advertisement once a year, preferably in June before the June 30th expirations, in a newspaper of general circulation in Ukiah, and by noticing available vacancies as they occur on the city's website, in the library, on popular social media sites (Facebook and Twitter), and in the glass cabinet located in front of the Civic Center subject to Government Code Section 54970-54974. Applications shall be received, reviewed for eligibility, and brought forward as they are submitted.
- If more applications have been received than position(s) available, the City Council will conduct interviews for the position.
- All applications received shall be kept on file in the City Clerk's office for a period of one (1) year.
- Incumbents seeking reappointment for an additional term only need to complete the contact portion of the application and not the questionnaire.
- City staff seeking appointment in their capacity as City staff and elected officials seeking appointment in their capacity as elected officials do not need to fill out an application.
- **Nominations:** Each Councilmember, including the Mayor, shall have the right to nominate a candidate from the available pool of applicants.
 - a. The right to place a name before the City Council for consideration shall rotate among the Councilmembers based on seniority with the most senior Councilmember going first.
 - b. The Council shall vote on nominations presented.
 - c. A councilmember's right to make a nomination shall rotate to the next most senior Councilmember, once that Councilmember's nomination is approved by a majority vote of the Councilmembers present, or the Councilmember agrees to pass the nomination to the next most senior Councilmember.
 - d. This process for rotating the right to nominate candidates among Councilmembers to fill vacancies shall be followed for each separate board or commission.

1. The City Clerk shall maintain a record of the last Councilmember to make a nomination for each board or commission.
2. When another vacancy must be filled on that board or commission, the next Councilmember in line to make a nomination for that board or commission shall make the first nomination to fill the vacancy.

PASSED AND ADOPTED this 17th day of December, 2014, by the following roll call vote:

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


Douglas F. Crane, Mayor

ATTEST:


Kristine Lawler, City Clerk



ITEM NO.: 7b

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: REPORT OF ACQUISITION OF PROFESSIONAL SERVICES FROM ALPHA ANALYTICAL LABORATORIES, INC. FOR QUARTERLY WATER SAMPLING AND COMPLETION OF CHEMICAL EXAMINATION REPORTS FOR THE UKIAH LANDFILL

Summary: Council will receive a report regarding the acquisition of services for quarterly water sampling and preparation of chemical examination reports for the Ukiah Landfill.

Background: In accordance with the Waste Discharge Requirements issued by the North Coast Regional Water Quality Control Board (NCRWQCB), the City is mandated to complete quarterly water sampling and analysis for the Ukiah Landfill.

Discussion: In compliance with Section 1522 of the City Code, this report is submitted to the City Council for the purpose of reporting the acquisition of professional consulting services costing more than \$10,000. The Public Works Department requested Alpha Analytical Laboratories, Inc. to conduct quarterly water sampling and completion of chemical examination reports for the Ukiah Landfill. Alpha Analytical completed the quarterly water sampling and completion of chemical examination reports for the amount of \$14,168.80. In conjunction with these chemical examination reports, EBA Engineering analyzes the data to prepare and submit the required detection monitoring report to the NCRWQCB.

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.
\$200,000	Landfill	70024500.52100	Yes ☐ No ☒	P.O. #44410

RECOMMENDED ACTION(S): Receive and file report of acquisition of professional services from Alpha Analytical Laboratories, Inc. for quarterly water sampling and completion of chemical examination reports for the Ukiah Landfill. Report is submitted pursuant to City Code.

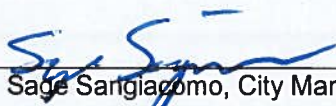
ALTERNATIVES: N/A

Citizens advised: None
Requested by: Tim Eriksen, Director of Public Works/City Engineer
Prepared by: Rick Seanor, Deputy Director of Public Works
Coordinated with: Sage Sangiacomo, City Manager
Presenter: Tim Eriksen, Director of Public Works/City Engineer
Attachments: None

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, City Manager



ITEM NO.: 7c

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: APPROVAL OF CONTRACT WITH GOLDEN BELL PRODUCTS IN THE AMOUNT OF \$22,525 FOR INSECTA APPLICATION TO 850 MANHOLES AND CORRESPONDING BUDGET AMENDMENT

Summary: Council will consider approving a contract for the application of Insecta to 850 manholes.

Background: Over the last several months, the Council has been updated in the issues with pests at the Ukiah High School site. City staff members have been taking measures to ensure that the wastewater collection system is not impacted. Furthermore, staff has taken measures to ensure that these systems are not a conduit for travel

On August 24th and 25th, Golden Bell Products was contracted to apply Insecta, which is a polymer with insecticide, to 155 manholes near Ukiah High School. It should be noted that no pests were observed in any of the 155 manholes.

Discussion: Insecta is the only registered product of its type and active ingredient labeled for using in sewer manholes. Golden Bell Products is the sole applicator and distributor of Insecta, and has provided the service and product that is used in sewer manholes for the control of cockroaches since October of 1998, when the first test area was treated in the State of California. The product has a two-year guarantee provided by Golden Bell, as well as the product manufacturer, and has been tested and applied by Orange County Sanitation District, who has been using it for several years. The application price is \$26.50 per manhole. More than 60 agencies and special districts in California use this product.

City staff is requesting Council's approval to award a contract to Golden Bell Products in the amount of \$22,525 for the treatment of 850 manholes in both the City limits and the Ukiah Valley Sanitation District. This effort will ensure that the system is clear of pests with little chance of any pests migrating from areas of concern. Staff is also requesting a budget amendment to be approved, transferring \$22,525 from 84000000 Wastewater fund balance, to 84024421.52100 Wastewater Contractual Services – as detailed below. This item is also being referred to the Ukiah Valley Sanitation District for their consideration.

FISCAL IMPACT:				
Budget Amendment	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
\$22,525	Wastewater fund balance 84000000	84024421.52100	Yes ☒ No ☐	P.O. #44401

RECOMMENDED ACTION(S): Approve contract with Golden Bell Products in the amount of \$22,525 for Insecta application to 850 manholes and corresponding budget amendment.

ALTERNATIVES: Do not approve contract and provide direction to staff

Citizens advised: N/A
Requested by: Sage Sangiacomo, City Manager
Prepared by: Jarod Thiele, Public Works Project Analyst
Coordinated with: Mary Horger, Purchasing Supervisor and Dan Buffalo, Finance Director
Presenter: Jarod Thiele, Public Works Project Analyst
Attachment: None

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, City Manager



ITEM NO.: 7d

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: APPROVE FUNDING REQUEST BY LEADERSHIP MENDOCINO FOR CLASS OF 2016-17.

Summary: Consider approval of Leadership Mendocino's support request for the 2016-2017 Class Program.

Background and Discussion: The City of Ukiah has participated for many years in Leadership Mendocino with program support and class participation. Attached is the request letter from Leadership Mendocino for support of the 2016-17 Class Program.

Program Overview: Leadership Mendocino believes that strong communities need informed, progressive leaders. As a community-based program Leadership Mendocino creates opportunities to educate and inspire local people who believe in the future of Mendocino County and who are ready to make a difference.

Each year up to 32 applicants are accepted into the Leadership Mendocino program. The program's monthly classes are held August through May, each with a different focus. As the classes move throughout Mendocino County, participants experience a leadership skills workshop, team building, and access to an impressive network of existing leaders, visionaries and policy makers. Additional program information is available at: <https://www.ncoinc.org/programs/leadership-mendocino/>.

The City Council authorized this item in the Fiscal Year 16-17 Budget in the amount of \$1,000; Miscellaneous General Government Account# 10012400.57300; Memberships and Subscription.

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.
\$1000.00	Miscellaneous General Government	#10012400.57300	Yes ☐ No ☒	N/A

RECOMMENDED ACTION(S): Approve funding request from Leadership Mendocino in the amount of \$1000.

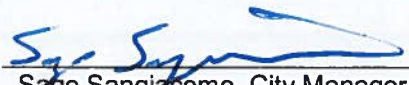
ALTERNATIVES: Do not approve request and provide direction to staff.

Citizens advised: Heidi Dickerson, Director Leadership Mendocino
Requested by: Leadership Mendocino
Contact/Prepared by: Sage Sangiacomo, City Manager
Coordinated with: Ashley Cocco, Deputy City Clerk
Presenter: Sage Sangiacomo, City Manager
Attachment: 1. Letter and Sponsorship Forms

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, City Manager



LEADERSHIP MENDOCINO

LM Steering Committee
Lucas Boek LMXVI, Chair
Fetzer Vineyards

Julia Conway LMV
Assaggiare Mendocino

Nadine DeLapo LM XXII
NCO

Alison Glassey
Mendo Co. Museum

Carolyn Welch LM VII
North Coast Opportunities

Alyssum Wier LMXIX
*Arts Council of
Mendocino County*

Heidi Dickerson LM XXII
LM Director

Patty Bruder LMI
NCO Executive Director



Real People. Reliable Service. Right in Your Backyard.



413 North State Street
Ukiah, CA 95482
707-467-3230
lm@ncoinc.org

August 15, 2016

Sage Sangiacomo, LMVIII
City Manager
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482



Dear Sage,

On behalf of Leadership Mendocino I want to thank you for the City's previous support of the Leadership Mendocino program. Due to community and business members like you, Leadership Mendocino Class XXIV began last Friday with Orientation at the Grace Hudson Museum.

The caliber of individuals is high in their commitment to our county and their leadership experience. Twelve are from Ukiah! You will be proud to be partners in their continued leadership development. Enclosed is a roster with their names and occupations.

Please let me know if you will continue at the \$1,000 level which is divided between class and general sponsorships. An invoice for that amount is enclosed.

Leadership Mendocino plays a role in building a healthy future for Mendocino County. We understand that the City of Ukiah is investing in the program because you believe that this work is important and worthwhile.

Your support increases the value of the Leadership Mendocino experience. The thirty-three new class members are incredibly connected throughout Mendocino County and bring a breadth of diverse leadership skills and experience to the program.

Thank you for considering a sponsorship to Leadership Mendocino 2016-17 and beyond. Please call me if you have any questions.

With appreciation,

Heidi
Heidi Dickerson
Program Director

Please let me know when there's a good time to make a presentation to the Council.



LEADERSHIP

MENDOCINO

2016-17 LM Class XXIV

Susan	Baird	writer/editor	self employed	Ukiah
Sandra	Berman	hospitality	Yokayo Ranch	Redwood Valley
Stefanie	Chen-Welch	catering	Bella Cibu Catering	Redwood Valley
Gina	Dickson	education	MCOE	Ukiah
Rebecca	Enberg	volunteer coordinator	NCO Volunteer Network	Redwood Valley
Linda	Francis	retired business consultant		Redwood Valley
Jon	Glidewell	<i>hospitality</i>	<i>Beachcomber Inn</i>	Fort Bragg
Chandra	Gonsales	mental health	Redwood Community Services	Ukiah
Brent	Haugen	<i>hospitality</i>	<i>Visit Mendocino</i>	Fort Bragg
Judson	Howe	<i>finance director</i>	<i>UVMC</i>	Ukiah
Cynthia	Le Doux-Bloom, PhD	fish & wildlife scientist	Fish Link Consulting	Fort Bragg
MaryLou	Leonard	health care	Retired	Ukiah
Aspen	Logan	printing, graphic design	Beckman Printing	Fort Bragg
Amanda	McCarthy	community banking	Savings Bank of Mendocino County	Kelseyville
Scott	Menzies	T'ai Chi martial arts	Perfect Circle Taijiquan	Fort Bragg
Maira	Meza	financial	Mendo Lake Credit Union	Willits
Carol	Michelson	Cancer support counselor	Cancer Support Community	Mendocino
Drew	Nicoll	realtor	Coldwell Bannker	Ukiah
Cassandra	Nixon	preschool child care	Imagination Station	Willits
			Ford House Museum & Visitor Center	Mendocino
James	Owens	hospitality history	Mendocino College	Ukiah
David	Pai	education	UVMC	Ukiah
Susan	Passalacqua	health care		
Mary				
Anne	Petrillo	TechnologypNetworking	Cisco	Mendocino
Saprina	Rodriguez	owner, preschool child care	Imagination Station	Willits
Martin	Rodriguez	owner, mgr. copy shop	Ace Copy & Shipping Center	Willits
Kathy	Schommer	manufacturing HR	Liqua-Tech Corporation	Ukiah
Victoria	Schraeder	social services	Redwood Community Services	Potter Valley
Kayala	Shea	publishing	Guilford Press	Fort Bragg
Lari	Shea	equestrian	Lari Shea Equestrian, Inc.	Fort Bragg
Susan	Sher	mediation services	Susan Sher Mediation Offices	Ukiah
Javier	Silva	tribal environmental mgr	Sherwood Valley Band of Pomos	Willits
Kyra	Studer	law enforcement	MCSO	Ukiah
Greg	Van Patten	public safety	MCSO	Ukiah

LEADERSHIP MENDOCINO

LM Steering Committee
Lucas Boek LMXVI, Chair
Fetzer Vineyards

Julia Conway LMV
Assaggiare Mendocino

Nadine DeLapo LM XXII
NCO

Alison Glassey
Mendo Co. Museum

Carolyn Welch LM VII
North Coast Opportunities

Alyssum Wier LMXIX
*Arts Council of
Mendocino County*

Heidi Dickerson LM XXII
LM Director

Patty Bruder LMI
NCO Executive Director



A program of
NCO
NORTH COAST
OPPORTUNITIES
413 North State Street
Ukiah, CA 95482
707-467-3230
lm@ncoinc.org
Leadershipmendocino.org

INVOICE

August 15, 2016

To: Sage Sangiacomo, LMVIII
City Manager
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

RE: Leadership Mendocino XXII Sponsorship for 2016-17

Total Due: \$1,000.00

Please make your check payable to Leadership Mendocino/NCO and mail to:

Heidi Dickerson
Leadership Mendocino
413 North State Street
Ukiah, CA 95482.

Leadership Mendocino is a program of North Coast Opportunities
Tax ID# # 94-1671958.

Thank you so much for your support for Leadership Mendocino.

Heidi

Heidi Dickerson, Program Director



ITEM NO.: 7e

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: REPORT OF AWARD OF BID TO TRAFFIC LIMITED OF LODI, CALIFORNIA IN THE AMOUNT OF \$29,007.67 FOR STREET STRIPING 2016 PER SPECIFICATION NUMBER 16-08

Summary: The City Council will receive a report regarding the award of bid for the City's annual street striping contract.

Background: Street striping is completed on an annual basis in order to be certain that centerline striping, bicycle lanes, etc. remain visible for those travelling on City streets.

Discussion: In accordance with City Code Section §1522, the City distributed the Notice for the Requests for Bids to the builder's exchanges and seven striping contractors, including all striping contractors on the City's 2016 Qualified Contractor List for the annual street striping contract. The City publicly advertised this project on the City's webpage. Three proposals were received by the Purchasing Supervisor on August 31, 2016. The bid tabulation is provided as Attachment #1. The bid for Street Striping 2016 was awarded to the lowest responsive, responsible bidder, Traffic Limited of Lodi, California, with a total bid of \$29,007.67. The City budget is \$30,000 for this project.

Compensation for the performance of the work will be based on unit prices bid for contract item quantities actually installed. Bid totals are based on unit prices bid for contract items at estimated quantities, and therefore, the actual total paid to the contractor may be lower or higher than the bid total indicated. As with construction projects, there may be cost overruns by reason of unforeseen work or because actual quantities installed exceed estimated quantities. Policy Resolution No. 13, authorizes the responsible Department Head, with approval of the City Manager, to issue change orders not to exceed ten percent (10%) of the original contract sum or \$5,000 whichever is greater provided that no change, when added to the original contract sum, exceeds the amount budgeted for the project.

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.
\$30,000	Street Maintenance	10024220.52100	Yes ☐ No ☒	COU No. 1415-132

RECOMMENDED ACTION(S): Receive and file report of award of bid to Traffic Limited of Lodi, California in the amount of \$29,007.67 for Street Striping 2016 per Specification Number 16-08. Report is submitted pursuant to City Code.

ALTERNATIVES: N/A

Citizens advised: None
Requested by: Tim Eriksen, Director of Public Works/City Engineer
Prepared by: Rick Seanor, Deputy Director of Public Works
Coordinated with: Sage Sangiacomo, City Manager and Mary Horger, Purchasing Supervisor
Presenter: Tim Eriksen, Director of Public Works/City Engineer
Attachment: 1. Bid Tabulation.

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

REQUEST FOR BID E35413 - STREET STRIPING 2016										
City of Ukiah										
Bid Opening: 08/31/16				Traffic Limited		Chrisp Company		Central Striping Service, Inc.		
				PO Box 1721 Lodi, CA		43650 Osgood Road Fremont, CA		3489 Luyung Drive Rancho Cordova, CA		
Bid Schedule										
Item #	Item Description	Quantity	UOM	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	
1	BROKEN WHITE 4" PAINTED TRAFFIC STRIPE	6766	LF	\$0.09	\$608.94	\$0.18	\$1,217.88	\$0.10	\$676.60	
2	BROKEN YELLOW 4" PAINTED TRAFFIC	88020	LF	\$0.09	\$7,921.80	\$0.18	\$15,843.60	\$0.10	\$8,802.00	
3	SOLID WHITE 4" PAINTED TRAFFIC STRIPE	6933	LF	\$0.14	\$970.62	\$0.22	\$1,525.26	\$0.25	\$1,733.25	
4	SOLID YELLOW 4" PAINTED TRAFFIC STRIPE	13434	LF	\$0.11	\$1,477.74	\$0.22	\$2,955.48	\$0.25	\$3,358.50	
5	SOLID WHITE 8" PAINTED TRAFFIC STRIPE	4260	LF	\$0.30	\$1,278.00	\$0.30	\$1,278.00	\$0.45	\$1,917.00	
6	DOUBLE YELLOW PAINTED TRAFFIC STRIPE	28902	LF	\$0.17	\$4,913.34	\$0.35	\$10,115.70	\$0.45	\$13,005.90	
7	TWO WAY LEFT TURN LANE (YELLOW)	6461	LF	\$0.17	\$1,098.37	\$0.65	\$4,199.65	\$0.35	\$2,261.35	
8	BIKE LANE 4" WHITE PAINTED TRAFFIC	32477	LF	\$0.13	\$4,351.92	\$0.22	\$7,144.94	\$0.25	\$8,119.25	
9	BIKE LANE 6" WHITE PAINTED TRAFFIC	45360	LF	\$0.13	\$6,078.24	\$0.25	\$11,340.00	\$0.35	\$15,876.00	
10	YELLOW NO PASSING ZONE 4-INCH	882	LF	\$0.35	\$308.70	\$0.30	\$264.60	\$0.25	\$220.50	
Total Bid Amount					\$29,007.67		\$55,885.11		\$55,970.35	
Listed Subs				NONE		NONE		NONE		



ITEM NO.: 7f

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT**SUBJECT: POSSIBLE ADOPTION OF ORDINANCE AMENDING THE UKIAH CITY CODE TO AUTHORIZE A HEARING OFFICER FOR APPEALS HEARINGS**

Summary: The City Council introduced this Ordinance (Attachment 1) amending the City Code to authorize a hearing officer for appeals hearings at its August 17, 2016, meeting, on a unanimous, 5-0 vote. As a result, the ordinance can be adopted as a consent calendar item.

The Council has set this Ordinance for review on the number of hearings, cost of hearings, and effectiveness of hearings, with the review calendared for August 2017.

The ordinance, if adopted, will become effective on October 7, 2016, thirty days after its adoption on September 7, 2016.

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): Motion to adopt ordinance amending various sections of the Ukiah City Code to provide for appeals from various decisions to be heard by a hearing officer appointed by the City Council.

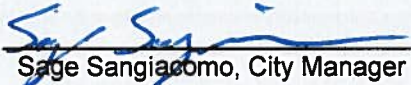
ALTERNATIVES: Leave the affected City Code sections unchanged or provide instructions to staff on desired amendments to the ordinance.

Citizens advised: N/A
Requested by: Chris Dewey, Police Chief
Prepared by: David J. Rapport, City Attorney
Coordinated with: Chris Dewey, Police Chief; Trent Taylor, Police Captain; and Sean Kaiser, Administrative Lieutenant
Presenter: David J. Rapport, City Attorney
Attachment: 1. Ordinance

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, City Manager

ORDINANCE NO.

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH ADDING AND AMENDING VARIOUS SECTIONS OF THE UKIAH CITY CODE TO PROVIDE FOR APPEALS FROM VARIOUS DECISIONS TO BE HEARD BY A HEARING OFFICER APPOINTED BY THE CITY COUNCIL

SECTION ONE: It is ordained that the City Council of the City of Ukiah hereby amends §7030 to read as follows:

The current Section 23 of Division 1, Chapter 1 of the Ukiah City Code is hereby renumbered Section 24.

Section 23 of Division 1, Chapter 1 of the Ukiah City Code is amended to read as follows:

§23 HEARING OFFICER

“Hearing Officer” means an individual appointed by the City Council to hear and decide appeals of certain decisions made by City officials and entities. “Hearing Officer” includes one or more persons appointed by the City Council to perform the role of Hearing Officer as provided in the Code. A hearing officer must be an attorney or must be otherwise qualified by training, education, or work experience to hear and decide appeals. A hearing officer must be impartial and must have no personal or business relationship with the City other than the contract with the City to perform the duties of the Hearing Officer. Unless otherwise provided in a state or federal law prescribing a shorter time period, judicial review of all decisions of the Hearing Officer must be filed in compliance with Code of Civil Procedure Section 1094.5 and within the time prescribed by Section 1094.6.

SECTION TWO:

Section 2534 in Division 2, Chapter 5, Article 2 of the Ukiah City Code is hereby amended to read as follows:

§2534 APPEALS

Upon the payment of a fee established, from time to time, by resolution of the City Council, any interested party may appeal, to the Hearing Officer, a decision by the Director of Public Safety or his or her designee granting or denying an application for a permit under this Chapter. The appeal must be filed with the Director of Public Safety within ten (10) days of the date the permit or decision is delivered to the applicant. The Hearing Officer shall hear the appeal not sooner than ten (10) days from the date the appeal is filed. Notice of the hearing date, time and location shall be mailed to the appellant and the applicant at least five (5) days prior to the hearing. The Hearing Officer shall consider all evidence or argument presented at the hearing by any interested party and may grant or deny the application or impose such conditions on the issuance thereof as he or she deems appropriate and necessary to protect the public health, safety and welfare. The Hearing Officer shall personally deliver to the appellant and applicant or mail by first class mail to the address contained in the appeal a copy of his or her written decision. The decision shall be deemed delivered when personally served or when deposited in the United States mail with proper postage and address affixed thereto. The Hearing Officer's decision shall be deemed a final decision for the City.

Section 2535 in Division 2, Chapter 5, Article 2 of the Ukiah City Code is hereby amended to read as follows:

§2535 SUSPENSION AND REVOCATION OF PERMIT

- A. Immediate Suspension: The Director of Public Safety may immediately suspend a permit issued under this Chapter, whenever he or she determines that the applicant cannot furnish satisfactory evidence of insurance as required by subsection 2533A3, fails to provide an annual certificate that the vehicle included on the permit has been inspected and approved by the Ukiah Police Department or its designee, or has operated a permitted vehicle in a manner that does not comply with safety requirements imposed by this Chapter or the California Vehicle Code. Any suspension under this subsection shall take effect immediately upon its issuance and shall remain in effect until the applicant provides such proof to the Director of Public Safety.
 - 1. Immediately upon its issuance, the Director of Public Safety shall personally serve or mail by first class mail to the applicant a copy of the suspension decision which shall be deemed served when personally delivered to the applicant or deposited in the United States mail addressed to the applicant at his or her official address on file with the Director of Public Safety. It shall be unlawful and constitute a violation of this Chapter for any permittee to operate a vehicle requiring a permit under this Chapter during any period of time when a permit suspension is in effect.
 - 2. A permittee may appeal a decision to suspend his or her permit in accordance with the procedure contained in § 2534.
- B. Grounds for Suspension or Revocation: The Director of Public Safety may suspend or revoke a permit for any of the following reasons:
 - 1. Any misrepresentation or nondisclosure of a material fact by the applicant when applying for a permit;
 - 2. Any of the reasons for denying a permit as set forth in §2533;
 - 3. Any violation of this Chapter or a condition imposed upon the issuance of a permit under this Chapter; or
 - 4. Any act in the operation of the business which poses a danger to the public health, safety or welfare.
- C. Service of Notice: The Director of Public Safety shall provide a permittee notice of his or her decision to suspend or revoke a permit under subsection B, including the grounds therefor and the facts supporting the decision, by arranging for personal service of the notice or by mailing the notice to the permittee at the address on file with the Director of Public Safety. The decision shall be deemed served when personally served or deposited in the United States mail. The decision shall become effective ten (10) days after it is served, unless the permittee files an appeal. Within ten (10) days of the service of the decision suspending or revoking the permit, the permittee may appeal the decision in accordance with the procedure contained in §2534. After hearing the appeal, the Hearing Officer may revoke the permit, reinstate the permit, suspend the permit or impose conditions on the permit as he or she deems necessary and appropriate to protect the public health, safety and welfare.

Section 2580 in Division 2, Chapter 5, Article 5 of the Ukiah City Code is hereby amended to read as follows:

§2580 DRIVERS' BADGES REQUIRED

- A. Badge Required: It shall be unlawful for any person to drive any vehicle for hire, taxicab, or sightseeing automobile within the City, except as provided in Section 2530 of this Chapter, without first having obtained a driver's badge from the Director of Public Safety or his or her designee.
- B. Application²: Within fifteen (15) days of receiving a completed application on a form approved by resolution of the City Council and all information required to be submitted with the form, the Director of Public Safety shall include the driver on the for hire vehicle permit issued pursuant to Section

2533 of this Chapter and issue a driver's badge as described by resolution of the City Council, unless he or she finds any of the following:

1. The applicant is under the age of eighteen (18);
 2. The applicant does not possess a valid California driver's license of the class required for the vehicle he or she will operate;
 3. The applicant is an undocumented or illegal alien;
 4. The applicant tests positive for controlled substances or alcohol, where:
 - a. "Controlled substance" means marijuana, cocaine, opiates, amphetamines and phencyclidine.
 - b. "Tests positive" means:
 - (1) With respect to alcohol, an alcohol screening test showing a breath alcohol concentration of 0.02 percent or more; and
 - (2) With respect to a controlled substance means the cutoff levels for the initial and confirmatory tests as provided in 49 C.F.R. section 40.29 (e) and (f).
- C. All tests for alcohol and controlled substances shall be conducted by the applicant's employer in conformity with Appendix B to the City of Ukiah Drug and Alcohol Testing Policy for Employees with Commercial Driver's Licenses and 49 C.F.R. parts 40 (commencing with section 40.1) and 382. The employer must certify as part of the application that it has conducted the required tests and must report any positive test results to the Police Department as part of the application. Self-employed independent drivers shall provide a copy of the laboratory report of the test results directly to the Police Department.
- D. All controlled substance and alcohol test results shall be treated as confidential information and shall not be disclosed without the driver's consent, except as authorized or required by law. No evidence derived from positive test results shall be admissible in a criminal prosecution concerning unlawful possession, sale or distribution of controlled substances.
- E. If a driver received a license based on a negative test result from another city or county within the State within a period of one year prior to the date of application, the applicant's employer or self-employed independent driver may submit the license or test result in lieu of a new test; provided, the test from the other jurisdiction was part of a controlled substance and alcohol testing certification program meeting the requirements of Government Code section 53075.5.
- F. If a license application is denied based on this Section, requirements for rehabilitation, reapplication, follow-up testing and other requirements shall be as provided in 49 C.F.R. part 382 (commencing with section 382.101). In other words, an applicant may be eligible for a driver's badge after referral to a substance abuse professional, compliance with a recommended rehabilitation program, follow-up random drug and/or controlled substance testing, and negative test results. All such conditions shall be set forth in writing by the Police Department as preconditions to obtaining and keeping a driver's badge issued subsequent to a positive test result.
- G. The driver and/or his or her employer shall pay all costs of testing and any referrals, rehabilitation counseling and follow-up testing that may be required.
1. Within five (5) years of the date of application, the applicant has been convicted by any state or Federal court of a crime (whether designated a felony, misdemeanor or infraction) involving serious or persistent and improper operation or maintenance of a motor vehicle, violence or the threatened use of violence or force, dishonesty, theft, destruction of property, pandering, sexual misconduct or the use, sale or possession of alcohol or controlled substances;

2. Within five (5) years of the date of application, the City or another jurisdiction has revoked a driver's permit required by this Chapter or a similar permit issued to the applicant;
3. Within five (5) years of the date of application, a state or Federal court judgment has been rendered against the applicant rendering him or her liable (other than vicariously or strictly liable) in money damages for personal injury or property damage or restraining him or her from acts of personal harassment, assault or battery; or
4. Within five (5) years of the date of application, the applicant has violated any provision of this Chapter or committed any other act which the Director of Public Safety determines creates a serious risk of harm to the public health, safety or welfare, if the permit is granted.

H. Appeal of Denial: Any person whose application is denied shall have the right to appeal that decision to the Hearing Officer in accordance with the procedure provided in Section 2534 of this Chapter.

Section 2581 in Division 2, Chapter 5, Article 5 of the Ukiah City Code is hereby amended to read as follows:

§2581 SUSPENSION OR REVOCATION OF BADGE³

- A. Immediate Suspension or Revocation: The Director of Public Safety may immediately suspend or revoke a driver's badge on any of the following grounds:
1. A suspension or revocation of his or her driver's license;
 2. The driver caused a motor vehicle accident causing more than five hundred dollars (\$500.00) in property damage or bodily injury or death; or
 3. The Director receives notice that the driver is no longer covered by liability insurance;
 4. The driver tests positive for alcohol or controlled substances during an annual recertification test. Annual recertification tests for controlled substances and alcohol shall be required on or after the anniversary date for each driver issued a driver's badge. The Police Department will issue a notice to the driver specifying the date, time and place of the annual recertification test. If the driver was subject to a test meeting the requirements of this Section within a period of one year from the date of recertification as part of a driver recertification program in another California city or county, the test from that other jurisdiction will satisfy the requirements of this subsection, unless the earlier test yielded a positive test result.

In the event of an immediate suspension or revocation under subsection A of this Section the Director of Public Safety shall immediately provide the notice and opportunity for a hearing provided in subsection C of this Section, except that the suspension or revocation shall remain in effect unless or until reversed by decision of the Hearing Officer. It shall be unlawful and constitute a violation of this Chapter for any driver to operate a for hire motor vehicle after notice of the suspension or revocation has been given.

- B. Suspension or Revocation with Opportunity for Prior Notice and Opportunity for a Hearing: The Director of Public Safety may suspend or revoke a driver's badge with prior notice and opportunity for a hearing based on any of the following grounds:
1. Any misrepresentation or omission of a material fact on the application for the badge;
 2. Any of the grounds for denying a badge as stated in Section 2580 of this Article;
 3. Any violation of any provision of this Chapter; or
 4. Any act which tends to endanger the public health or safety, if the driver is allowed to continue operating a vehicle for which a driver's badge is required.
- C. Procedure: Five (5) working days prior to the effective date of the suspension or revocation under subsection B of this Section, the Director of Public Safety shall serve a copy of a notice of suspension or revocation on the badge holder. The notice shall be personally served or sent by first

class mail to the address on file with the Director of Public Safety. The notice shall be deemed served when personally delivered to the badge holder or when deposited in the United States mail. The notice shall state the grounds for the suspension or revocation, the facts supporting the decision and the dates when the suspension will begin and end or the effective date of revocation. The notice shall inform the badge holder that the decision will not become effective, if he or she files with the Director of Public Safety an appeal of the decision prior to the effective date. The badge holder has no right of appeal unless he or she files the request for an appeal prior to the effective date of the suspension or revocation. The Hearing Officer shall hear the appeal in accordance with Section 2534 of this Chapter. After hearing the appeal, the Hearing Officer may suspend, revoke or impose conditions on the use of the badge and shall specify the effective dates of the suspension, revocation or conditions.

Section 3406 in Division 3, Chapter 11 of the Ukiah City Code is hereby amended to read as follows:

§3406 FAILURE TO VOLUNTARILY ABATE

If a nuisance is not properly abated within the period established under the provisions of section 3405 of this chapter, or if required permits are not properly secured, the Hearing Officer for the City shall hold a public hearing to determine if the declared nuisance should be abated under the police powers of the city.

Section 3407 in Division 3, Chapter 11 of the Ukiah City Code is hereby amended to read as follows:

§3407 NOTICE OF PUBLIC HEARING – REQUIRED

- A. A written notice of public hearing, substantially in the form contained in subsection B of this section, shall be served at least ten (10) days prior to the date set for the Hearing Officer public hearing.
- B. Service of the notice and order may be made upon all persons entitled thereto either by personal delivery or by certified mail, addressed to the record owner and business owner at his or her or their address as it appears on the latest equalized assessment roll of Mendocino County, or as known to the city manager. A copy of the notice and order and any amended or supplemental notice and order shall also be posted on the premises.
 - 1. In lieu of personally serving the owner or service by certified mail, service of the notice and order and any amended or supplemental notice and order may be made as follows:
 - a. In the event that the person entitled to service refuses to accept certified return receipt mail or cannot be personally served, service may be made by substituted service.

Substituted service may be accomplished as follows:

- 1) by leaving a copy during usual business hours in the recipient's business with the person who is apparently in charge, and by thereafter mailing by first class mail a copy to the recipient where the copy was left;
- 2) by leaving a copy at the recipient's dwelling or usual place of abode, in the presence of a competent member of the household and thereafter mailing by first class mail a copy to the recipient at the address where the copy was left.
- b. In the event the person entitled to service refuses to accept certified return receipt mail or cannot be personally serviced and has a property manager or rental agency overseeing the premises, substituted service may be made as set forth in subsection B1a of this section upon the property manager or rental agency.
- c. If the person entitled to service lives out of state and will not accept certified return receipt mail, then service may be made by first class mail.

- d. If the person entitled to notice cannot be located, or service cannot be effected as set forth in this section, service may be made by publication in a Mendocino County newspaper of general circulation, which is most likely to give actual notice of the order to the person. Service shall be deemed sufficient when it is accomplished pursuant to Government Code section 6063.
- e. The failure of any such person to receive such notice and order shall not affect the validity of any proceedings taken under this section. Service by certified mail or first class in the manner herein provided shall be effective on the date of mailing. Service by publication shall be effective on the date of first publication. Service by personal service shall be effective upon delivery. Service by substitute service shall be effective from the date the mailing a copy of the order after substitute service.

Section 3408 in Division 3, Chapter 11 of the Ukiah City Code is hereby amended to read as follows:

§3408 NOTICE OF PUBLIC HEARING – FORM

Notice substantially in the following form shall be given:

NOTICE OF PUBLIC HEARING TO DETERMINE EXISTENCE OF PUBLIC NUISANCE AND TO ABATE IN WHOLE OR IN PART

Notice is hereby given that on (insert date) the Hearing Officer of the City of Ukiah will hold a public hearing at (insert place) to ascertain whether certain premises situated in the City of Ukiah, State of California, known and designated as (insert address or description) to constitute a public nuisance subject to abatement by the rehabilitation of such premises or by the repair or demolition of buildings or structures situated thereon. If said premises, in whole or part, are found to constitute a public nuisance as defined by Section 3402 and if the same are not promptly abated by the owner, such nuisances may be abated by municipal authorities, in which case the cost of such abatement, including removal of the nuisance, rehabilitation, repair or demolition will be assessed upon such premises and such cost will constitute a lien upon such land until paid.

Said alleged violations consist of the following:

Said methods of abatement available are:

All persons having any objection to, or interest in, said matters are hereby notified to attend a hearing before the Hearing Officer of the City to be held on (insert date and time) when their testimony and evidence will be heard and given due consideration.

DATED (insert date)

City Manager of the City of Ukiah

Section 3410 in Division 3, Chapter 11 of the Ukiah City Code is hereby amended to read as follows:

§3410 HEARING – PROCEEDINGS

At the time and place stated in the notice of public hearing, the Hearing Officer shall hear and consider all relevant evidence, objections or protests, and shall receive testimony from owners, witnesses, city personnel and interested persons relative to such alleged public nuisance and to proposed abatement measures. The hearing may be continued from time to time.

Section 3411 in Division 3, Chapter 11 of the Ukiah City Code is hereby amended to read as follows:

§3411 HEARING – DECISION

- A. Upon the evidence presented, the Hearing Officer shall determine whether the premises or any part thereof, as maintained, constitutes a nuisance within the meaning of section 3402 of this chapter.

If the Hearing Officer finds that the same constitutes a nuisance, he or she shall order the same abated within a reasonable time, which time shall be determined by the Hearing Officer.

- B. The Hearing Officer's decision shall be by written order, which shall contain the findings of the Hearing Officer upon which such determination is based. If said nuisance is not abated within the time permitted by the Hearing Officer, the city manager/designee is authorized to enter upon the premises for the purposes of abating the same, as hereinafter provided.

Section 3412 in Division 3, Chapter 11 of the Ukiah City Code is hereby amended to read as follows:

§3412 TIME LIMITATION FOR FILING JUDICIAL ACTION

Any aggrieved person who has exhausted all administrative remedies may bring any action to contest the Hearing Officer's decision, provided said action is filed with a court of competent jurisdiction. Such action shall be governed by the provisions of Code of Civil Procedure Sections 1094.5 and 1094.6. Any action filed later than the time required by Code of Civil Procedure Section 1094.6 shall be barred from further prosecution.

Section 3413 in Division 3, Chapter 11 of the Ukiah City Code is hereby amended to read as follows:

§3413 SERVICE OF ABATEMENT ORDER

Upon issuance of the Hearing Officer's written decision, the city manager/designee shall post a copy thereof conspicuously on the premises involved and shall serve a copy upon the record owner by first class mail and one copy shall be mailed to each of the following if known to the department head or disclosed from official public records: the holder of any mortgage or deed of trust or other lien or encumbrance of record; the owner or holder of any lease of record; and the holder of any other estate or legal interest of record in the premises.

Section 3414 in Division 3, Chapter 11 of the Ukiah City Code is hereby amended to read as follows:

§3414 ABATEMENT IN CONJUNCTION WITH ORDER

The property owner, or person having charge or control of the property, may at his own expense, abate the nuisance as prescribed by the order of the Hearing Officer prior to the expiration of the abatement period set forth in the order. If the nuisance has been inspected by the city and had been abated in accordance with the order, proceedings shall be terminated.

Section 4163 in Division 5, Chapter 1, Article 7 of the Ukiah City Code is hereby amended to read as follows:

§4163 DENIAL, CANCELLATION OR REVOCATION OF A LICENSE OR PERMIT

- A. General Provisions: The Health Department or the Division of Animal Control may deny, revoke or cancel any permit or license issued pursuant to this Chapter in the following situations:
 - 1. Whenever it is determined by inspection that any animal facility fails to meet any of the sanitary or health conditions or standards or any other requirements of any permit, license, this Chapter or applicable State law.

2. Whenever there is reason to believe that the applicant or permit holder has willfully withheld or falsified any information required for the permit or license.
 3. If the applicant or permit holder has been convicted by a court of law of two (2) or more violations in a twelve (12) month period of this Chapter or State laws relating to animals, or has been convicted of cruelty to animals in this or any other state within the previous five (5) years. For purposes of this Section, a bail forfeiture shall be deemed to be a conviction of the offense charged.
- B. Appeal Provisions: A denial, cancellation or revocation of a kennel license or permit shall become effective ten (10) days after written notice has been served in person or by certified mail by the issuing officer stating the grounds for such action. The grounds may include defective conditions or violations found to exist. The notice shall be served on the person owning, managing or operating the kennel. The aggrieved applicant, licensee or permittee has the right to an administrative hearing and review of this action. The aggrieved party must request the hearing by filing with the Division of Animal Control a written request for a hearing which states the reasons for appeal. The appeal shall be conducted by the Hearing Officer or Officers appointed by the City Council to hear and decide the appeal within five (5) business days of receipt of said notice.

The appeal notice of a license or permit denial, cancellation or revocation shall be in a form as provided by the Finance Department and shall be filed with the Division of Animal Control.

If an administrative hearing is requested, Animal Control shall immediately set a time, date and place for a hearing on said matter before the Hearing Officer. Said hearing shall be held not later than ten (10) days after the filing of the notice of appeal. Notice of the said hearing shall be given to the appellant in writing at the address shown in the notice of appeal.

At the time, date and place set for said hearing, the Hearing Officer shall hold a hearing on the appeal. The aggrieved licensee, permittee or petitioner may appear in person and testify as to any matters relevant to the proceedings. The Health Department or the Division of Animal Control shall present all evidence, oral and documentary, justifying license or permit denial, cancellation or revocation. Technical rules of evidence shall not apply to said proceedings, and the Hearing Officer may hear and consider any evidence he or she deems relevant and upon which reasonable men would be likely to rely in the consideration of matters of a serious nature. The decision of the Hearing Officer shall be supported by the weight of the evidence presented. Upon conclusion of the hearing, the Hearing Officer shall determine whether to sustain or overrule the license or permit denial, cancellation or revocation action of the Animal Control Officer or the Health Department. The Hearing Officer's decision is final.

If no appeal hearing is requested within the time limits specified, the license or permit denial, cancellation or revocation action shall be final.

Section 4183 in Division 5, Chapter 1, Article 9 of the Ukiah City Code is hereby amended to read as follows:

§4183 SUMMARY SEIZURE AND POST SEIZURE HEARING

An Animal Control Officer may seize and impound an animal for violation of any provision of this ordinance or State law prior to a hearing in any of the following situations where the owner is not present and where the Officer believes it is necessary:

- A. To protect public health, safety and property;
- B. To protect an animal which is injured, sick, or starving and must be cared for; and

- C. To protect an animal from injury which has strayed into public property or public right of way.
- D. Even when the owner is present where the animal has bitten a human being and the officer reasonably believes that the owner will remove the animal from the City before it has been quarantined as provided in §§4171 and 4172. The Animal Control Officer may quarantine the animal as provided in said Sections.

If the owner or person who has the right to control the animal wishes to challenge the impoundment, he/she shall personally deliver or mail a written request for a hearing, such that it is received by Animal Control within seventy-two (72) hours of the seizure and impoundment.

Animal Control upon receipt of a notice of appeal, shall immediately set a time, date and place for a hearing on said matter before the Hearing Officer appointed by the City Council to hear and decide such appeals. Said hearing shall be held not less than five (5), nor more than ten (10) days after the filing of the notice of appeal. Notice of such hearing shall immediately be given to the owner at the address shown in the notice of appeal. During the pendency of any appeal from an order of impoundment or abatement, the animal impounded may be maintained in the City impound facility or other approved facilities.

The hearing shall be conducted as set forth in §4185 of this Article.

Section 4184 in Division 5, Chapter 1, Article 9 of the Ukiah City Code is hereby amended to read as follows:

§4184 HEARING PRIOR TO ANIMAL DEPRIVATION

Except as provided in §4182 of this Article, a peace officer, agents of the Department of Public Health and the Division of Animal Control may not seize or impound any animal, unless an appeal hearing is held as set forth in §4185 of this Article.

If the owner or person who has a right to control an animal refuses to consent to an impoundment of his/her animal, the Animal Control Officer may issue a notice commanding the person to appear at a specified time before the Hearing Officer.

Section 4185 in Division 5, Chapter 1, Article 9 of the Ukiah City Code is hereby amended to read as follows:

§4185 APPEAL HEARING

At the time, date and place set for said hearing, the Hearing Officer(s) shall hold a hearing at which time the aggrieved owner of the subject animal may appear and testify as to any matters relevant to the proceedings. The Animal Control Officer, County Health Officer, or police officer shall present all evidence, oral and documentary, justifying said order of seizure and impoundment or abatement. Each party may be represented and may call such witnesses as shall be necessary to present testimony on matters relevant to the hearing. Technical rules of evidence shall not apply to said proceedings, and the Hearing Officer(s) may hear and consider any evidence he or she deems relevant and upon which reasonable people would be likely to rely in the consideration of matters of a serious nature. The decision of the Hearing Officer(s) shall be supported by the weight of evidence.

Upon conclusion of the hearing, the Hearing Officer(s) shall determine whether to sustain or overrule the Animal Control Officer, Health Department or Police Department's order of seizure and impoundment or abatement.

If the order of seizure and impoundment or abatement is not appealed or if such order is sustained after a hearing, the animal seized shall not be released to the owner until the owner pays all fees, charges or costs of the impounding and care for such animal, and said animal owner signs a written promise to control said animal and to prevent said animal from trespassing, howling, barking or making other noises, or causing damage to property, or being vicious or demonstrating that it is potentially vicious or in any manner causing a public nuisance. If all fees, charges, fines, and penalties are not paid or the written promise to abate is not filed with five (5) days of the date that said order of abatement becomes final, the animal impounded shall be placed in a suitable home or humanely destroyed by the impounding agency.

If any seizure and impoundment or order of abatement is overruled by the Hearing Officer(s), the animal impounded shall be released forthwith and the City shall bear all costs and expenses of such impoundment. Nothing in this Section shall be deemed to exempt any owner from any fines or penalties imposed by failure to have such animal duly and properly licensed or registered.

In the event any animal owner(s) is ordered to abate a nuisance and as a result of that order of abatement, said owner fails to take appropriate action which results in the animal constituting such nuisance being impounded and placed in a suitable home or humanely destroyed by the impounding agency, the Hearing Officer(s) may, if a kennel owner is at fault, order that no further kennel license or permit be issued to such kennel licensee or pursuant to this Chapter for any such period of time, not to exceed one year, as he, she or they may determine.

Section 4206 in Division 5, Chapter 2 of the Ukiah City Code is hereby amended to read as follows:

§4206 ADMINISTRATIVE HEARINGS

In any case where an applicant for a permit, a permittee, or any other interested person is dissatisfied with any determination of the Health Department relative to the presence or absence of any of the conditions mentioned in §4202, or is aggrieved by any decision of the Health Department with respect to the issuance, modification or termination or refusal to issue, modify or terminate any permit required by this Chapter, such person may apply for a hearing before the Hearing Officer of the City. Such hearing shall be held within fifteen (15) days from the date of filing the application for hearing, unless continued at the request of the appellant. Notice of the time and place of hearing shall be given the appellant, and he shall be entitled to appear in person or by counsel and present evidence. In the event such a hearing is requested by other than an applicant or permittee, any applicant or permittee affected thereby shall be given the same notice and shall have the same rights to appear and present evidence as the person requesting the hearing.

The Hearing Officer shall hear and consider evidence presented at such hearing, and shall decide the issue based upon the evidence presented. A decision must be rendered in writing by such Hearing Officer within ten (10) days from the date of hearing, and a copy of any such decision shall be furnished to the person requesting the hearing, and affected applicant or permittee, and any other interested person requesting the same. The decision may reverse, affirm or modify any action of the Health Department, and may provide such other determination as the Hearing Officer may deem appropriate.

Section 7602 in Division 8, Chapter 8 of the Ukiah City Code is hereby amended to read as follows:

§7602 DEFINITIONS

Except where the context otherwise requires, the definitions given in this Section govern the construction of this Chapter:

- A. The term "vehicle" means a device by which any person or property may be propelled, moved or drawn upon a highway, except a device moved by human power or used exclusively upon stationary rails or tracks.

- B. The term "highway" means a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. Highway includes street.
- C. The term "public property" does not include highway.
- D. The term "owner of the land" means the owner of the land on which the vehicle or parts thereof, is located, as shown on the last equalized assessment roll.
- E. The term "owner of the vehicle" means the last registered owner and legal owner of record.

Section 7610 in Division 8, Chapter 8 of the Ukiah City Code is hereby amended to read as follows:

§7610 REQUEST FOR HEARING; HEARING UNNECESSARY

Upon request by the owner of the vehicle or owner of the land received by the City Clerk or her designated representative within ten (10) days after the mailing of the notices of intention to abate and remove, a public hearing shall be held by the Hearing Officer for the City on the question of abatement and removal of the vehicle or parts thereof as an abandoned, wrecked, dismantled or inoperative vehicle, and the assessment of the administrative costs and the cost of removal of the vehicle or parts thereof against the property on which it is located.

If the owner of the land submits a sworn written statement denying responsibility for the presence of the vehicle on his land within such ten (10) day period, said statement shall be construed as a request for hearing which does not require his presence. Notice of the hearing shall be mailed at least ten (10) days before the hearing to the owner of the land and to the owner of the vehicle, unless the vehicle is in such condition that identification numbers are not available to determine ownership. If such a request for hearing is not received within said ten (10) days after mailing of the notice of intention to abate and remove, the City shall have the authority to abate and remove the vehicle or parts thereof as a public nuisance without holding a public hearing.

Section 7611 in Division 8, Chapter 8 of the Ukiah City Code is hereby amended to read as follows:

§7611 HEARING

All hearings under this Chapter shall be held before the Hearing Officer who shall hear all facts and testimony he or she deems pertinent. Said facts and testimony may include testimony on the condition of the vehicle or parts thereof and the circumstances concerning its location on the said private property or public property. The Hearing Officer shall not be limited by the technical rules of evidence. The owner of the land may appear in person at the hearing or present a sworn written statement in time for consideration at the hearing, and deny responsibility for the presence of the vehicle on the land, with his reasons for such denial.

The Hearing Officer may impose such conditions and take such other action as he or she deems appropriate under the circumstances to carry out the purpose of this Chapter. He or she may delay the time for removal of the vehicle or parts thereof if, in his or her opinion, the circumstances justify it. At the conclusion of the public hearing, the Hearing Officer may find that a vehicle or parts thereof has been abandoned, wrecked, dismantled, or is inoperative on private or public property and order the same removed from the property as a public nuisance and disposed of as hereinafter provided and determine the administrative costs and the cost of removal to be charged against the owner of the land. The order requiring removal shall include a description of the vehicle or parts thereof and the correct identification number and license number of the vehicle, if available at the site.

If it is determined at the hearing that the vehicle was placed on the land without the consent of the owner of the land and that he has not subsequently acquiesced in its presence, the Hearing Officer shall not assess the costs of administration or removal of the vehicle against the property upon which the vehicle is located or otherwise attempt to collect such costs from such owner of the land. If the owner of the land submits a sworn

written statement denying responsibility for the presence of the vehicle on his land but does not appear, he shall be notified, in writing, of the decision.

SECTION THREE:

1. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Ukiah hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

2. EFFECTIVE DATE.

This Ordinance shall be published as required by law in a newspaper of general circulation in the City of Ukiah, and shall become effective thirty (30) days after its adoption.

Introduced by title only on August 17, 2016 by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Adopted on _____, 2016, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Stephen G. Scalmanini, Mayor

ATTEST:

Kristine Lawler, City Clerk



ITEM NO.: 7g

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: AWARD OF CONTRACT FOR ON-CALL PLANNING SERVICES TO LAND LOGISTICS PLANNING AND DEVELOPMENT SERVICES

Summary: Staff is recommending the award of a contract to Land Logistics Planning and Development Services for on-call planning services.

Background: With the recent retirement of the Director of Planning, and the appointment of the Principal Planner as the Interim Director of Planning, the Planning Department is currently short-staffed. A contract for on-call planning services will assist staff as needed during this transition period and beyond when demand warrants use.

Discussion: The Purchasing Department released a Request for Proposals (RFP) on August 10, 2016, with a proposal deadline of August 19th. Please see Attachment 1 for a copy of the RFP. Proposals were received from four (4) consultants: LACO Associates, Land Logistics, Placeworks, and SHN Engineers and Geologists.

An evaluation team consisting of City staff reviewed the proposals received. After the initial evaluation, the top three firms were asked to return for an interview: Land Logistics Planning and Development Services, LACO and Associates, and Placeworks. Based on the interview, the final scoring and subsequent ranking was established:

Company	Score
Placeworks	9.55
Land Logistics	9.43
LACO Associates	8.13

Placeworks and Land Logistics ranked fairly evenly, with LACO ranking third. Staff went on to evaluate the proposed fees for the top two firms. Placeworks, located in Berkeley, proposed rates of \$195 for their Principal, and \$110 for their Associate, with additional travel costs. Land Logistics, located in Davis, proposed a rate of \$145 for their Principal and \$125 for their Senior Associate/Project Manager, with no additional travel costs.

It is staff's recommendation to award the contract to Land Logistics for on-call planning services at their proposed rates. A copy of their proposal is provided for in Attachment 2.

Continued on Page 2

RECOMMENDED ACTION(S): Award contract for on-call planning services to Land Logistics planning and services.

ALTERNATIVES: Provide alternate direction to Staff.

Citizens advised: N/A
Requested by: Sage Sangiacomo, City Manager
Prepared by: Mary Horger, Purchasing Supervisor
Coordinated with: Kevin Thompson, Interim Director of Planning
Presenters: Kevin Thompson, Interim Director of Planning and Mary Horger, Purchasing Supervisor
Attachments: 1. Request for Proposal
2. Land Logistics Proposal

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, City Manager

Land Logistics will bring over fifty years of experience to the work they will provide. They have extensive experience in providing the services needed. Their Senior Associate, Ignacio "Nash" Gonzalez, lives here in Ukiah, and has direct experience in our area.

Staff anticipates a majority of the on-call planning services will be used to process large development projects, which are typically billed on a cost recovery basis. Applicants will not be charged the full on-call service rate as described above; rather, they will be charged the City's regular hourly rates for planning services. Additionally, due to the current vacancy in the Planning Department, salary savings will be used to fund the balance of the cost for this year, and will be budgeted for in future fiscal years, subject to Council approval.

FISCAL IMPACT:				
Current Cost in 16-17 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
\$18,000	Budget Saving from Regular Salaries due to position vacancy will be used to supplement contractual services if necessary.	Contractual Services	Yes ☐ No ☒	N/A



REQUEST FOR PROPOSALS

ON-CALL PLANNING SERVICES

City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482
Phone (707) 463-6233

Proposals are due by 5:00 PM
Friday, August 19, 2016

City of Ukiah Request for Proposals for On-Call Planning Services

The City of Ukiah Planning and Community Development Department is seeking an experienced multi-disciplinary land use planning consulting firm or individual to supplement existing departmental staff to process complex current planning applications, prepare CEQA environmental review documents and provide peer review for planning projects. The firm or individual will report to the Planning and Community Development Director.

In the City of Ukiah's Planning and Community Development Department, we take our organization's core values seriously. We acknowledge that many of the people entering City Hall are pursuing their dreams of starting a business or building a home, and that is why we are committed to treating them professionally and providing the best service possible. In order to accomplish those goals and maximize efficiencies, our small staff relies heavily on teamwork and innovation. We are proud that these values are reflected in our work and our commitment to this community.

City of Ukiah's Core Values:

Professionalism
Service
Teamwork
Innovation
Safety

The estimated number of hours will depend on the number of applications being processed by the City. Services will include the following:

- Assistance with the processing of complex current planning applications including major use permits, major site development permits, and subdivisions.
- The review and preparation of CEQA and NEPA environmental assessments, initial studies and negative declarations including but not limited to, aesthetics, air quality, water quality, biological resources, noise, traffic, etc.
- Attend public hearings as needed.
- Provide inter-agency coordination as needed.
- All other relevant assignments related to planning as requested.

The firm or individual must meet the following minimum requirements:

- A. Must be AICP certified and have a minimum of five (5) years' experience in a land use planning capacity.
- B. The firm/individual and any subcontractor must possess professional certification, including applicable state licenses necessary to prepare and review, engineering plans, geotechnical reports, environmental assessments (CEQA and NEPA).
- C. The representatives must have strong writing and presentation skills
- D. Must be proficient with computers and software including but not limited to Microsoft Office and GIS.
- E. Have sufficient staff and resources to meet the requirements of the contract including redundancy of personnel such that key persons can be readily replaced, with the City's pre-approval, in the event of illness, employment change or other reason.
- F. The representatives should have experience with inter-governmental applications and regional issues including: LAFCO applications, Municipal Service Reviews (MSR), annexation and district detachment applications.
- G. Respondents shall be required to maintain records in accordance with local, State, and Federal Public Records Retention Requirements.
- H. Able to and agree to execute and meet the terms and conditions of the attached standard City of Ukiah Consulting Agreement (See Attachment "A").
- I. Customer service driven with strong problem solving skills.

PROPOSAL REQUIREMENTS

Inquiries

Inquiries concerning this request for proposal must be made in writing to:

Mary Horger
Purchasing Supervisor
City of Ukiah
Email: mhorger@cityofukiah.com

RFP Schedule

<u>Proposals Released:</u>	August 10, 2016
<u>Proposals Due:</u>	August 19, 2016
<u>Initial Proposal Evaluation Completed:</u>	August 24, 2016
<u>Interviews:</u>	August 26 th , 29 th or 30 th , 2016
<u>City Council Award:</u>	September 7, 2016

Proposal Format

The response to the Request for Proposal shall include the following:

- Name and address of the consulting firm submitting a proposal.
- Names and professional qualifications of the representatives of the firm that are being proposed to perform the on-call services.
- Statement regarding the qualifications of the firm, including project understanding and approach.
- List of firms or entities, including the names and contact information, for which the consultant has conducted similar work for, utilizing the proposed staff.
- Fee schedule – hourly rate(s) for proposed services.

Evaluation

Qualifications will be evaluated based on the following criteria:

- The consultant's qualifications in providing the services requested.
- The consultant's understanding of the project and project approach.
- The consultant's demonstrated experience in providing the services requested.
- The consultant's availability to perform the work.
- Cost.

Upon the request of and at the discretion of the City of Ukiah, proposers may be required to supply additional information, or to make assigned personnel available for interviews, or to make additional or supplemental submissions, if deemed necessary by the City.

Insurance Requirements

Once the successful consultant has been notified of the contract award, they will be required to submit insurance certificates as specified in the requirements provided in Attachment "B".

City Business License

A City of Ukiah Business License is required for work performed in the City of Ukiah. For information on how to apply for a license and associated fees, please go to the City's website at www.cityofukiah.com/businesses/business-licenses/

Submission Instructions and Deadline

Proposals must be received by 5:00 p.m., Friday, August 19, 2016. Those proposals received after this date and time will not be considered. Proposals will only be accepted electronically. Send your proposal to the following:

Mary Horger
Purchasing Supervisor
City of Ukiah
Email: mhorger@cityofukiah.com

Right of Refusal

The City of Ukiah reserves the right to accept or reject any or all proposals based solely on its analysis of the proposals received including the cost thereof.

**ATTACHMENT A –
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES**

This Agreement, made and entered into this _____ day of _____, 2016 ("Effective Date"), by and between CITY OF UKIAH, CALIFORNIA, hereinafter referred to as "City" and _____, a _____ [sole proprietorship, corporation, partnership, limited partnership, limited liability company, etc.] organized and in good standing under the laws of the state of _____, hereinafter referred to as "Consultant".

RECITALS

This Agreement is predicated on the following facts:

- a. City requires consulting services related to _____.
- b. Consultant represents that it has the qualifications, skills, experience and properly licensed to provide these services, and is willing to provide them according to the terms of this Agreement.
- c. City and Consultant agree upon the Scope-of-Work and Work Schedule attached hereto as Attachment "A", describing contract provisions for the project and setting forth the completion dates for the various services to be provided pursuant to this Agreement.

TERMS OF AGREEMENT

1.0 DESCRIPTION OF PROJECT

- 1.1 The Project is described in detail in the attached Scope-of-Work (Attachment "A").

2.0 SCOPE OF SERVICES

- 2.1 As set forth in Attachment "A".
- 2.2. Additional Services. Additional services, if any, shall only proceed upon written agreement between City and Consultant. The written Agreement shall be in the form of an Amendment to this Agreement.

3.0 CONDUCT OF WORK

- 3.1 Time of Completion. Consultant shall commence performance of services as required by the Scope-of-Work upon receipt of a Notice to Proceed from City and shall complete such services within _____ from receipt of the Notice to Proceed. Consultant shall complete the work to the City's reasonable satisfaction, even if contract disputes arise or Consultant contends it is entitled to further compensation.

4.0 COMPENSATION FOR SERVICES

- 4.1 Basis for Compensation. For the performance of the professional services of this Agreement, Consultant shall be compensated on a time and expense basis not to exceed a guaranteed maximum dollar amount of \$-----. Labor charges shall be based upon hourly billing rates for the various classifications of personnel employed by Consultant to perform the Scope of Work as set forth in the attached Attachment B,

which shall include all indirect costs and expenses of every kind or nature, except direct expenses. The direct expenses and the fees to be charged for same shall be as set forth in Attachment B. Consultant shall complete the Scope of Work for the not-to-exceed guaranteed maximum, even if actual time and expenses exceed that amount.

4.2 Changes. Should changes in compensation be required because of changes to the Scope-of-Work of this Agreement, the parties shall agree in writing to any changes in compensation. "Changes to the Scope-of-Work" means different activities than those described in Attachment "A" and not additional time to complete those activities than the parties anticipated on the date they entered this Agreement.

4.3 Sub-contractor Payment. The use of sub-consultants or other services to perform a portion of the work of this Agreement shall be approved by City prior to commencement of work. The cost of sub-consultants shall be included within guaranteed not-to-exceed amount set forth in Section 4.1.

4.4 Terms of Payment. Payment to Consultant for services rendered in accordance with this contract shall be based upon submission of monthly invoices for the work satisfactorily performed prior to the date of the invoice less any amount already paid to Consultant, which amounts shall be due and payable thirty (30) days after receipt by City. The invoices shall provide a description of each item of work performed, the time expended to perform each task, the fees charged for that task, and the direct expenses incurred and billed for. Invoices shall be accompanied by documentation sufficient to enable City to determine progress made and to support the expenses claimed.

5.0 ASSURANCES OF CONSULTANT

5.1 Independent Contractor. Consultant is an independent contractor and is solely responsible for its acts or omissions. Consultant (including its agents, servants, and employees) is not the City's agent, employee, or representative for any purpose.

It is the express intention of the parties hereto that Consultant is an independent contractor and not an employee, joint venturer, or partner of City for any purpose whatsoever. City shall have no right to, and shall not control the manner or prescribe the method of accomplishing those services contracted to and performed by Consultant under this Agreement, and the general public and all governmental agencies regulating such activity shall be so informed.

Those provisions of this Agreement that reserve ultimate authority in City have been inserted solely to achieve compliance with federal and state laws, rules, regulations, and interpretations thereof. No such provisions and no other provisions of this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Consultant and City.

Consultant shall pay all estimated and actual federal and state income and self-employment taxes that are due the state and federal government and shall furnish and pay worker's compensation insurance, unemployment insurance and any other benefits required by law for himself and his employees, if any. Consultant agrees to indemnify and hold City and its officers, agents and employees harmless from and against any claims or demands by federal, state or local government agencies for any such taxes or benefits due but not paid by Consultant, including the legal costs associated with defending against any audit, claim, demand or law suit.

Consultant warrants and represents that it is a properly licensed professional or professional organization with a substantial investment in its business and that it maintains its own offices and staff which it will use in performing under this Agreement.

- 5.2 Conflict of Interest. Consultant understands that its professional responsibility is solely to City. Consultant has no interest and will not acquire any direct or indirect interest that would conflict with its performance of the Agreement. Consultant shall not in the performance of this Agreement employ a person having such an interest. If the City Manager determines that the Consultant has a disclosure obligation under the City's local conflict of interest code, the Consultant shall file the required disclosure form with the City Clerk within 10 days of being notified of the City Manager's determination.

6.0 INDEMNIFICATION

- 6.1 Insurance Liability. Without limiting Consultant's obligations arising under Paragraph 6.2 Consultant shall not begin work under this Agreement until it procures and maintains for the full period of time allowed by law, surviving the termination of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with its performance under this Agreement.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office ("ISO) Commercial General Liability Coverage Form No. CG 20 10 10 01 and Commercial General Liability Coverage – Completed Operations Form No. CG 20 37 10 01.
2. ISO Form No. CA 0001 (Ed. 1/87) covering Automobile Liability, Code 1 "any auto" or Code 8, 9 if no owned autos and endorsement CA 0025.
3. Worker's Compensation Insurance as required by the Labor Code of the State of California and Employers Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall apply separately to the work performed under this Agreement, or the aggregate limit shall be twice the prescribed per occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.

3. Worker's Compensation and Employers Liability: Worker's compensation limits as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.
4. Errors and Omissions liability: \$1,000,000 per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

- a. The City, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Consultant, products and completed operations of the Consultant, premises owned, occupied or used by the Consultant, or automobiles owned, hired or borrowed by the Consultant for the full period of time allowed by law, surviving the termination of this Agreement. The coverage shall contain no special limitations on the scope-of-protection afforded to the City, its officers, officials, employees or volunteers.
- b. The Consultant's insurance coverage shall be primary insurance as respects to the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- d. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from Consultant's performance of the work, pursuant to this Agreement.

3. Professional Liability Coverage

If written on a claims-made basis, the retroactivity date shall be the effective date of this Agreement. The policy period shall extend from ----- to -----.

4. All Coverages

Each Insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with admitted California insurers with an A.M. Best's rating of no less than A- for financial strength, AA for long-term credit rating and AMB-1 for short-term credit rating.

F. Verification of Coverage

Consultant shall furnish the City with Certificates of Insurance and with original Endorsements effecting coverage required by this Agreement. The Certificates and Endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates and Endorsements are to be on forms provided or approved by the City. Where by statute, the City's Workers' Compensation - related forms cannot be used, equivalent forms approved by the Insurance Commissioner are to be substituted. All Certificates and Endorsements are to be received and approved by the City before Consultant begins the work of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. If Consultant fails to provide the coverages required herein, the City shall have the right, but not the obligation, to purchase any or all of them. In that event, the cost of insurance becomes part of the compensation due the contractor after notice to Consultant that City has paid the premium.

G. Subcontractors

Consultant shall include all subcontractors or sub-consultants as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor or sub-consultant. All coverage for sub-contractors or sub-consultants shall be subject to all insurance requirements set forth in this Paragraph 6.1.

- 6.2 Indemnification. Notwithstanding the foregoing insurance requirements, and in addition thereto, Consultant agrees, for the full period of time allowed by law, surviving the termination of this Agreement, to indemnify the City for any claim, cost or liability that arises out of, or pertains to, or relates to any negligent act or omission or the willful misconduct of Consultant in the performance of services under this contract by Consultant, but this indemnity does not apply to liability for damages for death or bodily injury to persons, injury to property, or other loss, arising from the sole negligence, willful misconduct or defects in design by the City, or arising from the active negligence of the City.

"Indemnify," as used herein includes the expenses of defending against a claim and the payment of any settlement or judgment arising out of the claim. Defense costs include all costs associated with defending the claim, including, but not limited to, the fees of attorneys, investigators, consultants, experts and expert witnesses, and litigation expenses.

References in this paragraph to City or Consultant, include their officers, employees, agents, and subcontractors.

7.0 CONTRACT PROVISIONS

- 7.1 Ownership of Work. All documents furnished to Consultant by City and all documents or reports and supportive data prepared by Consultant under this Agreement are owned and become the property of the City upon their creation and shall be given to City immediately upon demand and at the completion of Consultant's services at no additional cost to City. Deliverables are identified in the Scope-of-Work, Attachment "A". All documents produced by Consultant shall be furnished to City in digital format and hardcopy. Consultant shall produce the digital format, using software and media approved by City.
- 7.2 Governing Law. Consultant shall comply with the laws and regulations of the United States, the State of California, and all local governments having jurisdiction over this Agreement. The interpretation and enforcement of this Agreement shall be governed by California law and any action arising under or in connection with this Agreement must be filed in a Court of competent jurisdiction in Mendocino County.
- 7.3 Entire Agreement. This Agreement plus its Attachment(s) and executed Amendments set forth the entire understanding between the parties.
- 7.4 Severability. If any term of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in effect.
- 7.5 Modification. No modification of this Agreement is valid unless made with the agreement of both parties in writing.
- 7.6 Assignment. Consultant's services are considered unique and personal. Consultant shall not assign, transfer, or sub-contract its interest or obligation under all or any portion of this Agreement without City's prior written consent.
- 7.7 Waiver. No waiver of a breach of any covenant, term, or condition of this Agreement shall be a waiver of any other or subsequent breach of the same or any other covenant, term or condition or a waiver of the covenant, term or condition itself.
- 7.8 Termination. This Agreement may only be terminated by either party: 1) for breach of the Agreement; 2) because funds are no longer available to pay Consultant for services provided under this Agreement; or 3) City has abandoned and does not wish to complete the project for which Consultant was retained. A party shall notify the other party of any alleged breach of the Agreement and of the action required to cure the breach. If the breaching party fails to cure the breach within the time specified in the notice, the contract shall be terminated as of that time. If terminated for lack of funds or abandonment of the project, the contract shall terminate on the date notice of termination is given to Consultant. City shall pay the Consultant only for services

performed and expenses incurred as of the effective termination date. In such event, as a condition to payment, Consultant shall provide to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant under this Agreement. Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder, subject to off-set for any direct or consequential damages City may incur as a result of Consultant's breach of contract.

7.9 Execution of Agreement. This Agreement may be executed in duplicate originals, each bearing the original signature of the parties. Alternatively, this Agreement may be executed and delivered by facsimile or other electronic transmission, and in more than one counterpart, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. When executed using either alternative, the executed agreement shall be deemed an original admissible as evidence in any administrative or judicial proceeding to prove the terms and content of this Agreement.

8.0 NOTICES

Any notice given under this Agreement shall be in writing and deemed given when personally delivered or deposited in the mail (certified or registered) addressed to the parties as follows:

CITY OF UKIAH _____
 DEPT. OF _____
 300 SEMINARY AVENUE _____
 UKIAH, CALIFORNIA 95482-5400

9.0 SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement the Effective Date:

CONSULTANT

BY: _____

 Date

PRINT NAME: _____

 IRS IDN Number

CITY OF UKIAH

BY: _____

 Date

CITY MANAGER

ATTEST

 CITY CLERK

 Date



ATTACHMENT B - INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant(s) shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant(s), his agents, representatives, or employees.

I. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- A. Insurance Services Office **Commercial General Liability** coverage (Form No. CG 20 10 10 01 and Commercial General Liability – Completed Operations Form No. CG 20 37 10 01).
- B. Insurance Services Office form number CA 0001 (Ed. 1/87) covering **Automobile Liability**, code 1 (any auto).
- C. **Workers' Compensation** insurance as required by the State of California and Employer's Liability Insurance.
- D. **Errors and Omissions liability** insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

II. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

- A. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage including **operations, products and completed operations**, as applicable. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Insurance must be written on an occurrence basis.
- B. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage. Insurance must be written on an occurrence basis.
- C. Workman's Compensation Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- D. Errors and Omissions liability: \$1,000,000 per occurrence. If written on a claims-made basis, insurance coverage must cover claims filed within 3 years after contract work completed.

III. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the insurer to reduce or eliminate such deductibles or self-insured retentions with respect to the City, its officers, officials, employees and volunteers; or the Consultant to provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses; or to approve the deductible without a guarantee.

IV. REQUIRED Insurance Provisions

Proof of **general liability and automobile liability** policies are to contain, or **be endorsed** to contain, the following provisions:

- A. The City, its officers, officials, employees, and volunteers are to be covered as **ADDITIONAL INSURED** with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment, furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance, or as a separate owner's policy.

B. **The workers' compensation policy is to be endorsed with a waiver of subrogation.** The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City. NOTE: You cannot be added as an additional insured on a workers' compensation policy.

C. For any claims related to this project, the Consultant's insurance coverage shall be **primary insurance** with respect to the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

D. Each insurance policy required by this clause shall be endorsed to state that coverage shall **not be canceled** by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

V. RATING - Acceptability of Insurers

Insurance is to be placed with admitted California insurers with a current A.M. Best's rating of no less than A- for financial strength, AA for long-term credit rating and AMB-1 for short-term credit rating.

VI. Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be **on forms provided by the City**. If endorsements are on forms other than the City's forms, those endorsements must provide coverage that is equivalent to or better than the forms requested by the City. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

**If you have questions regarding our insurance requirements contact:
Risk Manager
(707) 463-6287 or FAX (707) 463-6204**

PROPOSAL FOR ON-CALL PLANNING SERVICES

SUBMITTED TO THE

City of Ukiah
Mary Horger
Purchasing Supervisor
300 Seminary Avenue
Ukiah, CA 95482



August 19, 2016

August 19, 2016

Mary Horger
Purchasing Supervisor
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

RE: Statement of Qualifications and Proposal for On-Call Planning Services

Dear Ms. Horger,

Land Logistics is pleased to submit this Statement of Qualifications and Proposal to the City of Ukiah in response to the Request for Proposal which provides an overview of our services. Land Logistics is well-suited to provide contract planning services to the City of Ukiah, and we are very enthusiastic about the opportunity to work with the City of Ukiah.

Firm Overview

Land Logistics is located in Davis and is dedicated to serving the needs of cities, counties and other governmental agencies by providing a complementary range of municipal support and management services. Land Logistics was established in 2005 with the mission to provide our clients with professional, reliable Planning support services to meet their agency needs. We are a small firm, with two key seasoned, reliable and personable planners – Brian Millar, AICP, firm Principal, and Ignacio “Nash” Gonzalez, AICP, Senior Associate. Combined, we bring over 50 years of experience to our work. As noted in the attached Statement of Qualifications, we also have significant experience working for small cities in Northern California.

Land Logistics specializes in project management, entitlement processing, economic development, environmental review, urban/city and resource planning. We provide assistance to public agencies, with a breadth in work experience that includes General Plan Amendments, Rezonings, Subdivisions/Tentative Maps, Conditional Use Permits, Variances, Design Review, and Building Permit Review/Plan Check. We have worked extensively on development review entitlements and management of both small and large projects throughout California. Additional services include preparation of environmental documents (Initial Studies, Negative Declarations, MNDs, Mitigation

Monitoring, and Management of EIRs), Project Management, preparation of development ordinances, facilitation of Community Meetings, and short- and long-term Planning Staff assistance.

With the City of Ukiah having the need for contract planning assistance, Land Logistics has the requisite skills and experience to ensure delivery of top-quality work product on time and within prescribed budgets. In an era of limited resources, public agencies must establish efficient and effective management programs to respond to fluctuating workloads, state and federal mandates, and local priorities. Land Logistics can either provide staff assistance remotely or integrate staff into City offices, based on the preference of the City of Ukiah. In essence, we can become an extension of staff.

Our project management experience also includes extensive work with project applicants, public agencies and interest groups. Combined with clear and consistent communications with City staff, we are able to provide outstanding service to our clients.

Project Understanding

It is our understanding, that the City has need for planning assistance due to increased workloads and to supplement staff with the processing of complex current planning applications, preparation of CEQA environmental review documents and provide peer review for planning projects. Because of our familiarity with the City, its geography and planning processes, we believe that we could provide the necessary assistance to the City of Ukiah.

Although, we are headquartered in Davis, California, Mr. Nash Gonzalez, is located in Ukiah, California. It should also be noted that Mr. Gonzalez previously was also the Planning and Building Services Director for Mendocino County from 2008 to 2012, thus having an excellent understanding of the community and excellent working relationship with City of Ukiah staff. As noted within our Proposal, Land Logistics can readily provide contract planning services for the City of Ukiah.

Available Personnel

The Land Logistics team of Brian Millar and Nash Gonzalez have substantial public agency experience at all levels, from project processing and project management, through serving in management positions with public Planning agencies. Mr. Millar and Mr. Gonzalez are especially qualified to undertake a variety of long-range and current Planning assignments that the City of Fort Bragg may need assistance with. More detailed resumes for both Mr. Millar and Mr. Gonzalez are attached, while a brief description for key personnel is provided below. In addition, Mr. Kit Custis, Hydrologist/Engineering Geologist can provide assistance in the review of geotechnical analysis, engineering plans, slope analysis and the review of Environmental Assessments/CEQA documents as they pertain to

geotechnical issues. Mr. Custis has over 33 years of experience in engineering geology and hydrology, including the evaluation of slope stability land slide hazards, seismic hazards, soil erosion, mine reclamation, groundwater and surface water contamination, water resources, water rights, stormwater pollution and fluvial studies of watersheds.

Brian Millar, AICP
Principal

Mr. Millar has over 25 years of experience in the fields of Planning, Economic and Community Development, including the following positions:

- Principal, Land Logistics
- Principal, Pacific Municipal Consultants
- Director of Economic and Community Development, City of Daly City
- Director of Development and Engineering Services, City of Tracy
- Community Development Director, City of Winters
- Assistant Planning Director, City of Orinda
- Interim Planning Director in the Cities of Richmond and Lincoln, and with the County of Siskiyou

Mr. Millar also has extensive public outreach experience, having worked with developers, multiple interest groups and members of the public, and in leading many complex public meetings and workshops on a diverse range of topics, including General Plan Updates, preparation of CEQA documents, affordable housing developments, economic development, mixed-use development projects, and community visioning sessions.

Ignacio "Nash" Gonzalez, AICP
Senior Associate

Mr. Gonzalez has over 25 years of experience in the fields of Planning, Community Development and Real Estate Development, including the following positions:

- Senior Associate, Land Logistics
- Director of Planning and Development, County of Santa Clara
- Director of Planning and Building Services, County of Mendocino
- Senior Associate, Pacific Municipal Consultants
- Associate Planner, City of Healdsburg
- Interim Planning Director, Town of Corte Madera
- Contract City Planner, City of Clearlake
- Contract City Planner, City of Willows
- Contract Planner, Town of Hillsborough

Mr. Gonzalez has extensive experience in both urban and rural planning, resource management, including the administration and enforcement of the Surface Mining and Reclamation Act (SMARA), having worked with numerous public agencies throughout California, Subdivision Map Act compliance, as well as process re-engineering, with a focus on customer service and efficiency in planning and building agencies. Additionally, Mr. Gonzalez is experienced in processing Coastal Development Permits as well as Design and Architectural Review entitlements.

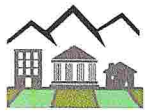
Both Mr. Millar and Mr. Gonzalez not only bring the necessary skills and traits required to address the City's planning and economic development needs, but are very responsive to city customers, businesses and city staff. Among the features of our proposal is maintaining clear lines of communication between the City, the Community Development Director, City Council, Planning Commission, and the community.

Land Logistics is capable of handling both day-to-day planning functions as well as any of the City's development review and long range planning functions. Land Logistics can achieve this by providing a contract planner in city offices or on an on-call basis to meet demands, including development review application processing, as well as completion of Zoning Code Amendments, and Specific Plan/General Plan updates. Land Logistics can also assist the City with the more complex, long range planning endeavors.

Land Logistics focuses on time management and completion of projects within prescribed deadlines. Many of our clients identify particular scheduling needs with respect to key projects, including in the Cities of Lincoln, San Bruno and Tracy. In such instances, our scope of work identifies project milestones, deliverables, and related actions needed to hit target timelines. This requires careful coordination with client staff, developers and others, as well as identification of issues and concerns early on in the project, combined with an ability to respond quickly to changes and issues as they may arise to ensure satisfactory resolution of the issue and adherence to project schedules.

Please note that Land Logistics can meet the City's insurance requirements and can provide the required insurance certificates upon request.

We appreciate your consideration of Land Logistics for the opportunity to assist the City of Ukiah with Contract Planning Assistance, and for this opportunity to submit our Proposal for On-Call Planning Services.



We would be pleased to meet with you, at your convenience. If you should have any questions, please contact Brian Millar at (530) 902-9218 or via email at brian@landlogistics.com, or Nash Gonzalez at (707) 771-6092 or via email at nash@landlogistics.com.

Sincerely,

Brian Millar, AICP
Principal

Ignacio "Nash" Gonzalez, AICP
Senior Associate

Attachment

Request for Proposal for On-Call Planning Services For the City of Ukiah



Land Logistics Company Overview

Land Logistics can provide contract professional staff to the City of Ukiah in order to meet the City's planning, environmental and development processing needs. This includes provision of staff to meet short-term and long-term demands, and project management (including processing and review of complex development projects, General Plan, Zoning and policy documentation), as well as provision of Planning staff to meet the City's needs.

Our track record consistently shows attention to detail, provision of personable staff who work well with client agencies and the public, and a focus on getting the job done on time and within prescribed operational budgets. As a small firm, we are always able to provide an individualized approach to meet changing client needs. Accordingly, the Land Logistics approach to Project Management stresses communication and performance.

As summarized in the overview of our previous work, below, Land Logistics has the proven personnel to meet any of your agency needs. The range of our services includes:

- Provision of on-site professional staff
- Development application processing
- Planning counter support
- Project Management
- Economic development services, including completion and implementation of economic development strategic plans, and outreach efforts to improve community economic development opportunities
- Management of outside consultants
- Environmental services, including preparation of CEQA documents (initial studies, mitigated negative declarations, and environmental impact reports)
- Annexations and related LAFCO activities, along with municipal service reviews (MSR's)
- Zoning Ordinance preparation
- General Plan updates and amendment
- Organization review and departmental performance evaluations
- Permit streamlining programs
- Building and Site Permit Review
- Architectural and Design Review

Agency Experience and Project Summaries

Land Logistics staff have worked for many jurisdictions throughout California and on a wide range of projects, as listed below. This work has also included roles as formal City and County employees.



Active projects are denoted with an asterisk (*).

City of Berkeley, Project Manager, Library Gardens EIR. Project Manager for processing of a use permit for construction of a 176 unit, five-story apartment project with a three level, 465 space parking garage. Included was the preparation of a detailed Mitigated Negative Declaration, followed by a Subsequent EIR in response to changes in the project proposal.

City of Calistoga, Project Manager, Auberge Resort and Spa. Served as Project Manager for the development of a private resort and spa along the Silverado Trail in Calistoga. Duties included oversight of a project-level EIR, application processing, staff report preparation, and making presentations to various City groups and Planning Commission.

City of Clearlake, Contract staffing Services. Served as Interim/Contract City Planner and provided contract planning services for a variety of development projects, including environmental review and the processing and review of all building permits for consistency with zoning and development standards.

Town of Corte Madera, Contract Planning Services. Served as both contract Senior Planner and Interim Planning Director and provided a full range of services, including processing of development entitlements, design review for two shopping centers/malls, and personnel oversight.

Contra Costa County, Contract Staffing Services. Provided staff support services to the Community Development Department for a wide range of current planning projects, including minor and major subdivisions, use permits, variances, lot line adjustments, and mitigation monitoring/condition of approval compliance reviews.

City of Cotati, Senior Contract Planner. Provided full range of Planning support services, including processing of development applications, conducting design reviews, processing of building permits and related tasks and staffing the counter. Included project management role in processing and plan check of 165,000 sf Lowe's Home Improvement Center.

City of Crescent City, Contract Planning Director. Served as contract Planning Director for this coastal community. Duties include processing of development applications, completion of the City's Local Coastal Plan update, presentations to the City Council and Planning Commission, implementation of Housing Element Update policy items, assistance in completing an update to the City's Redevelopment Implementation Plan, and related actions.

City of Dixon, Environmental Project Manager. Prepared a mitigated negative declaration and mitigation monitoring plan for development of a mixed-use project including apartment units, retail space and office space on a 25-acre parcel.

City of Elk Grove, Contract Staffing Services. Provided comprehensive municipal services for the City of Elk Grove, including contract planning staff for all functions of the Neighborhood Services Department in terms of current and advanced planning projects and responsibilities.

City of Fort Bragg, Contract Planning Services. Provided full range of Planning support services, including processing of development applications, coastal development permits, conducting design reviews, processing of building permits and related tasks and staffing the counter. In addition, also provided code enforcement assistance and compliance.



City of Fremont, Project Manager. Oakland A's Stadium Relocation. Served as Project Manager on behalf of the City in coordinating the planned relocation of the Oakland Athletics baseball team to Fremont. The very complex project included management of an extensive consultant team, including engineers, environmental scientists, and project specialists, and ongoing community outreach efforts.

City of Fremont, Project Manager, South Fremont/Warm Springs Area Studies. Served as Project Manager, focused on reuse and economic revitalization of the vacant 5.5 million square-foot former NUMMI/Toyota automotive manufacturing facility and surrounding lands in an 850-acre project area. Prepared, submitted and successfully secured Federal Economic Development Administration grant funding to support a series of studies related to the project site. Oversaw a varied team of consultants and City staff (involving the City Manager, Planning, Economic Development, Engineering/Transportation, Redevelopment and Finance Departments) evaluating marketing/real estate, land planning, infrastructure and municipal finance issues. The work included extensive outreach to local and state agencies, the community and project area stakeholders, and assisting the City in completion of a Redevelopment Plan and Community Plan for the South Fremont/Warm Springs area.

City of Lincoln, Interim Director of Community Development and Contract Services. Provided oversight to staff in the Building, Code Enforcement, Housing and Planning Divisions. Project-level work included project management of several Village Tentative Maps, research projects, economic development and related outreach actions, customer service training of City staff, and housing-CDBG/post-Redevelopment actions. Current assignments include processing of 1,712-acre Village 1 annexation with Placer County LAFCo, and preparation of a Village 1 Master Development Agreement.

City of Livingston, Contract Planning Director. Duties included management of daily planning operations, preparation of reports, presentations to Planning Commission and City Council, oversight of grants programs.

County of Mendocino, General Plan Update and Program EIR. Project Manager for a comprehensive update to the General Plan with emphasis on rural growth, agricultural and resource lands preservation, economic development, watershed and environmental protection, and integration of a computerized mapping program with the County's GIS capabilities.

County of Nevada, Project Management and EIR. Served as Project Manager for the Rincon del Rio continuing care retirement community project. The project consisted of a proposed General Plan Amendment, Rezoning and related entitlement and policy actions to allow the construction and operation of a 345-unit retirement village situated on 213 acres near the community of Grass Valley. Key project issues included access, land use compatibility, and protection of sensitive environmental resources. In addition to managing the project on behalf of the County, prepared a project-level Environmental Impact Report that addresses potential impact areas of traffic, air quality, land use, biology, public services and agricultural lands. Made community presentations via a series of outreach workshops, and coordinated key issues with various County departments, agencies and the community.



City of Patterson, Management of Master Plan Updates.* Providing project management role in oversight of consultant team producing Water, Wastewater, Roadways, Storm Water Drainage, Parks and Recreation and Public Safety Master Plans.

City of Richmond, Contract Planning Manager. Oversaw the City's Planning Division while serving as Interim Planning Manager. Duties included preparation and review of reports, presentations to City Council and other groups, oversight of daily Department operations.

City of San Bruno, Contract Planner.* Oversee Planning Division operations in managing a staff of three planners and support staff. Duties include serving as project manager on a wide variety of residential, commercial and industrial development projects; serving as lead planner for completion of the City's comprehensive Zoning Code and Subdivision Code updates; and serving as lead planner for completion of the City's Climate Action Plan.

City of Santa Rosa, Contract Planning Services.* Project Manager for a wide range of development projects at the City and County, including residential, commercial and industrial developments; processing of medical cannabis cultivation use permits; tentative map processing; conducting community meetings; timber harvest plan exemptions; and conducting numerous CEQA analyses (primarily in preparation of mitigated negative declarations, and including SMARA-related surface mining projects).

County of Siskiyou, Contract Planning Director. Oversaw planning functions for the County, including application processing, direction of planning staff, and SMARA mining inspections and reporting to the State.

Solano County, Contract Planning Services. Provided support to County planning and environmental services staff in processing a wide range of development applications, including general plan amendments, rezonings, major and minor subdivisions, conditional use permits, variances, lot line adjustments and certificates of compliance. The range of services also includes preparations of CEQA Initial Studies and Mitigated Negative Declarations.

County of Sonoma, Contract Planning Services.* Provide a full range of current planning services to the County in the area of project management and application processing, including preparation of environmental documents (Initial Studies and Mitigated Negative Declarations) for a variety of projects, including use permit, tentative map, coastal development permits, design review and resources planning.

County of Mendocino, Contract Planning Services.* Provide a full range of current planning services, including the revision of the County's flood plain ordinance, and the County's Formula Business Ordinance and other duties as assigned.

City of Tracy, Project Manager.* Provide on-call project management services on a wide range of current and advanced planning projects, including development proposals for several large "urban reserve" areas designated under the General Plan for future development. Duties have included application coordination with staff and developer teams, sub-consultant coordination on engineering and CEQA documentation, staff report preparation, and presentations to commissions and City Council.



City of Tracy, Contract Staffing.* Provide a full range of long range and current planning assistance, including the Processing of General Plan Amendments, Municipal Code Updates, processing of a variety of entitlements, including conditional use permits, development reviews, site plan reviews, plan check services for building permits, field inspections and attendance of Planning Commission and City Council hearings.

County of Yolo, Environmental Project Manager. Served as Project Manager for various environmental projects for the County, including documentation related to Rumsey Indian Rancheria operations.

City of Yuba City, Project Manager. Managed three Master Plans for residential and mixed-used developments on behalf of the City. Duties included meeting coordination, report preparation, leading Planning Commission and City Council hearings, and CEQA document preparation.

City of Walnut Creek, Contract Planning Services. Provided a full range of current planning projects, including site and design review for residential, commercial and industrial projects, including the processing of multiple telecommunication sites throughout the City.

City of Wasco, Contract Community Development Director. Provided staff services as the Director of Community Development. Also conducted a review (an internal “audit”) of the Community Development Department (Planning, Building and Code Enforcement Divisions) functions, programs and practices, culminating in a report outlining a series of recommendations that would improve Department efficiency and customer service.

City of Willows, Contract staffing Services. Provided on-call Planning and environmental services to the City for a wide variety of projects subject to CEQA. This included commercial and residential projects, including the oversight/management of a new Walmart and large residential subdivision EIR. In addition served as the contract city planner under the direction of the City Manager.

SMARA (Surface Mining and Reclamation Act) – Multiple Public Agencies. Provided lead SMARA compliance services to the City of Tracy; Counties of Amador, Butte, Mendocino, Orange, Santa Clara, Siskiyou, Solano and Ventura over multiple years. Actions included: updating County reporting forms; conducting surface and in-stream annual mining inspections; review of mining operator reports and documentation; filing of reports with Department of Conservation; review of mining operator financial assurance documentation; review of reclamation plans. Also represented County agencies before the State Mining and Geology Board.



Employment Positions

Land Logistics staff have held the following key positions as employees of public agencies:

City of Daly City, Director of Economic and Community Development. Oversaw staff of 27 in leading Building, Code Enforcement, Economic, Housing and Community Development and Planning Divisions. Key projects included completion of an in-house comprehensive update to the General Plan and Housing Element, creation of new key commercial corridor Zoning criteria to support mixed use developments, streamlining of reports and cross-training of staff, creation of Economic Development Strategy, and oversight of shift from Redevelopment to Successor Agency status and including preparation of Long Range Property Management Plan.

City of Healdsburg, Associate City Planner. Was responsible for the administration and coordination of all current planning functions of the Planning and Building Department, including the processing of subdivisions, conditional use permits, design /architectural review, General Plan Amendments, rezones and annexations into the city as well as environmental review for all developments within city boundaries. Made presentations before the Planning Commission and other public hearing bodies/groups. Served as the City’s Zoning Administrator and conducting public hearings on development permits, use permits and variances.

County of Mendocino, Director of Planning and Building Services. Provided oversight and administration of the County's Planning and Building Services Department and a staff of 32, consisting of long range comprehensive planning, current planning, building inspection, cartographic/GIS, Water Agency and code enforcement divisions. Oversaw and monitored the Department's \$1.1 million annual budget. Responsible for making presentations before the Planning Commission, Board of Supervisors, and other hearing bodies, and serve as the County Zoning Administrator and Coastal Permit Administrator; oversight and completion of the General Plan Update, Ukiah Valley Area Plan, implementation of the 2004 Housing Element, preparation, adoption and certification of the 2009 Housing Element; the County's first Inclusionary Housing Ordinance, the completion of a 200 lot residential subdivision and EIR, reorganization of the Department to better utilize staffing resources; provided environmental review for Proposition 40 funds, and implementation of the County's Local Coastal Program (LCP).

City of Orinda, Assistant Planning Director. Supervised staff, conducted advance planning studies including General Plan amendments, preparation of Growth Management Element, Zoning Ordinance revisions and historic preservation planning, prepared environmental documents, design review of commercial and residential projects, and project planner on the City's Gateway Valley Specific Plan.

City of Tracy, Director of Development and Engineering Services. Oversaw Department staff of 52 with responsibilities in the areas of planning, housing, redevelopment, environmental review, building, code enforcement and land development/traffic/CIP engineering.

County of Santa Clara, Director of Planning and Development. Was responsible for the oversight and administration of the County's Planning and Development Department, comprised of Planning, Land Development and Engineering, Code Enforcement, Building Inspection, Affordable Housing and Fire Marshall Services with a staff of 94. Responsible for the development, monitoring of the Department's \$22 million annual budget. Responsible for making presentations before the Planning Commission, Board of Supervisors, and other hearing bodies. Provided oversight and guidance for the County's SMARA program, including the Lehigh Permanente Quarry Reclamation Plan along with its accompanying EIR. Responsible for providing effective management and mentoring to the Department's senior management staff. Oversaw the completion, adoption and certification of the County's 2014 Housing Element. Responsible for re-engineering of the Department's permit processes with an emphasis of improving processing times of all entitlements, including the creation of a central permit office model to carry out the Department's objectives.

City of Winters, Community Development Director. Responsible for all facets of planning, community and economic development including preparation of reports, presentations to various city agencies, implementation of programs involving housing rehabilitation, historic preservation, and zoning ordinance revision.

Principal and Senior Associate/Senior Manager, Pacific Municipal Consultants (PMC). Responsible for the preparation of project budgets, allocation of staff resources and providing such resources to client public agencies. Managed contract planning staff to the Cities of Willits, Ukiah, Clearlake, Santa Rosa, Cloverdale, Cotati, Willows, Walnut Creek, Santa Barbara, Lompoc, and the Towns of Corte Madera and Hillsborough; and the Counties of Butte, Solano, Sonoma and Mendocino. Also served as project manager for a variety of projects, including the preparation of a General Plan and EIR for City of

Cloverdale; Project Manager for the entitlement and construction of a mixed use (residential/commercial) project for the City of Cotati, which included a 165,000 sq. ft. Lowe's Home Improvement Center; Aggregate Mine EIR for Kern County and the project management of an expansion of two mine sites in Mendocino County, as well as the entitlement processing of a new phased 29,447 sq. ft. elementary school in Gualala.

Chair, California State Mining and Geology Board. Appointed by Governor Jerry Brown and served a three-year term (2012-2015), with the responsibility to manage and direct meetings of the SMGB, oversight of SMGB staff, budget, coordination of meeting agendas with the Executive Officer, and provided policy direction to staff on such topics as SMARA, the Alquist-Priolo Act, Legislative matters for consideration, mine inspections conducted by SMGB staff, and review and direction the Board's strategic plan.

Key Land Logistics Personnel

Brian Millar, AICP Principal

Mr. Millar has over 25 years of experience in the fields of Planning, Economic and Community Development, including the following positions:

- Principal, Land Logistics
- Principal, Pacific Municipal Consultants
- Director of Economic and Community Development, City of Daly City
- Director of Development and Engineering Services, City of Tracy
- Community Development Director, City of Winters
- Assistant Planning Director, City of Orinda
- Interim Planning Director in the Cities of Lincoln and Richmond, and with the County of Siskiyou

Skills include the following:

- Planning
- Project Management
- Community Development
- Economic Development
- General Plan Updates
- Zoning Ordinance Updates
- Housing, Mixed Use, Commercial Developments
- Redevelopment/Successor Agencies
- Site Planning and Design
- Environmental Analyses (EIRs, Mitigated Negative Declarations)
- Development Agreements
- Budgeting and Cost Controls
- Code Enforcement
- Due Diligence Analyses

Mr. Millar also has extensive public outreach experience, having worked with developers, multiple interest groups and members of the public, and in leading many complex public meetings and workshops on a diverse range of topics, including General Plan Updates, affordable housing developments, Housing Elements, mixed-use development projects, and community visioning sessions.

Ignacio “Nash” Gonzalez, AICP
Senior Associate

Mr. Gonzalez has over 25 years of experience in the fields of Planning, Community Development and Real Estate Development, including the following positions:

- Senior Associate, Land Logistics
- Director of Planning and Development, County of Santa Clara
- Director of Planning and Building Services, County of Mendocino
- Senior Associate, Pacific Municipal Consultants
- Associate Planner, City of Healdsburg
- Interim Planning Director, Town of Corte Madera
- Contract City Planner, City of Willows
- Contract City Planner, City of Clearlake

Skills include the following:

- Planning
- Project Management
- Community Development
- Real Estate Development
- Code Enforcement
- Zoning Ordinance Updates
- Housing, Mixed Use, Commercial Developments
- Site Planning and Design
- Coastal Permit Review/Processing
- Environmental Analyses (EIRs, Mitigated Negative Declarations)
- Development Agreements
- Budgeting and Cost Controls
- Due Diligence Analyses
- Subdivision/Tentative Map Review and Analysis
- Architectural/Design Review
- Flood Plain Management/Administration

Mr. Gonzalez has extensive experience in resource management, including the administration of the Surface Mining and Reclamation Act (SMARA), having worked with numerous public agencies throughout California, as well as architectural and design review, process re-engineering, with a focus on customer service and efficiency in planning and building agencies. Mr. Gonzalez also served a three year term as chairman of the State Mining and Geology Board.

Kit Custis
Hydrologist/Engineering Geologist

** A summary of Mr. Custis' experience and education is provided below in lieu of a resume*

Mr. Custis is in the PhD program for Hydrologic Sciences at UC Davis, holds a MS in Geology from California State University, Northridge; and BS in Geology from California State University, Northridge. Mr. Custis has over 33 years of experience in engineering geology and hydrology, including evaluation of slope stability land slide hazards, seismic hazards, soil erosion, mine reclamation, groundwater and surface water contamination, water resources, water rights, stormwater pollution and fluvial studies of watersheds, and geophysical surveys, including working for the following agencies/firms:

- Santa Clara and Siskiyou Counties, SMARA Inspections
- Town of Truckee, Coldstream Specific Plan
- County of San Bernardino, Omya Limestone Mine
- California State Mining and Geology Board
- Stephen Muir Consulting
- California Department of Fish and Wildlife
- California Department of Conservation
- California Geologic Survey
- California Department of Parks and Recreation
- Herzog Associates, staff geologist
- California State Water Resources Control Board

Mr. Custis has extensive experience reviewing geotechnical documents prepared for a variety of environmental documents, including Environmental Impact Reports (EIRs), Initial Studies and Mitigated Negative Declarations. Mr. Custis has also been a contributing author on a variety of environmental documents, including Environmental Impact Reports relative to geologic and hydrological issues in the documents. He has conducted numerous engineering geology studies and regulatory reviews and seismic hazard studies for hospitals and schools, general plans, and seismic safety elements. As a consultant for the California Department of Fish and Wildlife he provided assistance on stream and groundwater interactions related to water rights permitting in California. Also advised CDFW on groundwater contaminant issues related to property acquisitions for wildlife preserves and on development of water production wells. Mr. Custis's experience also involves the review and preparation of studies for slope stability and landslide potential for hillside home sites, Alquist-Priolo seismic safety studies, Phase I site assessments for property transfers, and ground water resource assessments, field mapping and subsurface investigations for geologic and soils engineering studies. As a Senior Engineering Geologist with the California State Water Resources Board and the Regional Water Quality Control Board, he was responsible for developing a statewide groundwater pollution management program as a follow up to AB1803. As a Program Director he provided technical guidance and oversight to 50 staff.

Land Logistics References

Sonoma County Permit and Resource Management Dept.
Dean Parsons
Project Review Manager
2550 Ventura Avenue
Santa Rosa, CA 95403
Phone: 707 565-1948

City of Crescent City
Rod Butler, City Manager
(Currently serves as City Manager, City of Upland)
Phone: 909-931-4106

County of Mendocino
Carmel Angelo, Chief Executive Officer
Phone: 707-463-4441

City of Tracy
Alan Bell, Senior Planner
Phone: 209-831-6426

City of Santa Rosa
Community and Economic Development
Clare Hartman
Deputy Director
Phone: 707-543-3185

Land Logistics Contact Information

Mailing Address

Land Logistics
216 F Street, # 38
Davis, CA 95616

Staff Contacts

Brian Millar, AICP
Principal
Phone: 530-902-9218
Email: brian@landlogistics.com

Ignacio "Nash" Gonzalez, AICP
Senior Associate
Phone: 707-771-6092
Email: nash@landlogistics.com

The following table illustrates Land Logistics current hourly rates:

Land Logistics Billing Rates

Schedule of Rates and Charges*	
Management	Cost/Hour
Principal	\$145
Senior Associate/Project Manager	\$125
Geologist	\$140

**Land Logistics can provide the City with a detailed proposal on specific tasks/projects with flat-rate costs at the request of the City.*

Brian Millar, AICP

Principal

216 F Street, #38

Davis, CA 95616

Phone: 530-902-9218

brian@landlogistics.com

www.landlogistics.com

Relevant Experience

Over 25 years of experience in the fields of Planning, Economic and Community Development

- Principal, Land Logistics
- Principal, Pacific Municipal Consultants
- Director of Economic and Community Development, City of Daly City
- Director of Development and Engineering Services, City of Tracy
- Community Development Director, City of Winters
- Assistant Planning Director, City of Orinda
- Interim Planning Director in the Cities of Richmond and Lincoln, and with the County of Siskiyou

Professional Expertise

- | | |
|---|--|
| ▪ Planning | ▪ Redevelopment/Successor Agencies |
| ▪ Project Management | ▪ Site Planning and Design |
| ▪ Community Development | ▪ Environmental Analyses (EIRs, Mitigated Negative Declarations) |
| ▪ Economic Development | ▪ Development Agreements |
| ▪ General Plan Updates | ▪ Budgeting and Cost Controls |
| ▪ Zoning Ordinance Updates | ▪ Code Enforcement |
| ▪ Housing, Mixed Use, Commercial Developments | ▪ Due Diligence Analyses |

My skills also include extensive public outreach, having worked with developers, multiple interest groups and members of the public, and in leading many complex public meetings and workshops on a diverse range of topics, including General Plan Updates, affordable housing developments, Housing Elements, mixed-use development projects, and community visioning sessions.

Private Sector Positions

Land Logistics, Principal. Land Logistics provides support services to the development community in the areas of due diligence and feasibility studies, land acquisitions, entitlement processing, site master planning, environmental analyses, and related studies, and to the public sector through interim staffing services and project management.

Client work examples include:

- *City of Tracy, Project Manager.* Provide on-call project management services on a wide range of current and advanced planning projects, including development proposals for several “urban reserve” areas designated under the General Plan for future development. Duties have included application coordination with staff and developer teams, sub-consultant coordination on engineering and CEQA documentation, staff report preparation, and presentations to commissions and City Council.
- *City of San Bruno, Contract Planner.* Oversee Planning Division operations in managing a staff of three planners and support staff. Duties include serving as project manager on a wide variety of residential, commercial and industrial development projects; serving as lead planner for completion of the City’s comprehensive Zoning Code and Subdivision Code updates; and serving as lead planner for completion of the City’s Climate Action Plan.
- *City of Lincoln, Interim Director of Community Development.* Provided oversight to staff in the Building, Code Enforcement, Housing and Planning Divisions. Project-level work included project management of several Village Tentative Maps, research projects, economic development and related outreach actions, customer service training of City staff, and housing-CDBG/post-Redevelopment actions.
- *City of Fremont, NUMMI Reuse and Revitalization Project Manager.* Served as Project Manager for the reuse of the former NUMMI automotive production facility (now owned by Tesla Motors) and surrounding lands in a collective 850-acre project area, including the new Warm Springs BART Station. The program included extensive community and developer outreach and coordination, environmental review, and development of both mid-term and long-range plans for the area.
- *City of Fremont, Oakland A’s Relocation Project Manager.* Served as Project Manager on behalf of the City in coordinating the planned relocation of the Oakland Athletics baseball team to Fremont. In addition to the new stadium design and construction, the project focused on creation of a new “urban village” surrounding the stadium that would provide housing for 10,000 new City residents, extensive commercial development, open space, trails and related improvements. The very complex project included management of an extensive consultant team, including engineers, environmental scientists, and project specialists, and community outreach efforts.
- *Dunmore Capital, Planning Director.* Oversaw company planning and entitlement projects, including due diligence analyses, property acquisitions, site planning, budgeting, community outreach, interface with project investors, and related work tasks for residential and mixed-use projects throughout California.
- *Longs Drugs, Planner.* Provided due diligence, site analyses, planning, fee analyses and related support services to Longs Drugs in analyzing over 35 potential store locations throughout California. Work also included representation of Longs at Design Review and other public hearings.

Pacific Municipal Consultants, Senior Associate and Principal. Served as Senior Associate and Principal in PMC’s Davis office (where I served as founder and office manager). Specialties included project management, municipal agency planning agency management and staffing, urban land use planning, housing development, economic development strategies and actions, and SMARA implementation and mining inspections. Work experience has included tasks such as general plan updates and amendments, annexations, zoning ordinance and specific plan

preparation, and processing of large commercial, industrial, residential, and mixed-use urban developments, preparation of complex reports and studies on issues such as growth management, design review, and development policy evaluation. Work tasks also included the preparation of numerous CEQA documents and technical studies, including mitigated negative declarations, environmental impact reports and mitigation monitoring plans. Made numerous presentations to City Councils and Planning Commissions. A partial list of project work:

- Contract Planner: Counties of Siskiyou and Sonoma, Cities of Santa Rosa, Richmond, Willows (including roles as Interim Planning or Community Development Director)
- City of Wasco, Management Analyst, Staffing
- City of Patterson, Annexation Project Manager, Infrastructure Master Plan updates
- Crescent City, Housing Element Update, Staffing, Project Manager
- Town of Corte Madera, General Plan Update and Program EIR, Project Manager
- County of Mendocino, General Plan Update and Program EIR, Project Manager
- County of Yolo, Golf Course EIR and Related CEQA Documentation, Project Manager

Public Sector Positions

City of Daly City, Director of Economic and Community Development. Oversaw staff of 27 in leading Building, Code Enforcement, Economic, Housing and Community Development and Planning Divisions. Key projects included completion of an in-house comprehensive update to the General Plan and Housing Element, creation of new key commercial corridor Zoning criteria to support mixed use developments, streamlining of reports and cross-training of staff, creation of Economic Development Strategy, and oversight of shift from Redevelopment to Successor Agency status and including preparation of Long Range Property Management Plan.

City of Tracy, Director of Development and Engineering Services. Oversaw Department staff of 52 with responsibilities in the areas of planning, housing, redevelopment, environmental review, building, code enforcement and land development/traffic/CIP engineering.

City of Winters, Community Development Director. Responsible for all facets of planning and community development including preparation of reports, presentations to various city agencies, implementation of programs involving housing rehabilitation and economic development, historic preservation, and zoning ordinance revision.

City of Orinda, Assistant Planning Director and Senior Planner. Supervised staff, conducted General Plan amendments, preparation of Growth Management Element, historic preservation planning, prepared environmental documents, design review of commercial and residential projects. Recipient of the annual "Outstanding Public Service" award.

Education

M.S., Physical Geography/Environmental Planning, Oregon State University, Corvallis
B.A., Geography with minor in Geology, Humboldt State University, Arcata, CA

Professional Affiliations

American Institute of Certified Planners – American Planning Association

Ignacio “Nash” Gonzalez, AICP

Senior Associate

216 F Street, #38

Davis, CA 95616

Phone: 707-771-6092

nash@landlogistics.com

www.landlogistics.com

Relevant Experience

Over 25 years of experience in the fields of Planning, Community Development, Resource Management and Real Estate Development

- Senior Associate, Land Logistics
- Director of Planning and Development, County of Santa Clara
- Director of Planning and Building Services, County of Mendocino
- Senior Associate, Pacific Municipal Consultants
- Associate Planner, City of Healdsburg
- Interim Planning Director, Town of Corte Madera
- Contract City Planner for cities of Clearlake and Willows

Professional Expertise

- | | |
|---|--|
| ▪ Planning | ▪ SMARA Administration |
| ▪ Project Management | ▪ Site Planning and Design |
| ▪ Community Development | ▪ Environmental Analyses (EIRs, Mitigated Negative Declarations) |
| ▪ Real Estate Development | ▪ Coastal Development Permits |
| ▪ Code Enforcement | ▪ Development Agreements |
| ▪ Zoning Ordinance Updates | ▪ Budgeting and Cost Controls |
| ▪ Housing, Mixed Use, Commercial Developments | ▪ Due Diligence Analyses |
| ▪ Williamson Act Administration | ▪ Design/Architectural Review |

Public- and Private-Sector Positions

Director of Planning and Development, County of Santa Clara, San Jose, CA

Was responsible for the oversight and administration of the County's Planning and Development Department, comprised of Planning, Land Development and Engineering, Code Enforcement, Building Inspection, Affordable Housing and Fire Marshall Services and a staff of 94. Responsible for the development, monitoring of the Department's \$22 million annual budget. Responsible for making presentations before the Planning Commission, Board of Supervisors, and other hearing bodies. Provided oversight and guidance for the County's SMARA program, the revision of the County's SMARA

Land Logistics

Resume for Ignacio "Nash" Gonzalez

Ordinance, including the Lehigh Permanente Quarry Reclamation Plan along with its accompanying EIR. Responsible for providing effective management and mentoring to the Department's senior management staff. Oversaw the completion, adoption and certification of the County's 2014 Housing Element. Responsible for re-engineering of the Department's permit processes with an emphasis of improving processing times of all entitlements, including the creation of a central permit office model to carry out the Department's objectives.

Director of Planning and Building Services, County of Mendocino, Ukiah, CA

Provided oversight and administration of the County's Planning and Building Services Department and a staff of 32, consisting of long range comprehensive planning, current planning, building inspection, cartographic/GIS, Water Agency and code enforcement divisions. Oversaw and monitored the Department's \$1.1 million annual budget. Responsible for making presentations before the Planning Commission, Board of Supervisors, and other hearing bodies, and serve as the County Zoning Administrator and Coastal Permit Administrator; oversight and completion of the General Plan Update, Ukiah Valley Area Plan, implementation of the 2004 Housing Element, preparation, adoption and certification of the 2009 Housing Element; the County's first Inclusionary Housing Ordinance, the completion of a 200 lot residential subdivision and EIR, reorganization of the Department to better utilize staffing resources; provided environmental review for Proposition 40 funds, and implementation of the County's Local Coastal Program (LCP).

Senior Associate/Senior Manager, Pacific Municipal Consultants (PMC), Davis, CA

Was responsible for the preparation of project budgets, allocation of staff resources and providing such resources to client public agencies. Managed contract planning staff to the Cities of Willits, Ukiah, Clearlake, Santa Rosa, Cloverdale, Cotati, Willows, Santa Barbara, Walnut Creek, Corte Madera, the Town of Hillsborough, Lompoc, and the Counties of Butte, Solano, Sonoma and Mendocino. Oversaw PMC's SMARA Program, as well as performing annual SMARA Compliance inspections as associated tasks for the counties of Solano, Mendocino, Amador, Siskiyou, Orange, Butte and the City of Grass Valley. Also served as project manager for a variety of projects, including the preparation of a General Plan and EIR for City of Cloverdale; Project Manager for the entitlement and construction of a mixed use (residential/commercial) project for the City of Cotati, which included a 165,000 sq. ft. Lowe's Home Improvement Center; Aggregate Mine EIR for Kern County and the project management of an expansion of two mine sites in Mendocino County, as well as the entitlement processing of a new phased 29,447 sq. ft. elementary school in Gualala.

Senior Planner/Project Manager, Pacific Municipal Consultants (PMC), Davis, CA

Provided contract planning services to both cities and counties, including Solano and Siskiyou Counties, City of Tracy, City of Fort Bragg, City of Willits and Corte Madera. Duties included the preparation of staff reports and presentations to Planning Commissions, City Councils, and Board of Supervisors on a variety of land use projects.

Land Logistics

Resume for Ignacio "Nash" Gonzalez

Also provided technical expertise to public agencies on a variety of land use issues, including the administration of SMARA and the processing of subdivisions and other entitlements. Responsible for the preparation of environmental documents, and served as the Assistant Project Manager for the preparation of the Corte Madera General Plan update and a member of the project development team for the preparation of the Mendocino County General Plan. Served as the interim Senior Planner and interim Planning Director for Corte Madera with the responsibility of supervising subordinate planning staff.

Associate City Planner, City of Healdsburg - Community Development Center, Healdsburg, CA

Responsible for the administration and coordination of all current planning functions of the Planning and Building Department, including the processing of subdivisions, conditional use permits, design /architectural review, General Plan Amendments, rezones and annexations into the city as well as environmental review for all developments within city boundaries. Made presentations before the Planning Commission, City Council and other public hearing bodies/ groups. Served as the City's Zoning Administrator and conducting public hearings on development permits, use permits and variances.

Planner II, Mendocino County-Department of Planning and Building Services, Ukiah, CA

Planner I, Mendocino County-Department of Planning and Building Services, Ukiah, CA

Planning Technician, City of Baldwin Park, CA

Chair, California State Mining and Geology Board. Served a three-year term (2012-2015), with the responsibility to manage and direct meetings of the SMGB, oversight of SMGB staff, SMGB Budget, coordination of meeting agendas with the Executive Officer, and provided policy direction to staff on such topics as SMARA, the Alquist-Priolo Act, Legislative matters for consideration, mine inspections conducted by SMGB staff, and review and direction the Board's strategic plan.

Author, *California Real Estate Economics*, Dearborn Publishing, Chicago. Textbook is in its fourth edition. Provides an overview of the real estate economic system in the United States and California, the use of land, including land use practices and concepts of planning, real estate law, and the interaction the real estate market in California.

Education

- B.A., Planning, Sonoma State University, Rohnert Park, CA
- A.A. and A.S., Mendocino Community College, Business (Real Estate) and Liberal Arts, Ukiah, CA
- Certificates in Surface Mining Inspections and Mine Safety
- Fluent in writing and speaking Spanish

Professional Affiliations

American Institute of Certified Planners – American Planning Association
California Real Estate Broker's License No. 01727902
California County Building Officials Association
California County Planning Director's Association



ITEM NO.: 12a

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: INTRODUCTION OF ORDINANCE BY TITLE ONLY AMENDING UCC SECTION §1522 AND ADOPTION OF RESOLUTION ESTABLISHING BIDDING PREFERENCE FOR LOCAL BUSINESSES WITH AN EFFECTIVE DATE OF NOVEMBER 1, 2016

Summary: The Council will consider approving an ordinance and a resolution adopting a local vendor preference policy.

Background: At the March 16, 2016, Council meeting, Council approved the creation of a Local Preference Policy Ad-hoc Committee to explore the possibility of the adoption of a Local Preference Policy. Councilmembers Brown and Mulheren were appointed to the committee.

Discussion: The Ad-hoc Committee met and discussed the issue of adopting a local preference policy. The committee agreed that a local preference should be put in place so that local businesses can be supported and given the opportunity to receive more of the City's business, especially on those occasions where the bids are very close.

The following is the proposed policy, and is also provided as Attachment #1, along with the proposed resolution as Attachment #2:

Local Vendors shall be given an allowance of five percent (5%), up to a maximum allowance of \$2,500, on any bid for supplies, equipment and/or materials. The City shall purchase from a Local Vendor, if (1) the lowest bid or price quote is from a vendor which is not local, and (2) its bid or price quote is more than a bid or price quote from a Local Vendor, when \$2,500 or 5% of the low bid or price quote from the Local Vendor, whichever is less, is subtracted from the bid or price quote from the Local Vendor. For example, if \$100 is the lowest bid or price quote and is from a vendor which is not local and the lowest bid from a Local Vendor is \$104, the City would purchase from the Local Vendor (LV bid = \$104. $\$104 \times .05 = \5.20 . $\$104 - \$5.20 = \$98.80 < \100 from non-LV.)

Continued on Page 2

RECOMMENDED ACTION(S): Introduce ordinance amending UCC Section §1522 by title only and adopt resolution establishing bidding preference for local businesses with an effective date of November 1, 2016.

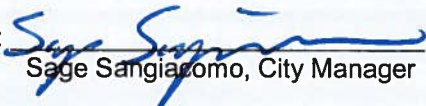
ALTERNATIVES: N/A

Citizens advised: N/A
Requested by: City Council
Prepared by: Mary Horger, Purchasing Supervisor
Coordinated with: Shannon Riley, Senior Management Analyst and David J. Rapport, City Attorney
Presenters: Mary Horger, Purchasing Supervisor and Shannon Riley, Senior Management Analyst
Attachments: 1. ordinance amending UCC §1522
2. resolution establishing local vendor bidding preference
3. UCC §1522 – redline version

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, City Manager

A Local Vendor is defined as one which, 1) conducts business in an office or other business premises with a physical location in Mendocino County, 2) holds a valid business license issued by Mendocino County or one of the cities in Mendocino County for that business location; and 3) has conducted business in compliance with 1) and 2) for not less than six (6) months prior to requesting the preference. The City shall receive satisfactory proof that a business qualifies as a local vendor before it may receive the local vendor preference.

The preference shall not apply or be disregarded where two or more bids or price quotes from Local Vendors are lower than any bids or price quotes from vendors who are not local. In the event that there is a tie bid, where one bidder is local and the other is not, and the bid is equal in price and quality, the award shall go to the Local Vendor.

The preference will be enacted by amending Ukiah City Code Section §1522 (Attachment #3) to authorize the City Council to provide a bidding preference for local vendors by resolution and by adoption of a resolution setting for the terms of the preference.

The following considerations were made when drafting the local preference policy:

1. Keep it simple, straightforward, and easy to enforce.
2. When defining local, it was the committee's opinion that having a local preference policy within the City limits alone would not be effective enough, and would exclude those businesses that are part of our overall business community but are located just outside the City's boundaries. This resulted in the definition of "local" including a physical location within Mendocino County. P
3. Limit the City's cost to provide support to a local preference policy: a maximum allowance of \$2,500 was set so that the City's expense to provide local support would be kept within a reasonable limit.
4. Limit to supplies, equipment and/or materials. Public works contracts were excluded because of limiting state legal requirements related to such contracts. For professional services, the selection process is primarily qualifications based, and it was the committee's opinion that applying a local preference to that type of procurement would be inappropriate.

Other nearby public agencies also adopted local preference policies, including County of Mendocino, Fort Bragg and Healdsburg.

It is staff's recommendation to approve the proposed policy, corresponding ordinance, and resolution.

Staff is not projecting the necessity of a budget adjustment but may seek an adjustment, after it has had a chance to review the financial impact of the policy.

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

ORDINANCE NO.

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH ADDING A NEW SUBSECTION D.4 TO UKIAH CITY CODE SECTION 1522

The City Council of the City of Ukiah hereby ordains as follows:

SECTION 1

Section §1522 of the Ukiah City Code is hereby amended by adding Subsection D. 4 to read as follows:

§1522 OPEN MARKET, INFORMAL BIDDING AND CONTRACTUAL SERVICES PROCEDURE

D. Miscellaneous

4. The City Council, in the exercise of its discretion, may by resolution provide a preference for local businesses in bidding or submitting price quotes under this Section §1522, when and to the extent such preference is allowed or not prohibited by applicable state or federal law.

SECTION 2

EFFECTIVE DATE.

This Ordinance shall be published as required by law in a newspaper of general circulation in the City of Ukiah, and shall become effective thirty (30) days after its adoption.

Introduced by title only on September 7, 2016, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Adopted on _____, 2016, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Stephen G. Scalmanini, Mayor

ATTEST:

Kristine Lawler, City Clerk

RESOLUTION 2016-**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING A BIDDING PREFERENCE FOR LOCAL BUSINESSES WHEN SUBMITTING BIDS OR PRICE QUOTES FOR THE PURCHASE OF SUPPLIES, EQUIPMENT AND MATERIALS BY THE CITY****WHEREAS:**

1. The City Council of the City of Ukiah finds:

a. Local economic conditions justify directing City expenditures to local businesses by providing a modest bidding advantage to local businesses. This bidding advantage may allow these businesses to retain employees, pay higher wages and hire new employees. According to the California Employment Development Department ("EDD"), the unemployment rate in Mendocino County is currently 5.3%, while the statewide rate is 5.9%. However, according to the Final Report, Ukiah Valley Growth Prospects (March 6, 2007), 49.1% of the population are estimated to be in the labor force in Mendocino County, compared with a statewide average of 65.8%. A much higher percentage of the population in Mendocino County than in the state as a whole has dropped out of the labor market and stopped looking for work. In addition, according to the Census Bureau, the percentage of the Mendocino County population living in poverty is 18.8%. In 2014, the most recent annual statistic available from the Census Bureau, median income in Mendocino County was \$43,290 and per capita income was \$23,712. The statewide median income is \$48,434. According to the Census Bureau, California has the highest percentage of population living in poverty in the country, nearly one in four Californians. Using traditional measures of poverty, the statewide percentage of the population living in poverty is 16%. The percentage in Mendocino County is 18.8%. At the same time, housing prices in Mendocino County are significantly higher than in similar rural counties. According to Trulia, the average sales price of houses in Ukiah in May-August 2016 was \$320,000. The median sales price of a house in rural communities with similar demographics is much lower. For example, the median sale price of a house in Redding was \$206,000, in Eureka \$249,000, and in Lakeport \$159,000. 38% of Mendocino County residents rent houses or apartments. Monthly rent in recent listings for two bedroom apartments averaged \$950 and between \$1500 and \$2000 for 2-3 bedroom houses. For two people with an annual per capita income of \$43,000, the rent for a two bedroom apartment would consume almost 26.5% of their annual income. Rent for a two bedroom house would consume between 42% and 56% of their income. This does not include the cost of utilities.

b. With the decline of timber and other natural resource based industries, retail sales has increased as a major source of employment in Mendocino County. Businesses in Mendocino County incur higher shipping costs and sell in a smaller market than business in more urban settings which creates a competitive disadvantage in setting prices. A modest bidding advantage will off-set this competitive disadvantage and allow local business to compete on a more level playing field with businesses in nearby more urban markets.

2. Based on the foregoing findings, the City Council has determined that it is in the interest of the City to provide Mendocino County businesses with a modest bidding advantage as set forth below.

NOW, THEREFORE, BE IT RESOLVED:

1. Pursuant to Ukiah City Code ("UCC") Section 1522.D.4, Local Vendors shall be given an allowance of five percent (5%), up to a maximum allowance of \$2,500, on any bid for supplies, equipment and/or materials. The City shall purchase from a Local Vendor, if the Local Vendor's price quote or bid is not more than the lesser of \$2,500 or 5% of the low bid or price quote higher than the lowest quote from a vendor which is not local. For example, if \$100 is the lowest bid or price quote and is from a vendor which is not local and the lowest bid from a Local Vendor is \$104, the City would purchase from the Local Vendor ($\$100 \times .05 = \$5.00 + \$100 = \$105 > \$104$).

2. Consistent with UCC Section 1522.A, the term "Local Vendor" means a business that 1) conducts business in an office or other business premises with a physical location in Mendocino County, 2) holds a valid business license issued by Mendocino County or one of the cities in Mendocino County for that business location; and 3) has conducted business in compliance with 1) and 2) for not less than six (6) months prior to requesting the preference. The City shall receive satisfactory proof that a business qualifies as a Local Vendor before it may receive the Local Vendor preference.

3. The preference shall not apply or be disregarded where two or more bids or price quotes from Local Vendors are lower than any bids or price quotes from vendors which are not local. In the event that there is a tie bid, where one bidder is local and the other is not, and the bid is equal in price and quality, the award shall go to the local bidder.

4. The Purchasing Officer is authorized to adopt additional procedures consistent with this resolution and UCC Section 1522 as necessary to incorporate this bidding advantage for Local Vendors into the City's procurement practices and to fairly resolve any disputes that arise in the course of administering this Resolution.

5. The Purchasing Officer shall report annually to the City Council on the implementation of this policy, including, but not limited to, the number of bids for supplies, equipment and materials received by the City, the number in which the bidding preference resulted in a purchase from a Local Vendor, and the increased cost to the City, if any, of providing the bidding preference to Local Vendors.

6. This resolution shall apply to the solicitation of bids or quotes for supplies, equipment and materials beginning on November 1, 2016, provided Ordinance No. ___ becomes effective on October 21, 2016.

PASSED AND ADOPTED on September 7, 2016, by the following Roll Call Vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Stephen G. Scalmanini, Mayor

ATTEST:

Kristine Lawler, City Clerk

**§1522 OPEN MARKET, INFORMAL BIDDING AND CONTRACTUAL SERVICES
PROCEDURE²**

A. Definitions: When used in this section, the following terms shall have the following meanings, unless another meaning is expressly stated when the term is used:

CONTRACT FOR SUPPLIES AND EQUIPMENT: A contract for the purchase or rental of supplies and equipment, where the only service provided directly to the city involves the delivery and/or installation of the supplies or equipment, is incidental to the purchase, and where the value of the services provided under the contract is less than twenty percent (20%) of the total contract price.

COSTING: As used in such phrases as "costing the city" or "costing more than" means the total cost to the city, including, but not limited to, applicable sales tax and shipping costs. The amount may be estimated before bids are received. If a bid is received for not more than ten percent (10%) more than the estimated amount, the procurement method specified for the estimated amount may be followed.

LOCAL VENDOR: A business with a physical business address in Mendocino County at which location the owner and/or employees are regularly employed and with a currently effective business license issued by the city in which it is located or, if located in the unincorporated area, by Mendocino County.

MAINTENANCE: Shall have the meaning provided in Public Contracts Code section 22002(d), as it currently reads or as it may be amended to read.

OPEN MARKET PURCHASE: A purchase made without a prior written solicitation of formal bids. In making open market purchases, the purchasing officer is encouraged to take advantage of modern communications to obtain the lowest possible price, consistent with the city's needs, including, but not limited to, the use of the telephone, the internet and e-mail, and to use all reasonable means to solicit quotes or proposals from local vendors. The purchasing officer shall maintain a permanent public record for a period of one year from the date of purchase of each open market purchase, including the method used to obtain information from vendors, the quotes sought and received, the bid selected and the reason for the selection.

PERSONAL SERVICES CONTRACT: A contract for professional or other services that does not involve the building or construction trades, but does include construction management, engineering, architectural and similar construction design or inspection services.

PUBLIC PROJECT: Has the meaning provided in Public Contracts Code section 22002(c)-(d), as it currently reads, and as it may be amended from time to time.

B. Purchases Of Supplies And Equipment:

1. Supply And Equipment Contracts Under Ten Thousand Dollars: Open market purchases may be used for contracts for the purchase of supplies and equipment costing ten thousand dollars (\$10,000.00) or less, if the purchase is included within an approved fund account and an unencumbered appropriation exists in the fund against which the purchase may be charged. Purchases costing more than five thousand dollars (\$5,000.00) shall be reported to the city council at its next regular meeting following the purchase. The report shall include the information described in the definition of "open market purchase".

2. Supply And Equipment Contracts Over Ten Thousand Dollars: Contracts for the purchase of supplies and equipment costing more than ten thousand dollars (\$10,000.00) shall be procured using the following procedures:

a. Minimum Number f Bids: Whenever reasonably feasible, the purchasing officer will award the contract based on at least three (3) bids.

b. Notice Inviting Bids: The purchasing officer shall solicit bids by written request, including the use of e-mail or fax, and/or by telephone with written confirmation to follow within three (3) working days, which notice shall include such specifications and bidding requirements as the purchasing officer determines are appropriate to the work, and as are required by law. The purchasing officer shall make reasonable efforts to solicit bids from local vendors.

c. Written Bids: Sealed written bids or bids submitted by e-mail or fax shall be submitted to the purchasing officer. The purchasing officer shall not disclose the contents of any bids submitted by sealed bid, fax, e-mail, or telephone, followed by timely written confirmation, until the time appointed to open or consider all submitted bids.

d. Award Of Bids: Supplies and equipment shall be rented or purchased from the least expensive source, if the purchasing officer is satisfied that all sources and the products offered are of equal quality and suited to the city's needs. The purchasing officer shall maintain a permanent record for a period of one year of the quotes sought and received, the bid selected and the reason for the selection. The city council must award the bid based on the recommendation of the purchasing officer.

3. Cooperative Purchases: The purchasing officer may purchase supplies and equipment through a consolidated supply contract or other cooperative purchasing arrangement with another governmental agency, if available to the city and if the purchasing officer determines that the procurement method used by that agency provides a purchasing advantage to the city.

C. Other Contracts:

1. Public Projects Contracts:

a. Contracts for public projects shall be procured in accordance with the California uniform public construction cost accounting act, as it now reads and as it may be amended from time to time.

b. Contracts for public projects costing forty-five thousand dollars (\$45,000.00) or less or such other amount as may be periodically established by the California uniform construction cost accounting commission pursuant to Public Contracts Code section 22020 may be procured by open market purchase.

(1) Contracts costing twenty thousand dollars (\$20,000.00) or less may be awarded without prior City Council approval, if the purchase is included within an approved fund account and an unencumbered appropriation exists in the fund against which payment of the contract may be charged. Contracts costing more than twenty thousand dollars (\$20,000.00) shall be reported to the City Council at its next regular meeting following the purchase. The report shall include the information described in the definition of "open market purchase."

(2) Contracts costing more than thirty thousand dollars (\$30,000.00) must be awarded by the City Council based on a staff recommendation.

c. Contracts to be performed for a City owned public utility, such as the City's electrical system, which are not public projects or subject to subsections C2 and C3 of this section, shall be procured in accordance with procedures adopted by the Public Utilities Department and approved by City Council resolution from time to time. In the absence of a resolution, the Public Utilities Department may use the procedures specified in subsections C1a and C1b of this section.

2. Maintenance Contracts:

a. Open market purchases may be used for maintenance contracts costing ten thousand dollars (\$10,000.00) or less, if the purchase is included within an approved fund account and an

unencumbered appropriation exists in the fund against which the purchase may be charged. Maintenance contracts costing more than five thousand dollars (\$5,000.00) shall be reported to the city council at its next regular meeting following the purchase. The report shall include the information described in the definition of "open market purchase".

b. Maintenance contracts costing more than ten thousand dollars (\$10,000.00) shall be procured using the following procedures:

(1) Minimum Number Of Bids: Whenever reasonably feasible, the purchasing officer will award the contract based on at least three (3) bids.

(2) Notice Inviting Bids: The purchasing officer shall solicit bids by written request, including the use of e-mail or fax, and/or by telephone with written confirmation to follow within three (3) working days, which notice shall include such specifications and bidding requirements as the purchasing officer determines are appropriate to the work, and as are required by law. The purchasing officer shall make reasonable efforts to solicit bids from local contractors.

(3) Written Bids: Sealed written bids or bids submitted by e-mail or fax shall be submitted to the purchasing officer. The purchasing officer shall not disclose the contents of any bids submitted by sealed bid, fax, e-mail or telephone, followed by timely written confirmation, until the time appointed to open or consider all submitted bids.

(4) Award Of Bids: The maintenance contract shall be awarded to the least expensive bidder, if the purchasing officer is satisfied that all bids are equally qualified and suited to the city's needs. The purchasing officer shall maintain a permanent record for a period of one year of the quotes sought and received, the bid selected and the reason for the selection. The purchasing officer shall present the recommended bid to the city council for award.

3. Personal Services Contracts:

a. Open market purchases may be used for personal services contracts costing ten thousand dollars (\$10,000.00) or less, if the purchase is included within an approved fund account and an unencumbered appropriation exists in the fund against which the purchase may be charged. Personal services contracts costing more than five thousand dollars (\$5,000.00) shall be reported to the city council at its next regular meeting following the purchase. The report shall include the information described in the definition of "open market purchase".

b. Personal services contracts costing more than ten thousand dollars (\$10,000.00) shall be awarded using the following procedures:

(1) Minimum Number Of Bids: Whenever reasonably feasible, the purchasing officer will award the contract based on at least three (3) proposals, and shall award the contract on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. To the extent permitted by law, including, but not limited to, Government Code section 4526, the purchasing officer shall consider cost as one factor in awarding the contract.

(2) Notice Inviting Bids: The purchasing officer shall solicit proposals by written request for proposal (RFP), which shall include such specifications and requirements as the purchasing officer determines are appropriate to the work and as are required by law. Announcements of RFPs may, but need not, be placed in appropriate professional publications. RFPs shall be sent to the largest number of qualified professionals practical in the judgment of the purchasing officer. The purchasing officer shall include as many small business firms as identified by the director of general services of the state of California pursuant to Government Code section 14837 as the purchasing officer determines is practical. The purchasing officer shall use reasonable efforts to solicit proposals from local vendors. The purchasing officer and his or her designees shall not engage in any practice which might result in unlawful or unfair treatment in processing proposals and awarding contracts, including, but not limited to, rebates, kickbacks, bribes or other unlawful consideration. No city officer or employee shall participate in the selection process when those officers or employees have a relationship with a person or business entity seeking a contract under this subsection which would subject those officers or employees to the prohibition of Government Code section 87100.

(3) Written Proposals: Written proposals shall be submitted to the purchasing officer who shall keep a public record of all such proposals for a period of one year after their submission. The contract shall be awarded by the city council based on the proposal, such personal interviews as the purchasing officer deems appropriate, the criteria set forth in subsection C3b(2) of this section, and the recommendation of the purchasing officer.

D. Miscellaneous:

1. Any dollar limits specified herein, except for the limit in subsection B2 of this section, may be revised by a resolution of the city council based on changes in the cost of living or the cost of goods or services available to the city.

2. Procurement of goods or services not specifically addressed in this section may be purchased by open market purchase, unless a different method is required by state statute or regulation or another provision of this code.

3. When soliciting bids or proposals, the purchasing officer shall use all practical available means to solicit such bids and proposals from as large a pool of qualified sources as possible. To aid in accomplishing this goal, the purchasing officer shall solicit proposals from qualified bidders who appear on any list of bidders maintained by the city, including the bidders list referenced in subsection 1521A2 of this article. The purchasing officer shall develop specialized bidders lists for each type of contract described in this section, including contracts for equipment and supplies, public projects, personal service and maintenance services. The purchasing officer shall notify potential suppliers or contractors who contact the city of the opportunity to be listed on bidders lists, including through the city's website.

[4. The City Council may by resolution provide a preference for local vendors, when and to the extent allowed or not prohibited by applicable state or federal law.](#)



ITEM NO.: 12b

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: ADOPTION OF RESOLUTIONS OF THE CITY COUNCIL OF THE CITY OF UKIAH AUTHORIZING APPROPRIATING FUNDS FOR THE GENERAL FUND AND OTHER FUNDS IN THE FISCAL YEAR 2016-2017 OPERATING, DEBT SERVICE, CAPITAL BUDGET, AND THE APPROPRIATIONS (GANN) LIMIT

Summary: Council to consider a resolution to appropriate funds for the general fund and other funds in the FY 2016-17 operating, debt service, and capital Budget.

Background: Traditionally, the City Council conducts hearings on the budget for the fiscal year starting in June in order to approve the budget before the beginning of the fiscal year on July 1st. Due to key staff vacancies the FY 2016-17 budget development was delayed. On June 15, 2016, the City Council adopted Resolution 2016-35 to continue the FY 15-16 appropriations until the FY 2016-17 Budget was reviewed and adopted.

The Budget is a detailed document and more so with the implementation of an updated cost allocation plan last year. In addition, as part of the FY 2016-17 budget, this will be the second year of implementing a comprehensive cost allocation system and refining the process and methodology to best reflect costs of services. Also included in the budget review were several of the capital improvement projects for FY 2016-17, as identified in the Five-Year Capital Improvement Plan adopted last year. The Council will consider a fully revised five-year plan later in the year.

Discussion: On July 25, 2016, the City Council reviewed a Draft Operations and Capital FY 2016-17 budget binder with revenue, expenditure and capital budgets for the general fund, internal service funds, enterprise funds and several special revenue funds that are active. The City Council provided comments and questions on the individual department budgets to staff. The Council and staff also identified some corrections and clarifications to the budget. On August 3, 2016, the City Council reviewed a summary of the changes to the budget and provided additional comments for the final budget document. On August 17th Council directed staff to return with a completed budget document (Attachment 1), incorporating the changes, including footnotes (Attachment 2) and remaining schedules identified in the table of contents.

The wastewater and recycled water funds are not included in this budget document as they need to be reviewed at a later date in a joint meeting with the Ukiah Valley Sanitation District. This is a requirement

Continued on Page 2

RECOMMENDED ACTION(S): Adoption of resolution appropriating funds for the general fund and other funds in the fiscal year 2016-17 operating, debt service, and capital budget and adoption of resolution establishing the City's appropriation (Gann) limit for fiscal year 2016-17.

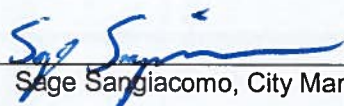
ALTERNATIVES: N/A

Citizens advised:	N/A
Requested by:	Daniel Buffalo, Finance Director
Contact/Prepared by:	Daphine Harris, Administrative Analyst – Finance; David Spilman, Senior Advisor - Finance
Coordinated with:	Sage Sangiacomo, City Manager and Department Directors
Presenter:	Daniel Buffalo, Finance Director
Attachments:	1. 2016-17 Budget Document 2. Budget changes requested by City Council from July 25, 2016 3. Budget Resolution 4. Appropriations (Gann) Limit 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, City Manager

of the joint participation agreement. The recycled water fund is closely tied to the actions of the wastewater funds and both will be brought back to the City Council for review and approval after the joint meeting review and approval.

The attached resolution (Attachment 3) will formally appropriate funds for the expenditures, transfers and other uses as detailed in the department budgets by fund. The \$69,672,254 in appropriations includes \$48,633,723 for operations, \$16,427,285 in capital improvements, and \$4,628,300 for debt payments. It also includes \$21,487,861 for transfers between funds.

The resolution also provides for the continuance of the Resolution 2016-35 continuing appropriations for those funds not included in the attached resolution and a statement on the current authority of the City Manager to make certain budget changes within funds and require City Council approval for changes between funds.

The Gann Appropriations Limitation has been completed in accordance with the statewide guidelines that implement Article XIIIB and is included in this budget document (Attachment 4).

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.
\$91,160,115	Various – see Exhibit A	Various	Yes ☐ No ☒	N/A

Please see Attachment #1 attached as a separate link for Agenda Item 12b

Budget changes requested by City Council from 7/25/16 Budget Review

Below are the changes to the FY 16-17 Budget from the City Council comments and staff during the July 25, 2016 Budget Review. As the budget document is finalized, there will likely be other formatting, clarifications and other administrative adjustments that will need to be made and not affect appropriations.

1. Added Revenue detail to General Fund summary.
 - Beginning page number will be G-06.
2. Updated salary for City Council from \$490 to \$441.
 - Page G-23
3. Added footnote to reference the Cost Allocation Plan on all fund/departments that are effected.
 - Pages G-22, G-26, G-30, G-34, G-38, G-42, G-46, G-50, E-11, E-22, E-26, E-33, E-40, E-47, E-59, E-66, E-66, S-03, S-09, S-16, S-24.
4. Footnote added to personnel reclassifications.
 - Page G-31,
5. Removed adding a full-time Management Analyst from Human Resources.
 - Page G-53
6. Bold print to highlight revenue in Economic Development.
 - Page G-59
7. Corrected spelling of port-o-lets.
 - Page G-74
8. Added footnote for recreation income that is no longer in use.
 - Page G-80
9. Updated recreation program income to reflect the program associated with the revenue.
 - Page G-80
10. Added revenue detail for Community Planning.
 - Page G-99
11. Updated Pot Hole App to Reporting City Source App.
 - Page G-117
12. Updated graph for streets to show breakdown of surface, maintenance, and services.
 - Page G-121
13. Created Public Safety Revenue schedule to better show revenue sources for police and fire.
 - Page will be added in front of G-127
14. Adjusted FY 2016 Estimated Year End for Police salaries and benefits
 - G-129
15. Working with Water to verify revenue sources for the new Recycled Water Fund.
 - Page E-54
16. Removed parking violations description from narrative for recycled water.
 - Page E-56

17. Working with Water to verify capital projects listed and to create a footnote for adding fund 822 to water budget. This will change the capital costs to the budget per the updated CIP.
 - Page E-67
18. Added footnote to Internal Services to reference the Cost Allocation Plan.
 - Pages I-09, I-15, I-23, I-29, I-32, I-38
19. Added footnote to Building Maintenance on previous allocations.
 - Page I-29
20. Added Goals and Objectives for Corporation Yard.
 - After page I -31
21. Updated Corp Yard title.
 - Page I-32
22. Researching Corp Yard rental payment to Airport.
 - Page I-32
23. Added footnote – no allocation after IT became Internal Service Fund.
 - Page I-38
24. Updated revenue descriptions for police and fire in the IT budget.
 - Page I-38
25. Updated all Special Fund pages numbers from S- to SR-.
26. Updated projection for FY 16 in the ARRC budget.
 - Page S-03
27. Added detail to Goals and Objectives for the Downtown Business Improvement District.
 - Page S-07
28. Added footnote to Museum on the contributions from the Guild and Endowment.
 - Page S-16
29. Updated the Cost Allocation Plan from operating budget 14/15 to actuals 14/15.
 - Pages O-10 through O-26.

Additional Changes from staff

30. Updated Water Debt Service payments to final debt schedule for the new 2016 bond issue – added \$53,843 to costs
 - Page E-68
31. Removed entry in Electric Debt for initial estimate of a footnoted option for financing certain capital improvements – reduced costs by \$35,000.
 - Page E-28

RESOLUTION NO. 2016-**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROPRIATING FUNDS FOR THE GENERAL FUND AND OTHER FUNDS IN THE FISCAL YEAR 2016-2017 OPERATING AND CAPITAL BUDGET**

WHEREAS, the Ukiah Municipal Code requires the City Manager to prepare and submit an Annual Budget to the City Council for its approval; and

WHEREAS, it is good management practice to have comprehensive Operating and Capital Improvement Budgets to implement the various policies, programs and projects of the City Council, and the City Council has established a policy to review, adopt, and provide multiple updates to Fiscal Year (FY) Budgets; and

WHEREAS, due to vacancies in key positions in the Finance Department, on June 15, 2016, the City Council adopted Resolution 2016-35 which provided for continuing appropriation authority until the FY 2016-17 Budget was completed, reviewed and adopted; and

WHEREAS, on July 25, 2016, the City Council reviewed Draft FY 2016-17 revenue, expenditure and capital budgets for the General Fund, internal service funds, enterprise funds and several special revenue funds; and

WHEREAS, the Wastewater enterprise funds were not reviewed due to the need to review the Wastewater enterprise with the Ukiah Valley Sanitation District; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Ukiah does hereby adopt Operating and Capital Budgets for the General Fund and other funds for Fiscal Year 2016-17.

NOW THEREFORE BE IT FURTHER RESOLVED that,

1. Funds are appropriated at the Fund level for total expenditures, transfers and other uses as summarized in Exhibit A, attached hereto.
2. Transfers between funds are authorized and reserve amounts are established as summarized in Exhibit A, attached hereto.
3. The Continuing appropriations Resolution 2016-35 shall continue for those funds not included in Exhibit A, attached hereto.
4. The FY 2016-17 Operations and Capital Budget provides detail to the sources and uses of the authorized appropriations by fund and the final adopted document is incorporated herein by reference.
5. The City Manager is authorized to approve budget changes between accounts within each Department within the same fund and that any budget appropriation changes between Funds require City Council approval.
6. The encumbrances outstanding at year-end are reported as committed and, with any unreserved and undesignated funds remaining on June 30, 2016, are hereby designated as reserved in Fund Balance or Net Position and available for appropriation in FY 2016-17 or future Fiscal Years.

PASSED AND ADOPTED this 7th day of September 2016, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Stephen G. Scalmanini, Mayor

ATTEST:

Kristine Lawler, City Clerk

City of Ukiah **FY 16-17** **Budget Summary by Fund**

Fiscal Year 16-17 Budget						
Estimated Revenues & Other Sources	Appropriations			Operating Transfers		
	Operations & Other Uses	Capital Improvements & Equipment	Debt Payments	In	Out	
General Funds						
100 General Fund	\$ 14,329,169	\$ 6,432,454	\$ -	\$ 547,625	\$ 8,567,433	
105 General Fund - Public Safety	2,740,300	10,836,285	-	8,220,985	-	
110 General Fund Strategic Reserve	-	-	-	-	-	
Total General Funds	\$ 17,069,469	\$ 17,268,739	\$ -	\$ 8,768,610	\$ 8,567,433	
Special Revenue Funds						
220 Equipment Reserve	\$ 5,000	\$ -	\$ 545,000	\$ -	\$ 347,330	
250 Special Revenue Reserve	-	-	-	54,850	-	
251 Special Projects Reserve	10,000	-	682,970	-	156,850	
Various Parks & Rec Facilities Related Funds [7]	-	-	18,000	-	-	
310 Museum Grant	1,512,385	-	1,509,011	-	-	
311 Alex Rorabaugh Recreation Center	96,100	110,562	-	-	-	
249 RDA Low Moderate Income Housing Bonds	3,600	-	-	-	-	
313 Low Moderate Income Housing	12,250	-	-	-	-	
Various Gas Tax Funds [4]	358,561	-	682,380	-	297,625	
505 Signalization Fund	2,500	-	-	-	-	
Various Streets Related Funds [3]	152,000	-	177,000	-	-	
Various Comm Dev & Aff Housing Grants [2]	900	-	-	-	-	
607 Prop 84 Grant - Water	125,000	-	-	-	125,000	
Various Asset Seizure & Forfeiture Funds [5]	60,700	20,000	21,684	-	-	
Various Police Related Funds [6]	225,000	-	-	-	125,000	
905 FEMA Shelter Program	-	-	-	-	-	
691 Museum	105,500	437,926	-	360,564	-	
695 Transfer Station	150,000	10,000	-	177,000	317,000	
750 Visit Ukiah	-	157,426	-	110,884	-	
Total Special Revenue Funds	\$ 2,819,496	\$ 735,914	\$ 3,636,045	\$ 703,298	\$ 1,368,805	
Enterprise Funds [1]						
640 Parking Enforcement	\$ 155,100	\$ 145,639	\$ -	\$ 715	\$ -	
700 Sanitary Disposal Site Operating	279,800	674,874	-	317,000	-	
702 Landfill Closure	75,000	2,873,100	-	-	-	
704 Landfill Post Closure	-	-	-	-	-	
Total Landfill [1.1]	354,800	3,547,974	-	317,000	-	
720 Golf	81,700	48,129	-	-	-	
730 Conference Center	366,569	364,740	-	-	-	
777 Airport Operations	929,000	903,307	11,340	-	134,115	
778 FAA Grant	262,625	-	396,900	-	134,115	
Total Airport	1,191,625	903,307	408,240	134,115	134,115	
800 Electric Administration	16,033,192	15,548,447	-	-	3,669,722	
801 Capital Reserve	-	-	4,880,000	-	3,569,172	
802 Rate Stabilization	-	-	-	-	-	
803 Lake Mendocino Debt	3,500	-	-	2,068,338	67,000	
805 Street Lighting	196,000	409,271	-	-	33,550	
806 Public Benefit	442,900	428,620	-	-	-	
Total Electric	16,675,592	16,386,338	4,880,000	2,068,338	3,669,722	
820 Water	5,998,136	3,028,246	312,000	-	6,610,278	
821 Water Capital Reserve	-	-	-	-	887,508	
822 Water - Distribution Capital	68,232	-	6,688,700	927,318	7,472,786	
Total Water	6,066,368	3,028,246	7,000,700	927,318	7,497,786	
Total Enterprise Funds	\$ 24,891,754	\$ 24,424,373	\$ 12,288,940	\$ 2,996,371	\$ 11,593,623	\$ 11,301,623

(continued)

Internal Services Funds [1]							
201 Worker's Comp & Unemployment	\$ 709,500	\$ 803,953	\$ -	\$ -	\$ -	\$ -	-
202 Liability & Property Insurance	640,200	640,202	-	-	-	-	-
203 Garage	511,534	439,536	114,000	-	-	34,030	-
204 Purchasing	263,972	272,672	-	-	-	-	-
205 Billing and Collections	1,498,551	1,329,136	-	-	-	-	-
206 Ukiah Public Safety Dispatch	1,057,230	1,156,449	-	-	-	-	-
208 Building & Corp Yard Maintenance	562,248	647,068	120,000	-	-	120,000	-
209 Information Technology	854,627	854,627	268,300	-	-	268,300	-
Total Internal Services Funds	\$ 6,097,862	\$ 6,143,643	\$ 502,300	\$ -	\$ -	\$ 422,330	\$ -
Total City Funds							
	\$ 50,878,581	\$ 48,572,669	\$ 16,427,285	\$ 2,996,371	\$ -	\$ 21,487,861	\$ 21,237,861
Successor Agency to Redevelopment Agency							
969 Successor Agency	1,341,420	44,000	-	1,631,929	-	-	250,000
Total Successor Agency	1,341,420	44,000	-	1,631,929	-	-	250,000
Total All Funds							
	\$ 52,220,001	\$ 48,616,669	\$ 16,427,285	\$ 4,628,300	\$ -	\$ 21,487,861	\$ 21,487,861
Other Agency Funds Administered by City							
312 Downtown Business Improvement District	18,000	17,054	-	-	-	-	-
Total All FY 16-17 Transactions							
	52,238,001	48,633,723	16,427,285	4,628,300	-	21,487,861	21,487,861

[1] For Enterprise, except Landfill funds, and Internal Service Funds the Fund Balance includes non-cash investments in fixed assets and advances or Due to Other funds. It also includes a reduction for Deferred noncurrent liabilities or assets. Please see the Sources and Uses schedule for each fund for the detail to Net position and the available working capital and reserves in each fund.

[1.1] For Landfill funds the Fund Balance includes only Working Capital. There is a \$14.7 million deferred Liability required to be booked by the State of California for the closure of the landfill. This amount is for the total landfill closure and projected 30 year post closure liability. If included in the Fund Balance, it would significantly distort the available working capital amounts for future closure of the Landfill. Under the 30 year closure plan, sufficient funding resources are projected from surcharge fees and short term cash flow financing to provide for the closure and post closure costs.

[2] CDBG, HOME and other related community development and housing grants and loans - Community Development Block Grant Fund 600, CDBG Fund 602, HOME 11-7654 Fund 605, CDBG 10EDEF-7261 Fund 606, CDBG 13-8940 Fund 609

[3] Streets related grants and other revenues sources - Capital Improvements Fund 506, STOP Augmentation Fund 507, SB325 Reimbursement Fund 508 and State STP Fund 509

[4] Gas Tax revenues are segregated into separate funds - 2106 Fund 500, 2107 Fund 501, 2107.5 Fund 502, 2105 Fund 503 and Congestion Relief (2103 Gas Tax) Fund 510

[5] Asset Seizure and Forfeiture related Funds - Asset Seizure Fund 630, Asset Seizure (Drugs & Alcohol) Fund 631, Federal Asset Seizure Fund 634 and Asset Forfeiture 11470.2 Fund 638

[6] Police related funds - H&S Education 11489 fund 633, Supplemental Law Enforcement Services Fund 635, Local Law Enforcement Block Grant Fund 637 and Special Revenue Police fund 639

[7] Parks and Recreation Facilities funds - Park Development Fund 300, Anton Stadium Fund 301, Observatory Park Fund 302, Parks and Playgrounds Fund 303, Swimming Pool Fund 304, Riverside Park Fund 305, Skate Park Fund 306 and Softball Complex Fund 307

RESOLUTION NO. 2016-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ESTABLISHING THE FISCAL YEAR 2016-17 APPROPRIATIONS LIMIT FOR THE CITY OF UKIAH

WHEREAS, pursuant to *Government Code* Section 7910, the City Council must, by resolution, establish its appropriations limit for each fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT the appropriations limit for the City of Ukiah for the 2016-17 Fiscal Year shall be Twelve Million, Two Hundred and Eighty-Four Thousand, Nine Hundred and Seventy-Seven (\$12,284,977) (Exhibit A).

This resolution was adopted by the City Council of the City of Ukiah at a regular meeting thereof on the 7th day of September, 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

STEPHEN G. SCALMANINI, Mayor

ATTEST:

KRISTINE LAWLER, City Clerk

EXHIBT A

Gann Limit Calculation

FY 2016-17

Per Capita Cost of Living Change = 5.37 percent
Population Change⁽¹⁾ = 0.23 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.37 + 100}{100} = 1.0537$ (a)

Population converted to a ratio: $\frac{0.23 + 100}{100} = 1.0023$ (b)

Calculation of factor for FY 2016-17: (a) x (b) = 1.0561 (c)

Appropriations Limit, Fiscal Year 2015-16 \$ 36,654,917 (d)

Appropriations Limit, Fiscal Year 2016-17

\$ 38,712,120

[(c) x (d)]

FY 2016-17 appropriations subject to Gann Limit

Tax Revenue	Budget Estimates
Property tax	\$ 2,726,032
Sales tax (1.0% Bradley-Burns)	5,205,300
Measure S/P District Tax	2,658,300
Transient Occupancy Taxes (TOT)	1,232,048
Business license tax	361,244
Other governmental taxes	39,159
Interest earning from taxes	62,894
	\$ 12,284,977

Percentage Use of Appropriations Limit 31.73%

(1) When calculating its appropriation limit, the City may use either the change in population for the City or Mendocino County as a whole.



Draft

Operations and Capital Budget Fiscal Year 2016-2017

STEVE SCALMANINI

MAYOR

JIM BROWN

VICE MAYOR

COUNCIL MEMBERS

KEVIN DOBLE

MAUREEN MULHEREN

DOUGLAS CRANE

Draft Operational and Capital Budget Fiscal Year 2016-2017

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CITY COUNCIL

Steve Scalmanini

Mayor

Jim Brown

Vice-Mayor

Kevin Doble

Council Member

Maureen Mulheren

Council Member

Douglas Crane

Council Member

CITY OF UKIAH

Sage Sangiacomo- *City Manager*

David Rapport - *City Attorney*

Kristine Lawler - *City Clerk*

ADMINISTRATIVE TEAM

Vacant - *Assistant City Manager*

Sheri Mannion- *Human Resources Director*

Daniel Buffalo - *Finance Director*

Kevin Thompson - *Interim Planning Director*

Chris Dewey - *Police Chief*

John Bartlett - *Fire Chief*

Mel Grandi - *Electric Utility Director*

Tim Eriksen - *Public Works Director*

Sean White - *Water & Sewer Director*

BOARDS/COMMISSIONS/COMMITTEES

Airport Commission

Planning Commission

Design Review Board

Traffic Engineering Committee

Paths, Open Space, and Creeks Commission

Demolition Permit Review Committee

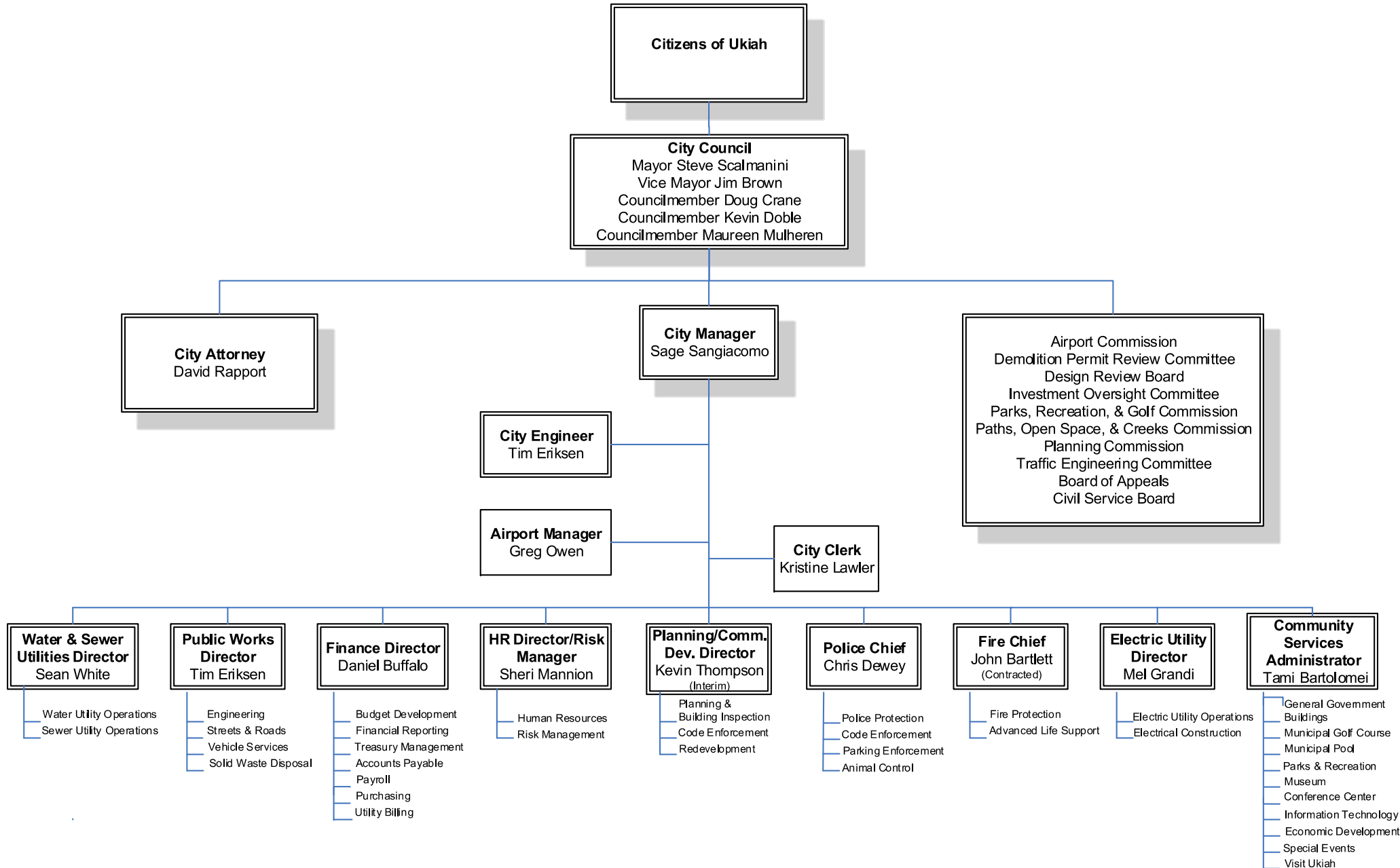
Parks, Recreations, and Golf Commission

Investment Oversight Committee

Board of Appeals

Civil Service Board

City of Ukiah – Organization Chart





Personnel Schedule

CITY OF UKIAH
AUTHORIZED FULL-TIME PERSONNEL (FTE)
Fiscal Years 2012/2013 - 2016/2017

	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	CURRENT +/-
<u>CITY MANAGER</u>						
12 City Manager	1.00	1.00	1.00	1.00	1.00	
Assistant City Manager	1.00	1.00	1.00	0.00	0.00	
Senior Management Analyst	0.00	0.00	0.00	1.00	1.00	
City Clerk	1.00	1.00	1.00	1.00	1.00	
Deputy City Clerk	0.00	0.00	0.00	1.00	1.00	
SUBTOTAL	3.00	3.00	3.00	4.00	4.00	0.00
<u>FINANCE</u>						
13 Finance Director	1.00	1.00	1.00	1.00	1.00	
Assistant Finance Director	1.00	1.00	0.00	0.00	0.00	
Finance Controller	1.00	1.00	1.00	1.00	1.00	
Revenue Manager	0.00	0.00	1.00	1.00	1.00	
Accountant	1.00	1.00	1.00	1.00	1.00	
Payroll Officer	1.00	1.00	1.00	1.00	1.00	
Accounts Payable Specialist	1.00	1.00	0.00	0.00	0.00	
Administrative Analyst	0.00	0.00	1.00	1.00	1.00	
Accounting Assistant	1.00	1.00	1.00	1.00	1.00	
Purchasing Supervisor	1.00	1.00	1.00	1.00	1.00	
Buyer	1.00	1.00	1.00	1.00	1.00	
Customer Services Rep. III	2.00	2.00	1.00	2.00	2.00	
Customer Services Rep. II	1.00	1.00	2.00	3.00	3.00	
Customer Services Rep. I	2.00	2.00	2.00	1.00	1.00	
Utility Services Team Leader	1.00	1.00	1.00	1.00	1.00	
Meter Reader	1.00	1.00	1.00	1.00	1.00	
SUBTOTAL	16.00	16.00	16.00	17.00	17.00	0.00
<u>HUMAN RESOURCES/RISK MANAGEMENT</u>						
16 Director of Human Resources	1.00	1.00	1.00	1.00	1.00	
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00	
HR Assistant/PW Administrative Secretary	0.00	0.00	0.00	0.50	0.50	
SUBTOTAL	2.00	2.00	2.00	2.50	2.50	0.00
<u>COMMUNITY DEVELOPMENT & BUILDING</u>						
23 Director of Comm. Dev.	1.00	1.00	1.00	1.00	1.00	
Building Official	1.00	1.00	1.00	1.00	1.00	
Principal Planner	0.00	0.00	1.00	1.00	1.00	
Senior Planner	1.00	1.00	0.00	0.00	0.00	
Associate Planner	1.00	1.00	0.00	0.00	0.00	
Assistant Planner	0.00	0.00	1.00	1.00	1.00	
Development Permit Coord.	1.00	1.00	1.00	1.00	1.00	
Planning/Building Technician	0.00	0.00	1.00	1.00	1.00	
Administrative Secretary	1.00	1.00	0.00	0.00	0.00	
SUBTOTAL	6.00	6.00	6.00	6.00	6.00	0.00
<u>COMMUNITY SERVICES</u>						
22 Community Services Administrator	1.00	0.00	0.00	1.00	1.00	
Project & Grant Administrator	1.00	1.00	0.00	0.00	0.00	
Facilities Administrator	1.00	1.00	1.00	1.00	1.00	
Buildings/Facilities Lead Worker	1.00	1.00	1.00	1.00	1.00	
Buildings Specialist	1.00	1.00	1.00	1.00	1.00	
Park/Golf Superintendent	1.00	1.00	1.00	1.00	1.00	
Park/Golf Lead Worker	2.00	2.00	2.00	1.00	1.00	

CITY OF UKIAH
AUTHORIZED FULL-TIME PERSONNEL (FTE)
Fiscal Years 2012/2013 - 2016/2017

	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	CURRENT +/-
<u>COMMUNITY SERVICES</u> <i>continued</i>						
Parks/Golf Service Worker I	6.00	6.00	5.00	4.00	4.00	
Parks/Golf Service Worker II	0.00	0.00	0.00	2.00	2.00	
Museum Director	1.00	1.00	1.00	1.00	1.00	
Museum Curator	1.00	1.00	1.00	1.00	1.00	
Museum Educator	0.00	0.00	0.00	0.00	1.00	
Information Technology Administrator	1.00	1.00	0.00	0.00	1.00	
Information Technology Coordinator	0.00	0.00	1.00	1.00	0.00	
Information Technology Network Specialist	0.00	0.00	1.00	1.00	1.00	
Information Technology Specialist I	0.00	0.00	1.00	1.00	2.00	
Information Technology Specialist II	1.00	1.00	0.00	0.00	0.00	
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	
Recreation Coordinator	0.00	1.00	1.00	1.00	1.00	
Sports Coordinator	1.00	1.00	1.00	1.00	1.00	
Receptionist/Clerk	1.00	1.00	1.00	1.00	1.00	
SUBTOTAL	21.00	21.00	20.00	21.00	23.00	2.00
<u>PUBLIC WORKS</u>						
24 Director of Public Works/City Engineer	1.00	1.00	1.00	1.00	1.00	
Director of Water & Sewer Utilities	0.00	0.00	0.00	1.00	1.00	
Deputy Director of Public Works - Eng.	1.00	1.00	1.00	1.00	1.00	
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00	
Public Works Project Analyst	0.00	1.00	1.00	1.00	0.00	
Public Works Management Analyst	0.00	0.00	0.00	0.00	1.00	
Engineering Analyst	0.00	0.00	0.00	0.00	1.00	
Administrative Secretary/HR Assistant	1.00	1.00	1.00	0.50	0.50	
Engineering Technician	0.00	0.00	0.00	1.00	0.00	
Public Works Supervisor	1.00	1.00	1.00	0.00	0.00	
Public Works Leadworker	1.00	0.00	0.00	1.00	0.00	
Public Works Maintenance II	1.00	1.00	1.00	1.00	1.00	
Public Works Maintenance I	4.00	4.00	5.00	5.00	5.00	
Street Sweeper Operator	1.00	1.00	1.00	1.00	1.00	
Fleet Maintenance Supervisor	0.00	0.00	0.00	0.00	1.00	
Senior Equipment Mechanic	1.00	1.00	1.00	1.00	0.00	
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	
Apprentice Equipment Mechanic	0.00	0.00	0.00	0.00	1.00	
Water/Sewer/Streets Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	
Water & Sewer Program Coordinator	1.00	0.00	0.00	0.00	0.00	
Water/Sewer Leadworker	1.00	1.00	1.00	1.00	1.00	
Water/Sewer Service Attendant	1.00	1.00	1.00	1.00	1.00	
Water/Sewer Attendant II	2.00	2.00	2.00	4.00	4.00	
Water/Sewer Attendant I	4.00	4.00	4.00	3.00	3.00	
Water Treatment Plant Supervisor	1.00	1.00	1.00	1.00	1.00	
Senior Water Treatment Plant Oper/Mech	1.00	1.00	1.00	1.00	1.00	
Water Treatment Plant Operator/Mechanic	2.00	2.00	2.00	2.00	3.00	

CITY OF UKIAH
AUTHORIZED FULL-TIME PERSONNEL (FTE)
Fiscal Years 2012/2013 - 2016/2017

	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	CURRENT +/-
Water Treatment Plant Operator-in-Training	0.00	1.00	1.00	1.00	0.00	
<u>PUBLIC WORKS</u> Continued						
Wastewater Treatment Plant Supervisor	1.00	1.00	1.00	1.00	1.00	
Lead Wastewater Treatment Plant Operator	0.00	0.00	0.00	0.00	1.00	
Sr. Wastewater Treatment Plant Operator	2.00	2.00	2.00	2.00	2.00	
Sr. Wastewater Treatment Plant Oper/Mech	1.00	1.00	1.00	1.00	1.00	
Wastewater Treatment Plant Operator	3.00	3.00	3.00	3.00	3.00	
Wastewater Treatment Plant Oper/Training	1.00	1.00	1.00	0.00	0.00	
Environment Laboratory Technician III	1.00	1.00	1.00	1.00	1.00	
Environment Laboratory Technician I	0.00	0.00	0.00	0.00	1.00	
SUBTOTAL	38.00	38.00	39.00	40.50	42.50	2.00
<u>AIRPORT</u>						
25 Airport Manager	1.00	1.00	1.00	1.00	1.00	
Airport Assistant	1.00	1.00	1.00	1.00	1.00	
SUBTOTAL	2.00	2.00	2.00	2.00	2.00	0.00
<u>ELECTRIC UTILITY</u>						
Director of Electric Utility	1.00	1.00	1.00	1.00	1.00	
Assistant Electric Utility Director	0.00	0.00	1.00	1.00	1.00	
Power Engineer	2.00	2.00	1.00	1.00	1.00	
Electric Supervisor	1.00	1.00	1.00	1.00	1.00	
Electric Crew Foreman	1.00	1.00	2.00	2.00	2.00	
Lineman	5.00	4.00	4.00	4.00	4.00	
Apprentice Lineman	2.00	1.00	1.00	1.00	1.00	
Electric Utility Technician I	2.00	1.00	2.00	2.00	2.00	
Electric Utility Technician II	0.00	1.00	1.00	1.00	1.00	
Electrical Engineering Technician III	0.00	1.00	1.00	1.00	1.00	
Electrical Engineering Technician II	1.00	0.00	1.00	1.00	1.00	
Electrical Engineering Technician I	1.00	1.00	0.00	0.00	1.00	
Administrative Secretary	1.00	1.00	0.00	0.00	0.00	
Electric Utility Program Coordinator	0.00	0.00	1.00	1.00	1.00	
SUBTOTAL	17.00	15.00	17.00	17.00	18.00	1.00
<u>POLICE</u>						
20 Police Chief	1.00	1.00	1.00	1.00	1.00	
Captain	2.00	2.00	2.00	1.00	1.00	
Lieutenant	0.00	0.00	0.00	2.00	2.00	
Sergeant	6.00	6.00	6.00	6.00	6.00	
Police Officer/Detective	4.00	4.00	4.00	4.00	4.00	
Police Officer/School Resource Officer	1.00	1.00	1.00	1.00	1.00	
Police Officer/Major Crimes Task Force	1.00	1.00	1.00	1.00	1.00	
Police Officer	9.00	12.00	16.00	15.00	15.00	
Police Officer (funded by COPS Grant)	1.00	1.00	1.00	1.00	1.00	
Community Services Officer	2.00	4.00	5.00	5.00	4.00	
Crimes Analyst	0.00	0.00	0.00	0.00	1.00	
Communications Supervisor	1.00	1.00	1.00	0.00	0.00	

CITY OF UKIAH
AUTHORIZED FULL-TIME PERSONNEL (FTE)
Fiscal Years 2012/2013 - 2016/2017

	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	CURRENT +/-
Communications & Records Manager	0.00	0.00	0.00	1.00	1.00	
<u>POLICE</u> <i>continued</i>						
Senior Clerk Dispatcher	3.00	1.00	1.00	1.00	1.00	
Clerk Dispatcher	8.00	6.00	6.00	7.00	7.00	
Records Clerk	2.00	2.00	2.00	2.00	2.00	
Administrative Secretary (formerly Fire Sec)	0.00	1.00	1.00	1.00	1.00	
SUBTOTAL	41.00	43.00	48.00	49.00	49.00	0.00
<u>FIRE</u>						
21 Fire Division Chief	2.00	2.00	2.00	2.00	2.00	
Fire Captain	3.00	3.00	3.00	2.00	2.00	
Fire Engineer	5.00	4.00	4.00	4.00	4.00	
Firefighter/Paramedic	4.00	2.00	2.00	3.00	3.00	
Administrative Secretary	1.00	0.00	0.00	0.00	0.00	
SUBTOTAL	15.00	11.00	11.00	11.00	11.00	0.00
TOTAL FULL-TIME	161.00	157.00	164.00	170.00	175.00	5.00

CITY OF UKIAH
AUTHORIZED TEMPORARY, PART-TIME AND SEASONAL PERSONNEL POSITIONS
Fiscal Years 2012/2013 - 2016/2017

		<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	CURRENT +/-
<u>CITY MANAGER</u>							
12	Project & Grant Administrator/PT 20-Hour	0.00	0.00	0.00	0.00	0.50	
	SUBTOTAL	0.00	0.00	0.00	0.00	0.50	0.50
<u>FINANCE</u>							
13	Meter Reader/PT 32-hour	0.80	0.80	0.80	0.80	0.80	
	Meter Reader/On-Call (2)	0.96	0.96	0.96	0.96	0.96	
	Utility Billing Clerk	0.80	0.80	0.00	0.00	0.00	
	SUBTOTAL	2.56	2.56	1.76	1.76	1.76	0.00
<u>HUMAN RESOURCES</u>							
16	Human Resources Assistant	0.00	0.48	0.48	0.00	0.00	
	SUBTOTAL	0.00	0.48	0.48	0.00	0.00	0.00
<u>COMMUNITY DEVELOPMENT & BUILDING</u>							
23	Planning Intern	0.00	0.48	0.48	0.00	0.00	
	SUBTOTAL	0.00	0.48	0.48	0.00	0.00	0.00
<u>COMMUNITY SERVICES</u>							
22	Project & Grant Administrator/PT 32-Hour	0.00	0.00	0.80	0.80	0.00	
	Project & Grant Administrator/PT 20-Hour	0.00	0.00	0.50	0.50	0.50	
	Event Coordinator Assistant/PT 32-Hour	0.80	0.80	0.80	0.80	1.60	
	Event Coordinator Assistant (On-Call)	0.00	0.00	0.00	0.25	0.00	
	Event & Facilities Attendant/PT 32-Hour	0.00	0.80	0.80	0.80	0.00	
	Conf. Ctr. Facilities Attendant/PT 32-Hour	0.80	0.80	0.80	0.80	0.80	
	Conf Ctr. Facilities Attendant (On-Call)	0.50	0.50	0.50	0.50	0.00	
	ARC Facility Attendant (800 Hours)	0.25	0.25	0.25	0.25	0.38	
	Buildings Facility Attendant (2) PT/32-Hour	1.89	1.89	1.89	1.60	1.60	
	Parks/Golf Service Worker/PT 32-Hour	0.80	0.00	0.00	0.00	0.00	
	Park Service Worker (2-Seasonal 1,000 Hour)	0.00	0.96	0.96	0.96	0.96	
	Parks Facility Attendant	0.00	0.00	0.00	0.75	0.00	
	Museum Registrar	0.40	0.40	0.40	0.40	0.00	
	Museum Receptionist	0.83	0.83	0.83	0.83	0.83	
	Website Developer	0.00	0.00	0.24	0.48	0.00	
	Information Technology Intern	0.00	0.00	0.00	0.38	0.00	
	Information Technology Assistant	0.00	0.00	0.05	0.05	0.00	
	Activities Staff	0.19	0.19	0.29	0.89	0.89	
	Day Camp Staff	3.85	3.85	3.85	3.52	3.08	
	Pool Staff	2.44	2.44	2.44	3.32	2.64	
	Sports Staff	1.10	1.10	1.31	1.93	1.31	
	Community Services Assistant	1.00	1.00	1.61	1.61	0.80	
	Program/Project Analyst	0.96	0.96	0.48	0.80	1.01	
	SUBTOTAL	15.81	16.77	18.80	22.22	16.40	-5.82

CITY OF UKIAH
AUTHORIZED TEMPORARY, PART-TIME AND SEASONAL PERSONNEL POSITIONS
Fiscal Years 2012/2013 - 2016/2017

		<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	CURRENT +/-
<u>PUBLIC WORKS</u>							
24	Engineering Intern	0.00	0.00	0.48	0.00	0.00	
	Public Works Maintenance (Seasonal)	0.00	0.96	0.96	0.00	0.00	
	Water/Sewer Attendant (Seasonal)	0.48	0.48	0.48	0.48	0.48	
	Water Treatment Plant Intern	0.00	0.00	0.48	0.00	0.00	
	SUBTOTAL	0.48	1.44	2.40	0.48	0.48	0.00
<u>AIRPORT</u>							
25	Airport Grounds Maintenance Attendant	0.96	0.80	0.80	0.80	0.80	
	Airport Attendant	1.44	1.44	1.44	1.44	1.44	
	SUBTOTAL	2.40	2.24	2.24	2.24	2.24	0.00
<u>ELECTRIC UTILITY</u>							
	Design Support	0.29	0.29	0.29	0.48	0.48	
	Lineman (Internship through NCPA)	0.00	0.00	0.00	0.96	0.96	
	SUBTOTAL	0.29	0.29	0.29	1.44	1.44	0.00
<u>POLICE</u>							
20	Community Services Officer/Part-time 32-hr	0.00	0.00	0.80	0.80	0.80	
	Clerk Dispatcher/Part-time 32-hour	0.00	0.00	0.80	0.00	0.00	
	Clerk Dispatcher/On-Call	0.30	0.30	0.30	0.00	0.00	
	Evidence Clerk	0.46	0.00	0.00	0.00	0.00	
	SUBTOTAL	0.76	0.30	1.90	0.80	0.80	0.00
<u>Fire</u>							
21	Fire Marshall	0.20	0.00	0.00	0.00	0.00	
	SUBTOTAL	0.20	0.00	0.00	0.00	0.00	0.00
TOTAL PART-TIME*		22.50	24.56	28.35	28.94	23.62	-5.32
TOTAL FULL-TIME		161.00	157.00	164.00	170.00	175.00	5.00
GRAND TOTAL		183.50	181.56	192.35	198.94	198.62	-0.32

*Does not include Elected Officials (1 Mayor, 4 Councilmembers, & 1 Treasurer)

Additional Note: Many positions are funded by various accounts.

City of Ukiah

FY 16-17

Budget Summary by Fund

	Projected Beginning Balance 06/30/16	Fiscal Year 16-17 Budget						Projected Ending Balance 06/30/17
		Estimated Revenues & Other Sources	Appropriations			Operating Transfers		
			Operations & Other Uses	Capital Improvements & Equipment	Debt Payments	In	Out	
General Funds								
100 General Fund	1,421,326	14,329,169	6,432,454	-	-	547,625	8,567,433	1,298,233
105 General Fund - Public Safety	488,008	2,740,300	10,836,285	-	-	8,220,985		613,008
110 General Fund Strategic Reserve	4,673,303	-						4,673,303
Total General Funds	6,582,637	17,069,469	17,268,739	-	-	8,768,610	8,567,433	6,584,544
Special Revenue Funds								
220 Equipment Reserve	1,740,405	5,000		545,000			347,330	853,075
250 Special Revenue Reserve	(54,819)	-				54,850		31
251 Special Projects Reserve	1,935,095	10,000		682,970			156,850	1,105,275
Various Parks & Rec Facilities Related Funds [7]	(23,142)	-		18,000				(41,142)
310 Museum Grant	(28,278)	1,512,385		1,509,011				(24,904)
311 Alex Rorabaugh Recreation Center	(34,585)	96,100	110,562					(49,047)
249 RDA Low Moderate Income Housing Bonds	2,748,906	3,600						2,752,506
313 Low Moderate Income Housing	49,703	12,250						61,953
Various Gas Tax Funds [4]	603,053	358,561		682,380			297,625	(18,391)
505 Signalization Fund	431,661	2,500						434,161
Various Streets Related Funds [3]	216,853	152,000		177,000				191,853
Various Comm Dev & Aff Housing Grants [2]	254,916	900						255,816
607 Prop 84 Grant - Water	18	125,000					125,000	18
Various Asset Seizure & Forfeiture Funds [5]	218,151	60,700	20,000	21,684				237,167
Various Police Related Funds [6]	(24,333)	225,000					125,000	75,667
905 FEMA Shelter Program	27,757							27,757
691 Museum	(43,419)	105,500	437,926			360,564		(15,281)
695 Transfer Station	-	150,000	10,000			177,000	317,000	-
750 Visit Ukiah	114,707	-	157,426			110,884		68,165
Total Special Revenue Funds	8,132,649	2,819,496	735,914	3,636,045	-	703,298	1,368,805	5,914,679
Enterprise Funds [1]								
640 Parking Enforcement	313,358	155,100	145,639	715				322,104
700 Sanitary Disposal Site Operating	106,406	279,800	674,874			317,000		28,332
702 Landfill Closure	8,122,987	75,000	2,873,100					5,324,887
704 Landfill Post Closure	-	-						-
Total Landfill [1.1]	8,229,393	354,800	3,547,974	-	-	317,000	-	5,353,219
720 Golf	136,066	81,700	48,129					169,637
730 Conference Center	1,670,075	366,569	364,740					1,671,904
777 Airport Operations	2,127,015	929,000	903,307	11,340			134,115	2,007,253
778 FAA Grant		262,625		396,900		134,115		(160)
Total Airport	2,127,015	1,191,625	903,307	408,240	-	134,115	134,115	2,007,093
800 Electric Administration	31,446,201	16,033,192	15,548,447				3,669,722	28,261,224
801 Capital Reserve	1,190,828			4,880,000		3,569,172		(120,000)
802 Rate Stabilization	1,523,428							1,523,428
803 Lake Mendocino Debt	4,073,120	3,500			2,068,338	67,000		2,075,282
805 Street Lighting	182,963	196,000	409,271			33,550		3,242
806 Public Benefit	(100,647)	442,900	428,620					(86,367)
Total Electric	38,315,893	16,675,592	16,386,338	4,880,000	2,068,338	3,669,722	3,669,722	31,656,809
820 Water	13,823,675	5,998,136	3,028,246	312,000			6,610,278	9,871,287
821 Water Capital Reserve	887,508	-					887,508	-
822 Water - Distribution Capital	-	68,232		6,688,700	927,318	7,472,786		(75,000)
Total Water	14,711,183	6,066,368	3,028,246	7,000,700	927,318	7,472,786	7,497,786	9,796,287
Total Enterprise Funds	65,502,983	24,891,754	24,424,373	12,288,940	2,996,371	11,593,623	11,301,623	50,977,053

City of Ukiah

FY 16-17

Budget Summary by Fund

	Projected Beginning Balance 06/30/16	Fiscal Year 16-17 Budget						Projected Ending Balance 06/30/17
		Estimated Revenues & Other Sources	Appropriations			Operating Transfers		
			Operations & Other Uses	Capital Improvements & Equipment	Debt Payments	In	Out	
Internal Services Funds [1]								
201 Worker's Comp & Unemployment	738,511	709,500	803,953					644,058
202 Liability & Property Insurance	1,293,350	640,200	640,202					1,293,348
203 Garage	256,342	511,534	439,536	114,000		34,030		248,370
204 Purchasing	(14,802)	263,972	272,672					(23,502)
205 Billing and Collections	691,232	1,498,551	1,329,136					860,647
206 Ukiah Public Safety Dispatch	35,313	1,057,230	1,156,449					(63,906)
208 Building & Corp Yard Maintenance	(49,536)	562,248	647,068	120,000		120,000		(134,356)
209 Information Technology	15,292	854,627	854,627	268,300		268,300		15,292
Total Internal Services Funds	2,965,702	6,097,862	6,143,643	502,300	-	422,330	-	2,839,951
Total City Funds	83,183,971	50,878,581	48,572,669	16,427,285	2,996,371	21,487,861	21,237,861	66,316,227
Successor Agency to Redevelopment Agency								-
969 Successor Agency	8,905,731	1,341,420	44,000		1,631,929		250,000	8,321,222
Total Successor Agency	8,905,731	1,341,420	44,000	-	1,631,929	-	250,000	8,321,222
Total All Funds	92,089,702	52,220,001	48,616,669	16,427,285	4,628,300	21,487,861	21,487,861	74,637,449
Other Agency Funds Administered by City								
312 Downtown Business Improvement District	2,414	18,000	17,054					3,360
Total All FY 16-17 Transactions	92,092,116	52,238,001	48,633,723	16,427,285	4,628,300	21,487,861	21,487,861	74,640,809

[1] For Enterprise, except Landfill funds, and Internal Service Funds the Fund Balance includes non-cash investments in fixed assets and advances or Due to Other funds. It also includes a reduction for Deferred noncurrent liabilities or assets. Please see the Sources and Uses schedule for each fund for the detail to Net position and the available working capital and reserves in each fund.

[1.1] For Landfill funds the Fund Balance includes only Working Capital. There is a \$14.7 million deferred Liability required to be booked by the State of California for the closure of the landfill. This amount is for the total landfill closure and projected 30 year post closure liability. If included in the Fund Balance, it would significantly distort the available working capital amounts for future closure of the Landfill. Under the 30 year closure plan, sufficient funding resources are projected from surcharge fees and short term cash flow financing to provide for the closure and post closure costs.

[2] CDBG, HOME and other related community development and housing grants and loans - Community Development Block Grant Fund 600, CDBG Fund 602, HOME 11-7654 Fund 605, CDBG 10EDEF-7261 Fund 606, CDBG 13-8940 Fund 609

[3] Streets related grants and other revenues sources - Capital Improvements Fund 506, STOP Augmentation Fund 507, SB325 Reimbursement Fund 508 and State STP Fund 509

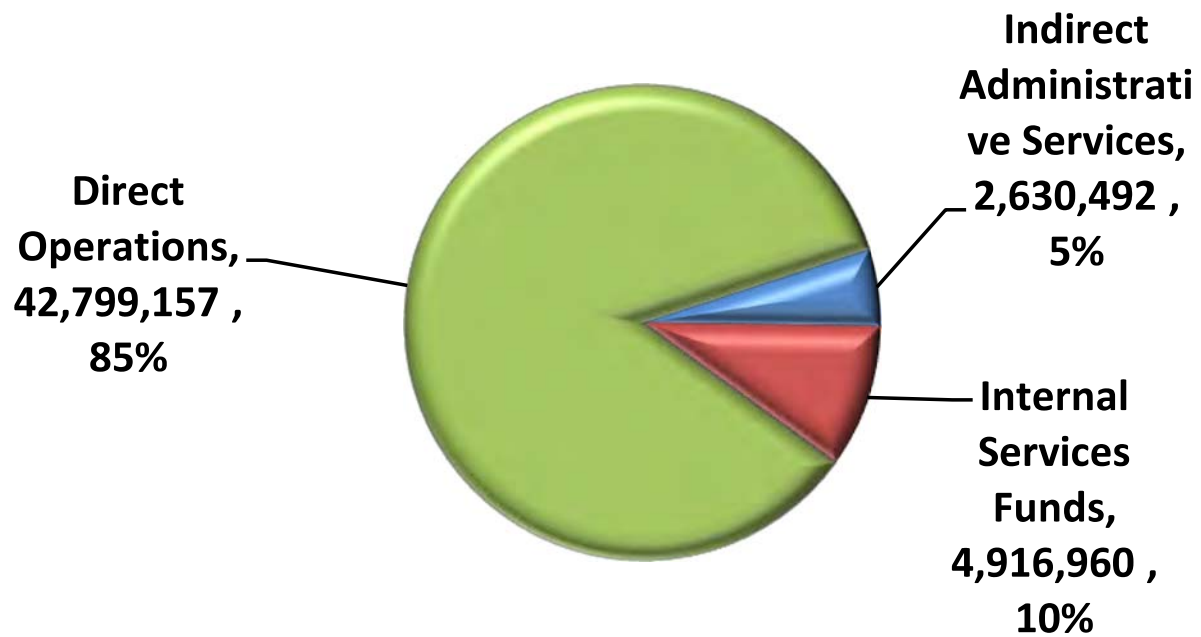
[4] Gas Tax revenues are segregated into separate funds - 2106 Fund 500, 2107 Fund 501, 2107.5 Fund 502, 2105 Fund 503 and Congestion Relief (2103 Gas Tax) Fund 510

[5] Asset Seizure and Forfeiture related Funds - Asset Seizure Fund 630, Asset Seizure (Drugs & Alcohol) Fund 631, Federal Asset Seizure Fund 634 and Asset Forfeiture 11470.2 Fund 638

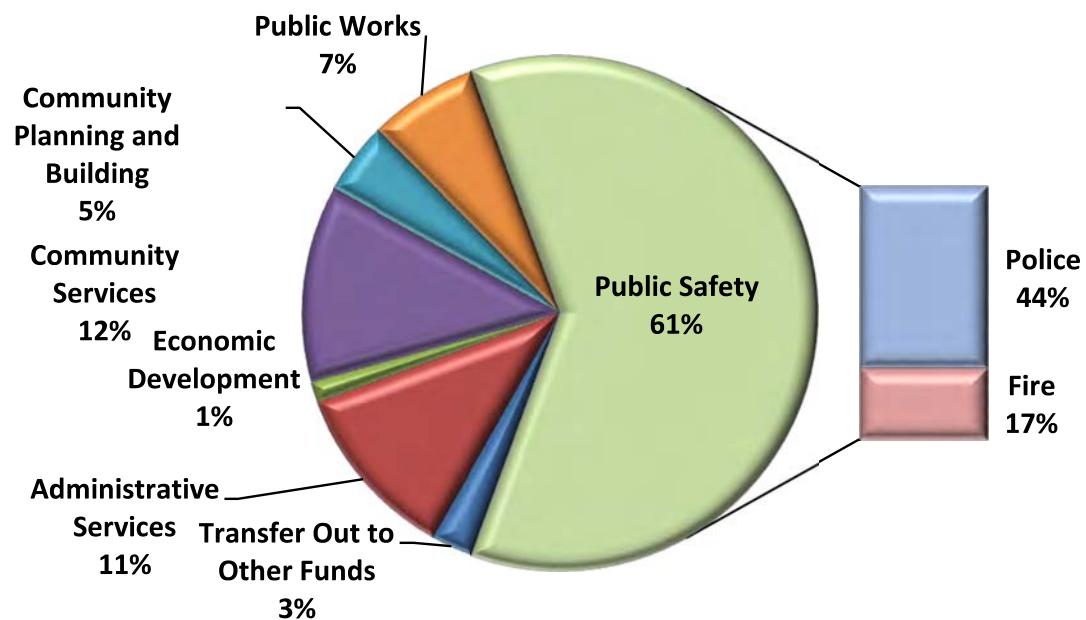
[6] Police related funds - H&S Education 11489 fund 633, Supplemental Law Enforcement Services Fund 635, Local Law Enforcement Block Grant Fund 637 and Special Revenue Police fund 639

[7] Parks and Recreation Facilities funds - Park Development Fund 300, Anton Stadium Fund 301, Observatory Park Fund 302, Parks and Playgrounds Fund 303, Swimming Pool Fund 304, Riverside Park Fund 305, Skate Park Fund 306 and Softball Complex Fund 307

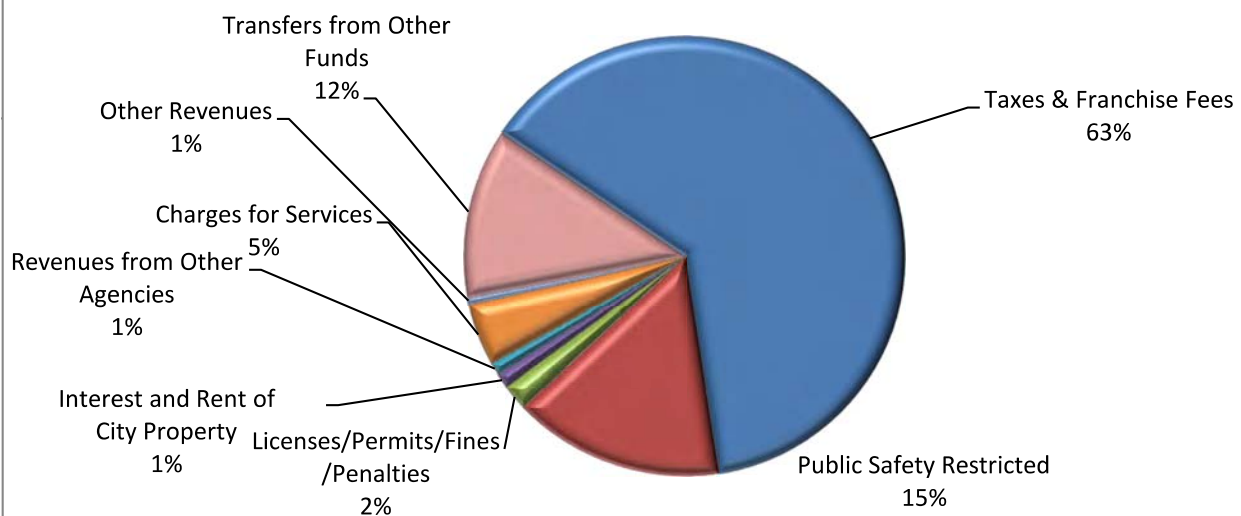
FY 2016-17
Indirect and Internal Services Funds
Allocation to Direct Operations



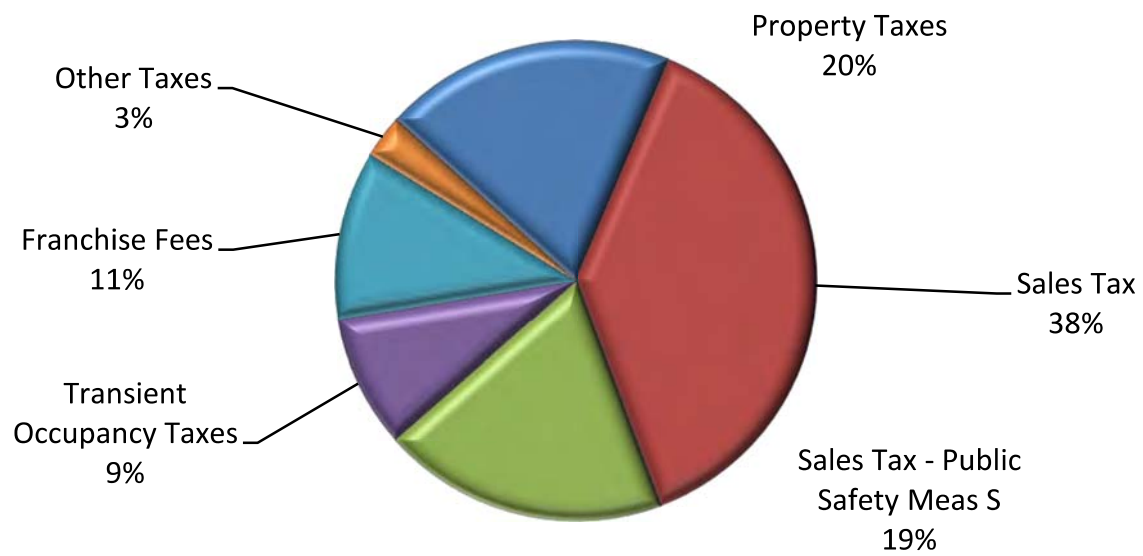
FY 2016-17 General Funds Expenditures and Transfers



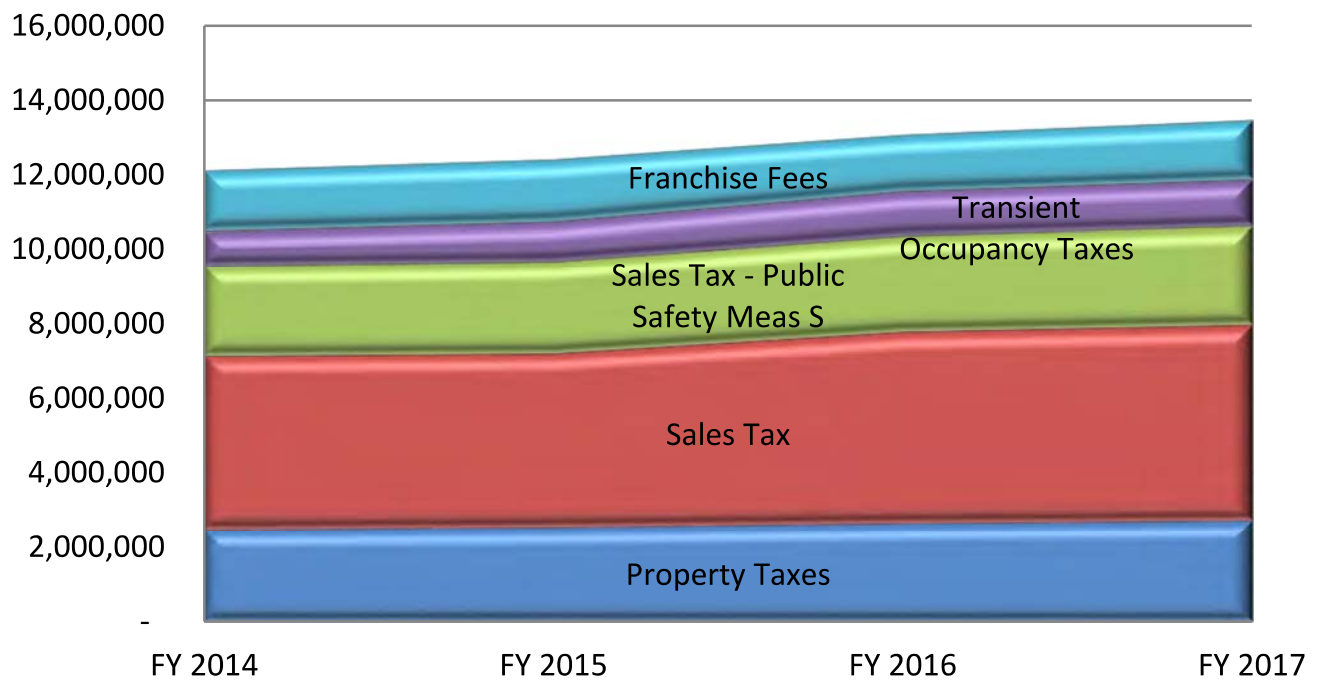
FY 2016-17 General Funds Revenues and Transfers



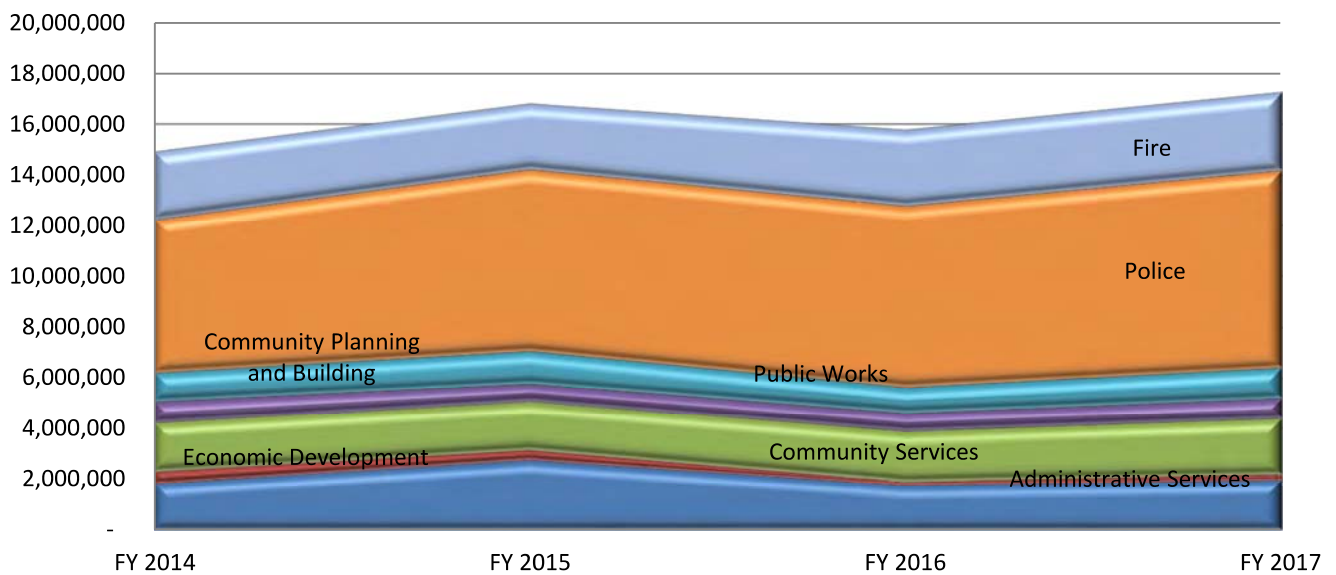
FY 2016-17 General Funds Revenues - Taxes and Franchise Fees



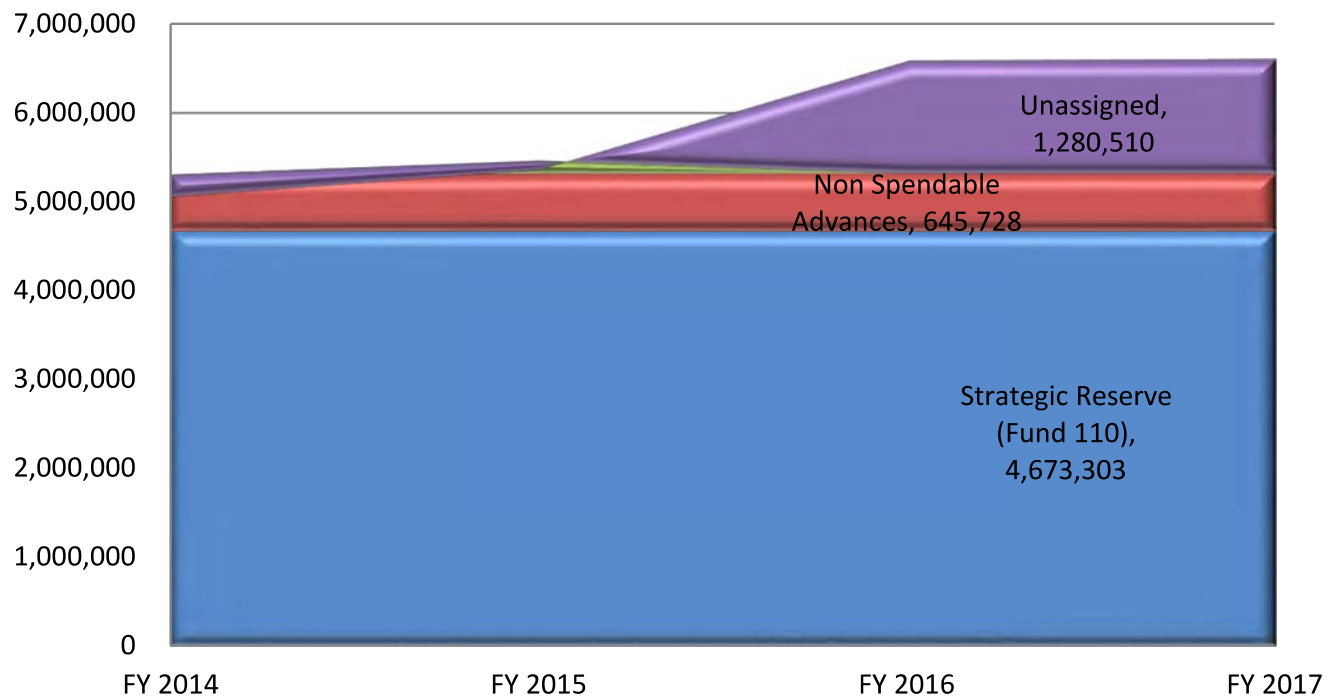
FY 2016-17 Change in Major General Funds Revenues



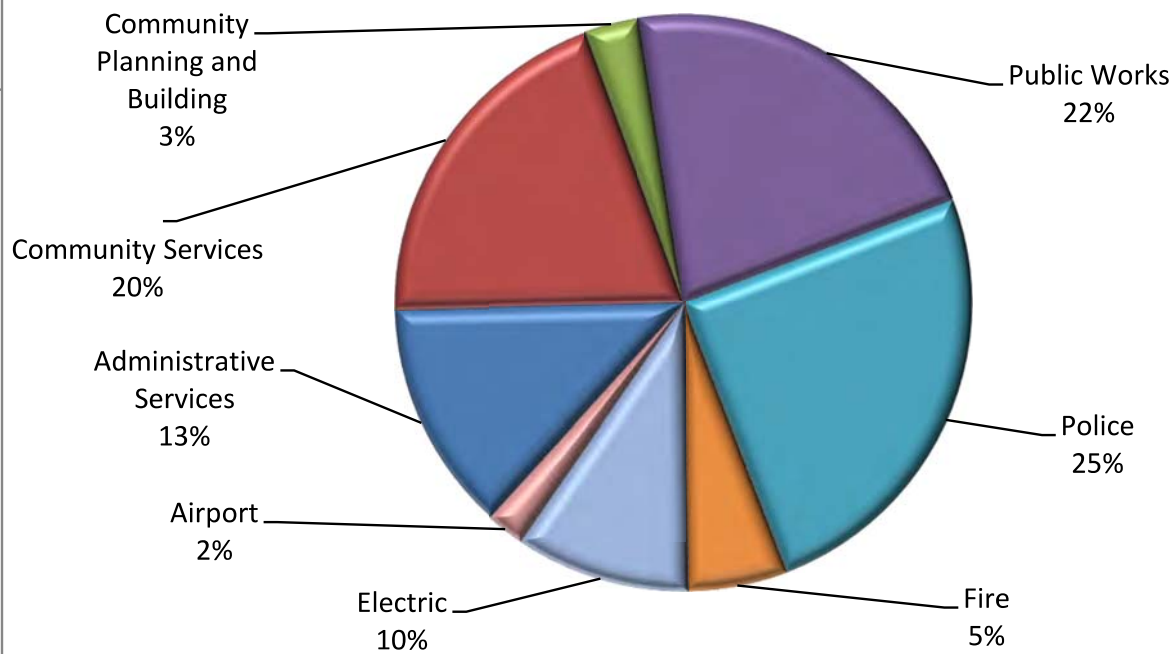
FY 2016-17 General Fund Operating Expenditures



2016-17 General Funds Strategic Reserves and Fund Balance



FY 2016-17 Full and Part Time Positions by Department - 198.6



General Fund

The General Fund is used to account for revenues which are not specifically designated to be accounted for by any other fund. The primary sources of revenue for the General Fund are sales tax, property tax, transient occupancy tax, and other General Fund Revenues including charges for service, revenues from other agencies, licenses, permits, and penalties. Uses for the General Fund include:

- **City Council [1]:** Accounts for governing through discussion and making decisions on the behalf of the city.
- **City Clerk [1]:** Accounts for maintaining public records and vital statistics.
- **City Manager [1]:** Accounts for directing city administration.
- **Administrative Support [1]:** Accounts for various kinds of support.
- **Miscellaneous General Government [1]:** Accounts for activities that are not budgeted within a specific department.
- **Finance [1] – Accounting:** Accounts for the process of recording, summarizing, reporting transactions, and providing an accurate picture of performance and financial position.
- **City Attorney [1]:** Accounts for providing legal advice and representation to the City.
- **Treasury Management [1]:** Accounts for administering the financial assets and holdings of the City.
- **Human Resources/Risk Management [1]:** Accounts for focusing on policies and systems to maximize employee performance.
- **Business, Economic, Grant and Housing Services:** Accounts for promoting economic health and standard of living.
- **Community Outreach:** Accounts for providing outreach to the community and public relations activities.
- **Animal Control:** Accounts for enforcing ordinances related to impoundment, disposal, and control or animals.
- **Parks:** Accounts for maintaining various city parks and providing support to seasonal events.
- **Recreation:** Accounts for facilitating and operating programs.
- **Planning:** Accounts for various planning processes.
- **Building:** Accounts for enforcing building codes and regulations.
- **Public Works:** Accounts for developing, building, improving, and maintaining roads, traffic signals, and storm drains.
- **Police:** Accounts for enforcing and maintaining the welfare and protection of the public through law enforcement.
- **Fire:** Accounts for enforcing and maintaining the welfare and protection of the public through fire prevention and volunteer services, as well as emergency medical services.

[1] Departments are funded by multiple funding sources through Central Services allocations.

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General Fund

GENERAL FUND SOURCES AND USES SUMMARY

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget 2017	Difference From Est Year End FY 2016	
								\$	%
Operating Revenues									
Taxes & Franchise Fees	9,419,438	10,028,987	10,041,937	10,341,089	10,720,595	10,875,626	11,196,590	320,964	3%
Licenses/Permits/Fines/Penalties	259,245	260,213	463,344	268,407	442,372	358,362	343,696	(14,666)	-4%
Interest and Rent of City Property	204,674	92,807	152,485	279,211	197,103	191,932	194,400	2,468	1%
Revenues from Other Agencies	27,314	19,186	14,187	185,176	158,094	156,798	154,756	(2,042)	-1%
Charges for Services	728,389	390,048	757,827	839,016	847,150	844,608	815,150	(29,458)	-3%
Other Revenues	255,074	(173)	323,804	89,743	90,600	160,402	93,400	(67,002)	-42%
Public Safety Restricted	2,317,207	2,412,549	2,439,096	2,491,220	2,643,738	2,725,300	2,740,300	15,000	1%
Transfers from Other Funds	1,065,910	1,516,757	757,343	2,728,563	1,836,051	2,176,423	2,203,802	27,379	1%
Total Operating Revenues & Transfers	14,277,251	14,720,373	14,950,023	17,222,425	16,935,703	17,489,451	17,742,094	252,642	1%
Operating Expenditures									
Administrative Services	1,419,453	1,728,838	1,832,184	2,768,953	1,784,608	1,768,476	1,993,120	224,644	13%
Economic Development	67,839	362,552	476,179	382,732	363,286	132,146	244,328	112,182	85%
Community Services	1,570,368	2,039,475	1,905,675	1,932,714	2,112,478	1,984,695	2,192,888	208,193	10%
Community Planning and Building	768,109	788,421	867,071	695,964	834,169	740,456	806,775	66,319	9%
Public Works	1,239,928	1,056,522	1,138,776	1,299,014	1,178,769	1,027,835	1,210,343	182,508	18%
Public Safety									
Police	5,339,389	5,455,231	6,029,649	7,169,474	7,025,741	7,152,041	7,791,436	639,395	9%
Fire	3,198,462	3,671,832	2,655,811	2,555,973	2,770,301	2,967,268	3,068,549	101,281	3%
Total Public Safety	8,537,851	9,127,063	8,685,460	9,725,448	9,796,042	10,119,309	10,859,985	740,676	7%
Total Operating Expenditures	13,603,549	15,102,870	14,905,345	16,804,825	16,069,352	15,772,917	17,307,439	1,534,522	10%
Transfers To Other Funds	-	961,989	-	461,800	410,856	500,193	471,448	(28,745)	-6%
Capital Expenditures									
Improvements	46,593	246,517	262,482	311,333	-	-	-	0	0%
Equipment & Vehicles	-	-	-	-	-	-	-	0	0%
Total Capital Expenditures	46,593	246,517	262,482	311,333	-	-	-	0	0%
Debt Payments	-	-	-	-	-	-	-	0	0%
Total Operating Expenditures, Transfers, Capital & Debt	13,650,142	16,311,376	15,167,827	17,577,958	16,480,208	16,273,110	17,778,887	1,505,777	9%
Net Surplus (Deficit)	627,109	(1,591,002)	(217,804)	(355,534)	455,495	1,216,341	(36,793)	(1,253,135)	-103%
Beginning Fund Balance	6,237,800	6,864,909	5,273,907	5,056,103	3,692,018	5,359,893	6,576,234		
Adjustments				659,324					
Ending Fund Balance	6,864,909	5,273,907	5,056,103	5,359,893	4,147,513	6,576,234	6,539,441		
Allocation of Fund Balance									
Strategic Reserve (Fund 110)	4,699,572	4,184,128	4,673,303	4,673,303	4,060,303	4,673,303	4,673,303		
Non Spendable Advances	559,134	619,044	619,044	645,728	645,728	645,728	645,728		
Encumbrance Reserved	197,537	273,816	12,131	138,681	0	2,765	0		
Unassigned	1,408,666	196,919	(248,376)	(97,819)	(558,518)	1,254,438	1,220,410		
Total	6,864,909	5,273,907	5,056,103	5,359,893	4,147,513	6,576,234	6,539,441		
Strategic Reserve (Fund 110) as a Percent of General Funds Operating Expenditures	35%	28%	31%	28%	25%	30%	27%		
Additions To or (Use) of Strategic Reserves									
Transferred (To) From Golf Course	-	(475,684)	475,684	-	-	-	-		
Transferred (To) From Conference Center	-	(1,961)	13,490	-	-	-	-		
Transferred To Conference Center	-	-	-	-	-	-	-		
Encumbrance & Other Adjustments	-	(37,799)	-	-	-	-	-		
Total Add or (Use) of Reserves	-	(515,443)	489,174	-	-	-	-		

GENERAL FUND SUMMARY

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year- End FY 2016	Budget FY 2017	Difference From Est Year End FY 2016 \$ %	
General Fund Revenues (100):									
Taxes:									
Property Taxes	2,423,691	2,669,494	2,476,284	2,539,386	2,619,118	2,646,633	2,726,032	79,399	3%
Sales Tax	4,236,360	4,573,191	4,680,658	4,689,146	5,162,724	5,155,766	5,260,494	104,728	2%
Transient Occupancy Taxes	775,547	828,000	925,192	1,061,823	1,052,621	1,173,379	1,232,048	58,669	5%
Franchise Fees & Taxes [1]	1,633,396	1,599,020	1,601,185	1,646,559	1,500,360	1,503,401	1,577,612	74,211	5%
Other Taxes	350,444	359,281	358,618	404,175	385,772	396,447	400,403	3,956	1%
Total Taxes & Franchise	9,419,438	10,028,987	10,041,937	10,341,089	10,720,595	10,875,626	11,196,590	320,964	3%
Licenses/Permits/Fines/Penalties:									
Planning and Building Permits	212,284	215,462	393,317	216,242	385,326	295,220	286,900	(8,320)	-3%
Fines/Penalties/Other Permits	46,960	44,751	70,026	52,165	57,046	63,142	56,796	(6,346)	-10%
Total Licenses/Permits/Fines/Penalties	259,245	260,213	463,344	268,407	442,372	358,362	343,696	(14,666)	-4%
Interest and Rent of City Property:									
Investment Interest	92,460	68,375	58,939	173,997	88,001	88,001	90,000	1,999	2%
Rent of City Property	112,214	24,432	93,546	105,214	109,102	103,931	104,400	469	0%
Total Interest and Rent of City Property	204,674	92,807	152,485	279,211	197,103	191,932	194,400	2,468	1%
Revenues from Other Agencies									
Police Related	-	-	2,101	121,762	145,594	137,000	135,000	-	0%
Other	27,314	19,186	12,086	63,414	12,500	19,798	19,756	-	0%
Total from Other Agencies	27,314	19,186	14,187	185,176	158,094	156,798	154,756	-	0%
Charges for Services:									
Police Services	-	-	173,590	140,194	161,650	168,400	165,150	(3,250)	-2%
Fire Services	-	-	16,116	29,919	-	35,708	7,000	(28,708)	-80%
Reimbursements for Services	229,840	82,206	35,275	92,603	70,000	70,000	70,000	-	0%
Ambulance [3]	-	307,842	-	4,973	50,000	10,000	10,000	-	0%
Swimming Pool	49,376	-	65,856	76,328	70,000	60,000	70,000	10,000	17%
Recreation Programs	449,173	-	466,989	494,998	495,500	500,500	493,000	(7,500)	-1%
Total Charges for Services	728,389	390,048	757,827	839,016	847,150	844,608	815,150	(29,458)	-3%
Other Revenues									
Total Other Revenues	255,074	(173)	323,804	89,743	90,600	160,402	93,400	(67,002)	-42%
Total General Fund Revenues (100)	10,894,134	10,791,067	11,753,584	12,002,642	12,455,914	12,587,728	12,797,992	210,263	2%
Public Safety Restricted Revenues (105):									
Sales Tax - Measure S/P	2,229,049	2,412,549	2,424,009	2,465,522	2,506,738	2,584,600	2,658,300	73,700	3%
Other Public Safety related	88,158	-	15,087	25,699	137,000	140,700	82,000	(58,700)	0%
Total Public Safety Restricted Revenues (105)	2,317,207	2,412,549	2,439,096	2,491,220	2,643,738	2,725,300	2,740,300	15,000	1%
Total General Fund Revenues (100 & 105)	13,211,341	13,203,616	14,192,680	14,493,862	15,099,652	15,313,028	15,538,292	225,263	1%
Transfers In From Other Funds:									
Administrative Services Charges From Other Funds [4]	1,065,910	1,029,127	412	1,836,363	1,360,687	1,360,687	1,531,177	170,490	13%
Successor Agency Administrative [2]	-	250,000	51,776	180,049	150,000	250,000	250,000	-	0%
Gas Tax Streets	-	237,630	215,981	239,000	275,364	288,736	297,625	8,889	3%
Golf Course	-	-	475,684	-	-	-	-	-	0%
Special Revenues Police	-	-	-	-	-	227,000	125,000	(102,000)	-45%
Other [5]	-	-	13,490	473,151	50,000	50,000	-	(50,000)	-100%
Total Transfers In from Other Funds	1,065,910	1,516,757	757,343	2,728,563	1,836,051	2,176,423	2,203,802	27,379	1%
Total General Fund Revenues and Transfers In	14,277,251	14,720,373	14,950,023	17,222,425	16,935,703	17,489,451	17,742,094	252,642	1%

1. Franchise Fees are based on agreements with utilities and State law. The Electric Franchise fees were reduced from 7% to 6% in FY 2016.

2. Successor Agency Admin fees are not expected to continue beyond FY 2017.

3. Ambulance revenues were billed in previous years and are expected to be paid over the next two years.

4. This is the Administrative Services Allocations to other funds such as Utilities and other enterprise operations. Administrative Services allocations within the General Fund are shown as expenditure allocations

5. This includes the internal General Funds transfer between the General Fund and the General Public Safety Restricted Fund.

GENERAL FUND SUMMARY

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year- End FY 2016	Budget FY 2017	Difference From Est Year End FY 2016 \$	%
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GENERAL FUND SUMMARY CONTINUED

General Fund Operating Expenses:

General Government:

Administrative Services

City Council [1]	8,451	37,988	36,118	100,239	126,158	124,250	137,759	13,509	11%
City Clerk/Elections [1]	39,483	87,624	102,819	96,430	137,984	178,021	256,611	78,590	44%
City Manager [1]	98,589	172,348	179,945	289,166	396,602	326,161	468,992	142,831	44%
Administrative Support [1]	64,035	32,561	37,388	48,412	84,456	112,655	89,167	(23,488)	-21%
Miscellaneous General Government [1]	231,677	308,743	473,150	713,642	161,673	189,525	158,352	(31,173)	-16%
Finance Department [1]	449,619	600,098	440,926	574,435	696,537	658,613	784,662	126,049	19%
City Attorney [1]	88,616	44,652	91,767	103,813	201,161	206,978	167,087	(39,891)	-19%
Treasury Management [1]	22,764	45,301	41,123	88,663	89,344	81,344	91,454	10,110	12%
Human Resources/Risk Management [1]	241,491	304,435	318,802	278,185	481,893	482,129	496,408	14,279	3%
Information Technology [4]	174,728	95,087	110,146	475,967	-	-	-	-	0%
Less Allocation of Costs to Other General Funds Activities below	-	-	-	-	(591,200)	(591,200)	(657,372)	-	0%
Total Administrative Services	1,419,453	1,728,838	1,832,184	2,768,953	1,784,608	1,768,476	1,993,120	290,816	16%

Economic Development	125	229,843	268,248	209,857	325,382	120,242	212,957	92,715	77%
Visit Ukiah [2]	16,078	92,599	75,249	78,376	-	-	-	-	0%
Successor Agency [3]	4,982	11,524	97,677	59,333	-	-	3,921	3,921	0%
Community Outreach	46,654	28,586	35,005	35,166	37,904	11,904	27,450	15,546	131%
Economic Development	67,839	362,552	476,179	382,732	363,286	132,146	244,328	112,182	85%

Parks	858,780	1,148,376	1,082,947	1,081,484	1,154,471	1,084,277	1,180,633	96,356	9%
Building Maintenance [4]	3,823	125,009	845	(34,303)	-	-	-	-	0%
Recreation/Programs	707,765	766,090	821,883	885,533	958,007	900,418	1,012,255	111,837	12%
Total Community Services	1,570,368	2,039,475	1,905,675	1,932,714	2,112,478	1,984,695	2,192,888	208,193	10%

Planning	561,732	517,710	576,900	449,631	536,320	447,940	499,104	51,164	11%
Building	206,377	270,711	290,170	246,333	297,849	292,516	307,671	15,155	5%
Community Planning and Building	768,109	788,421	867,071	695,964	834,169	740,456	806,775	66,319	9%

Public Works- Engineering	248,078	154,818	148,332	232,256	206,229	174,293	157,009	(17,284)	-10%
Public Works- Traffic Signals	43,374	31,313	20,209	18,307	33,094	21,694	28,590	6,896	32%
Public Works- Streets	953,205	920,859	997,196	1,081,193	835,029	719,853	826,476	106,623	15%
Public Works - Corporation Yard [4]	(4,728)	(50,468)	(26,961)	(32,741)	-	-	-	-	0%
Storm Water	-	-	-	-	104,417	111,995	198,268	86,273	77%
Total Public Works	1,239,928	1,056,522	1,138,776	1,299,014	1,178,769	1,027,835	1,210,343	182,508	18%

Public Safety:

Police- Patrol	4,932,534	5,024,405	5,369,600	6,457,682	6,364,017	6,523,678	7,067,428	543,750	8%
Police-Volunteers	2,940	19,300	8,342	10,612	20,200	16,200	4,400	(11,800)	-73%
Police-COPS Grant	131,539	130,544	168,820	(3,280)	-	-	-	-	0%
Police- CSO	-	-	227,480	422,159	395,575	374,971	437,144	62,173	17%
Police- Code Enforcement	-	-	-	-	-	-	30,000	30,000	100%
Police- Major Crimes	175,627	187,567	177,401	194,751	162,314	153,557	173,964	20,407	13%
Animal Control	96,749	93,415	78,006	87,550	83,635	83,635	78,500	(5,135)	-6%
Total Police	5,339,389	5,455,231	6,029,649	7,169,474	7,025,741	7,152,041	7,791,436	639,395	9%

Fire [6]	3,198,462	3,671,832	2,655,811	2,555,973	2,770,301	2,967,268	3,068,549	101,281	3%
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Total Public Safety	8,537,851	9,127,063	8,685,460	9,725,448	9,796,042	10,119,309	10,859,985	740,676	7%
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Total General Fund Operating Expenses	13,603,549	15,102,870	14,905,345	16,804,824	16,069,352	15,772,917	17,307,439	1,600,694	10%
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Transfers Out to Other Funds

Museum Fund 691	-	484,344	-	461,800	291,293	291,293	360,564	69,271	24%
Visit Ukiah Fund 750	-	-	-	-	119,563	208,900	110,884	(98,016)	-47%
Golf Course Fund 720	-	475,684	-	-	-	-	-	-	0%
Conference Center Fund 730	-	1,961	-	-	-	-	-	-	0%

Total Transfers Out to Other Funds	-	961,989	-	461,800	410,856	500,193	471,448	(28,745)	-6%
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Capital Expenses

Improvements	46,593	246,517	262,482	311,333	-	-	-	-	0%
Equipment & Vehicles	-	-	-	-	-	-	-	-	0%
Total Capital Expenses	46,593	246,517	262,482	311,333	-	-	-	-	0%

Debt Payments

								-	0%
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Total General Funds Expenses	13,650,142	16,311,376	15,167,827	17,577,957	16,480,208	16,273,110	17,778,887	1,505,777	9%
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1. Previous years actual reflects the net amount charged to the General Fund. Refer to the department budget for total costs in previous years.

*This department provides Administrative Services to the entire City. Expenses are allocated to funds based on an equitable basis. For more information on allocation methods used, refer to the City's Cost Allocation Plan document.

2. Visit Ukiah has moved to a new Special Revenue Fund (750) located in the Other Funds section of this budget document.

3. Successor Agency has been moved a separate fund (969) located in the Other Funds section of this budget document.

4. Building Maintenance, Corporation Yard and Information Technology have been moved to new Internal Service Funds.

5. Transfers Out for FY 2015-2016: \$291,293 is for Museum, \$119,563 is for Visit Ukiah.

6. FY 2013 includes \$957,691 for the Ambulance.

General Funds Revenue and Transfers Detail Funds 100 and 105

			Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Change From Prior	
ORG	OBJ	DESCRIPTION	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016	FY 2017	Year Est	Year End
										\$	%
GENERAL FUND (100) REVENUE											
10000000	41110	SECURED PROPERTY TAX	(1,210,539)	(534,727)	(625,051)	(593,189)	(694,200)	(638,532)	(657,688)		
10000000	41111	URDA PASS THRU - PROP TAX ADJ	-	(890,962)	(581,354)	(639,199)	(596,455)	(662,000)	(681,860)		
10000000	41120	UNSECURED PROPERTY TAX	(6,631)	(42,346)	(42,712)	(41,455)	(42,000)	(43,630)	(44,939)		
10000000	41130	SUPPLEMENTAL PROPERTY TAX	3,691	8,511	(2,072)	(12,638)	(8,500)	(9,171)	(9,446)		
10000000	43120	PROP TAX IN LIEU OF VLF	(1,210,212)	(1,209,970)	(1,225,095)	(1,252,905)	(1,277,963)	(1,293,300)	(1,332,099)		
		Total Property Tax	(2,423,691)	(2,669,494)	(2,476,284)	(2,539,386)	(2,619,118)	(2,646,633)	(2,726,032)	(79,399)	3.0%
10000000	41210	BRADLEY BURNS SALES TAX	(3,181,408)	(3,400,044)	(3,457,693)	(3,457,946)	(4,059,081)	(4,213,200)	(5,205,300)		
10000000	41220	TRIPLE FLIP PROPERTY TAX IN LI	(1,001,280)	(1,120,168)	(1,172,855)	(1,177,729)	(1,044,012)	(890,000)	-		
10000000	41230	PROP. 172 PUBLIC SAFETY SALES	(53,672)	(52,979)	(50,109)	(53,471)	(59,631)	(52,566)	(55,194)		
		Total Sales Tax	(4,236,360)	(4,573,191)	(4,680,658)	(4,689,146)	(5,162,724)	(5,155,766)	(5,260,494)	(104,728)	2.0%
10000000	41420	ROOM OCCUPANCY TAX 8%	(620,442)	(662,404)	(740,148)	(850,321)	(842,096)	(938,704)	(985,639)		
10000000	41430	ROOM OCCUPANCY TAX 2%	(155,105)	(165,596)	(185,043)	(211,501)	(210,525)	(234,675)	(246,409)		
		Total Transient Occupancy Tax	(775,547)	(828,000)	(925,192)	(1,061,823)	(1,052,621)	(1,173,379)	(1,232,048)	(58,669)	5.0%
10000000	41310	REFUSE DISPOSAL FRANCHISE FEE	(427,200)	(441,849)	(464,785)	(473,349)	(507,003)	(485,907)	(490,766)		
10000000	41320	TV CABLE FRANCHISE FEE	(88,394)	(86,632)	(85,915)	(86,514)	(86,300)	(89,194)	(90,086)		
10000000	41330	PG&E UTILITY FRANCHISE FEE	(51,892)	(41,411)	(41,067)	(43,292)	(46,000)	(46,000)	(46,460)		
10000000	41340	CITY UTILITY FRANCHISE FEE	(1,065,910)	(1,029,127)	(1,009,418)	(1,043,404)	(861,057)	(882,300)	(950,300)		
		Total Franchise Fees	(1,633,396)	(1,599,020)	(1,601,185)	(1,646,559)	(1,500,360)	(1,503,401)	(1,577,612)	(74,211)	4.9%
10000000	41410	PROPERTY TRANSFER TAX	(24,770)	(35,716)	(34,379)	(39,684)	(30,000)	(38,673)	(39,060)		
10000000	41440	BUSINESS LICENSE TAX	(324,786)	(322,748)	(324,132)	(364,385)	(354,972)	(357,667)	(361,244)		
10000000	41450	TOBACCO RETAILER'S LICENSE TAX	(888)	(817)	(107)	(107)	(800)	(107)	(100)		
		Total Other Taxes	(350,444)	(359,281)	(358,618)	(404,175)	(385,772)	(396,447)	(400,403)	(3,956)	1.0%
10000000	45110	JUSTICE COURT FINES	(45,932)	(44,151)	(51,956)	(50,443)	(55,496)	(55,496)	(55,496)		
10000000	45120	RESTITUTION	(1,028)	(600)	(2,042)	(1,424)	(1,200)	(7,296)	(1,200)		
10020000	42110	BICYCLE LICENSES	-	-	(500)	(23)	(50)	(50)	(50)		
10020000	42120	TAXI PERMITS	-	-	(15,528)	(275)	(300)	(300)	(50)		
10023300	42210	BUILDING PERMITS	(89,903)	(79,960)	(85,343)	(89,815)	(100,000)	(120,000)	(120,000)		
10023300	42220	ELECTRICAL PERMITS	(15,567)	(13,573)	(11,151)	(12,855)	(12,000)	(18,200)	(18,200)		
10023300	42230	PLUMBING PERMITS	(9,036)	(8,481)	(7,924)	(8,417)	(7,000)	(16,300)	(16,300)		
10023300	42240	MECHANICAL PERMITS	(6,027)	(5,789)	(6,916)	(6,003)	(6,000)	(11,400)	(11,400)		
10023300	42250	RED TAG FINES	(8,404)	(10,493)	(6,387)	(2,320)	(6,000)	(3,000)	(3,000)		
10023300	42260	PERMIT REINSTATEMENT FEES	(8,217)	(3,548)	(5,520)	(15,398)	(8,000)	(7,100)	(7,100)		
10023300	42310	SIGN PERMIT FEES	(1,865)	(1,151)	(1,283)	(1,283)	(1,300)	(700)	(700)		
10023110	42315	OUTDOOR DINING RENEWAL FEE	-	-	(30,224)	(100)	-	(120)	-		
10023110	42320	VAR/USE & SITE DEVELOPMENT PERMITS	-	-	-	2,850	(35,000)	(4,000)	(10,000)		
10023123	42330	ENVIRONMENTAL IMPACT REPORT	-	(35,628)	(108,730)	(35,235)	(100,000)	-	-		
10024200	42401	SPECIAL TRANS PERMITS 1 TRIP	(981)	(598)	(853)	(597)	(1,000)	(600)	(1,000)		
10024200	42402	ENCROACH PERMIT TIME LMTD	(6,317)	(9,017)	(13,892)	(6,848)	(9,000)	(12,700)	(10,000)		
10024200	42403	ENCROACH PERMIT TIME EXT	-	(662)	(130)	(25)	(500)	(100)	(100)		
10024200	42404	ENCROACH PERMIT LANE CLOSE	-	(185)	(385)	(700)	(480)	(2,700)	(1,100)		
10024200	42405	GRADING PERMIT PLAN REV/INSP	(457)	-	(232)	-	(200)	(200)	(300)		
10024200	44125	IMPROVEMENT PLAN REVIEW	-	(7,074)	(460)	(425)	(7,500)	(13,500)	(4,000)		
10024200	44128	BOUNDARY LINE ADJ REVIEW	(130)	(151)	(65)	(65)	(100)	(100)	(100)		
10024200	44130	IMPROVEMENT AGREEMENT PREP	(65)	-	-	-	-	-	-		
10024200	44131	EASEMENTS REVIEW & PROCESS	(65)	(260)	(395)	-	(200)	(100)	(100)		
10023110	44151	SUBDIVISION FILING FEES	-	-	(450)	-	-	(900)	-		
10023122	44152	GENERAL PLAN AMENDMENT	-	-	(5,950)	-	-	-	-		
10023300	44170	PLAN CHECK FEES	(65,056)	(38,892)	(102,772)	(36,598)	(84,046)	(80,000)	(80,000)		
10021000	44540	FIRE PREVENTION FEES	-	-	(4,180)	(2,343)	(7,000)	(3,500)	(3,500)		
		Total Licenses/Permits/Fines/Penalties	(259,245)	(260,213)	(463,344)	(268,407)	(442,372)	(358,362)	(343,696)	14,666	-4.1%
10000000	46110	INTEREST ON INVESTMENTS	(92,421)	(56,836)	(58,939)	(173,997)	(88,001)	(88,001)	(90,000)		
10000000	46115	MISCELLANEOUS INTEREST	(39)	(11,539)	-	-	-	-	-		
10000000	46210	LAND RENTAL	(163)	(140)	(90)	(23)	-	(29)	(100)		
10000000	46310	FIRE HOUSE LEASE	-	-	(28,000)	(42,000)	(42,000)	(42,000)	(42,000)		
10022100	46320	OBSERVATORY HOUSE RENTAL	(13,725)	-	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)		
10022100	46330	280 E STANDLEY RENTAL	(44,010)	-	-	-	-	-	-		
10022100	46331	225 NORTON STREET RENTAL	(6,000)	-	-	-	-	-	-		
10022100	46340	TRAIN DEPOT RENT	(8,960)	-	(9,310)	(5,210)	(9,000)	(7,000)	(7,000)		
10022100	46350	PLAZA RENTAL	(4,466)	-	(7,508)	(6,517)	(7,500)	(5,500)	(5,500)		
10022100	46360	PARKS RENTAL	(1,295)	-	(4,506)	(5,845)	(4,500)	(4,000)	(4,000)		
10022100	46370	TODD GROVE ROOM RENTAL	(10,490)	-	-	-	-	-	-		
10022800	46410	RECREATION DEPARTMENT RENTALS	1,500	-	-	-	-	-	-		
10022850	46410	RECREATION DEPARTMENT RENTALS	-	-	(23)	(23)	-	-	-		
10000000	46610	COUNCIL CHAMBER RENTALS	(1,768)	(2,643)	(2,136)	(2,380)	(2,800)	(2,100)	(2,500)		
10000000	46620	CELL PHONE TOWER RENT	(22,837)	(21,650)	(28,174)	(29,416)	(29,502)	(29,502)	(29,500)		
		Total Interest/Rents	(204,674)	(92,807)	(152,485)	(279,211)	(197,103)	(191,932)	(194,400)	(2,468)	1.3%
10000000	43110	MOTOR VEHICLE LICENSE FEE	(16,227)	(6,834)	-	(6,633)	-	(6,486)	(6,500)		
10000000	43130	HOME OWNERS PROP TAX RELIEF	(12,221)	(12,352)	(12,086)	(12,255)	(12,500)	(12,256)	(12,256)		
10000000	43135	SB 90 STATE MANDATED REFUNDS	-	-	-	(44,527)	-	(1,056)	(1,000)		

General Funds Revenue and Transfers Detail Funds 100 and 105

ORG	OBJ	DESCRIPTION	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Change From Prior	
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016	FY 2017	Year Est	Year End
										\$	%
10024200	43140	TALMAGE ROAD MAINTENANCE	1,134	-	-	-	-	-	-		
10020000	44470	SCHOOL RESOURCE OFFICER	-	-	-	(90,000)	(90,000)	(90,000)	(90,000)		
10020000	44480	ABANDONED VEHICLE ABATEMENT	-	-	(50)	-	(10,000)	(7,000)	-		
10020000	43150	P.O.S.T REIMBURSEMENTS	-	-	(2,051)	(31,762)	(45,594)	(40,000)	(45,000)		
Total Revenues from Other Agencies			(27,314)	(19,186)	(14,187)	(185,176)	(158,094)	(156,798)	(154,756)	2,042	-1.3%
10020000	44410	EMERGENCY RESPONSE REIMBURSEMENT	-	-	(849)	(5,333)	(1,500)	(7,500)	(5,000)		
10020000	44420	FINGERPRINT FEES	-	-	(319)	(1,204)	(2,000)	(2,600)	(2,000)		
10020000	44431	SALE OF ACCIDENT REPORTS	-	-	(18)	(259)	(150)	(300)	(150)		
10020000	44432	SALE OF UNCLAIMED EVIDENCE	-	-	(2,700)	(1,001)	(1,000)	(1,000)	(1,000)		
10020000	44433	SALE OF POLICE EQUIPMENT	-	-	-	(82)	-	-	-		
10020000	44440	BLOOD ALCOHOL REIMBURSEMENT	-	-	(7,930)	-	-	-	-		
10020000	44450	VEHICLE IMPOUND FEES	-	-	(141,774)	(6,825)	(7,000)	(7,000)	(7,000)		
10020000	44460	MISCELLANEOUS POLICE	-	-	(20,000)	(125,490)	(150,000)	(150,000)	(150,000)		
10021000	44521	SALE OF FIRE REPORTS	-	-	-	(10)	-	-	-		
10021000	44522	SALE OF SURPLUS FIRE EQUIPMENT	-	-	-	(1,399)	-	-	-		
10021000	44530	MISCELLANEOUS FIRE	-	-	-	-	-	-	-		
10021000	44550	FIRE TRAINING REIMBURSEMENT	-	-	-	-	-	-	-		
10021000	44560	OES RESPONSE REIMBURSEMENT	-	-	(16,116)	(28,510)	-	(35,708)	(7,000)		
10000000	44830	REIMBURSABLE JOBS	(229,840)	(77,447)	(35,275)	(92,603)	(70,000)	(70,000)	(70,000)		
10017110	44830	REIMBURSABLE JOBS	-	-	-	-	-	-	-		
10000000	44835	REIMBURSEMENTS	-	(4,759)	-	-	-	-	-		
10021000	44570	AMBULANCE FEES	-	(307,842)	-	(4,973)	(50,000)	(10,000)	(10,000)		
10022300	44910	SWIMMING POOL	(49,376)	-	(65,856)	(76,328)	(70,000)	(60,000)	(70,000)		
10022800	44915	RECREATION PROGRAM INCOME	(134,869)	-	-	105	-	-	-		
10022821	44915	ADULT BASKETBALL INCOME	(17,486)	-	(13,815)	(14,600)	(18,000)	(18,000)	(17,000)		
10022822	44915	ADULT SOFTBALL INCOME	(94,305)	-	(123,497)	(154,783)	(140,000)	(140,000)	(145,000)		
10022824	44915	CO-ED VOLLEYBALL INCOME	(1,800)	-	(2,700)	(3,000)	(3,000)	(3,000)	(3,000)		
10022831	44915	YOUTH BASKETBALL INCOME	(71,708)	-	(85,620)	(96,012)	(95,000)	(100,000)	(95,000)		
10022832	44915	YOUTH SOFTBALL INCOME	(15,643)	-	(17,266)	(17,330)	(18,000)	(18,000)	(18,000)		
10022840	44915	DAY CAMP INCOME	(113,362)	-	(122,673)	(114,488)	(111,500)	(111,500)	(115,000)		
10022850	44915	CLASSES AND CLINICS INCOME	-	-	(101,418)	(94,891)	(110,000)	(110,000)	(100,000)		
Total Charges for Services			(728,389)	(390,048)	(757,827)	(839,016)	(847,150)	(844,608)	(815,150)	29,458	-3.5%
10024200	44132	PLAN SHEETS FOR BIDDING	-	(50)	(46)	-	(50)	(50)	(50)		
10024200	44133	SPECIFICATIONS	(520)	(482)	(162)	(516)	(500)	(250)	(250)		
10024200	44134	COPY OF PLAN SIZE SHEETS	-	(20)	-	-	-	-	-		
10023110	44153	STAFF REVIEW & RESEARCH	-	-	(2,560)	(1,150)	(650)	(2,600)	(2,600)		
10000000	44810	SALE OF MATERIALS	-	-	(17,487)	(9,460)	-	(500)	(500)		
10000000	44820	SALES OF PROPERTY	(1,990)	-	-	-	-	-	-		
10000000	44840	MH PARK RENT CONTROL ADMIN.	(12,942)	-	-	-	-	-	-		
10022800	44916	SALE OF BROCHURE ADS	(24,395)	-	-	-	-	-	-		
10022850	44916	SALE OF BROCHURE ADS	-	-	(29,458)	(37,965)	(30,000)	(30,000)	(30,000)		
10022860	46440	SPECIAL EVENT REIMBURSEMENT	(16,000)	-	(30,000)	(30,000)	(30,000)	(30,000)	(35,000)		
10017100	46616	MISCELLANEOUS INCOME - ECONOMIC DEVELOPMENT	-	-	-	-	(25,000)	(91,402)	(15,000)		
10000000	48110	MISCELLANEOUS RECEIPTS	(200,430)	(575)	(244,265)	(11,239)	(4,400)	(5,600)	(10,000)		
10000000	48140	CREDIT BUREAU RETENTION	965	1,293	164	648	-	-	-		
10000000	48150	CASH OVER/SHORT	237	7	11	(60)	-	-	-		
10000000	48160	UNALLOCATED CHECKS	-	-	-	-	-	-	-		
Total Miscellaneous Revenues			(255,074)	173	(323,804)	(89,743)	(90,600)	(160,402)	(93,400)	67,002	-41.8%
Total Revenues General Fund 100			(10,894,134)	(10,791,067)	(11,753,584)	(12,002,642)	(12,455,914)	(12,587,728)	(12,797,992)	(210,263)	1.7%
10500000	41240	1/2% DISTRICT SALES TAX - Measure S/P	(2,229,049)	(2,412,549)	(2,424,009)	(2,465,522)	(2,506,738)	(2,584,600)	(2,658,300)		
10500000	43190	COPS GRANT	(88,158)	-	-	-	-	-	-		
10520220	44480	ABANDONED VEHICLE ABATEMENT	-	-	-	-	-	-	(30,000)		
10500000	44830	REIMBURSABLE JOBS	-	-	(3,042)	(1,349)	-	(3,700)	(2,000)		
10500000	44831	REIMBURSABLE JOBS - POLICE	-	-	(11,945)	(23,667)	(137,000)	(137,000)	(50,000)		
10500000	44832	REIMBURSABLE JOBS - FIRE	-	-	(100)	(683)	-	-	-		
Total Revenues Public Safety General Fund 105			(2,317,207)	(2,412,549)	(2,439,096)	(2,491,220)	(2,643,738)	(2,725,300)	(2,740,300)	(15,000)	0.6%
Total Combined General Funds Revenues			(13,211,341)	(13,203,616)	(14,192,680)	(14,493,862)	(15,099,652)	(15,313,028)	(15,538,292)	(225,263)	1.5%

ADMINISTRATIVE SERVICES CHARGES AND TRANSFERS FROM AND TO OTHER FUNDS

10010000	49100	ADMINISTRATIVE SERVICES IN - CITY COUNCIL	(1,065,910)	(1,029,127)	-	(81,544)	(77,343)	(77,343)	(85,743)	(8,400)	
10011100	49101	ADMINISTRATIVE SERVICES IN - CITY CLERK	-	-	-	(77,748)	(84,593)	(84,593)	(159,214)	(74,621)	
10012100	49102	ADMINISTRATIVE SERVICES IN - CITY MANAGER	-	-	-	(235,019)	(243,141)	(243,141)	(290,985)	(47,844)	
10012200	49103	ADMINISTRATIVE SERVICES IN - ADMINISTRATIVE SUPPORT	-	-	-	(38,920)	(51,777)	(51,777)	(55,324)	(3,547)	
10012400	49104	ADMINISTRATIVE SERVICES IN - MISCELLANEOUS GENERAL	-	-	-	(643,378)	(83,789)	(83,789)	(85,840)	(2,051)	
10013400	49105	ADMINISTRATIVE SERVICES IN - FINANCE	-	-	-	(450,922)	(427,020)	(427,020)	(486,842)	(59,822)	
10014000	49106	ADMINISTRATIVE SERVICES IN - CITY ATTORNEY	-	-	-	(79,232)	(123,324)	(123,324)	(103,669)	19,655	
10015100	49107	ADMINISTRATIVE SERVICES IN - TREASURER	-	-	-	(79,366)	(183,322)	(183,322)	(180,296)	3,026	
10016100	49108	ADMINISTRATIVE SERVICES IN - HUMAN RESOURCES/RISK M	-	-	(412)	(150,234)	(86,378)	(86,378)	(83,264)	3,114	

General Funds Revenue and Transfers Detail Funds 100 and 105

ORG	OBJ	DESCRIPTION	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Change From Prior	
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End	FY 2017	Year Est	Year End
			(1,065,910)	(1,029,127)	(412)	(1,836,363)	(1,360,687)	(1,360,687)	(1,531,177)	\$	%
		Total Administrative Services Charges									
10000000	91969	TRANSFER FROM SUC AGENCY 969	-	(250,000)	(51,776)	(180,049)	(150,000)	(250,000)	(250,000)		
10000000	91110	TRANSFER FROM STRATEGIC RESERV				-	-	-	-		
10000000	91220	TRANSFER FROM EQUIPMENT RESERVE FIXED ASSET	-	-	-	(473,151)	-	-	-		
10000000	91251	TRANSFER FROM SPECIAL REVENUE	-	-	-	-	(50,000)	(50,000)	-		
		TRANSFER FROM GOLF COURSE FUND			(475,684)						
		TRANSFER FROM CONFERENCE CTR FUND			(13,490)						
10024210	91502	TRANSFER FROM 2107.5 GAS TAX	-	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)		
10024220	91500	TRANSFER FROM 2106 GAS TAX	-	(45,370)	(24,687)	(108,947)	(52,473)	(52,276)	(53,806)		
10024220	91501	TRANSFER FROM 2107 GAS TAX	-	(117,434)	(112,040)	(126,053)	(126,422)	(135,077)	(139,420)		
10024220	91503	TRANSFER FROM 2105 GAS TAX	-	(70,826)	(75,254)		(92,469)	(97,383)	(100,399)		
10500000	91639	TRANSFER FROM SPEC REV POLICE						(227,000)	(125,000)		
		Total Transfers From Other Funds	-	(487,630)	(756,931)	(892,200)	(475,364)	(815,736)	(672,625)		
10000000	95105	TRANSFER TO PUBLIC SAFETY FUND	6,290,588	6,722,921	6,260,186	7,663,788	7,025,669	7,068,669	7,068,669		
10500000	95105	TRANSFER FROM GEN FUND 100	(6,290,588)	(6,722,921)	(6,260,186)	(7,663,788)	(7,025,669)	(7,068,669)	(7,068,669)		
		Total Net Transfers within General Funds	-	-	-	-	-	-	-		
Total General Fund Central Service Charges and Transfers From Other Funds			(1,065,910)	(1,516,757)	(757,343)	(2,728,563)	(1,836,051)	(2,176,423)	(2,203,802)	(27,379)	1.3%
Total General Funds Sources of Funds			(14,277,251)	(14,720,373)	(14,950,023)	(17,222,425)	(16,935,703)	(17,489,451)	(17,742,094)	(252,642)	1.4%

General Fund Expenses and Transfers Detail Funds 100 and 105

									Change From Prior Year		
									Est Year End		
ORG	OBJ	DESCRIPTION	Actual	Actual	Actual	Actual	Budget	Estimated	Budget		
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	\$	%
CITY COUNCIL EXPENSES											
10010000	44299	GENERAL GOVERNMENT CHARGES*	(99,224)	(87,652)	(83,335)						
10010000		ADMINISTRATIVE SERVICES ALLOCATIONS - POLICE	-	-	-	(23,250)	(22,541)	(22,541)	(24,369)	(1,828)	8%
10010000		ADMINISTRATIVE SERVICES ALLOCATIONS - FIRE	-	-	-	(8,433)	(8,069)	(8,069)	(9,016)	(947)	12%
10010000	51110	REGULAR SALARIES & WAGES	26,698	29,400	24,701	27,754	26,460	26,460	29,400	2,940	11%
10010000	51210	RETIREMENT (PERS)	-	-	-	1,869	2,960	2,960	3,822	862	29%
10010000	51220	INSURANCE	24,440	25,320	26,854	27,539	23,727	23,727	25,860	2,133	9%
10010000	51230	WORKERS COMP	1,101	1,544	2,537	2,323	2,125	2,125	2,684	559	26%
10010000	51240	MEDICARE	387	425	350	585	730	730	805	75	10%
10010000	51260	FICA	1,655	1,825	1,496	2,087	2,457	2,457	2,700	243	10%
10010000	54100	SUPPLIES	6,259	4,900	2,293	4,879	2,150	1,985	1,850	(135)	-7%
10010000	54101	POSTAGE	9	50	-	4	50	30	50	20	67%
10010000	55100	TELEPHONE	418	450	517	507	400	477	400	(77)	-16%
10010000	55210	UTILITIES	7,507	-	-	-	-	-	-	-	0%
10010000	57100	CONFERENCE & TRAINING	953	2,500	165	3,869	4,500	2,700	4,500	1,800	67%
10010000	61200	PURCHASING ALLOCATION	-	-	-	72	67	67	251	184	275%
10010000	61410	RENT ALLOCATION	-	11,731	11,731	11,731	-	-	-	-	0%
10010000	61420	BUILDING MAINTENANCE ALLOCATION	37,886	39,527	39,527	39,787	44,502	44,502	48,285	3,783	9%
10010000	61422	IT ALLOCATION	-	-	-	-	7,179	7,179	8,649	1,470	20%
10010000	61425	ALLOCATED UTILITIES	-	7,601	8,915	8,916	8,851	8,851	8,503	(348)	-4%
10010000	61500	INSURANCE ALLOCATION	363	367	367	-	-	-	-	-	0%
10010000 Total City Council Expenses			8,451	37,988	36,118	100,239	126,158	124,250	137,759	13,509	10.9%
*General Government Charges were directly charged to Enterprise Funds in FY 2015. Beginning FY 2016 charges are allocated through Administrative Services Allocations.											
CITY CLERK EXPENSES											
10011100	44299	GENERAL GOVERNMENT CHARGES*	(34,085)	(40,439)	(38,222)						
10011100		ADMINISTRATIVE SERVICES ALLOCATIONS - POLICE	-	-	-	(22,168)	(24,654)	(24,654)	(45,210)	(20,556)	83%
10011100		ADMINISTRATIVE SERVICES ALLOCATIONS - FIRE	-	-	-	(8,040)	(8,825)	(8,825)	(16,726)	(7,901)	90%
10011100	51110	REGULAR SALARIES & WAGES	28,074	59,041	52,042	50,932	51,148	76,800	114,423	37,623	49%
10011100	51130	OVERTIME SALARIES & WAGES	108	866	78	-	2,500	-	-	-	0%
10011100	51150	ACCRUED SALARIES & BENEFITS	(2,608)	2,308	2,425	126	-	-	-	-	0%
10011100	51210	RETIREMENT (PERS)	5,729	13,837	13,506	14,269	15,413	23,977	36,328	12,351	52%
10011100	51220	INSURANCE	4,787	10,478	13,550	12,024	11,555	22,821	23,733	912	4%
10011100	51230	WORKERS COMP	1,206	2,473	3,507	2,645	2,653	4,137	6,701	2,564	62%
10011100	51240	MEDICARE	425	882	759	851	910	1,418	2,004	586	41%
10011100	51250	UNEMPLOYMENT	293	604	641	630	627	977	1,382	405	41%
10011100	52100	CONTRACTED SERVICES	6,722	5,751	19,354	12,550	15,400	11,500	15,300	3,800	33%
10011100	52150	LEGAL SERVICES/EXPENSES	10,840	10,033	11,078	8,875	9,500	8,160	9,500	1,340	16%
10011100	54100	SUPPLIES	579	1,017	987	2,068	2,500	1,889	2,000	111	6%
10011100	54101	POSTAGE	71	58	99	108	100	115	100	(15)	-13%
10011100	55100	TELEPHONE	359	414	381	387	350	394	350	(44)	-11%
10011100	56120	EQUIPMENT MAINTENANCE & REPAIR	-	-	966	129	250	140	200	60	43%
10011100	57100	CONFERENCE & TRAINING	2,288	642	720	-	2,300	3,000	4,500	1,500	50%
10011100	57300	MEMBERSHIPS & SUBSCRIPTIONS	255	120	130	130	270	185	385	200	108%
10011100	61200	PURCHASING ALLOCATION	-	-	-	926	866	866	1,139	273	32%
10011100	61410	RENT ALLOCATION	-	3,928	3,928	3,937	-	-	-	-	0%
10011100	61420	BUILDING MAINTENANCE ALLOCATION	11,711	12,653	13,492	13,323	14,900	14,900	16,167	1,267	9%
10011100	61422	IT ALLOCATION	-	-	-	-	3,778	3,778	4,552	774	20%
10011100	61425	ALLOCATED UTILITIES	2,321	2,545	2,985	2,728	2,964	2,964	2,847	(117)	-4%
10011100	61500	INSURANCE ALLOCATION	409	413	413	-	-	-	-	-	0%
10011100 Total City Clerk Expenses			39,483	87,624	102,819	96,430	137,984	178,021	241,611	63,590	35.7%
*General Government Charges were directly charged to Enterprise Funds in FY 2015. Beginning FY 2016 charges are allocated through Administrative Services Allocations.											
ELECTIONS EXPENSES											
10011300	52100	CONTRACTED SERVICES	13,370	300	300	7,354	-	-	15,000	15,000	100%
10011300	54100	SUPPLIES	89	135	-	-	-	-	-	-	0%
10011300	54101	POSTAGE	-	-	-	-	-	-	-	-	0%
10011300 Total Elections Expenses			13,459	435	300	7,354	-	-	15,000	15,000	100.0%
CITY MANAGER EXPENSES											
10012100	44299	GENERAL GOVERNMENT CHARGES*	(93,975)	(177,113)	(174,277)						
10012100		ADMINISTRATIVE SERVICES ALLOCATIONS - POLICE	-	-	-	(67,011)	(70,863)	(70,863)	(82,628)	(11,765)	17%
10012100		ADMINISTRATIVE SERVICES ALLOCATIONS - FIRE	-	-	-	(24,304)	(25,366)	(25,366)	(30,570)	(5,204)	21%
10012100	51110	REGULAR SALARIES & WAGES	113,464	203,255	221,801	254,795	232,806	200,219	289,645	89,426	45%
10012100	51150	ACCRUED SALARIES & BENEFITS	(224)	24,894	2,228	(12,506)	-	-	-	-	0%
10012100	51210	RETIREMENT (PERS)	26,374	50,689	56,124	59,629	70,797	55,513	86,522	31,009	56%
10012100	51220	INSURANCE	17,925	19,073	25,477	27,903	28,020	20,193	21,001	808	4%
10012100	51230	WORKERS COMP	5,068	9,489	13,570	11,908	11,066	9,379	15,119	5,740	61%
10012100	51240	MEDICARE	1,705	2,934	3,198	3,865	3,782	3,208	4,505	1,297	40%
10012100	51250	UNEMPLOYMENT	1,230	2,195	2,481	2,835	2,616	2,217	3,118	901	41%
10012100	51290	CELL PHONE STIPEND	-	102	787	789	787	504	1,068	564	112%
10012100	52100	CONTRACTED SERVICES	11,648	3,546	1,745	10,574	9,600	1,000	9,600	8,600	860%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$ %
10012100	54100	SUPPLIES	2,260	5,465	879	409	3,500	500	3,500	3,000 600%
10012100	54101	POSTAGE	106	40	24	14	300	100	100	- 0%
10012100	55100	TELEPHONE	1,619	1,897	1,446	1,492	1,540	1,540	1,540	- 0%
10012100	56300	BUILDING MAINTENANCE & REPAIR	-	-	-	-	840	840	-	(840) -100%
10012100	57100	CONFERENCE & TRAINING	4,266	5,466	5,105	6,052	7,100	7,100	7,100	- 0%
10012100	57300	MEMBERSHIPS & SUBSCRIPTIONS	1,430	2,360	205	2,476	2,200	2,200	2,200	- 0%
10012100	61200	PURCHASING ALLOCATION	-	-	-	467	436	436	570	134 31%
10012100	61410	RENT ALLOCATION	-	3,368	3,368	155	-	-	-	- 0%
10012100	61420	BUILDING MAINTENANCE ALLOCATION	3,425	10,851	11,570	7,186	12,776	12,776	13,862	1,086 9%
10012100	61422	IT ALLOCATION	-	-	-	-	5,895	5,895	7,101	1,206 20%
10012100	61425	ALLOCATED UTILITIES	679	2,182	2,559	2,437	2,541	2,541	2,441	(100) -4%
10012100	61500	INSURANCE ALLOCATION	1,590	1,654	1,654	-	-	-	-	- 0%
10012100 Total City Manager Expenses			98,589	172,348	179,945	289,166	396,602	326,161	468,992	142,831 43.8%

*General Government Charges were directly charged to Enterprise Funds in FY 2015. Beginning FY 2016 charges are allocated through Administrative Services Allocations.

ADMINISTRATIVE SUPPORT EXPENSES

10012200	44299	GENERAL GOVERNMENT CHARGES*	(8,790)	(3,535)	(4,062)	-	-	-	-	-
10012200		ADMINISTRATIVE SERVICES ALLOCATIONS - POLICE	-	-	-	(11,097)	(15,090)	(15,090)	(15,710)	(620) 4%
10012200		ADMINISTRATIVE SERVICES ALLOCATIONS - FIRE	-	-	-	(4,025)	(5,402)	(5,402)	(5,812)	(410) 8%
10012200	51110	REGULAR SALARIES & WAGES	33,171	5,899	3,938	9,189	13,870	17,573	19,738	2,165 12%
10012200	51120	NON-REGULAR SALARIES & WAGES	-	-	1,890	7,960	7,482	9,457	7,200	(2,257) -24%
10012200	51130	OVERTIME SALARIES & WAGES	-	-	-	-	-	173	-	(173) -100%
10012200	51150	ACCRUED SALARIES & BENEFITS	(1,102)	-	169	403	-	-	-	- 0%
10012200	51210	RETIREMENT (PERS)	7,159	1,482	1,017	2,562	3,876	5,296	4,674	(622) -12%
10012200	51220	INSURANCE	9,306	2,089	624	3,344	4,937	5,847	1,724	(4,123) -71%
10012200	51230	WORKERS COMP	1,460	310	340	863	1,111	1,419	1,387	(32) -2%
10012200	51240	MEDICARE	499	86	87	265	372	484	412	(72) -15%
10012200	51250	UNEMPLOYMENT	354	59	62	205	259	337	284	(53) -16%
10012200	51260	FICA	-	-	120	476	446	569	446	(123) -22%
10012200	51290	CELL PHONE STIPEND	-	-	-	51	98	95	-	(95) -100%
10012200	54100	SUPPLIES	3,700	4,000	13,100	21,020	15,000	30,000	20,000	(10,000) -33%
10012200	55100	TELEPHONE	1,053	900	1,024	2,530	1,805	1,805	-	(1,805) -100%
10012200	56111	CITY GARAGE - LABOR	-	-	-	-	205	205	-	(205) -100%
10012200	56120	EQUIPMENT MAINTENANCE & REPAIR	-	1,500	5,561	7,514	3,000	7,400	-	(7,400) -100%
10012200	61200	PURCHASING ALLOCATION	-	-	-	603	564	564	1,090	526 93%
10012200	61410	RENT ALLOCATION	-	1,271	1,271	1,271	-	-	-	- 0%
10012200	61420	BUILDING MAINTENANCE ALLOCATION	4,104	4,282	4,365	4,310	5,123	5,123	5,557	434 8%
10012200	61422	IT ALLOCATION	-	-	-	-	1,889	1,889	2,276	387 20%
10012200	61425	ALLOCATED UTILITIES	813	823	965	965	1,019	1,019	979	(40) -4%
10012200	61500	INSURANCE ALLOCATION	1,181	1,194	1,194	-	-	-	-	- 0%
10012200	94500	LEASE PAYMENTS	11,127	12,201	5,723	-	23,400	23,400	23,400	- 0%
10012200 Total Administrative Support Expenses			64,035	32,561	37,388	48,412	84,456	112,655	89,167	(23,488) -20.8%

*General Government Charges were directly charged to Enterprise Funds in FY 2015. Beginning FY 2016 charges are allocated through Administrative Services Allocations.

MISCELLANEOUS GENERAL GOVERNMENT

10012400	44299	GENERAL GOVERNMENT CHARGES*	-	-	-	(183,446)	(24,420)	(24,420)	(24,375)	45 0%
10012400		ADMINISTRATIVE SERVICES ALLOCATIONS - POLICE	-	-	-	(66,534)	(8,741)	(8,741)	(9,018)	(277) 3%
10012400		ADMINISTRATIVE SERVICES ALLOCATIONS - FIRE	-	-	-	-	-	-	-	-
10012400	52100	CONTRACTED SERVICES	44,576	49,186	92,590	143,143	60,000	90,000	35,000	(55,000) -61%
10012400	52301	PROPERTY TAX ADMIN FEE	50,803	18,348	13,779	8,814	20,000	14,000	20,000	6,000 43%
10012400	55210	UTILITIES	-	5,150	2,895	5,907	-	3,852	-	(3,852) -100%
10012400	57300	MEMBERSHIPS & SUBSCRIPTIONS	35,890	38,828	41,676	41,446	40,000	40,000	41,800	1,800 5%
10012400	61200	PURCHASING ALLOCATION	74,778	90,581	82,060	2,010	1,879	1,879	7,423	5,544 295%
10012400	61300	BILLING & COLLECTION ALLOCATION	82,565	93,078	93,054	1,578	2,815	2,815	2,893	78 3%
10012400	61500	INSURANCE ALLOCATION	-	-	-	648,582	16,979	16,979	16,236	(743) -4%
10012400	61930	EQUIPMENT RENTAL CHARGES	13,189	13,573	15,702	33,462	20,000	20,000	35,000	15,000 75%
		Adjust to Audit	(70,124)	-	131,394	78,681	-	-	-	- 0%
10012400 Total Miscellaneous General Government Expenses			231,677	308,743	473,150	713,642	161,673	189,525	158,352	(31,173) -16.4%

*General Government Charges were directly charged to Enterprise Funds in FY 2015. Beginning FY 2016 charges are allocated through Administrative Services Allocations.

ACCOUNTING EXPENSES

10013400	44299	GENERAL GOVERNMENT CHARGES*	(289,756)	(290,009)	(332,456)	-	-	-	-	-
10013400		ADMINISTRATIVE SERVICES ALLOCATIONS - POLICE	-	-	-	(128,571)	(124,454)	(124,454)	(138,243)	(13,789) 11%
10013400		ADMINISTRATIVE SERVICES ALLOCATIONS - FIRE	-	-	-	(46,632)	(44,549)	(44,549)	(51,146)	(6,597) 15%
10013400	51110	REGULAR SALARIES & WAGES	331,924	371,983	425,731	417,052	340,324	315,631	373,067	57,436 18%
10013400	51120	NON-REGULAR SALARIES & WAGES	-	8,039	42,282	-	-	-	-	- 0%
10013400	51130	OVERTIME SALARIES & WAGES	218	9,331	1,046	1,569	-	1,553	-	(1,553) -100%
10013400	51150	ACCRUED SALARIES & BENEFITS	7,877	14,667	(16,131)	5,750	-	-	-	- 0%
10013400	51210	RETIREMENT (PERS)	77,715	93,349	100,934	113,332	99,599	92,171	121,197	29,026 31%
10013400	51220	INSURANCE	66,563	60,693	50,538	57,612	61,194	57,437	71,350	13,913 24%
10013400	51230	WORKERS COMP	14,761	17,589	28,161	20,058	16,863	15,719	21,243	5,524 35%
10013400	51240	MEDICARE	5,137	5,798	6,860	6,536	5,774	5,399	6,346	947 18%
10013400	51250	UNEMPLOYMENT	3,583	4,055	5,143	4,775	3,987	3,729	4,376	647 17%
10013400	51260	FICA	125	-	2,621	-	-	-	-	- 0%
10013400	51290	CELL PHONE STIPEND	-	-	525	831	536	546	154	(392) -72%
10013400	52100	CONTRACTED SERVICES	45,932	83,048	88,420	81,760	103,000	102,125	113,125	11,000 11%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$ %
10013400	54100	SUPPLIES	6,996	7,947	7,738	10,895	8,500	8,500	8,500	- 0%
10013400	54101	POSTAGE	2,317	2,574	2,609	3,054	2,200	2,075	2,200	125 6%
10013400	55100	TELEPHONE	1,194	1,203	1,273	1,252	1,200	940	1,200	260 28%
10013400	55210	UTILITIES	2,168	-	-	-	-	-	-	- 0%
10013400	56120	EQUIPMENT MAINTENANCE & REPAIR	282	605	847	284	1,500	500	1,500	1,000 200%
10013400	56300	BUILDING MAINTENANCE & REPAIR	10,942	-	-	-	-	-	-	- 0%
10013400	57100	CONFERENCE & TRAINING	2,343	4,431	2,721	1,323	4,000	4,428	4,500	72 2%
10013400	57300	MEMBERSHIPS & SUBSCRIPTIONS	410	410	190	850	850	850	1,220	370 44%
10013400	61200	PURCHASING ALLOCATION	74,778	90,581	-	3,786	3,538	3,538	4,805	1,267 36%
10013400	61300	BILLING & COLLECTION ALLOCATION	82,565	93,078	-	-	-	-	-	- 0%
10013400	61410	RENT ALLOCATION	-	3,909	3,909	3,754	-	-	-	- 0%
10013400	61420	BUILDING MAINTENANCE ALLOCATION	-	12,593	13,429	12,730	14,830	14,830	16,090	1,260 8%
10013400	61422	IT ALLOCATION	-	-	-	-	25,692	25,692	30,955	5,263 20%
10013400	61425	ALLOCATED UTILITIES	-	2,533	2,971	2,436	2,950	2,950	2,834	(116) -4%
10013400	61500	INSURANCE ALLOCATION	1,544	1,562	1,562	-	-	-	-	- 0%
10013400	94700	FINES & PENALTIES	-	129	-	-	-	-	-	- 0%
10013400 Total Accounting Expenses			449,619	600,098	440,926	574,435	696,537	658,613	784,662	126,049 19.1%

*General Government Charges were directly charged to Enterprise Funds in FY 2015. Beginning FY 2016 charges are allocated through Administrative Services Allocations.

CITY ATTORNEY EXPENSES

10014000	44299	GENERAL GOVERNMENT CHARGES*	(77,007)	(77,007)	(75,084)	-	-	-	-	-
10014000		ADMINISTRATIVE SERVICES ALLOCATIONS - POLICE	-	-	-	(22,591)	(35,942)	(35,942)	(29,438)	6,504 -18%
10014000		ADMINISTRATIVE SERVICES ALLOCATIONS - FIRE	-	-	-	(8,194)	(12,866)	(12,866)	(10,891)	1,975 -15%
10014000	52100	CONTRACTED SERVICES	163,749	121,394	166,590	11,314	145,000	128,520	30,000	(98,520) -77%
10014000	52150	LEGAL SERVICES/EXPENSES	-	-	-	116,534	48,600	76,943	135,000	58,057 75%
10014000	55100	TELEPHONE	259	265	261	264	300	315	300	(15) -5%
10014000	57100	CONFERENCE & TRAINING	1,615	-	-	-	1,200	1,200	1,200	- 0%
10014000	61200	PURCHASING ALLOCATION	-	-	-	6,486	6,061	-	587	587 100%
10014000 Total City Attorney Expenses			88,616	44,652	91,767	103,813	201,161	206,978	167,087	(39,891) -19.3%

*General Government Charges were directly charged to Enterprise Funds in FY 2015. Beginning FY 2016 charges are allocated through Administrative Services Allocations.

TREASURY MANAGEMENT EXPENSES

10015100	44299	GENERAL GOVERNMENT CHARGES*	(63,099)	(52,114)	(33,918)	-	-	-	-	-
10015100	51110	REGULAR SALARIES & WAGES	3,274	3,600	3,610	3,610	3,600	3,600	3,600	- 0%
10015100	51220	INSURANCE	3,862	6,330	1,231	1,234	1,228	1,228	1,326	98 8%
10015100	51230	WORKERS COMP	135	189	252	203	205	205	239	34 17%
10015100	51240	MEDICARE	48	52	52	57	70	70	72	2 3%
10015100	51260	FICA	203	223	224	264	300	300	306	6 2%
10015100	52100	CONTRACTED SERVICES	78,141	86,800	69,471	80,615	80,000	72,000	80,000	8,000 11%
10015100	57300	MEMBERSHIPS & SUBSCRIPTIONS	155	175	155	-	-	-	-	- 0%
10015100	61200	PURCHASING ALLOCATION	-	-	-	2,680	2,505	2,505	4,181	1,676 67%
10015100	61422	IT ALLOCATION	-	-	-	-	1,436	1,436	1,730	294 20%
10015100	61500	INSURANCE ALLOCATION	45	46	46	-	-	-	-	- 0%
10015100 Total Treasury Management Expenses			22,764	45,301	41,123	88,663	89,344	81,344	91,454	10,110 12.4%

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HUMAN RESOURCES/RISK MANAGEMENT EXPENSES

10016100	44299	GENERAL GOVERNMENT CHARGES*	(87,139)	(91,573)	(109,693)	-	-	-	-	-
10016100		ADMINISTRATIVE SERVICES ALLOCATIONS - POLICE	-	-	-	(107,385)	(125,105)	(125,105)	(128,873)	(3,768) 3%
10016100		ADMINISTRATIVE SERVICES ALLOCATIONS - FIRE	-	-	-	(29,455)	(34,315)	(34,315)	(35,349)	(1,034) 3%
10016100	51120	REGULAR SALARIES & WAGES	188,326	212,244	234,317	241,405	252,293	261,744	265,429	3,685 1%
10016100	51120	NON-REGULAR SALARIES	-	-	-	1,026	-	52	-	(52) 100%
10016100	51130	OVERTIME SALARIES & WAGES	(293)	10,654	-	-	-	-	-	- 0%
10016100	51150	ACCRUED SALARIES & BENEFITS	-	-	(3,354)	9,598	-	-	-	- 0%
10016100	51210	RETIREMENT (PERS)	45,017	54,112	56,706	62,894	73,813	73,128	83,728	10,600 13%
10016100	51220	INSURANCE	28,977	21,164	17,336	19,748	24,975	28,994	33,938	4,944 15%
10016100	51230	WORKERS COMP	8,694	10,109	14,051	11,064	11,555	12,366	14,578	2,212 15%
10016100	51240	MEDICARE	2,881	3,140	3,353	3,653	3,940	4,220	4,339	119 3%
10016100	51250	UNEMPLOYMENT	2,110	2,332	2,527	2,634	2,727	2,924	3,001	77 3%
10016100	51290	CELL PHONE STIPEND	-	123	1,046	1,085	1,290	1,301	1,274	(27) -2%
10016100	52100	CONTRACTED SERVICES	21,785	35,029	35,571	3,278	36,400	16,000	14,400	(1,600) -11%
10016100	52151	AFLAC & PERS INSURANCE ADMINISTRATIVE FEES	-	2,074	4,559	4,817	5,500	5,500	5,500	- 0%
10016100	54100	SUPPLIES	11,811	4,877	-	173	-	-	-	- 0%
10016100	54101	POSTAGE	753	814	1,217	752	900	900	800	(100) -13%
10016100	54160	HR - SPECIAL SUPPLIES	-	1,256	2,075	1,706	2,000	2,000	2,000	- 0%
10016100	54161	HR - BACKGROUND & PHYSICALS	-	3,606	10,943	4,489	5,000	5,000	5,000	- 0%
10016100	54162	HR - ADVERTISING	-	6,250	13,098	16,229	10,000	22,000	10,000	(12,000) -120%
10016100	54163	HR - INTERVIEW SUPPLIES	-	645	1,195	1,213	800	800	800	- 0%
10016100	54164	HR - FORMS & OTHER DIVISION EXPENSES	-	381	8,962	3,407	3,000	3,000	8,000	5,000 63%
10016100	54165	HR - NEW EMPLOYEE FINGERPRINT	-	1,256	1,252	302	700	700	700	- 0%
10016100	54166	HR - DOT TESTING PROGRAM	-	1,528	1,630	3,621	1,652	1,652	1,652	- 0%
10016100	54167	HR - EMPLOYEE DEVELOPMENT	-	-	-	-	13,200	13,200	12,000	(1,200) -10%
10016100	55100	TELEPHONE	1,342	1,284	1,072	814	800	800	800	- 0%
10016100	57100	CONFERENCE & TRAINING	3,086	6,948	4,696	2,573	5,400	4,200	5,400	1,200 22%
10016100	57300	MEMBERSHIPS & SUBSCRIPTIONS	6,400	6,689	6,182	7,557	7,285	2,985	3,000	15 1%
10016100	61200	PURCHASING ALLOCATION	-	-	-	1,387	1,296	1,296	258	(1,038) -402%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$ %
10016100	61410	RENT ALLOCATION	-	1,742	1,742	1,863	-	-	-	- 0%
10016100	61420	BUILDING MAINTENANCE ALLOCATION	5,627	5,613	5,984	6,322	6,607	6,607	7,169	562 8%
10016100	61422	IT ALLOCATION	-	-	-	-	9,446	9,446	11,380	1,934 17%
10016100	61425	ALLOCATED UTILITIES	1,115	1,129	1,324	1,416	1,314	1,314	1,262	(52) -4%
10016100	61500	INSURANCE ALLOCATION	999	1,011	1,011	-	-	-	-	- 0%
10016100 Total Human Resources/Risk Management Expenses			241,491	304,435	318,802	278,185	481,893	482,129	496,408	14,279 3.0%

*General Government Charges were directly charged to Enterprise Funds in FY 2015. Beginning FY 2016 charges are allocated through Administrative Services Allocations.

ECONOMIC DEVELOPMENT EXPENSES

10017100	51110	REGULAR SALARIES & WAGES	-	127,791	190,143	135,706	176,997	58,127	104,214	46,087 44%
10017100	51120	NON-REGULAR SALARIES & WAGES	-	797	-	296	-	-	-	- 0%
10017100	51130	OVERTIME SALARIES & WAGES	-	-	-	-	-	-	-	- 0%
10017100	51150	ACCRUED SALARIES & BENEFITS	-	22,154	(9,122)	(9,175)	-	-	-	- 0%
10017100	51210	RETIREMENT (PERS)	-	32,551	42,686	36,658	52,365	17,955	30,133	12,178 40%
10017100	51220	INSURANCE	-	11,984	9,892	15,113	16,982	3,144	1,101	(2,043) -186%
10017100	51230	WORKERS COMP	-	6,069	11,021	6,359	8,187	2,595	5,108	2,513 49%
10017100	51240	MEDICARE	-	1,766	2,455	2,131	2,804	889	1,528	639 42%
10017100	51250	UNEMPLOYMENT	-	1,388	2,013	1,514	1,936	613	1,053	440 42%
10017100	51260	FICA	-	154	-	-	-	-	7	7 100%
10017100	51290	CELL PHONE STIPEND	-	-	1,247	214	229	7	-	(7) 100%
10017100	52100	CONTRACTED SERVICES	-	15,600	13,705	13,428	43,500	20,000	52,000	32,000 62%
10017100	52510	ADVERTISING & PROMOTION	-	-	-	-	1,000	500	-	(500) 100%
10017100	54100	SUPPLIES	125	4,928	90	2,563	6,600	2,000	2,000	- 0%
10017100	54101	POSTAGE	-	-	-	42	750	750	750	- 0%
10017100	55100	TELEPHONE	-	531	113	128	-	-	-	- 0%
10017100	55210	UTILITIES	-	2,156	2,358	1,470	-	-	-	- 0%
10017100	57100	CONFERENCE & TRAINING	-	1,509	1,182	1,267	1,500	1,200	1,500	300 20%
10017100	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	465	465	465	1,000	930	1,000	70 7%
10017100	61200	PURCHASING ALLOCATION	-	-	-	1,679	1,568	1,568	829	(739) -89%
10017100	61422	IT ALLOCATION	-	-	-	-	9,068	9,068	10,925	1,857 17%
10017100	61500	INSURANCE ALLOCATION	-	-	-	-	896	896	809	(87) -11%
10017100 Total Economic Development			125	229,843	268,248	209,857	325,382	120,242	212,957	92,715 77.1%

VISIT UKIAH EXPENSES*

10017110	44830	REIMBURSABLE JOBS	-	(3,600)	(10,000)	-	-	-	-	- 0%
10017110	51110	REGULAR SALARIES & WAGES	-	6,526	55	-	-	-	-	- 0%
10017110	51120	NON-REGULAR SALARIES & WAGES	(4,000)	3,737	11,555	15,016	-	-	-	- 0%
10017110	51130	OVERTIME SALARIES & WAGES	-	-	-	-	-	-	-	- 0%
10017110	51210	RETIREMENT (PERS)	-	1,989	14	-	-	-	-	- 0%
10017110	51220	INSURANCE	-	201	-	-	-	-	-	- 0%
10017110	51230	WORKERS COMP	-	530	633	631	-	-	-	- 0%
10017110	51240	MEDICARE	-	165	168	218	-	-	-	- 0%
10017110	51250	UNEMPLOYMENT	-	122	116	150	-	-	-	- 0%
10017110	51260	FICA	-	257	716	888	-	-	-	- 0%
10017110	51290	CELL PHONE STIPEND	-	15	2	-	-	-	-	- 0%
10017110	52100	CONTRACTED SERVICES	1,831	68,934	36,333	1,000	-	-	-	- 0%
10017110	52515	ADVERTISING & PUBLICATION	9,531	4,193	26,581	49,448	-	-	-	- 0%
10017110	52600	RENT	-	-	3,960	4,020	-	-	-	- 0%
10017110	54100	SUPPLIES	1,784	1,165	1,237	414	-	-	-	- 0%
10017110	54101	POSTAGE	690	863	1,450	1,643	-	-	-	- 0%
10017110	55100	TELEPHONE	-	52	-	-	-	-	-	- 0%
10017110	57100	CONFERENCE & TRAINING	4,941	3,399	2,428	4,949	-	-	-	- 0%
10017110	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	-	-	-	-	-	-	- 0%
10017110	61410	RENT ALLOCATION	1,300	4,050	-	-	-	-	-	- 0%
10017110 Total Visit Ukiah			16,078	92,599	75,249	78,376	-	-	-	0.0%

*Visit Ukiah has moved to Fund 75017110.

SUCCESSOR AGENCY REVENUE

10017200	44841	SUCCESSOR AGENCY ADMIN	-	-	-	(180,049)	-	-	-	-
10017200 Total Successor Agency Revenue			-	-	-	(180,049)	-	-	-	0

SUCCESSOR AGENCY EXPENSES*

10017200	51110	REGULAR SALARIES & WAGES	2,429	216,408	70,754	41,509	-	-	-	- 0%
10017200	51120	NON-REGULAR SALARIES & WAGES	-	-	183	-	-	-	-	- 0%
10017200	51130	OVERTIME SALARIES & WAGES	-	1,272	-	-	-	-	-	- 0%
10017200	51210	RETIREMENT (PERS)	614	54,424	17,870	11,617	-	-	-	- 0%
10017200	51220	INSURANCE	93	20,265	214	-	-	-	-	- 0%
10017200	51230	WORKERS COMP	100	9,762	3,895	1,743	-	-	-	- 0%
10017200	51240	MEDICARE	32	3,092	903	528	-	-	-	- 0%
10017200	51250	UNEMPLOYMENT	24	2,293	711	415	-	-	-	- 0%
10017200	51260	FICA	-	2	11	-	-	-	-	- 0%
10017200	51290	CELL PHONE STIPEND	-	47	6	-	-	-	-	- 0%
10017200	52100	CONTRACTED SERVICES	1,691	3,600	3,107	2,388	-	-	-	- 0%
10017200	54100	SUPPLIES	-	354	22	-	-	-	-	- 0%
10017200	55100	TELEPHONE	-	180	-	-	-	-	-	- 0%
10017200	61200	PURCHASING ALLOCATION	-	-	-	1,132	-	-	124	124 100%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$ %
10017200	61410	RENT ALLOCATION	-	-	-	-	-	-	-	0%
10017200	61500	INSURANCE ALLOCATION	-	-	-	-	-	-	226	226 100%
10017200	62100	CENTRAL SERVICES OUT	-	(300,175)	-	-	-	-	3,571	3,571 100%
10017200 Total Successor Agency Expenses			4,982	11,524	97,677	59,333	-	-	3,921	3,921 0.0%
* Successor Agency has moved to Other Funds.										
COMMUNITY OUTREACH/PUBLIC INFORMATION EXPENSES										
10018000	52100	CONTRACTED SERVICES	27,209	926	9,494	7,192	10,000	8,500	2,500	(6,000) -240%
10018000	52510	ADVERTISING & PROMOTION	4,768	11,700	8,792	8,923	11,500	2,500	6,500	4,000 62%
10018000	54100	SUPPLIES	14,677	15,960	16,720	18,197	15,500	-	17,000	17,000 100%
10018000	61200	PURCHASING ALLOCATION	-	-	-	854	798	798	1,317	519 39%
10018000	61500	INSURANCE ALLOCATION	-	-	-	-	106	106	133	27 20%
10018000 Total Community Outreach/Public Information Expenses			46,654	28,586	35,005	35,166	37,904	11,904	27,450	15,546 130.6%
ANIMAL CONTROL EXPENSES										
10020217	52100	CONTRACTED SERVICES	96,204	92,864	77,455	87,550	78,500	78,500	78,500	- 0%
10020217	56111	CITY GARAGE - LABOR	-	-	-	-	5,135	5,135	-	(5,135) 100%
10020217	61500	INSURANCE ALLOCATION	545	551	551	-	-	-	-	- 0%
10020217 Total Animal Control Expenses			96,749	93,415	78,006	87,550	83,635	83,635	78,500	(5,135) -6.1%
PARKS EXPENSES										
10022100	51110	REGULAR SALARIES & WAGES	330,292	450,896	379,657	379,252	392,231	416,847	433,409	16,562 4%
10022100	51120	NON-REGULAR SALARIES & WAGES	13,001	6,547	35,595	49,985	50,965	50,965	32,160	(18,805) -58%
10022100	51130	OVERTIME SALARIES & WAGES	2,115	1,626	24,216	27,094	15,000	19,592	20,000	408 2%
10022100	51150	ACCRUED SALARIES & BENEFITS	9,999	12,084	(17,227)	5,351	-	-	-	- 0%
10022100	51210	RETIREMENT (PERS)	80,179	112,373	95,499	110,785	117,002	125,558	139,605	14,047 10%
10022100	51220	INSURANCE	74,351	101,204	97,318	89,170	98,381	100,158	102,985	2,827 3%
10022100	51230	WORKERS COMP	14,955	20,509	27,790	23,035	20,790	23,120	27,525	4,405 16%
10022100	51240	MEDICARE	5,060	6,575	5,959	6,955	7,085	8,250	8,192	(58) -1%
10022100	51250	UNEMPLOYMENT	3,630	4,746	5,085	5,488	4,916	5,720	5,672	(48) -1%
10022100	51260	FICA	206	390	2,158	1,425	3,156	3,301	1,995	(1,306) -65%
10022100	51290	CELL PHONE STIPEND	-	531	3,414	3,024	2,937	2,949	2,706	(243) -9%
10022100	52100	CONTRACTED SERVICES	21,911	42,370	29,085	33,685	24,000	33,000	53,000	20,000 38%
10022100	52180	SECURITY SERVICES	398	3,090	4,834	4,019	8,000	4,000	4,500	500 11%
10022100	52600	RENT	-	15,600	15,600	16,900	16,380	15,000	16,380	1,380 8%
10022100	54100	SUPPLIES	44,761	49,144	43,669	47,304	45,000	45,000	50,000	5,000 10%
10022100	54101	POSTAGE	2	158	23	-	20	5	5	- 0%
10022100	54102	SMALL TOOLS	2,495	2,464	2,222	3,228	3,500	3,500	4,000	500 13%
10022100	55100	TELEPHONE	4,775	3,404	436	505	825	500	500	- 0%
10022100	55210	UTILITIES	-	207,129	225,564	187,705	210,000	112,000	118,000	6,000 5%
10022100	56110	CITY GARAGE - PARTS	650	1,369	1,135	1,135	5,471	5,000	3,533	(1,467) -42%
10022100	56111	CITY GARAGE - LABOR	17,359	36,146	30,311	30,311	24,853	24,853	37,787	12,934 34%
10022100	56120	EQUIPMENT MAINTENANCE & REPAIR	7,218	9,898	12,735	8,342	8,500	1,000	8,500	7,500 88%
10022100	56130	EXTERNAL SERVICES	17,563	10,938	7,767	8,579	9,000	9,000	9,000	- 0%
10022100	56210	FUEL & FLUIDS	16,274	18,197	18,245	16,581	17,000	14,000	16,500	2,500 15%
10022100	56300	BUILDING MAINTENANCE & REPAIR	2,115	-	-	-	-	-	-	- 0%
10022100	57100	CONFERENCE & TRAINING	745	3,702	4,312	3,822	4,500	2,000	4,500	2,500 56%
10022100	57300	MEMBERSHIPS & SUBSCRIPTIONS	420	480	748	565	1,000	1,000	1,000	- 0%
10022100	59100	PROPERTY TAXES PAID	-	-	-	1,481	350	350	350	- 0%
10022100	59300	REFUNDS	-	500	-	9,384	-	-	-	- 0%
10022100	59400	OTHER EXPENSES	2,141	3,333	3,866	-	6,000	-	8,000	8,000 100%
10022100	61200	PURCHASING ALLOCATION	-	-	-	2,982	2,786	2,786	4,200	1,414 34%
10022100	61410	RENT ALLOCATION	15,600	655	655	655	-	-	-	- 0%
10022100	61420	BUILDING MAINTENANCE ALLOCATION	-	2,110	3,800	2,221	2,483	2,483	2,694	211 8%
10022100	61422	IT ALLOCATION	-	-	-	-	42,128	42,128	50,757	8,629 17%
10022100	61425	ALLOCATED UTILITIES	159,664	2,154	424	515	493	493	475	(18) -4%
10022100	61500	INSURANCE ALLOCATION	10,900	18,053	18,053	-	9,719	9,719	12,703	2,984 23%
10022100 Total Parks Expenses			858,780	1,148,376	1,082,947	1,081,484	1,154,471	1,084,277	1,180,633	96,356 8.9%
BUILDING MAINTENANCE EXPENSES										
10022500	44294	ALLOCATED UTILITY COSTS	-	(79,161)	(90,547)	(91,982)	-	-	-	- 0%
10022500	44295	ALLOCATED GROUNDS MAINTENANCE	(394,567)	-	(417,313)	(409,876)	-	-	-	- 0%
10022500	44299	GENERAL GOVERNMENT CHARGES	(78,186)	(411,650)	-	-	-	-	-	- 0%
10022500	51110	REGULAR SALARIES & WAGES	167,315	177,757	173,970	162,190	-	-	-	- 0%
10022500	51120	NON-REGULAR SALARIES & WAGES	-	-	518	679	-	-	-	- 0%
10022500	51130	OVERTIME SALARIES & WAGES	2,973	5,145	4,017	4,584	-	-	-	- 0%
10022500	51150	ACCRUED SALARIES & BENEFITS	3,823	-	3,345	4,855	-	-	-	- 0%
10022500	51210	RETIREMENT (PERS)	39,388	44,647	44,936	45,404	-	-	-	- 0%
10022500	51220	INSURANCE	40,376	45,541	41,571	39,780	-	-	-	- 0%
10022500	51230	WORKERS COMP	7,273	9,602	11,677	8,747	-	-	-	- 0%
10022500	51240	MEDICARE	2,474	2,653	2,380	2,667	-	-	-	- 0%
10022500	51250	UNEMPLOYMENT	1,765	1,778	2,136	2,084	-	-	-	- 0%
10022500	51260	FICA	10	-	66	48	-	-	-	- 0%
10022500	51290	CELL PHONE STIPEND	-	-	1,318	1,157	-	-	-	- 0%
10022500	52100	CONTRACTED SERVICES	21,358	32,000	15,892	15,844	-	-	-	- 0%
10022500	52180	SECURITY SERVICES	748	800	690	968	-	-	-	- 0%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$ %
10022500	54100	SUPPLIES	21,267	19,000	31,864	17,197	-	-	-	0%
10022500	54102	SMALL TOOLS	2,117	7,000	8,278	3,073	-	-	-	0%
10022500	55100	TELEPHONE	1,694	2,000	465	576	-	-	-	0%
10022500	55210	UTILITIES	-	81,000	94,266	82,378	-	-	-	0%
10022500	56110	CITY GARAGE - PARTS	130	305	299	301	-	-	-	0%
10022500	56111	CITY GARAGE - LABOR	3,472	8,148	7,993	12,592	-	-	-	0%
10022500	56120	EQUIPMENT MAINTENANCE & REPAIR	1,414	1,500	10,388	5,312	-	-	-	0%
10022500	56130	EXTERNAL SERVICES	3,203	3,000	2,771	5,601	-	-	-	0%
10022500	56210	FUEL & FLUIDS	6,770	5,000	3,926	3,206	-	-	-	0%
10022500	56300	BUILDING MAINTENANCE & REPAIR	31,701	27,000	28,391	45,323	-	-	-	0%
10022500	57100	CONFERENCE & TRAINING	-	500	961	-	-	-	-	0%
10022500	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	-	150	150	-	-	-	0%
10022500	61410	RENT ALLOCATION	-	2,838	2,838	2,838	-	-	-	0%
10022500	61425	ALLOCATED UTILITIES	67,985	-	-	-	-	-	-	0%
10022500	61500	INSURANCE ALLOCATION	13,307	13,597	13,597	-	-	-	-	0%
10022500	94500	LEASE PAYMENTS	5,230	-	-	-	-	-	-	0%
10022500	95220	TRANSFER TO FIXED ASSET FUND	30,784	125,009	-	-	-	-	-	0%
10022500 Total Building Maintenance Expenses			3,823	125,009	845	(34,303)	-	-	-	0.0%

*Building Maintenance has moved to 20822500.

AQUATICS REVENUE										
10022300	44910	SWIMMING POOL	(49,376)	(58,046)	(65,856)	(76,328)	(70,000)	(65,000)	(70,000)	(5,000) 7%
10022300 Total Aquatics Revenue			(49,376)	(58,046)	(65,856)	(76,328)	(70,000)	(65,000)	(70,000)	

RECREATION/PROGRAMS EXPENSES:

AQUATICS EXPENSES

10022300	51110	REGULAR SALARIES & WAGES	16,574	23,078	20,495	22,382	23,629	23,629	20,041	(3,588) -18%
10022300	51120	NON-REGULAR SALARIES & WAGES	62,513	47,360	68,393	71,287	69,100	69,100	66,925	(2,175) -3%
10022300	51150	ACCRUED SALARIES & BENEFITS	571	-	(10)	1,585	-	-	-	0%
10022300	51210	RETIREMENT (PERS)	4,090	5,797	5,405	6,275	7,119	7,119	6,266	(853) -14%
10022300	51220	INSURANCE	2,836	3,613	836	368	355	355	4,776	4,421 93%
10022300	51230	WORKERS COMP	3,371	3,698	4,823	3,965	3,881	3,881	4,446	565 13%
10022300	51240	MEDICARE	1,185	1,022	1,296	1,360	1,327	1,327	1,324	(3) 0%
10022300	51250	UNEMPLOYMENT	818	705	899	943	907	907	910	3 0%
10022300	51260	FICA	3,876	2,936	4,229	4,421	4,285	4,285	4,150	(135) -3%
10022300	51290	CELL PHONE STIPEND	-	-	179	267	101	101	101	- 0%
10022300	52100	CONTRACTED SERVICES	-	500	4,991	320	2,500	2,500	2,500	- 0%
10022300	54100	SUPPLIES	22,697	21,500	29,627	26,563	19,000	17,000	19,000	2,000 11%
10022300	54106	SPECIALTY SUPPLIES	-	-	-	-	18,500	7,000	18,500	11,500 62%
10022300	55100	TELEPHONE	893	900	794	846	850	850	1,000	150 15%
10022300	55210	UTILITIES	18,064	22,000	39,566	36,761	34,000	32,000	35,000	3,000 9%
10022300	56120	EQUIPMENT MAINTENANCE & REPAIR	9,593	5,000	5,457	8,785	6,000	2,500	6,000	3,500 58%
10022300	57100	CONFERENCE & TRAINING	3,149	3,000	58	4,158	-	-	-	0%
10022300	57101	CONFERENCE & TRAINING - AQUATICS	-	-	-	-	5,000	2,500	5,000	2,500 50%
10022300	57102	CONFERENCE & TRAINING - PARKS	-	-	-	-	1,000	-	1,000	1,000 100%
10022300	61500	INSURANCE ALLOCATION	2,407	2,435	2,435	-	-	-	-	0%
10022300 Total Aquatics Expenses			152,636	143,544	189,474	190,288	197,554	175,054	196,939	21,885 12.5%

RECREATION REVENUE

10022800	44915	RECREATION PROGRAM INCOME	(134,869)	(739)	-	(105)	-	-	-	0%
10022800	44916	SALE OF BROCHURE ADS	(24,395)	(29,228)	-	-	-	-	-	0%
10022800	46410	RECREATION DEPARTMENT RENTALS	1,500	(1,040)	-	-	-	-	-	0%
10022800 Total Recreation Revenue			(157,764)	(31,007)	-	(105)	-	-	-	

*Recreation Revenue has moved to Classes and Clinics Revenue 10022850

RECREATION ADMINISTRATION EXPENSES

10022810	51110	REGULAR SALARIES & WAGES	51,188	61,045	88,843	109,809	110,220	130,406	146,638	16,232 11%
10022810	51120	NON-REGULAR SALARIES & WAGES	18,365	22,993	14,946	8,242	12,245	13,359	2,160	(11,199) -518%
10022810	51130	OVERTIME SALARIES & WAGES	111	-	186	1,383	1,000	1,000	1,000	- 0%
10022810	51150	ACCRUED SALARIES & BENEFITS	(90)	-	2,424	2,931	-	-	-	0%
10022810	51210	RETIREMENT (PERS)	12,855	17,089	22,166	28,942	31,729	29,613	45,277	15,664 35%
10022810	51220	INSURANCE	12,302	15,019	13,806	23,609	26,710	23,217	34,255	11,038 32%
10022810	51230	WORKERS COMP	3,060	5,464	6,402	6,050	6,317	11,702	8,890	(2,812) -32%
10022810	51240	MEDICARE	1,074	1,509	1,502	1,989	2,149	4,013	2,656	(1,357) -51%
10022810	51250	UNEMPLOYMENT	743	841	1,172	1,441	1,493	2,775	1,834	(941) -51%
10022810	51260	FICA	927	1,914	1,018	590	754	829	134	(695) -519%
10022810	51290	CELL PHONE STIPEND	-	-	847	1,085	1,046	631	202	(429) -212%
10022810	52100	CONTRACTED SERVICES	2,227	2,000	2,720	2,671	3,500	4,500	3,500	(1,000) -29%
10022810	52600	RENT	-	-	-	32,004	20,004	5,000	20,004	15,004 75%
10022810	54100	SUPPLIES	11,981	6,000	7,477	6,620	6,500	5,000	7,400	2,400 32%
10022810	54101	POSTAGE	3,601	3,800	294	2,035	4,000	3,800	3,800	- 0%
10022810	55100	TELEPHONE	1,597	1,800	1,708	1,540	1,800	1,500	1,800	300 17%
10022810	55210	UTILITIES	-	6,000	2,832	2,721	3,600	3,600	3,600	- 0%
10022810	57100	CONFERENCE & TRAINING	180	500	2,318	4,225	5,000	700	5,000	4,300 86%
10022810	57300	MEMBERSHIPS & SUBSCRIPTIONS	470	500	775	925	1,500	700	1,500	800 53%
10022810	61200	PURCHASING ALLOCATION	-	-	-	9,192	8,589	8,589	11,604	3,015 26%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$ %
10022810	61410	RENT ALLOCATION	-	13,222	11,226	3,222	-	2,668	-	(2,668) 100%
10022810	61420	BUILDING MAINTENANCE ALLOCATION	9,486	10,856	11,066	10,927	12,223	12,223	13,262	1,039 8%
10022810	61422	IT ALLOCATION	-	-	-	-	29,508	29,508	35,553	6,045 17%
10022810	61425	ALLOCATED UTILITIES	8,742	2,088	2,088	2,449	2,431	2,431	2,336	(95) -4%
10022810	61500	INSURANCE ALLOCATION	1,771	1,837	1,837	-	2,473	2,473	3,371	898 27%
10022810 Total Recreation Expenses			140,589	174,477	197,652	264,602	294,791	300,237	355,776	55,539 18.5%
ADULT BASKETBALL REVENUE										
10022821	44915	ADULT BASKETBALL INCOME	(17,486)	(17,365)	(13,815)	(14,600)	(18,000)	(18,000)	(17,000)	1,000 -6%
10022821 Total			(17,486)	(17,365)	(13,815)	(14,600)	(18,000)	(18,000)	(17,000)	
ADULT BASKETBALL EXPENSES										
10022821	51110	REGULAR SALARIES & WAGES	1,710	2,544	2,246	2,189	2,230	2,230	-	(2,230) 100%
10022821	51120	NON-REGULAR SALARIES & WAGES	-	1,500	1,092	1,575	2,160	2,160	1,800	(360) -20%
10022821	51130	OVERTIME SALARIES	-	-	-	10	-	-	-	- 0%
10022821	51150	ACCRUED SALARIES & BENEFITS	-	-	36	(45)	-	-	-	- 0%
10022821	51210	RETIREMENT (PERS)	-	639	590	613	672	272	-	(272) 100%
10022821	51220	INSURANCE	-	696	773	773	771	771	-	(771) 100%
10022821	51230	WORKERS COMP	70	212	218	192	221	221	88	(133) -151%
10022821	51240	MEDICARE	25	59	43	53	77	77	26	(51) -196%
10022821	51250	UNEMPLOYMENT	17	40	40	46	54	54	18	(36) -200%
10022821	51260	FICA	106	93	68	98	134	134	112	(22) -20%
10022821	51290	CELL PHONE STIPEND	-	-	16	16	17	17	-	(17) 100%
10022821	52100	CONTRACTED SERVICES	9,532	8,800	10,673	9,860	12,500	12,500	11,500	(1,000) -9%
10022821	54100	SUPPLIES	1,191	800	1,003	1,333	1,000	1,000	1,000	- 0%
10022821 Total Adult Basketball Expenses			12,652	15,383	16,797	16,712	19,836	19,436	14,544	(4,892) -25.2%
ADULT SOFTBALL REVENUE										
10022822	44915	ADULT SOFTBALL INCOME	(94,305)	(109,675)	(123,497)	(154,783)	(140,000)	(145,000)	(145,000)	- 0%
10022823	44915	CO-ED SOFTBALL INCOME	(42,576)	(29,493)	(28,480)	-	-	-	-	- 0%
10022822 Total Adult Softball Revenue			(136,881)	(139,168)	(151,977)	(154,783)	(140,000)	(145,000)	(145,000)	
ADULT SOFTBALL EXPENSES										
10022822	51110	REGULAR SALARIES & WAGES	26,550	28,346	28,902	25,155	30,845	30,845	26,966	(3,879) -14%
10022822	51120	NON-REGULAR SALARIES & WAGES	3,645	3,665	4,220	8,028	5,000	7,445	9,000	1,555 17%
10022822	51130	OVERTIME SALARIES & WAGES	-	165	173	60	-	-	-	- 0%
10022822	51150	ACCRUED SALARIES & BENEFITS	(157)	355	245	393	-	-	-	- 0%
10022822	51210	RETIREMENT (PERS)	6,100	7,120	7,623	7,001	9,295	9,265	8,605	(660) -8%
10022822	51220	INSURANCE	6,755	7,006	5,948	5,064	5,622	5,622	8,475	2,853 34%
10022822	51230	WORKERS COMP	1,323	1,517	2,098	1,616	1,729	1,729	2,168	439 20%
10022822	51240	MEDICARE	463	468	446	473	592	592	647	55 9%
10022822	51250	UNEMPLOYMENT	321	333	384	385	411	411	449	38 8%
10022822	51260	FICA	241	238	224	498	310	462	558	96 17%
10022822	51290	CELL PHONE	-	127	159	152	179	179	179	- 0%
10022822	52100	CONTRACTED SERVICES	50,110	52,492	50,125	46,448	49,000	25,000	49,000	24,000 49%
10022822	52180	SECURITY SERVICES	275	275	275	275	400	400	400	- 0%
10022822	54100	SUPPLIES	12,754	14,680	18,092	14,583	15,000	18,000	15,000	(3,000) -20%
10022822	55100	TELEPHONE	171	35	-	-	-	-	-	- 0%
10022822 Total Adult Softball Expenses			108,555	116,822	118,915	110,131	118,383	99,950	121,447	21,497 21.5%
*Beginning FY 14/15 Adult Softball and Co-ed Softball have been combined										
CO-ED VOLLEYBALL REVENUE										
10022824	44915	CO-ED VOLLEYBALL INCOME	(1,800)	(2,400)	(2,700)	(3,000)	(3,000)	(3,000)	(3,000)	- 0%
10022824 Total Co-Ed Volleyball Revenue			(1,800)	(2,400)	(2,700)	(3,000)	(3,000)	(3,000)	(3,000)	
CO-ED VOLLEYBALL EXPENSES										
10022824	51110	REGULAR SALARIES & WAGES	1,072	1,348	661	722	763	763	647	(116) -18%
10022824	51120	NON-REGULAR SALARIES & WAGES	-	700	758	828	800	800	-	(800) 100%
10022824	51150	ACCRUED SALARIES & BENEFITS	12	-	(0)	51	-	-	-	- 0%
10022824	51210	RETIREMENT (PERS)	259	338	173	202	230	230	203	(27) -13%
10022824	51220	INSURANCE	196	203	27	12	12	12	155	143 92%
10022824	51230	WORKERS COMP	52	71	79	66	67	67	41	(26) -63%
10022824	51240	MEDICARE	18	20	21	22	24	24	13	(11) -85%
10022824	51250	UNEMPLOYMENT	13	13	15	16	18	18	10	(8) -80%
10022824	51260	FICA	-	-	47	51	50	50	-	(50) 100%
10022824	51290	CELL PHONE	-	10	2	3	4	4	4	- 0%
10022824	52100	CONTRACTED SERVICES	1,117	-	-	-	-	-	-	- 0%
10022824	54100	SUPPLIES	205	380	225	353	400	400	400	- 0%
10022824	55100	TELEPHONE	6	-	-	-	-	-	-	- 0%
10022824 Total Volleyball Expenses			2,949	3,083	2,007	2,326	2,368	2,368	1,473	(895) -37.8%
YOUTH BASKETBALL REVENUE										
10022831	44915	YOUTH BASKETBALL INCOME	(71,708)	(79,067)	(85,620)	(96,013)	(95,000)	(96,000)	(95,000)	1,000 -1%
10022831 Total Youth Basketball Revenue			(71,708)	(79,067)	(85,620)	(96,013)	(95,000)	(96,000)	(95,000)	
YOUTH BASKETBALL EXPENSES										

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$ %
10022831	51110	REGULAR SALARIES & WAGES	16,489	17,568	17,811	18,167	18,766	18,766	16,492	(2,274) -14%
10022831	51120	NON-REGULAR SALARIES & WAGES	12,715	14,700	16,669	18,328	15,950	15,950	18,675	2,725 15%
10022831	51130	OVERTIME SALARIES	-	-	-	50	-	-	-	- 0%
10022831	51150	ACCRUED SALARIES & BENEFITS	(137)	-	176	285	-	-	-	- 0%
10022831	51210	RETIREMENT (PERS)	3,801	4,413	4,671	5,091	5,655	5,655	5,281	(374) -7%
10022831	51220	INSURANCE	4,406	4,496	4,133	3,982	3,967	3,967	5,393	1,426 26%
10022831	51230	WORKERS COMP	1,244	1,694	2,076	1,705	1,626	1,626	1,975	349 18%
10022831	51240	MEDICARE	436	468	471	520	557	557	590	33 6%
10022831	51250	UNEMPLOYMENT	302	322	379	407	388	338	410	72 18%
10022831	51260	FICA	788	911	1,024	1,136	989	989	1,158	169 15%
10022831	51290	CELL PHONE	109	120	104	114	114	114	114	- 0%
10022831	52100	CONTRACTED SERVICES	250	250	92	218	250	250	250	- 0%
10022831	52600	RENT	-	-	825	900	1,000	1,000	1,000	- 0%
10022831	54100	SUPPLIES	9,788	8,000	10,235	8,675	10,000	10,000	10,000	- 0%
10022831	61410	RENT ALLOCATION	3,571	3,500	-	-	-	-	-	- 0%
10022831 Total Youth Basketball Expenses			53,763	56,442	58,665	59,578	59,262	59,212	61,338	2,126 3.6%
YOUTH SOFTBALL REVENUE										
10022832	44915	YOUTH SOFTBALL INCOME	(15,643)	(18,865)	(17,266)	(17,330)	(18,000)	(18,000)	(18,000)	- 0%
10022832 Total Youth Softball Revenue			(15,643)	(18,865)	(17,266)	(17,330)	(18,000)	(18,000)	(18,000)	
YOUTH SOFTBALL EXPENSES										
10022832	51110	REGULAR SALARIES & WAGES	3,215	3,543	3,967	4,332	4,574	4,574	3,880	(694) -18%
10022832	51120	NON-REGULAR SALARIES & WAGES	2,200	1,720	2,160	2,120	2,400	2,400	2,400	- 0%
10022832	51150	ACCRUED SALARIES & BENEFITS	36	-	(2)	307	-	-	-	- 0%
10022832	51210	RETIREMENT (PERS)	779	890	1,037	1,215	1,379	1,379	1,214	(165) -14%
10022832	51220	INSURANCE	587	609	162	71	69	69	925	856 93%
10022832	51230	WORKERS COMP	246	276	345	275	289	289	352	63 18%
10022832	51240	MEDICARE	86	76	90	94	99	99	106	7 7%
10022832	51250	UNEMPLOYMENT	60	52	63	65	70	70	74	4 5%
10022832	51260	FICA	136	106	134	131	149	149	149	- 0%
10022832	51290	CELL PHONE	-	25	13	20	20	20	20	- 0%
10022832	52100	CONTRACTED SERVICES	2,841	200	-	-	-	-	-	- 0%
10022832	54100	SUPPLIES	-	2,800	2,637	2,621	2,800	2,800	2,800	- 0%
10022832	55100	TELEPHONE	19	-	-	-	-	-	-	- 0%
10022832 Total Youth Softball Expenses			10,204	10,297	10,606	11,251	11,849	11,849	11,920	71 0.6%
DAY CAMP REVENUE										
10022840	44915	DAY CAMP INCOME	(113,362)	(103,380)	(122,673)	(114,488)	(111,500)	(111,500)	(115,000)	(3,500) 0%
10022840 Total Day Camp Revenue			(113,362)	(103,380)	(122,673)	(114,488)	(111,500)	(111,500)	(115,000)	
DAY CAMP EXPENSES										
10022840	51110	REGULAR SALARIES & WAGES	5,358	5,739	6,611	7,220	7,623	7,623	6,466	(1,157) -18%
10022840	51120	NON-REGULAR SALARIES & WAGES	70,267	71,760	67,347	67,987	77,520	63,000	79,600	16,600 21%
10022840	51150	ACCRUED SALARIES & BENEFITS	60	-	(3)	511	-	-	-	- 0%
10022840	51210	RETIREMENT (PERS)	1,298	1,442	1,728	2,024	2,297	2,297	2,023	(274) -14%
10022840	51220	INSURANCE	979	1,014	270	119	115	115	1,541	1,426 93%
10022840	51230	WORKERS COMP	3,153	4,069	3,988	3,168	3,592	3,592	4,252	660 16%
10022840	51240	MEDICARE	1,109	1,124	1,075	1,091	1,232	1,232	1,272	40 3%
10022840	51250	UNEMPLOYMENT	765	775	743	754	852	852	879	27 3%
10022840	51260	FICA	4,357	4,449	4,176	4,215	4,807	4,807	4,936	129 3%
10022840	51290	CELL PHONE STIPEND	-	-	22	32	33	33	33	- 0%
10022840	54100	SUPPLIES	12,175	10,000	11,763	11,777	12,000	9,000	12,000	3,000 25%
10022840	55100	TELEPHONE	123	140	115	113	-	-	125	125 100%
10022840 Total Day Camp Expenses			99,644	100,512	97,835	99,013	110,071	92,551	113,127	20,576 22.2%
CLASSES & CLINICS REVENUE										
10022850	44915	CLASSES AND CLINICS INCOME	-	(120,817)	(101,418)	(94,891)	(110,000)	(100,000)	(100,000)	- 0%
10022850	44916	SALE OF BROCHURE ADS	-	-	(29,458)	(37,965)	(30,000)	(30,000)	(30,000)	- 0%
10022850	46410	RECREATION DEPARTMENT RENTALS	-	-	(23)	-	-	-	-	- 0%
10022850 Total Classes & Clinics Revenue			-	(120,817)	(130,899)	(132,856)	(140,000)	(130,000)	(130,000)	
CLASSES & CLINICS EXPENSES										
10022850	52100	CONTRACTED SERVICES	97,754	95,000	74,246	62,184	80,000	65,000	75,000	10,000 13%
10022850	54100	SUPPLIES	29,020	30,500	29,488	29,458	35,000	35,000	30,000	(5,000) -17%
10022850	54101	POSTAGE	-	-	1,941	-	-	-	-	- 0%
10022850 Total Classes & Clinics Expenses			126,774	125,500	105,675	91,642	115,000	100,000	105,000	5,000 5.0%
SPECIAL ACTIVITIES REVENUE										
10022860	46440	SPECIAL EVENT REIMBURSEMENT	(16,000)	(20,000)	(30,000)	(30,000)	(30,000)	(30,000)	(35,000)	(5,000) 14%
10022860 Total Special Activities Revenue			(16,000)	(20,000)	(30,000)	(30,000)	(30,000)	(30,000)	(35,000)	
SPECIAL ACTIVITIES EXPENSES										
10022860	51110	REGULAR SALARIES & WAGES	-	-	444	8,157	4,275	8,698	4,159	(4,539) -109%
10022860	51120	NON-REGULAR SALARIES & WAGES	-	-	7,996	6,872	3,600	5,513	4,000	(1,513) -38%
10022860	51130	OVERTIME SALARIES & WAGES	-	20,030	10,715	19,257	17,978	20,773	19,242	(1,531) -8%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$ %
10022860	51210	RETIREMENT (PERS)	-	-	1,896	2,979	1,289	2,880	1,352	(1,528) -113%
10022860	51230	WORKERS COMP	-	-	1,880	1,394	334	638	396	(242) -61%
10022860	51240	MEDICARE	-	-	421	462	376	507	399	(108) -27%
10022860	51250	UNEMPLOYMENT	-	-	345	343	259	350	275	(75) -27%
10022860	51260	FICA	-	-	559	526	782	402	868	466 54%
10022860 Total Special Activities Expenses			-	20,030	24,257	39,990	28,893	39,761	30,691	(9,070) -22.8%
Total Recreation/Revenues			(580,020)	(590,115)	(620,806)	(639,502)	(625,500)	(616,500)	(628,000)	(11,500) 1.9%
Total Recreation/Programs			707,765	766,090	821,883	885,533	958,007	900,418	1,012,255	111,837 12.4%
Net Totals			127,745	175,975	201,078	246,032	332,507	283,918	384,255	100,337 35.3%
Percent covered by Revenues			-82%	-77%	-76%	-72%	-65%	-68%	-62%	
INFORMATION TECHNOLOGY EXPENSES										
10022900	44299	GENERAL GOVERNMENT CHARGES*	(305,435)	(566,448)	(607,635)	-	-	-	-	0%
10022900	51110	REGULAR SALARIES & WAGES	167,993	179,520	132,478	84,429	-	-	-	0%
10022900	51120	NON-REGULAR SALARIES & WAGES	-	-	56,912	19,355	-	-	-	0%
10022900	51130	OVERTIME SALARIES & WAGES	2,191	1,932	5,960	6,039	-	-	-	0%
10022900	51140	STAND-BY SALARIES & WAGES	24,430	47,272	25,351	15,594	-	-	-	0%
10022900	51150	ACCRUED SALARIES & BENEFITS	2,039	-	(10,130)	191	-	-	-	0%
10022900	51210	RETIREMENT (PERS)	39,425	56,963	33,220	23,790	-	-	-	0%
10022900	51220	INSURANCE	34,971	39,378	30,134	25,011	-	-	-	0%
10022900	51230	WORKERS COMP	8,416	12,008	13,550	6,346	-	-	-	0%
10022900	51240	MEDICARE	2,938	3,315	3,160	2,096	-	-	-	0%
10022900	51250	UNEMPLOYMENT	2,043	2,269	2,478	1,517	-	-	-	0%
10022900	51260	FICA	-	-	3,176	1,102	-	-	-	0%
10022900	51290	CELL PHONE	-	-	1,259	1,008	-	-	-	0%
10022900	52100	CONTRACTED SERVICES	133,504	77,601	169,219	75,657	-	-	-	0%
10022900	54100	SUPPLIES	16,725	49,346	26,610	11,014	-	-	-	0%
10022900	54101	POSTAGE	3	250	39	7	-	-	-	0%
10022900	54320	SOFTWARE	-	125,097	177,850	73,718	-	-	-	0%
10022900	55100	TELEPHONE	5,369	6,250	2,992	2,624	-	-	-	0%
10022900	56120	EQUIPMENT MAINTENANCE & REPAIR	18,767	28,600	24,585	11,098	-	-	-	0%
10022900	57100	CONFERENCE & TRAINING	10,366	17,500	3,200	692	-	-	-	0%
10022900	57300	MEMBERSHIPS & SUBSCRIPTIONS	302	500	1,534	533	-	-	-	0%
10022900	61410	RENT ALLOCATION	-	2,655	2,655	664	-	-	-	0%
10022900	61420	BUILDING MAINTENANCE ALLOCATION	8,574	8,946	9,119	2,251	-	-	-	0%
10022900	61425	ALLOCATED UTILITIES	1,699	1,720	2,018	505	-	-	-	0%
10022900	61500	INSURANCE ALLOCATION	409	413	413	-	-	-	-	0%
10022900 Total			174,728	95,087	110,146	365,243	-	-	-	0.0%
* Information Technology has moved to 20922900.										
COMMUNITY PLANNING EXPENSES										
10023100	51110	REGULAR SALARIES & WAGES	186,628	270,359	294,766	264,857	260,755	259,098	270,124	11,026 4%
10023100	51120	NON-REGULAR SALARIES & WAGES	-	2,543	2,144	307	-	-	-	0%
10023100	51150	ACCRUED SALARIES & BENEFITS	5,109	5,766	3,832	(6,818)	-	-	-	0%
10023100	51210	RETIREMENT (PERS)	45,679	69,729	73,929	64,247	74,542	73,848	85,876	12,028 14%
10023100	51220	INSURANCE	35,309	35,247	29,887	35,772	35,888	40,044	45,793	5,749 13%
10023100	51230	WORKERS COMP	8,463	12,466	17,760	12,651	12,385	12,662	15,323	2,661 17%
10023100	51240	MEDICARE	2,778	3,797	3,985	3,898	4,239	4,338	4,571	233 5%
10023100	51250	UNEMPLOYMENT	2,054	2,887	3,243	3,011	2,921	2,993	3,153	160 5%
10023100	51260	FICA	-	158	133	19	-	-	-	0%
10023100	51290	CELL PHONE STIPEND	-	29	199	199	198	198	198	- 0%
10023100	52100	CONTRACTED SERVICES	259,863	94,601	122,367	48,660	6,000	6,000	18,000	12,000 67%
10023100	52107	CONTRACTED SERVICES - EIR	-	-	-	-	100,000	10,000	-	(10,000) 100%
10023100	54100	SUPPLIES	1,079	378	4,844	3,201	3,000	2,700	6,000	3,300 55%
10023100	54101	POSTAGE	1,834	1,518	1,334	1,183	1,500	1,044	1,500	456 30%
10023100	55100	TELEPHONE	1,105	1,158	1,067	1,236	1,000	1,412	1,421	9 1%
10023100	55210	UTILITIES	1,226	-	-	-	-	-	-	- 0%
10023100	56120	EQUIPMENT MAINTENANCE & REPAIR	-	-	140	-	500	500	500	- 0%
10023100	57100	CONFERENCE & TRAINING	66	360	746	490	4,000	3,711	6,500	2,789 43%
10023100	57300	MEMBERSHIPS & SUBSCRIPTIONS	991	1,014	-	-	-	-	385	385 100%
10023100	59101	FEES	-	-	-	-	-	-	7,500	7,500 100%
10023100	61200	PURCHASING ALLOCATION	-	-	-	3,703	3,459	3,459	2,689	(770) -29%
10023100	61410	RENT ALLOCATION	-	2,526	2,526	2,526	-	-	-	- 0%
10023100	61420	BUILDING MAINTENANCE ALLOCATION	6,186	8,138	8,678	8,569	9,583	9,583	10,397	814 8%
10023100	61422	IT ALLOCATION	-	-	-	-	12,997	12,997	15,660	2,663 17%
10023100	61425	ALLOCATED UTILITIES	-	1,637	1,920	1,920	1,906	1,906	1,831	(75) -4%
10023100	61500	INSURANCE ALLOCATION	3,361	3,399	3,399	-	1,447	1,447	1,683	236 14%
10023100 Total Community Planning Expenses			561,732	517,710	576,900	449,631	536,320	447,940	499,104	51,164 11.4%
BUILDING INSPECTION EXPENSES										
10023320	51110	REGULAR SALARIES & WAGES	116,752	163,013	164,109	157,052	158,772	159,663	161,402	1,739 1%
10023320	51150	ACCRUED SALARIES & BENEFITS	6,036	2,718	1,143	(5,927)	-	-	-	- 0%
10023320	51210	RETIREMENT (PERS)	29,023	41,616	42,569	42,751	46,974	47,399	51,811	4,412 9%
10023320	51220	INSURANCE	20,467	22,112	14,727	14,964	15,170	20,034	21,807	1,773 8%
10023320	51230	WORKERS COMP	5,191	7,496	9,714	7,240	7,158	7,615	8,669	1,054 12%
10023320	51240	MEDICARE	1,549	2,102	2,050	2,161	2,452	2,606	2,592	(14) -1%

								Estimated		Change From Prior Year	
			Actual	Actual	Actual	Actual	Budget	Year-End	Budget	Est Year End	
ORG	OBJ	DESCRIPTION	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	\$	%
10023320	51250	UNEMPLOYMENT	1,260	1,736	1,776	1,723	1,698	1,800	1,792	(8)	0%
10023320	51290	CELL PHONE STIPEND	-	49	331	331	330	334	330	(4)	-1%
10023320	52100	CONTRACTED SERVICES	16,571	19,889	38,061	12,304	40,000	31,000	30,000	(1,000)	-3%
10023320	54100	SUPPLIES	1,091	785	3,787	3,656	4,000	3,000	4,000	1,000	25%
10023320	54101	POSTAGE	1,203	730	1,038	1,311	1,000	600	1,200	600	50%
10023320	55100	TELEPHONE	669	648	381	393	600	300	500	200	40%
10023320	56120	EQUIPMENT MAINTENANCE & REPAIR	-	-	-	-	-	-	500	500	100%
10023320	56130	EXTERNAL SERVICES	1,399	1,359	1,285	1,507	1,400	1,470	1,400	(70)	-5%
10023320	57100	CONFERENCE & TRAINING	758	1,267	3,464	923	4,000	2,600	6,000	3,400	57%
10023320	57300	MEMBERSHIPS & SUBSCRIPTIONS	340	340	635	480	800	600	800	200	25%
10023320	61200	PURCHASING ALLOCATION	-	-	-	1,498	1,399	1,399	828	(571)	-69%
10023320	61410	RENT ALLOCATION	-	770	770	770	-	-	-	-	0%
10023320	61420	BUILDING MAINTENANCE ALLOCATION	2,486	2,480	2,644	2,611	2,920	2,920	3,168	248	8%
10023320	61422	IT ALLOCATION	-	-	-	-	7,783	7,783	9,377	1,594	17%
10023320	61425	ALLOCATED UTILITIES	493	499	585	585	581	581	558	(23)	-4%
10023320	61500	INSURANCE ALLOCATION	1,090	1,102	1,102	-	812	812	937	125	13%
10023320 Total Building Inspection Expenses			206,377	270,711	290,170	246,333	297,849	292,516	307,671	15,155	5.2%
ENGINEERING EXPENSES											
10024210	51110	REGULAR SALARIES & WAGES	145,862	86,837	80,138	77,041	90,969	86,894	59,376	(27,518)	-46%
10024210	51120	NON-REGULAR SALARIES & WAGES	-	-	-	25,497	-	1,530	-	(1,530)	100%
10024210	51130	OVERTIME SALARIES & WAGES	-	-	67	141	-	-	-	-	0%
10024210	51150	ACCRUED SALARIES & BENEFITS	1,323	(11,742)	(1,040)	44	-	-	-	-	0%
10024210	51210	RETIREMENT (PERS)	34,850	20,945	17,963	19,671	26,790	24,224	18,742	(5,482)	-29%
10024210	51220	INSURANCE	22,769	10,714	6,091	8,134	12,177	7,489	7,893	404	5%
10024210	51230	WORKERS COMP	6,558	3,949	4,719	4,694	4,269	3,984	3,179	(805)	-25%
10024210	51240	MEDICARE	2,197	1,181	1,065	1,746	1,458	1,397	935	(462)	-49%
10024210	51250	UNEMPLOYMENT	1,592	917	863	1,118	997	966	626	(340)	-54%
10024210	51260	FICA	-	-	-	1,138	-	-	-	-	0%
10024210	51290	CELL PHONE STIPEND	-	23	223	459	387	387	158	(229)	-145%
10024210	52100	CONTRACTED SERVICES	143	4,900	9	56,773	20,000	12,000	20,000	8,000	40%
10024210	54100	SUPPLIES	1,576	3,004	3,614	5,059	5,000	3,000	5,000	2,000	40%
10024210	54101	POSTAGE	484	249	356	747	500	500	600	100	17%
10024210	55100	TELEPHONE	1,511	1,267	1,185	1,525	1,200	930	1,200	270	23%
10024210	56110	CITY GARAGE - PARTS	26	-	23	23	37	37	79	42	53%
10024210	56111	CITY GARAGE - LABOR	694	-	603	603	1,130	390	1,903	1,513	80%
10024210	56120	EQUIPMENT MAINTENANCE & REPAIR	-	-	-	300	800	800	600	(200)	-33%
10024210	56130	EXTERNAL SERVICES	519	333	335	277	500	250	500	250	50%
10024210	56210	FUEL & FLUIDS	312	349	256	338	500	500	500	-	0%
10024210	57100	CONFERENCE & TRAINING	2,687	4,665	2,970	3,602	2,500	3,000	3,500	500	14%
10024210	57300	MEMBERSHIPS & SUBSCRIPTIONS	1,533	945	2,067	1,057	3,500	2,500	3,500	1,000	29%
10024210	59101	FEES	7,279	7,536	7,279	8,740	10,000	-	-	-	0%
10024210	61200	PURCHASING ALLOCATION	-	-	-	838	783	783	3,207	2,424	76%
10024210	61410	RENT ALLOCATION	-	2,463	2,463	2,463	-	-	-	-	0%
10024210	61420	BUILDING MAINTENANCE ALLOCATION	7,955	7,934	8,460	8,354	9,344	9,344	10,138	794	8%
10024210	61422	IT ALLOCATION	-	-	-	-	9,672	9,672	11,654	1,982	17%
10024210	61425	ALLOCATED UTILITIES	1,576	1,596	1,872	1,872	1,858	1,858	1,785	(73)	-4%
10024210	61500	INSURANCE ALLOCATION	6,631	6,753	6,753	-	1,858	1,858	1,934	76	4%
10024210 Total Engineering Expenses			248,078	154,818	148,332	232,256	206,229	174,293	157,009	(17,284)	-9.9%
TRAFFIC SIGNAL OPERATIONS EXPENSES											
10024214	52100	CONTRACTED SERVICES	35,345	23,878	19,521	13,757	30,000	15,000	20,000	5,000	25%
10024214	54100	SUPPLIES	857	469	400	2,474	1,500	200	1,500	1,300	87%
10024214	55210	UTILITIES	7,172	6,966	288	1,020	1,500	6,400	7,000	600	9%
10024214	61200	PURCHASING ALLOCATION	-	-	-	1,055	-	-	-	-	100%
10024214	61422	IT ALLOCATION	-	-	-	-	-	-	-	-	100%
10024214	61500	INSURANCE ALLOCATION	-	-	-	-	94	94	90	(4)	-4%
10024214 Total Traffic Signal Expenses			43,374	31,313	20,209	18,307	33,094	21,694	28,590	6,896	31.8%
STREETS EXPENSES											
10024220	51110	REGULAR SALARIES & WAGES	418,488	349,776	346,946	356,032	255,348	247,715	259,052	11,337	4%
10024220	51120	NON-REGULAR SALARIES & WAGES	16,509	17,280	30,502	17,079	-	-	-	-	0%
10024220	51130	OVERTIME SALARIES & WAGES	4,633	8,365	8,985	6,953	12,000	5,000	5,000	-	0%
10024220	51140	STAND-BY SALARIES & WAGES	-	20,598	20,968	15,185	-	-	-	-	0%
10024220	51150	ACCRUED SALARIES & BENEFITS	(582)	(7,630)	8,145	(5,179)	-	-	-	-	0%
10024220	51210	RETIREMENT (PERS)	96,687	87,741	90,523	95,814	75,471	70,687	83,485	12,798	15%
10024220	51220	INSURANCE	93,585	88,373	85,874	95,268	74,632	66,988	65,519	(1,469)	-2%
10024220	51230	WORKERS COMP	19,129	17,624	26,245	20,676	13,926	13,369	15,705	2,336	15%
10024220	51240	MEDICARE	6,515	5,775	5,695	6,115	4,748	4,461	4,677	216	5%
10024220	51250	UNEMPLOYMENT	4,643	4,075	4,801	4,922	3,280	3,208	3,227	19	1%
10024220	51260	FICA	1,027	1,067	1,895	111	-	-	-	-	0%
10024220	51290	CELL PHONE STIPEND	-	117	884	1,035	1,566	1,327	1,024	(303)	-30%
10024220	52100	CONTRACTED SERVICES	17,241	48,804	20,832	73,169	40,000	48,000	13,000	(35,000)	-269%
10024220	52180	SECURITY SERVICES	327	327	82	-	-	-	-	-	0%
10024220	54100	SUPPLIES	-	9,131	-	802	-	5,500	-	(5,500)	100%
10024220	54101	POSTAGE	31	22	9	15	50	50	45	(5)	-11%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Change From Prior Year Est Year End	
										\$	%
10024220	54102	SMALL TOOLS	3,237	4,431	1,601	3,405	10,000	2,500	4,000	1,500	38%
10024220	54120	PW - SPECIAL SUPPLIES	18,434	16,282	32,326	20,698	10,000	15,000	15,000	-	0%
10024220	54121	PW - ASPHALT CONCRETE	20,906	19,939	55,432	117,110	50,000	10,000	50,000	40,000	80%
10024220	54122	PW - AGGREGATE BASE	3,645	1,015	1,275	2,669	7,000	5,000	3,000	(2,000)	-67%
10024220	54124	PW - CONCRETE/SUPPLIES	5,246	3,605	3,084	2,721	13,000	3,000	6,000	3,000	50%
10024220	54125	PW - TRAFFIC PAINT	5,534	6,557	5,617	3,912	8,000	1,000	8,000	7,000	88%
10024220	54126	PW - TRAFFIC MARKING POWDER	4,457	5,356	4,130	3,611	5,360	4,000	5,360	1,360	25%
10024220	54127	PW - SIGN POSTS/SHEETING	4,159	6,188	7,658	4,923	9,000	10,000	8,000	(2,000)	-25%
10024220	54128	PW - COLD PATCH MATERIAL	771	-	-	11,818	2,000	3,000	2,000	(1,000)	-50%
10024220	54129	PW - TACK OIL	960	2,884	2,506	3,691	6,000	1,000	4,000	3,000	75%
10024220	54130	PW - SAFETY	2,659	1,845	3,774	3,540	4,000	1,000	4,000	3,000	75%
10024220	54131	PW - BARRICADES & CONES	-	1,992	-	806	2,000	-	2,000	2,000	100%
10024220	55100	TELEPHONE	1,543	1,670	970	1,001	1,100	1,100	1,100	-	0%
10024220	55210	UTILITIES	-	5,418	5,738	5,559	4,500	4,500	4,500	-	0%
10024220	56110	CITY GARAGE - PARTS	3,478	2,297	3,626	3,626	12,830	12,830	20,169	7,339	36%
10024220	56111	CITY GARAGE - LABOR	92,873	60,155	96,815	96,815	59,667	59,667	69,593	9,926	14%
10024220	56120	EQUIPMENT MAINTENANCE & REPAIR	584	633	47	(2)	700	500	700	200	29%
10024220	56130	EXTERNAL SERVICES	30,729	44,269	34,483	36,297	35,000	25,000	25,000	-	0%
10024220	56210	FUEL & FLUIDS	32,993	32,099	38,599	35,383	35,000	20,000	35,000	15,000	43%
10024220	56410	EQUIPMENT RENTAL - PRIVATE	626	-	1,776	945	6,500	5,000	6,500	1,500	23%
10024220	57100	CONFERENCE & TRAINING	656	1,348	666	918	2,000	100	2,000	1,900	95%
10024220	59101	FEES	-	-	-	1,059	1,000	-	1,000	1,000	100%
10024220	61200	PURCHASING ALLOCATION	-	-	-	5,601	5,233	5,233	13,115	7,882	60%
10024220	61410	RENT ALLOCATION	-	756	756	756	-	-	-	-	0%
10024220	61420	BUILDING MAINTENANCE ALLOCATION	2,443	2,437	2,598	2,565	2,868	2,868	3,112	244	8%
10024220	61422	IT ALLOCATION	-	-	-	-	19,080	19,080	28,906	9,826	34%
10024220	61425	ALLOCATED UTILITIES	5,563	490	490	574	570	570	548	(22)	-4%
10024220	61430	CORP YARD ALLOCATION	8,039	21,793	14,889	23,194	14,366	14,366	16,208	1,842	11%
10024220	61500	INSURANCE ALLOCATION	25,434	25,954	25,954	-	27,234	27,234	36,931	9,697	26%
10024220 Total Streets Expenses			953,205	920,859	997,196	1,081,193	835,029	719,853	826,476	106,623	14.8%

STORM WATER

10024224	51110	REGULAR SALARIES & WAGES	-	-	-	-	58,617	61,429	105,047	43,618	42%
10024224	51130	OVERTIME SALARIES & WAGES	-	-	-	-	-	3,384	3,400	16	0%
10024224	51210	RETIREMENT (PERS)	-	-	-	-	17,484	18,110	33,470	15,360	46%
10024224	51220	INSURANCE	-	-	-	-	16,898	17,406	18,408	1,002	5%
10024224	51230	WORKERS COMP	-	-	-	-	3,212	3,341	5,940	2,599	44%
10024224	51240	MEDICARE	-	-	-	-	1,102	1,173	1,774	601	34%
10024224	51250	UNEMPLOYMENT	-	-	-	-	767	824	1,237	413	33%
10024224	51290	CELL PHONE STIPEND	-	-	-	-	159	150	492	342	70%
10024224	52100	CONTRACTED SERVICES	-	-	-	-	-	-	15,000	15,000	100%
10024224	57100	CONFERENCE AND TRAINING	-	-	-	-	-	-	3,500	3,500	100%
10024224	59101	FEES	-	-	-	-	-	-	10,000	10,000	100%
10024224	62100	PURCHASING ALLOCATION	-	-	-	-	986	986	-	(986)	100%
10024224	61422	IT ALLOCATION	-	-	-	-	4,912	4,912	-	(4,912)	100%
10024224	61500	INSURANCE ALLOCATION	-	-	-	-	280	280	-	(280)	10%
10024224 Total Storm Water			-	-	-	-	104,417	111,995	198,268	86,273	77.0%

CORPORATION YARD EXPENSES

10024300	44293	ALLOCATED CORP YARD COSTS	-	-	(69,867)	(92,776)	-	-	-	-	0%
10024300	44299	GENERAL GOVERNMENT CHARGES	(32,156)	(100,799)	-	-	-	-	-	-	0%
10024300	51110	REGULAR SALARIES & WAGES	4,532	10,464	10,703	19,006	-	-	-	-	0%
10024300	51130	OVERTIME SALARIES	-	-	-	190	-	-	-	-	0%
10024300	51150	ACCRUED SALARIES & BENEFITS	(48)	-	48	(329)	-	-	-	-	0%
10024300	51210	RETIREMENT (PERS)	1,063	2,744	2,828	5,336	-	-	-	-	0%
10024300	51220	INSURANCE	606	1,381	338	1,848	-	-	-	-	0%
10024300	51230	WORKERS COMP	203	549	611	890	-	-	-	-	0%
10024300	51240	MEDICARE	65	152	139	269	-	-	-	-	0%
10024300	51250	UNEMPLOYMENT	49	104	112	212	-	-	-	-	0%
10024300	51290	CELL PHONE STIPEND	-	-	44	92	-	-	-	-	0%
10024300	52100	CONTRACTED SERVICES	5,708	24,380	5,147	14,901	-	-	-	-	0%
10024300	52180	SECURITY SERVICES	-	-	245	327	-	-	-	-	0%
10024300	54100	SUPPLIES	7,142	2,700	13,538	9,934	-	-	-	-	0%
10024300	55100	TELEPHONE	2,142	2,000	2,148	2,166	-	-	-	-	0%
10024300	55210	UTILITIES	2,003	2,000	1,844	1,870	-	-	-	-	0%
10024300	56110	CITY GARAGE - PARTS	59	43	79	79	-	-	-	-	0%
10024300	56111	CITY GARAGE - LABOR	1,562	1,143	2,111	2,111	-	-	-	-	0%
10024300	56130	EXTERNAL SERVICES	344	250	787	745	-	-	-	-	0%
10024300	56210	FUEL & FLUIDS	-	400	165	388	-	-	-	-	0%
10024300	61500	INSURANCE ALLOCATION	1,998	2,021	2,021	-	-	-	-	-	0%
10024300 Total Corporation Yard Expenses			(4,728)	(50,468)	(26,961)	(32,741)	-	-	-	-	0.0%

* Corporation Yard has moved to 20824300

TRAFFIC SIGNALS EXPENSES

10026630	52100	CONTRACTED SERVICES	-	-	-	-	-	-	-	-	0%
10026630	54100	SUPPLIES	-	(84)	644	101	-	-	-	-	0%
10026630	55210	UTILITIES	-	601	7,436	6,265	-	-	-	-	0%

								Estimated	Change From Prior Year		
			Actual	Actual	Actual	Actual	Budget	Year-End	Budget	Est Year End	
ORG	OBJ	DESCRIPTION	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	\$	%
10026630 Total Traffic Signals Expenses			-	516	8,080	6,367	-	-	-	-	0.0%
PATROL EXPENSES											
10520210	51110	REGULAR SALARIES & WAGES	1,993,664	2,290,084	2,078,955	2,341,280	2,519,106	2,500,000	2,795,433	295,433	11%
10520210	51120	NON-REGULAR SALARIES & WAGES	-	-	-	-	-	-	-	-	0%
10520210	51130	OVERTIME SALARIES & WAGES	345,821	467,021	374,679	415,614	200,000	422,000	200,000	(222,000)	-111%
10520210	51140	STAND-BY SALARIES & WAGES	16	527	2,223	770	972	3,530	3,500	(30)	-1%
10520210	51150	ACCRUED SALARIES & BENEFITS	(2,855)	4,615	16,486	29,523	-	-	-	-	0%
10520210	51210	RETIREMENT (PERS)	830,473	970,138	843,124	960,803	643,525	610,000	628,438	18,438	3%
10520210	51220	PERS UNFUNDED LIABILITY	-	-	-	-	515,204	515,204	578,049	62,845	11%
10520210	51220	INSURANCE	417,980	470,180	406,467	466,287	513,342	495,611	512,040	16,429	3%
10520210	51230	WORKERS COMP	98,694	122,152	153,906	181,937	128,009	137,808	161,832	24,024	15%
10520210	51240	MEDICARE	30,949	35,977	31,777	40,364	41,577	50,687	48,214	(2,473)	-5%
10520210	51250	UNEMPLOYMENT	22,359	27,762	28,159	32,452	30,272	36,922	33,379	(3,543)	-11%
10520210	51260	FICA	898	-	-	8	-	-	-	-	0%
10520210	51270	UNIFORM ALLOWANCE	25,853	27,714	25,414	32,718	31,000	31,000	31,000	-	0%
10520210	51290	CELL PHONE STIPEND	-	1,406	9,508	11,654	12,144	12,250	12,144	(106)	-1%
10520210	52100	CONTRACTED SERVICES	47,296	68,109	77,704	60,998	83,200	55,000	83,200	28,200	34%
10520210	52180	SECURITY SERVICES	475	394	250	329	350	350	468	118	25%
10520210	54100	SUPPLIES	53,971	100,515	86,871	82,498	65,500	80,000	65,500	(14,500)	-22%
10520210	54101	POSTAGE	3,710	4,295	4,297	3,369	4,000	4,000	4,000	-	0%
10520210	54201	PRISONER EXPENSE	8,465	10,458	10,330	12,334	12,000	12,000	12,000	-	0%
10520210	54202	MAJOR CRIME INVTIGATIONS	1,867	4,158	6,815	11,529	7,500	10,000	7,500	(2,500)	-33%
10520210	55100	TELEPHONE	49,221	50,040	42,600	41,915	39,980	39,980	39,980	-	0%
10520210	56110	CITY GARAGE - PARTS	3,075	3,923	3,423	3,423	13,563	13,563	16,645	3,082	19%
10520210	56111	CITY GARAGE - LABOR	82,110	104,480	91,386	82,004	92,839	92,839	137,146	44,307	32%
10520210	56120	EQUIPMENT MAINTENANCE & REPAIR	4,770	1,037	3,357	1,798	3,500	3,500	3,500	-	0%
10520210	56130	EXTERNAL SERVICES	48,282	35,533	54,194	52,867	45,000	48,000	45,000	(3,000)	-7%
10520210	56210	FUEL & FLUIDS	65,778	77,094	71,974	71,101	65,000	53,000	60,000	7,000	12%
10520210	57100	CONFERENCE & TRAINING	24,214	32,380	45,186	65,549	60,000	60,000	60,000	-	0%
10520210	57300	MEMBERSHIPS & SUBSCRIPTIONS	2,724	2,630	3,462	4,813	4,200	4,200	4,200	-	0%
10520210	59400	OTHER EXPENSES	-	-	1,638	-	-	-	-	-	0%
10520210	61100	GENERAL GOVERNMENT ALLOCATION	130,052	185,405	198,574	-	-	-	-	-	0%
10520210	61200	PURCHASING ALLOCATION	-	-	-	7,037	6,575	6,575	9,842	3,267	33%
10520210	61300	BILLING AND COLLECTION ALLOCATION	-	-	-	9	15	15	803	788	98%
10520210	61410	RENT ALLOCATION	-	27,878	27,878	27,878	-	-	-	-	0%
10520210	61420	BUILDING MAINTENANCE ALLOCATION	90,038	89,805	95,760	94,557	118,172	118,172	128,215	10,043	8%
10520210	61422	IT ALLOCATION	-	-	-	-	153,586	153,586	185,046	31,460	17%
10520210	61425	ALLOCATED UTILITIES	17,842	18,065	21,187	21,187	23,504	23,504	22,580	(924)	-4%
10520210	61500	INSURANCE ALLOCATION	69,942	72,625	71,385	-	69,621	69,621	92,156	22,535	24%
10520210	61700	DISPATCH	460,340	513,374	476,084	799,026	412,792	412,792	591,873	179,081	30%
10520210	62100	CENTRAL SERVICES OUT	-	(800,000)	-	496,018	443,069	443,069	488,845	45,776	9%
10520210	94500	LEASE PAYMENTS	4,507	4,632	4,548	4,032	4,900	4,900	4,900	-	0%
10520210 Total Patrol Expenses			4,932,534	5,024,405	5,369,600	6,457,682	6,364,017	6,523,678	7,067,428	543,750	8.3%
POLICE VOLUNTEER EXPENSES											
10520214	51110	REGULAR SALARIES & WAGES	-	-	-	-	-	-	-	-	0%
10520214	51120	NON-REGULAR SALARIES & WAGES	2,401	-	3,648	-	-	-	-	-	0%
10520214	51150	ACCRUED SALARIES & BENEFITS	-	-	-	-	-	-	-	-	0%
10520214	51210	RETIREMENT (PERS)	-	-	283	-	-	-	-	-	0%
10520214	51230	WORKERS COMP	-	-	201	-	-	-	-	-	0%
10520214	51240	MEDICARE	-	-	53	-	-	-	-	-	0%
10520214	51250	UNEMPLOYMENT	-	-	36	-	-	-	-	-	0%
10520214	51260	FICA	-	-	159	-	-	-	-	-	0%
10520214	52100	CONTRACTED SERVICES	-	-	-	1,350	900	900	900	-	0%
10520214	54100	SUPPLIES	540	4,300	3,961	7,945	4,300	5,300	2,000	-	0%
10520214	57100	CONFERENCE & TRAINING	-	15,000	-	1,317	15,000	10,000	1,500	-	0%
10520214 Total Police Volunteer Expenses			2,940	19,300	8,342	10,612	20,200	16,200	4,400	(11,800)	-72.8%
COPS GRANT EXPENSES											
10520216	51110	REGULAR SALARIES & WAGES	60,770	66,295	71,463	956	-	-	-	-	0%
10520216	51130	OVERTIME SALARIES & WAGES	18,417	12,265	34,039	1,776	-	-	-	-	0%
10520216	51140	STAND-BY SALARIES & WAGES	-	29,811	130	-	-	-	-	-	0%
10520216	51150	ACCRUED SALARIES & BENEFITS	-	-	3,050	(6,937)	-	-	-	-	0%
10520216	51210	RETIREMENT (PERS)	29,484	15,747	34,055	473	-	-	-	-	0%
10520216	51220	INSURANCE	16,355	4,124	15,912	253	-	-	-	-	0%
10520216	51230	WORKERS COMP	3,296	1,139	6,510	126	-	-	-	-	0%
10520216	51240	MEDICARE	945	663	1,050	36	-	-	-	-	0%
10520216	51250	UNEMPLOYMENT	800	500	1,190	30	-	-	-	-	0%
10520216	51270	UNIFORM ALLOWANCE	1,066	-	1,000	-	-	-	-	-	0%
10520216	51290	CELL PHONE STIPEND	-	-	421	6	-	-	-	-	0%
10520216	52100	CONTRACTED SERVICES	-	-	-	-	-	-	-	-	0%
10520216	54100	SUPPLIES	-	-	-	-	-	-	-	-	0%
10520216	55100	TELEPHONE	405	-	-	-	-	-	-	-	0%
10520216	57100	CONFERENCE & TRAINING	-	-	-	-	-	-	-	-	0%
10520216 Total COPS Grant Expenses			131,539	130,544	168,820	(3,280)	-	-	-	-	0.0%

								Estimated	Change From Prior Year Est Year End		
ORG	OBJ	DESCRIPTION	Actual	Actual	Actual	Actual	Budget	Year-End	Budget		
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	\$	%
POLICE CSO EXPENSES											
10520218	51110	REGULAR SALARIES & WAGES	-	-	124,885	183,230	184,659	195,000	242,247	47,247	20%
10520218	51120	NON-REGULAR SALARIES & WAGES	-	-	-	19,002	33,822	1,102	-	(1,102)	100%
10520218	51130	OVERTIME SALARIES & WAGES	-	-	9,059	13,614	13,500	11,000	9,000	(2,000)	-22%
10520218	51150	ACCRUED SALARIES & BENEFITS	-	-	2,580	6,352	-	-	-	-	0%
10520218	51210	RETIREMENT (PERS)	-	-	41,434	67,639	76,568	75,000	82,918	7,918	10%
10520218	51220	INSURANCE	-	-	33,185	55,703	62,897	66,247	72,076	5,829	8%
10520218	51230	WORKERS COMP	-	-	8,923	11,483	11,957	12,973	18,851	5,878	31%
10520218	51240	MEDICARE	-	-	1,812	3,454	4,083	4,543	4,604	61	1%
10520218	51250	UNEMPLOYMENT	-	-	1,635	2,737	2,829	3,146	3,188	42	1%
10520218	51260	FICA	-	-	-	9	-	-	-	-	0%
10520218	51270	UNIFORM ALLOWANCE	-	-	3,123	3,341	4,000	4,727	3,000	(1,727)	-58%
10520218	51290	CELL PHONE STIPEND	-	-	843	1,275	1,260	1,233	1,260	27	2%
10520218	62100	CENTRAL SERVICES OUT	-	-	-	54,321	-	-	-	-	0%
10520218 Total Police CSO Expenses			-	-	227,480	422,159	395,575	374,971	437,144	62,173	16.6%
CODE ENFORCEMENT PROGRAM EXPENSES											
10520220	52100	CONTRACTED SERVICES	-	-	-	-	-	-	10,000	10,000	100%
10520220	59101	FEES	-	-	-	-	-	-	20,000	20,000	100%
10520220 Total Code Enforcement Program Expenses			-	-	-	-	-	-	30,000	30,000	100.0%
MAJOR CRIMES TASK FORCE EXPENSES											
10520224	51110	REGULAR SALARIES & WAGES	80,303	80,539	85,562	79,180	78,964	77,000	85,634	8,634	10%
10520224	51130	OVERTIME SALARIES & WAGES	26,458	30,527	27,376	26,646	28,000	20,000	27,000	7,000	26%
10520224	51150	ACCRUED SALARIES & BENEFITS	(201)	-	(2,701)	1,067	-	-	-	-	0%
10520224	51210	RETIREMENT (PERS)	34,811	36,218	37,821	39,038	24,174	25,936	21,041	(4,895)	-23%
10520224	51220	INSURANCE	10,184	15,747	9,293	11,585	8,764	9,003	17,160	8,157	48%
10520224	51230	WORKERS COMP	4,510	5,831	6,652	4,949	3,711	4,209	5,035	826	16%
10520224	51240	MEDICARE	1,546	1,610	1,615	1,562	1,273	1,840	1,506	(334)	-22%
10520224	51250	UNEMPLOYMENT	1,095	805	1,217	1,184	878	1,269	1,038	(231)	-22%
10520224	51270	UNIFORM ALLOWANCE	434	1,000	1,000	2,000	1,000	1,000	1,000	-	0%
10520224	52100	CONTRACTED SERVICES	3,659	3,500	-	4,500	4,500	4,500	4,500	-	0%
10520224	56130	EXTERNAL SERVICES	1,475	2,550	2,454	3,724	2,550	3,300	2,550	(750)	-29%
10520224	56210	FUEL & FLUIDS	9,713	6,500	5,873	4,135	7,000	4,000	6,000	2,000	33%
10520224	57100	CONFERENCE & TRAINING	459	1,500	-	-	1,500	1,500	1,500	-	0%
10520224	61500	INSURANCE ALLOCATION	1,181	1,240	1,240	-	-	-	-	-	0%
10520224	62100	CENTRAL SERVICES OUT	-	-	-	15,181	-	-	-	-	0%
10520224 Total Major Crimes Task Force Expenses			175,627	187,567	177,401	194,751	162,314	153,557	173,964	20,407	13.3%
Total Police Expenses			5,242,640	5,361,816	5,951,643	7,081,924	6,942,106	7,068,406	7,712,936	644,530	9.1%
FIRE ADMINISTRATION EXPENSES											
10521210	51110	REGULAR SALARIES & WAGES	1,335,814	1,253,816	878,349	867,005	842,387	860,000	883,561	23,561	3%
10521210	51120	NON-REGULAR SALARIES & WAGES	93,121	85,295	39,358	31,479	-	-	-	-	0%
10521210	51130	OVERTIME SALARIES & WAGES	208,405	291,898	108,951	135,642	110,000	140,000	156,000	16,000	10%
10521210	51150	ACCRUED SALARIES & BENEFITS	5,108	(50,367)	(3,513)	(1,012)	-	-	-	-	0%
10521210	51210	RETIREMENT (PERS)	387,232	367,127	284,839	286,253	156,023	151,814	171,754	19,940	12%
10521210	51211	PER UNFUNDED LIABILITY	-	-	-	-	279,150	279,150	312,965	33,815	11%
10521210	51220	INSURANCE	168,077	132,725	80,861	82,014	84,951	85,854	100,042	14,188	14%
10521210	51230	WORKERS COMP	69,842	71,615	60,204	46,804	38,809	41,817	47,850	6,033	13%
10521210	51240	MEDICARE	23,103	22,758	14,405	15,735	13,297	16,549	14,266	(2,283)	-16%
10521210	51250	UNEMPLOYMENT	16,952	16,753	11,004	11,177	9,181	11,514	9,872	(1,642)	-17%
10521210	51260	FICA	5,623	4,167	55	-	-	-	-	-	0%
10521210	51270	UNIFORM ALLOWANCE	13,622	9,775	7,710	8,577	11,000	11,000	11,000	-	0%
10521210	51290	CELL PHONE STIPEND	-	129	566	566	613	864	3,057	2,193	72%
10521210	52100	CONTRACTED SERVICES	46,410	149,867	142,375	516,180	477,590	635,891	731,765	95,874	13%
10521210	52110	AMBULANCE BILLING	-	25,296	-	-	1,150	1,150	1,150	-	0%
10521210	52111	MAINT. CONTRCTS - DEFIBRULATOR	-	-	3,438	3,438	3,438	3,438	3,438	-	0%
10521210	52112	M. S. OVERSIGHT	-	-	-	-	1,000	-	1,000	1,000	100%
10521210	52302	AMBULANCE FEES	5,306	3,696	-	-	-	-	-	-	0%
10521210	52303	REHIT SUPPORT	5,000	5,000	5,000	-	5,000	-	5,000	5,000	100%
10521210	54100	SUPPLIES	53,053	64,520	24,102	31,659	5,000	9,500	5,000	(4,500)	-90%
10521210	54101	POSTAGE	501	434	177	47	40	40	40	-	0%
10521210	54320	SOFTWARE	-	5,283	2,671	-	-	-	-	-	0%
10521210	55100	TELEPHONE	5,777	5,614	5,615	5,677	800	800	800	-	0%
10521210	55210	UTILITIES	27,676	-	-	-	-	-	-	-	0%
10521210	56100	VEHICLE & EQUIPMENT MAINTENANCE	3,075	1,119	-	-	-	-	-	-	0%
10521210	56110	CITY GARAGE - PARTS	8,887	2,199	2,406	2,406	14,448	14,448	11,024	(3,424)	-31%
10521210	56111	CITY GARAGE - LABOR	82,110	58,704	64,242	64,242	42,825	42,825	43,903	1,078	2%
10521210	56120	EQUIPMENT MAINTENANCE & REPAIR	8,894	5,117	3,384	1,390	4,950	4,950	4,950	-	0%
10521210	56130	EXTERNAL SERVICES	18,844	34,789	210,635	35,334	25,000	20,000	25,000	5,000	20%
10521210	56210	FUEL & FLUIDS	20,920	30,824	23,364	-	-	-	-	-	0%
10521210	56300	BUILDING MAINTENANCE & REPAIR	139,673	-	-	-	-	-	-	-	0%
10521210	57100	CONFERENCE & TRAINING	14,178	15,075	11,444	8,520	15,000	8,000	15,000	7,000	47%
10521210	57300	MEMBERSHIPS & SUBSCRIPTIONS	1,238	1,096	1,462	1,127	1,785	800	1,785	985	55%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$ %
10521210	61100	GENERAL GOVERNMENT ALLOCATION	33,763	46,852	50,076	-	-	-	-	0%
10521210	61200	PURCHASING ALLOCATION	-	-	-	300	280	280	3,643	3,363 92%
10521210	61410	RENT ALLOCATION	-	43,246	43,246	-	-	-	-	0%
10521210	61420	BUILDING MAINTENANCE ALLOCATION	-	139,310	148,550	146,683	111,258	111,258	166,283	55,025 33%
10521210	61422	IT ALLOCATION	-	-	-	-	42,128	42,128	50,757	8,629 17%
10521210	61425	ALLOCATED UTILITIES	-	28,022	32,866	32,865	30,483	30,483	29,284	(1,199) -4%
10521210	61500	INSURANCE ALLOCATION	47,188	49,519	47,188	-	16,388	16,388	21,059	4,671 22%
10521210	62100	CENTRAL SERVICES OUT	-	(600,000)	-	195,617	148,132	148,132	168,528	20,396 12%
10521210 Total Fire Administration Expenses			2,849,394	2,321,273	2,305,029	2,529,725	2,492,106	2,689,073	2,999,776	310,703 11.6%
FIRE ADMINISTRATION TRANSFERS										
10521210	94500	LEASE PAYMENTS	2,868	2,701	2,587	2,566	3,000	3,000	3,000	- 0%
10521210 Total Fire Administration Transfers			2,868	2,701	2,587	2,566	3,000	3,000	3,000	- 0.0%
DISPATCH ALLOCATION										
10521210	61700	DISPATCH	308,174	343,678	317,389	-	-	-	-	0%
10521210	61700	DISPATCH ALLOCATION	-	-	-	-	275,195	275,195	65,773	(209,422) -318%
10521210 Total Dispatch Allocation			308,174	343,678	317,389	-	275,195	275,195	65,773	(209,422) -76.1%
FIRE VOLUNTEER STATION EXPENSES										
10521312	52100	CONTRACTED SERVICES	8,497	8,500	4,247	-	-	-	-	0%
10521312	54100	SUPPLIES	22,796	31,925	6,804	-	-	-	-	0%
10521312	57100	CONFERENCE & TRAINING	4,651	4,500	1,285	-	-	-	-	0%
10521312	61500	INSURANCE ALLOCATION	2,083	1,332	1,332	-	-	-	-	0%
10521312 Total Fire Volunteer Station Expenses			38,026	46,257	13,668	-	-	-	-	0.0%
*Fire Volunteer Station Expenses were not used in FY 2014 and will not be funded in FY 15-16 Those funds went into a portion of the UVFD agreement.										
AMBULANCE/EMS OPERATIONS EXPENSES										
10521330	51110	REGULAR SALARIES & WAGES	-	357,272	658	-	-	-	-	0%
10521330	51130	OVERTIME SALARIES & WAGES	-	27,948	-	-	-	-	-	0%
10521330	51210	RETIREMENT (PERS)	-	108,923	-	-	-	-	-	0%
10521330	51220	INSURANCE	-	46,773	-	-	-	-	-	0%
10521330	51230	WORKERS COMP	-	20,224	36	-	-	-	-	0%
10521330	51240	MEDICARE	-	5,587	10	-	-	-	-	0%
10521330	51250	UNEMPLOYMENT	-	3,572	7	-	-	-	-	0%
10521330	51270	UNIFORM ALLOWANCE	-	4,150	-	-	-	-	-	0%
10521330	51290	CELL PHONE STIPEND	-	-	-	-	-	-	-	0%
10521330	52100	CONTRACTED SERVICES	-	6,000	-	-	-	-	-	0%
10521330	52110	AMBULANCE BILLING	-	44,250	2,716	1,176	-	-	-	0%
10521330	52302	AMBULANCE FEES	-	8,511	-	-	-	-	-	0%
10521330	54100	SUPPLIES	-	34,422	-	-	-	-	-	0%
10521330	54101	POSTAGE	-	585	-	-	-	-	-	0%
10521330	54105	PHOTOGRAPHIC EXPENSE	-	33	-	-	-	-	-	0%
10521330	54320	SOFTWARE	-	4,751	-	-	-	-	-	0%
10521330	55100	TELEPHONE	-	900	-	-	-	-	-	0%
10521330	56100	VEHICLE & EQUIPMENT MAINT. & R	-	6,500	-	340	-	-	-	0%
10521330	56110	CITY GARAGE - PARTS	-	786	-	-	-	-	-	0%
10521330	56111	CITY GARAGE - LABOR	-	20,991	-	-	-	-	-	0%
10521330	56121	R & M RADIO EQUIPMENT	-	983	-	-	-	-	-	0%
10521330	56122	R & M NON-AUTO EMS EQUIPMENT	-	799	-	-	-	-	-	0%
10521330	56123	R & M COMPUTERS	-	650	-	-	-	-	-	0%
10521330	56124	MAINT CONTRACT DEFIBULATORS	-	3,438	-	-	-	-	-	0%
10521330	56210	FUEL & FLUIDS	-	15,763	-	-	-	-	-	0%
10521330	57100	CONFERENCE & TRAINING	-	2,663	-	-	-	-	-	0%
10521330	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	315	-	-	-	-	-	0%
10521330	61100	GENERAL GOVERNMENT ALLOCATION	-	7,028	-	-	-	-	-	0%
10521330	61410	RENT ALLOCATION	-	6,487	-	-	-	-	-	0%
10521330	61420	BUILDING MAINTENANCE ALLOCATIO	-	21,859	-	-	-	-	-	0%
10521330	61425	ALLOCATED UTILITIES	-	4,203	-	-	-	-	-	0%
10521330	61500	INSURANCE ALLOCATION	-	7,228	-	-	-	-	-	0%
10521330	61700	DISPATCH	-	183,879	-	-	-	-	-	0%
10521330 Total Ambulance/EMS Expenses			-	957,473	3,426	1,516	-	-	-	0.0%
*Ambulance had two accounts 52110 & 56100 which were rolled into the main Fire account.										
AMBULANCE/EMS OPERATIONS TRANSFERS										
10521330	94500	LEASE PAYMENTS	-	450	-	-	-	-	-	0%
10521330	95220	TRANSFER TO FIXED ASSET FUND	-	-	-	-	-	-	-	0%
10521330 Total Ambulance/EMS Transfers			-	450	-	-	-	-	-	0.0%
FIRE REIMBURSABLE OPERATIONS EXPENSES										
10521340	51110	REGULAR SALARIES & WAGES	-	-	-	3,541	-	-	-	0%
10521340	51130	OVERTIME SALARIES & WAGES	-	-	12,706	16,159	-	-	-	0%
10521340	51210	RETIREMENT (PERS)	-	-	-	1,162	-	-	-	0%
10521340	51220	INSURANCE	-	-	-	-	-	-	-	0%
10521340	51230	WORKERS COMP	-	-	699	827	-	-	-	0%

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated		Change From Prior Year Est Year End	
								Year-End FY 2016	Budget FY 2017	\$	%
10521340	51240	MEDICARE	-	-	180	280	-	-	-	-	0%
10521340	51250	UNEMPLOYMENT	-	-	127	197	-	-	-	-	0%
10521340	51260	FICA	-	-	-	-	-	-	-	-	0%
10521340 Total Fire Reimbursable Operations Expenses			-	-	13,712	22,166	-	-	-	-	0.0%
Total Fire Expenses			3,198,462	3,671,832	2,655,811	2,555,973	2,770,301	2,967,268	3,068,549	101,281	3.4%
INFORMATION TECHNOLOGY EXPENSES - POLICE											
10522900	51110	REGULAR SALARIES & WAGES	-	-	-	16,260	-	-	-	-	0%
10522900	51120	NON-REGULAR SALARIES & WAGES	-	-	-	312	-	-	-	-	0%
10522900	51130	OVERTIME SALARIES & WAGES	-	-	-	3,641	-	-	-	-	0%
10522900	51140	STAND-BY SALARIES & WAGES	-	-	-	516	-	-	-	-	0%
10522900	51150	ACCRUED SALARIES & BENEFITS	-	-	-	-	-	-	-	-	0%
10522900	51210	RETIREMENT (PERS)	-	-	-	4,639	-	-	-	-	0%
10522900	51220	INSURANCE	-	-	-	735	-	-	-	-	0%
10522900	51230	WORKERS COMP	-	-	-	903	-	-	-	-	0%
10522900	51240	MEDICARE	-	-	-	268	-	-	-	-	0%
10522900	51250	UNEMPLOYMENT	-	-	-	215	-	-	-	-	0%
10522900	51260	FICA	-	-	-	-	-	-	-	-	0%
10522900	51290	CELL PHONE	-	-	-	24	-	-	-	-	0%
10522900	52100	CONTRACTED SERVICES	-	-	-	81,434	-	-	-	-	0%
10522900	54100	SUPPLIES	-	-	-	-	-	-	-	-	0%
10522900	54101	POSTAGE	-	-	-	-	-	-	-	-	0%
10522900	54320	SOFTWARE	-	-	-	-	-	-	-	-	0%
10522900	55100	TELEPHONE	-	-	-	-	-	-	-	-	0%
10522900	56120	EQUIPMENT MAINTENANCE & REPAIR	-	-	-	-	-	-	-	-	0%
10522900	56300	BUILDING MAINT. & REPAIR	-	-	-	-	-	-	-	-	0%
10522900	57100	CONFERENCE & TRAINING	-	-	-	-	-	-	-	-	0%
10522900	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	-	-	-	-	-	-	-	0%
10522900	61410	RENT ALLOCATION	-	-	-	345	-	-	-	-	0%
10522900	61420	BUILDING MAINTENANCE ALLOCATIO	-	-	-	1,171	-	-	-	-	0%
10522900	61425	ALLOCATED UTILITIES	-	-	-	262	-	-	-	-	0%
10522900	61500	INSURANCE ALLOCATION	-	-	-	-	-	-	-	-	0%
10522900 Total Information Technology Expenses			-	-	-	110,724	-	-	-	-	0.0%
*Information Technology has moved to Fund 20922900.											
Total General Fund Revenues			13,617,007	15,103,821	14,913,726	16,818,546	16,660,552	16,364,117	17,964,811	1,600,694	9.8%
TRANSFERS TO OTHER FUNDS											
10000000	95691	TRANSFER TO MUSEUM FUND 691	-	484,344	-	461,800	291,293	291,293	360,564	69,271	19%
10000000	95750	TRANSFER TO VISIT UKIAH FUND 750	-	-	-	-	119,563	208,900	110,884	(98,016)	-88%
		TRANSFER TO GOLF COURSE FUND	-	475,684	-	-	-	-	-	-	0%
		TRANSFER TO CONFERENCE CENTER FUND	-	1,961	-	-	-	-	-	-	0%
			-	961,989	-	461,800	410,856	500,193	471,448	(28,745)	-5.7%
Total General Fund Revenues, Transfers and Other Sources			13,617,007	16,065,810	14,913,726	17,280,346	17,071,408	16,864,310	18,436,259	1,571,949	9.3%

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CITY COUNCIL BUDGET

Fiscal Year 2016-17

10010000

City Council

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The City Council serves as the elected legislative and policy-making body of the City of Ukiah, enacting all laws and directing any actions necessary to provide for the general welfare of the community through appropriate programs, services, and activities. The City Council reviews and adopts the operating budget, holds public hearings, and receives feedback from the public. The City Council authorizes contracts, purchases, and sales of City property, approves agreements with other governmental agencies, and appoints members to City commissions, boards, and committees. In additions, the City Council serves as the Successor Agency to the former Ukiah Redevelopment Agency.

Four Strategic Planning Areas:

- Develop a prioritized plan for maintaining and improving public infrastructure.
- Planning Valley-Wide takes place based on sound planning principles.
- Facilitate the development of a sound local economy that attracts investment, promotes economic diversity, supports businesses, creates employment opportunities, and generates public revenues.
- Council and staff work together to create a more responsive and effective workplace environment.

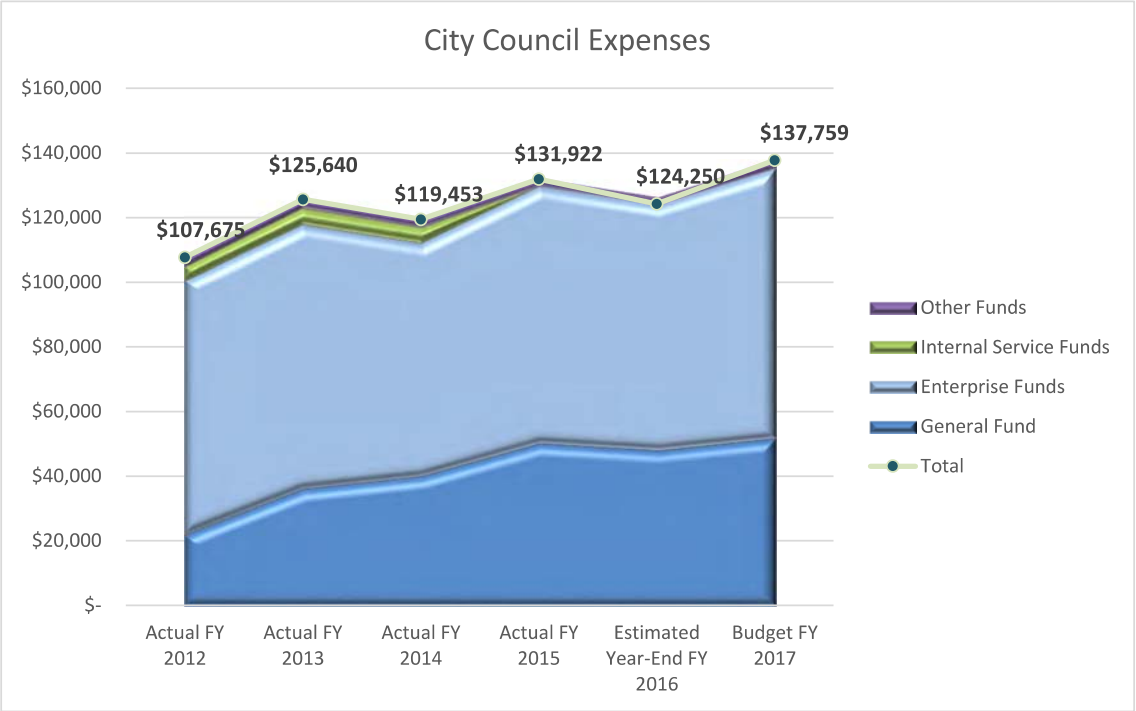
City Council Detail for Fiscal Year 2016/2017
10010000

Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	26,698	29,400	24,701	27,754	26,460	26,460	29,400	2,940	11%
51210 RETIREMENT (PERS)	-	-	-	1,869	2,960	2,960	3,822	862	29%
51220 INSURANCE	24,440	25,320	26,854	27,539	23,727	23,727	25,860	2,133	9%
51230 WORKERS COMPENSATION	1,101	1,544	2,537	2,323	2,125	2,125	2,684	559	26%
51240 MEDICARE	387	425	350	585	730	730	805	75	10%
51260 FICA	1,655	1,825	1,496	2,087	2,457	2,457	2,700	243	10%
Sub Total Salaries & Benefits	\$ 54,281	\$ 58,514	\$ 55,938	\$ 62,157	\$ 58,459	\$ 58,459	\$ 65,271	\$ 6,812	12%
OPERATIONS & MAINTENANCE									
54100 SUPPLIES	6,259	4,900	2,293	4,879	2,150	1,985	1,850	(135)	-7%
54101 POSTAGE	9	50	-	4	50	30	50	20	67%
55100 TELEPHONE	418	450	517	507	400	477	400	(77)	-16%
55210 UTILITIES	7,507	-	-	-	-	-	-	-	0%
57100 CONFERENCE & TRAINING	953	2,500	165	3,869	4,500	2,700	4,500	1,800	67%
61200 PURCHASING ALLOCATION	-	-	-	72	67	67	251	184	275%
61410 RENT ALLOCATION	-	11,731	11,731	11,731	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	37,886	39,527	39,527	39,787	44,502	44,502	48,285	3,783	9%
61422 IT ALLOCATION	-	-	-	-	7,179	7,179	8,649	1,470	20%
61425 UTILITIES ALLOCATION	-	7,601	8,915	8,916	8,851	8,851	8,503	(348)	-4%
61500 INSURANCE ALLOCATION	363	367	367	-	-	-	-	-	0%
Sub Total Operations & Maintenance	\$ 53,394	\$ 67,126	\$ 63,515	\$ 69,766	\$ 67,699	\$ 65,791	\$ 72,488	\$ 6,697	10%
TOTAL DEPARTMENT EXPENSES 10000	\$ 107,675	\$ 125,640	\$ 119,453	\$ 131,922	\$ 126,158	\$ 124,250	\$ 137,759	\$ 13,509	11%
CITY COUNCIL - ADMINISTRATIVE SERVICES ALLOCATIONS BY FUND									
100 GENERAL FUND	14,793	32,003	36,118	18,491	17,398	17,398	18,387	989	6%
100 SUCCESSOR AGENCY	-	-	-	133	127	127	244	117	92%
105 POLICE	4,440	2,551	2,425	23,250	22,541	22,541	24,369	1,828	8%
105 FIRE	2,607	1,498	1,424	8,433	8,069	8,069	9,016	947	12%
203 GARAGE INTERNAL SERVICE	446	759	722	-	-	-	-	-	0%
204 PURCHASING INTERNAL SERVICE	495	467	444	-	-	-	-	-	0%
205 BILLING AND COLLECTION INTERNAL SERVICE	1,354	1,468	1,395	-	-	-	-	-	0%
206 DISPATCH INTERNAL SERVICE	2,050	2,346	2,230	-	-	-	-	-	0%
251 SPECIAL PROJECTS	182	1,592	1,513	-	-	-	-	-	0%
311 ALEX RORABAUGH RECREATION CENTER	-	-	-	300	287	287	363	76	26%
312 DOWNTOWN BUSINESS IMPROVEMENT DISTRICT	-	-	-	59	56	56	73	17	30%
506 ORCHARD AVENUE BRIDGE	2,729	470	447	-	-	-	-	-	0%
640 PARKING ENTERPRISE	7,047	4,049	3,850	518	496	496	494	(2)	0%
691 MUSEUM	-	628	597	1,206	1,154	1,154	1,430	276	24%
720 GOLF ENTERPRISE	1,926	-	-	165	157	157	171	14	9%
730 CONFERENCE CENTER ENTERPRISE	574	610	580	1,010	966	966	1,256	290	30%
750 VISIT UKIAH	-	-	-	431	413	413	328	(85)	-21%
777 AIRPORT ENTERPRISE	1,801	2,515	2,391	4,388	4,199	4,199	5,346	1,147	27%
800 ELECTRIC ENTERPRISE	45,992	42,646	34,857	47,147	45,112	45,112	53,070	7,958	18%
805 STREET LIGHTING	428	563	535	1,444	1,382	1,382	976	(406)	-29%
806 PUBLIC BENEFITS	1,898	2,481	2,358	2,000	1,913	1,913	2,190	277	14%
820 WATER ENTERPRISE	1,898	8,264	7,857	9,376	8,971	8,971	9,459	488	5%
840 WASTEWATER ENTERPRISE	17,015	20,730	19,710	13,499	12,917	12,917	10,586	(2,331)	-18%
TOTAL ADMINISTRATIVE SERVICES ALLOCATIONS	\$ 107,675	\$ 125,640	\$ 119,453	\$ 131,850	\$ 126,158	\$ 126,158	\$ 137,759	11,601	9%

This department provides administrative services to the City. Expenses are allocated to other funds as shown above. For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
CITY COUNCIL
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 10010000</u>		DEPARTMENT REQUEST	
51110 Salaries, Regular		\$ 29,400	
City Council members' salaries are prescribed by ordinance. The current salary is \$441 per member per month. Budget requests restitution of \$490.			
Employee Benefits		\$ 35,871	
51210	Retirement (PERS)	\$ 3,822	
51220	Insurance	\$ 25,860	
51230	Workers Compensation Insurance	\$ 2,684	
51240	Medicare	\$ 805	
51260	FICA	\$ 2,700	
54100 Supplies		\$ 1,850	
Council supplies.		\$ 900	
Photos are taken and updated each year for Council re-organization.		\$ 150	
Mayor's reception and meeting refreshments.		\$ 800	
54101 Postage		\$ 50	
55100 Telephone		\$ 400	
Land line and Fax			
57100 Conference & Training		\$ 4,500	
Each Councilmember is allotted \$500 for conference and training expenses.		\$ 2,500	
League of California Cities Annual Fall Conference.		\$ 1,000	
Redwood Empire quarterly meetings.		\$ 1,000	
61200 Purchasing Allocation		\$ 251	
Charge for Purchasing functions.			
61420 Building Maintenance Allocation		\$ 48,285	
Share of maintenance for Civic Center facility.			
61422 IT Allocation		\$ 8,649	
Share of Information Technology services.			
61425 Utilities Allocation		\$ 8,503	
Share of Civic Center Utilities.			
DEPARTMENT TOTAL 10010000		<u>\$ 137,759</u>	





CITY CLERK BUDGET Fiscal Year 2016-17

10011100

City Clerk

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Office of the City Clerk is a service area within the municipal government upon which the City Council, all City departments and the general public rely on for information regarding the operations and legislative history of the City. The impartial office respectfully serves as the liaison between citizens and the municipal government and keeps them informed of the actions of the City government.

The City Clerk is an appointed official who serves as Clerk to the City Council, Successor Agency to the Redevelopment Agency (RDA), Oversight Board to the Successor Agency to the RDA, and also serves as administrative support for the City Manager's office. The City Clerk's Office conducts municipal elections, both scheduled and special, and is also charged with maintaining all official records; keeping complete and accurate records of City Council, Successor Agency, Oversight Board and other related proceedings; maintaining the Municipal Code; filing Campaign Statements and Statements of Economic Interests, as required by the Fair Political Practices Commission (FPPC) and municipal law; publishing all ordinances adopted by the City Council; advertising notices of hearings, bid openings, Board and Commission vacancies, and other legal notices; receiving claims and court documents; processing Public Record Act requests; administering the Records Management Program; and maintaining a comprehensive historical collection of documents.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Hired and began process of training a deputy city clerk.
- Provided administrative support for the transition to a new city manager.
- Completed scanning and entering of current and past contracts into new electronic filing system, and began entering annexations, grants, and real property categories.
- Facilitated upgrade of Granicus encoder and web page.
- Revised the Records Retention Guidelines. (In progress).
- Continued writing desk manual and other procedures to cross-train staff.
- Completed annual records destruction.
- Processed large number of files into records retention.
- Processed Public Record Act requests, and prepared other documents for legal proceedings.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Complete entering all record categories of documents located in the vault into electronic filing systems, to make them more accessible for both staff and public.
- Process old files with expired retention dates for review and possible destruction.
- Improve online public accessibility for records and documents through the expansion of City Clerk web pages.
- Develop plan for central file system for records held within individual departments.
- Clear out and organize administrative records in the rolling file system.
- Continue writing sections for detailed desk manual.
- Facilitate possible November election.
- Continue to develop and instigate systems to facilitate efficiency and organization in the City Clerk department.

SIGNIFICANT CHANGES:

- Hired a Deputy Clerk.

City Clerk Detail for Fiscal Year 2016/2017

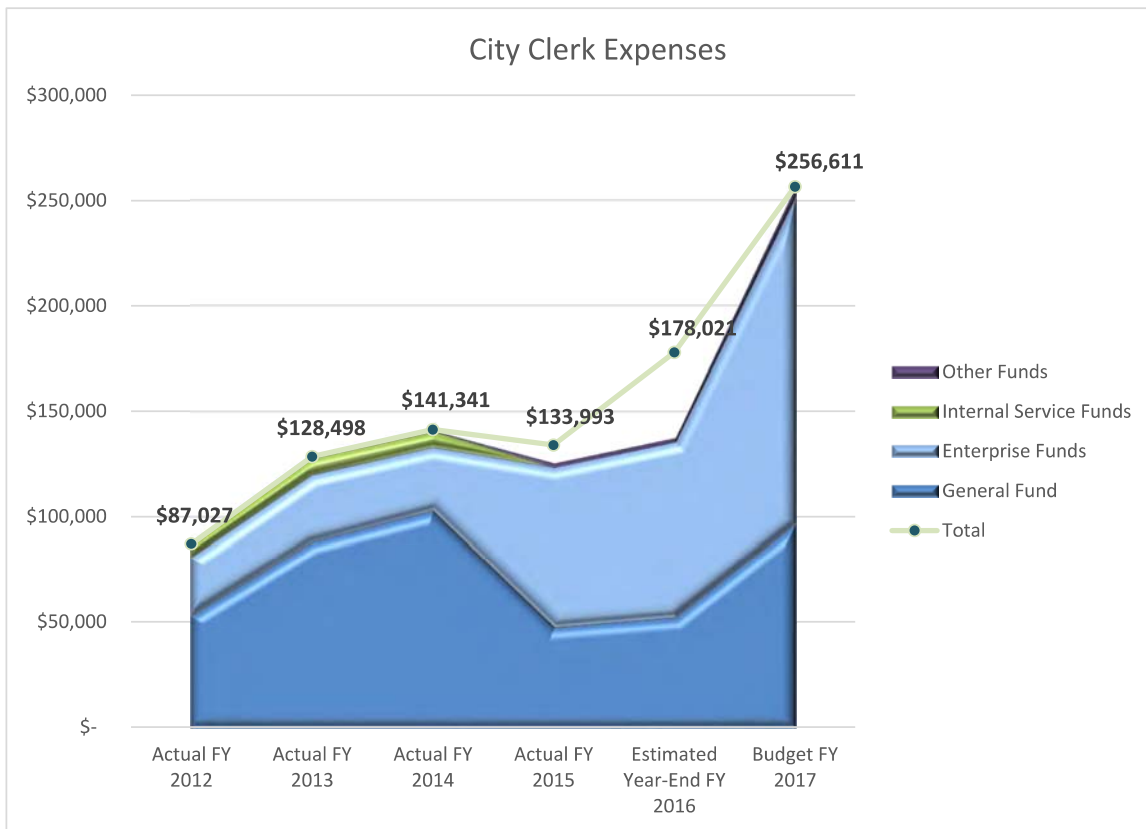
10011100

Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from	
								Estimated Year-End 2016 \$	%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	28,074	59,041	52,042	50,932	51,148	76,800	114,423	37,623	49%
51130 OVERTIME SALARIES & WAGES	108	866	78	-	2,500	-	-	-	0%
51150 ACCRUED SALARIES & WAGES	(2,608)	2,308	2,425	126	-	-	-	-	0%
51210 RETIREMENT (PERS)	5,729	13,837	13,506	14,269	15,413	23,977	36,328	12,351	52%
51220 INSURANCE	4,787	10,478	13,550	12,024	11,555	22,821	23,733	912	4%
51230 WORKERS COMPENSATION	1,206	2,473	3,507	2,645	2,653	4,137	6,701	2,564	62%
51240 MEDICARE	425	882	759	851	910	1,418	2,004	586	41%
51250 UNEMPLOYMENT	293	604	641	630	627	977	1,382	405	41%
Sub Total Salaries & Benefits	38,013	90,489	86,508	81,476	84,806	130,130	184,571	54,441	42%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	6,722	5,751	19,354	12,550	15,400	11,500	15,300	3,800	33%
52100 CONTRACTED SERVICES - ELECTIONS	13,370	300	300	7,354	-	-	15,000	15,000	100%
52150 LEGAL SERVICES/EXPENSES	10,840	10,033	11,078	8,875	9,500	8,160	9,500	1,340	16%
54100 SUPPLIES	668	1,152	987	2,068	2,500	1,889	2,000	111	6%
54101 POSTAGE	71	58	99	108	100	115	100	(15)	-13%
55100 TELEPHONE	359	414	381	387	350	394	350	(44)	-11%
56120 EQUIPMENT MAINTENANCE & REPAIR	-	-	966	129	250	140	200	60	43%
57100 CONFERENCE & TRAINING	2,288	642	720	-	2,300	3,000	4,500	1,500	50%
57300 MEMBERSHIPS & SUBSCRIPTIONS	255	120	130	130	270	185	385	200	108%
61200 PURCHASING ALLOCATION	-	-	-	926	866	866	1,139	273	32%
61410 RENT ALLOCATION	-	3,928	3,928	3,937	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	11,711	12,653	13,492	13,323	14,900	14,900	16,167	1,267	9%
61422 IT ALLOCATION	-	-	-	-	3,778	3,778	4,552	774	20%
61425 UTILITIES ALLOCATION	2,321	2,545	2,985	2,728	2,964	2,964	2,847	(117)	-4%
61500 INSURANCE ALLOCATION	409	413	413	-	-	-	-	-	0%
Sub Total Operations & Maintenance	49,014	38,008	54,833	52,516	53,178	47,891	72,040	24,149	50%
TOTAL DEPARTMENT EXPENSES 11100, 11300	87,027	128,498	141,341	133,993	137,984	178,021	256,611	78,590	44%
CITY CLERK - ADMINISTRATIVE SERVICES ALLOCATIONS BY FUND									
100 GENERAL FUND	52,941	88,058	102,957	17,630	19,029	19,029	35,009	15,980	84%
100 SUCCESSOR AGENCY	-	-	-	-	139	139	452	313	225%
105 POLICE	-	-	-	22,168	24,654	24,654	45,210	20,556	83%
105 FIRE	-	-	-	8,040	8,825	8,825	16,726	7,901	90%
203 GARAGE INTERNAL SERVICE	226	298	283	-	-	-	-	-	0%
204 PURCHASING INTERNAL SERVICE	3,397	4,477	4,240	-	-	-	-	-	0%
205 BILLING AND COLLECTION INTERNAL SERVICE	2,831	3,731	3,534	-	-	-	-	-	0%
311 ALEX RORABAUGH RECREATION CENTER	-	-	-	-	314	314	674	360	115%
312 DOWNTOWN BUSINESS IMPROVEMENT DISTRICT	-	-	-	-	62	62	136	74	119%
640 PARKING ENTERPRISE	2,152	2,835	2,685	494	542	542	917	375	69%
691 MUSEUM	-	149	141	1,150	1,263	1,263	2,653	1,390	110%
720 GOLF ENTERPRISE	1,132	-	-	157	172	172	317	145	84%
730 CONFERENCE CENTER ENTERPRISE	566	746	707	963	1,057	1,057	2,330	1,273	120%
750 VISIT UKIAH	-	-	-	-	451	451	854	403	89%
777 AIRPORT ENTERPRISE	3,737	4,924	4,664	4,184	4,593	4,593	9,919	5,326	116%
800 ELECTRIC ENTERPRISE	10,759	11,043	10,540	44,953	49,341	49,341	98,457	49,116	100%
805 STREET LIGHTING	-	-	-	1,377	1,512	1,512	1,812	300	20%
806 PUBLIC BENEFITS	-	-	-	1,907	2,093	2,093	3,960	1,867	89%
820 WATER ENTERPRISE	4,756	6,267	5,936	8,939	9,812	9,812	17,548	7,736	79%
840 WASTEWATER ENTERPRISE	4,530	5,969	5,654	12,871	14,127	14,127	19,639	5,512	39%
TOTAL ADMINISTRATIVE SERVICES ALLOCATIONS	87,027	128,498	141,341	124,833	137,984	137,984	256,611	78,590	57%

This department provides administrative services to the City. Expenses are allocated to other funds as shown above. For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
CITY CLERK
FISCAL YEAR 2016-17**

ACCOUNT NO. 10011100		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 114,423
RECLASS	City Clerk	1.00
	Deputy City Clerk	1.00
Total FTE		2.00
Employee Benefits		\$ 70,148
51210	Retirement (PERS)	\$ 36,328
51220	Insurance	\$ 23,733
51230	Workers Compensation Insurance	\$ 6,701
51240	Medicare	\$ 2,004
51250	Unemployment Insurance	\$ 1,382
52100 Contractual Services		\$ 15,300
	Ukiah Trophies & Gifts - Mayor Plaque.	\$ 100
	Code Publishing Company - Codification of Ordinances.	\$ 3,000
	ECS Imaging, Inc. - Laserfiche.	\$ 5,500
	Integrity Shred LLC - document shredding.	\$ 700
	FileTrail - Organization of City Files.	\$ 6,000
52100 Contractual Services - Elections		\$ 15,000
	Contracted Services	\$ 15,000
52150 Legal Services/Expenses		\$ 9,500
	Ukiah Daily Journal - Legal Postings/Notices.	\$ 9,000
	General Miscellaneous.	\$ 500
54100 Supplies		\$ 2,000
	Office Supplies, Paper, and Equipment.	\$ 2,000
54101 Postage		\$ 100
55100 Telephone		\$ 350
	Land line and Fax.	
56120 Equipment Maintenance & Repair		\$ 200
	Miscellaneous repairs of office equipment.	
57100 Conference & Training		\$ 4,500
	City Clerks Association of California Conference, ESC Imaging, & Notary Training.	\$ 4,500
57300 Memberships & Subscriptions		\$ 385
	City Clerks Association of California & Notary Dues.	
61200 Purchasing Allocation		\$ 1,139
	Charge for Purchasing functions.	
61420 Building Maintenance Allocation		\$ 16,167
	Share of maintenance for Civic Center facility.	
61422 IT Allocation		\$ 4,552
	Share of Information Technology Services.	
61425 Utilities Allocation		\$ 2,847
	Share of Civic Center utilities.	
DEPARTMENT TOTAL 10011100		\$ 256,611





CITY MANAGER BUDGET Fiscal Year 2016-17

10012100

City Manager

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Appointed by the City Council to serve as the City's chief administrative officer, the City Manager is responsible for setting goals and providing administrative direction for all City departments in accordance with the policies established by the City Council. The overall departmental objective is to carry out the policies established by the City Council, in an effort to maintain and improve the quality of life in Ukiah.

The City Manager's Office Budget includes Economic Development, the Successor Agency (former Redevelopment Agency), General Government Buildings, Visit Ukiah, in addition to Administrative Support and Community Outreach.

MAJOR ACCOMPLISHMENTS OF FY 2015-16:

- Assist the City Council with the evolution of the Strategic Planning Process.
- Completed the initial reorganization of the City Manager's office to effectively provide administrative management for the City operations and services.
- Negotiated new three year labor agreements with all employee bargaining groups.
- Implemented new organizational communication strategies including regular updates to all team members, individual meetings with all departments/divisions, and suggestion boxes.
- Completed core value development with team members.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue to assist with the development and implementation of the City Council's Strategic Planning.
- Reorganize the Finance Department to effectively provide fiscal management support for all City operations and services, including the recruitment of a new Finance Director.
- Support the Council with the development of a tax sharing agreement with the County of Mendocino.
- Develop and implement new organizational strategies to further embed and strengthen core values within the culture of the agency.
- Develop strategies and foster discussions to end the Ukiah Valley Sanitation District's litigation against the City.
- Develop a long term delivery plan to stabilize fire and emergency medical services.

SIGNIFICANT CHANGES:

- None.

City Manager Detail for Fiscal Year 2016/2017

10012100

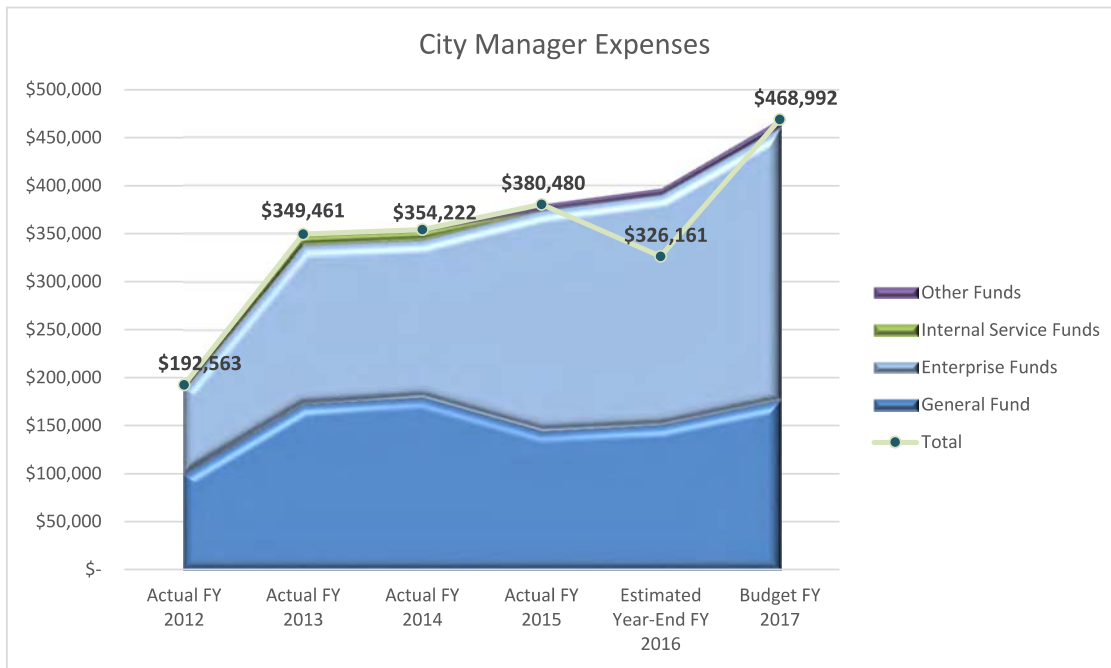
Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year- End 2016	
								\$	%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	113,464	203,255	221,801	254,795	232,806	200,219	289,645	89,426	45%
51150 ACCRUED SALARIES & BENEFITS	(224)	24,894	2,228	(12,506)	-	-	-	-	0%
51210 RETIREMENT (PERS)	26,374	50,689	56,124	59,629	70,797	55,513	86,522	31,009	56%
51220 INSURANCE	17,925	19,073	25,477	27,903	28,020	20,193	21,001	808	4%
51230 WORKERS COMPENSATION	5,068	9,489	13,570	11,908	11,066	9,379	15,119	5,740	61%
51240 MEDICARE	1,705	2,934	3,198	3,865	3,782	3,208	4,505	1,297	40%
51250 UNEMPLOYMENT	1,230	2,195	2,481	2,834	2,616	2,217	3,118	901	41%
51290 CELL PHONE STIPEND	-	102	787	789	787	504	1,068	564	112%
Sub Total Salaries & Benefits	165,542	312,632	325,667	349,217	349,874	291,233	420,978	129,745	45%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	11,648	3,546	1,745	10,574	9,600	1,000	9,600	8,600	860%
54100 SUPPLIES	2,260	5,465	879	409	3,500	500	3,500	3,000	600%
54101 POSTAGE	106	40	24	14	300	100	100	-	0%
55100 TELEPHONE	1,618	1,897	1,446	1,492	1,540	1,540	1,540	-	0%
56300 BUILDING MAINTENANCE & REPAIR	-	-	-	-	840	840	-	(840)	-100%
57100 CONFERENCE & TRAINING	4,266	5,466	5,105	6,052	7,100	7,100	7,100	-	0%
57300 MEMBERSHIPS & SUBSCRIPTIONS	1,430	2,360	205	2,476	2,200	2,200	2,200	-	0%
61200 PURCHASING ALLOCATION	-	-	-	467	436	436	570	134	31%
61410 RENT ALLOCATION	-	3,368	3,368	155	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	3,425	10,851	11,570	7,186	12,776	12,776	13,862	1,086	9%
61422 IT ALLOCATION	-	-	-	-	5,895	5,895	7,101	1,206	20%
61425 UTILITIES ALLOCATION	679	2,182	2,559	2,437	2,541	2,541	2,441	(100)	-4%
61500 INSURANCE ALLOCATION	1,590	1,654	1,654	-	-	-	-	-	0%
Sub Total Operations & Maintenance	27,021	36,829	28,555	31,263	46,728	34,928	48,014	13,086	37%
TOTAL DEPARTMENT EXPENSES 12100	192,563	349,461	354,222	380,480	396,602	326,161	468,992	142,831	44%
CITY MANAGER - ADMINISTRATIVE SERVICES ALLOCATIONS BY FUND									
100 GENERAL FUND	98,589	172,348	179,945	53,292	54,694	54,694	63,984	9,290	17%
100 SUCCESSOR AGENCY	-	-	-	-	399	399	826	427	107%
105 POLICE	-	-	-	67,011	70,863	70,863	82,628	11,765	17%
105 FIRE	-	-	-	24,304	25,366	25,366	30,570	5,204	21%
203 GARAGE INTERNAL SERVICE	1,501	2,880	2,834	-	-	-	-	-	0%
204 PURCHASING INTERNAL SERVICE	1,876	3,600	3,542	-	-	-	-	-	0%
205 BILLING AND COLLECTION INTERNAL SERVICE	1,688	3,240	3,188	-	-	-	-	-	0%
311 ALEX RORABAUGH RECREATION CENTER	-	-	-	-	901	901	1,231	330	37%
312 DOWNTOWN BUSINESS IMPROVEMENT DISTRICT	-	-	-	-	177	177	248	71	40%
640 PARKING ENTERPRISE	3,751	7,200	7,084	1,493	1,558	1,558	1,675	117	8%
691 MUSEUM	-	1,800	1,771	3,477	3,629	3,629	4,849	1,220	34%
720 GOLF ENTERPRISE	2,626	-	-	474	495	495	579	84	17%
730 CONFERENCE CENTER ENTERPRISE	-	-	-	2,910	3,037	3,037	4,258	1,221	40%
750 VISIT UKIAH	-	-	-	-	1,297	1,297	1,561	264	20%
777 AIRPORT ENTERPRISE	9,379	17,999	17,711	12,648	13,200	13,200	18,127	4,927	37%
800 ELECTRIC ENTERPRISE	37,515	71,997	70,844	135,885	141,819	141,819	179,943	38,124	27%
805 STREET LIGHTING	-	-	-	4,163	4,345	4,345	3,311	(1,034)	-24%
806 PUBLIC BENEFITS	-	-	-	5,763	6,015	6,015	7,237	1,222	20%
820 WATER ENTERPRISE	13,130	25,199	24,796	27,022	28,202	28,202	32,072	3,870	14%
840 WASTEWATER ENTERPRISE	22,509	43,198	42,507	38,907	40,606	40,606	35,893	(4,713)	-12%
TOTAL ADMINISTRATIVE SERVICES ALLOCATIONS	192,564	349,461	354,222	377,349	396,602	396,602	468,992	72,390	18%

This department provides administrative services to the City. Expenses are allocated to other funds as shown above. For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
CITY MANAGER
FISCAL YEAR 2016-17**

ACCOUNT NO. 10012100		DEPARTMENT REQUEST	
51110 Salaries, Regular		\$ 289,645	[1]
	City Manager	1.00	
	Senior Management Analyst (0.44 Economic Development)	0.56	
	Project & Grant Administrator (Part-time, 20-hrs/week)	0.50	
	Total FTE	2.06	
Employee Benefits		\$ 131,333	
51210	Retirement (PERS)	\$ 86,522	
51220	Insurance	\$ 21,001	
51230	Workers Compensation Insurance	\$ 15,119	
51240	Medicare	\$ 4,505	
51250	Unemployment Insurance	\$ 3,118	
51290	Cell Phone Stipend	\$ 1,068	
52100 Contractual Services		\$ 9,600	
	Studies, inquiries on issues related to community and organizational needs.		
54100 Supplies		\$ 3,500	
	Miscellaneous Supplies.		
54101 Postage		\$ 100	
55100 Telephone		\$ 1,540	
	Land line and Fax.		
57100 Conference & Training		\$ 7,100	
	Annual ICMA Conference.	\$ 2,000	
	Annual League of California Cities Conference.	\$ 1,300	
	Miscellaneous conferences and training expenses.	\$ 3,800	
57300 Memberships & Subscriptions		\$ 2,200	
	ICMA and miscellaneous dues for City Manager.		
61200 Purchasing Allocation		\$ 570	
	Charge for Purchasing functions.		
61420 Building Maintenance Allocation		\$ 13,862	
	Share of maintenance for Civic Center facility.		
61422 IT Allocation		\$ 7,101	
	Share of Information Technology services.		
61425 Utilities Allocation		\$ 2,441	
	Share of Civic Center Utilities.		
DEPARTMENT TOTAL 10012100		\$ 468,992	

[1] Added additional salary for possible reclassification or reorganization.





ADMINISTRATIVE SUPPORT BUDGET FISCAL YEAR 2016-17

10012200 Administrative Support:

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

General administrative support expenses for the operation of the City including administrative support, copy machines, mail room equipment, and office supplies.

SIGNIFICANT CHANGES:

- None.

Administrative Support Detail for Fiscal Year 2016/2017

10012200

Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		FY 2017	Estimated Year-End 2016
								\$	%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	33,171	5,899	3,938	9,189	13,870	17,573	19,738	2,165	12%
51120 NON-REGULAR SALARIES & WAGES	-	-	1,890	7,960	7,482	9,457	7,200	(2,257)	-24%
51130 OVERTIME SALARIES & WAGES	-	-	-	-	-	173	-	(173)	-100%
51150 ACCRUED SALARIES & BENEFITS	(1,102)	-	169	403	-	-	-	-	0%
51210 RETIREMENT (PERS)	7,159	1,482	1,017	2,562	3,876	5,296	4,674	(622)	-12%
51220 INSURANCE	9,306	2,089	624	3,344	4,937	5,847	1,724	(4,123)	-71%
51230 WORKERS COMPENSATION	1,460	310	340	863	1,111	1,419	1,387	(32)	-2%
51240 MEDICARE	499	86	87	265	372	484	412	(72)	-15%
51250 UNEMPLOYMENT	354	59	62	205	259	337	284	(53)	-16%
51260 FICA	-	-	120	476	446	569	446	(123)	-22%
52190 CELL PHONE STIPEND	-	-	-	51	98	95	-	(95)	-100%
Sub Total Salaries & Benefits	50,847	9,925	8,247	25,320	32,451	41,250	35,865	(5,385)	-13%
OPERATIONS & MAINTENANCE									
54100 SUPPLIES	3,700	4,000	13,100	21,020	15,000	30,000	20,000	(10,000)	-33%
55100 TELEPHONE	1,053	900	1,024	2,530	1,805	1,805	-	(1,805)	-100%
56111 CITY GARAGE - LABOR	-	-	-	-	205	205	-	(205)	-100%
56120 EQUIPMENT MAINTENANCE & REPAIR	-	1,500	5,561	7,514	3,000	7,400	-	(7,400)	-100%
61200 PURCHASING ALLOCATION	-	-	-	603	564	564	1,090	526	93%
61410 RENT ALLOCATION	-	1,271	1,271	1,271	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	4,104	4,282	4,365	4,310	5,123	5,123	5,557	434	8%
61422 IT ALLOCATION	-	-	-	-	1,889	1,889	2,276	387	20%
61425 UTILITIES ALLOCATION	813	823	965	965	1,019	1,019	979	(40)	-4%
61500 INSURANCE ALLOCATION	1,181	1,194	1,194	-	-	-	-	-	0%
94500 LEASE PAYMENTS	11,127	12,201	5,723	-	23,400	23,400	23,400	-	0%
Sub Total Operations & Maintenance	21,978	26,171	33,203	38,214	52,005	71,405	53,302	(18,103)	-25%
TOTAL DEPARTMENT EXPENSES 12200	72,825	36,096	41,450	63,534	84,456	112,655	89,167	(23,488)	-21%
ADMINISTRATIVE SUPPORT - ADMINISTRATIVE SERVICES ALLOCATIONS BY FUND									
100 GENERAL FUND	64,035	32,561	37,389	8,825	11,647	11,647	12,165	518	4%
100 SUCCESSOR AGENCY	-	-	-	-	85	85	157	72	85%
105 POLICE	-	-	-	11,097	15,090	15,090	15,710	620	4%
105 FIRE	-	-	-	4,025	5,402	5,402	5,812	410	8%
203 GARAGE INTERNAL SERVICE	1,081	541	541	-	-	-	-	-	0%
205 BILLING AND COLLECTION INTERNAL SERVICE	1,081	541	541	-	-	-	-	-	0%
311 ALEX RORABAUGH RECREATION CENTER	-	-	-	-	192	192	234	42	22%
312 DOWNTOWN BUSINESS IMPROVEMENT DISTRICT	-	-	-	-	38	38	47	9	24%
640 PARKING ENFORCEMENT ENTERPRISE	72	36	36	247	332	332	318	(14)	-4%
691 MUSEUM	-	-	-	576	773	773	922	149	19%
720 GOLF ENTERPRISE	360	-	-	79	105	105	110	5	5%
730 CONFERENCE CENTER ENTERPRISE	-	-	-	482	647	647	810	163	25%
777 AIRPORT ENTERPRISE	360	180	180	206	276	276	3,446	3,170	1149%
750 VISIT UKIAH	-	-	-	-	2,811	2,811	297	(2,514)	-89%
800 ELECTRIC ENTERPRISE	1,801	902	1,429	22,503	30,200	30,200	34,212	4,012	13%
805 STREET LIGHTING	-	-	-	689	925	925	629	(296)	-32%
806 PUBLIC BENEFITS	-	-	-	954	1,281	1,281	1,376	95	7%
820 WATER ENTERPRISE	1,081	541	541	4,475	6,006	6,006	6,098	92	2%
840 WASTEWATER ENTERPRISE	1,585	794	794	6,443	8,647	8,647	6,824	(1,823)	-21%
969 REDEVELOPMENT	1,369	-	-	-	-	-	-	-	0%
TOTAL ADMINISTRATIVE SERVICES ALLOCATIONS	72,825	36,096	41,451	60,601	84,456	84,456	89,167	4,711	6%

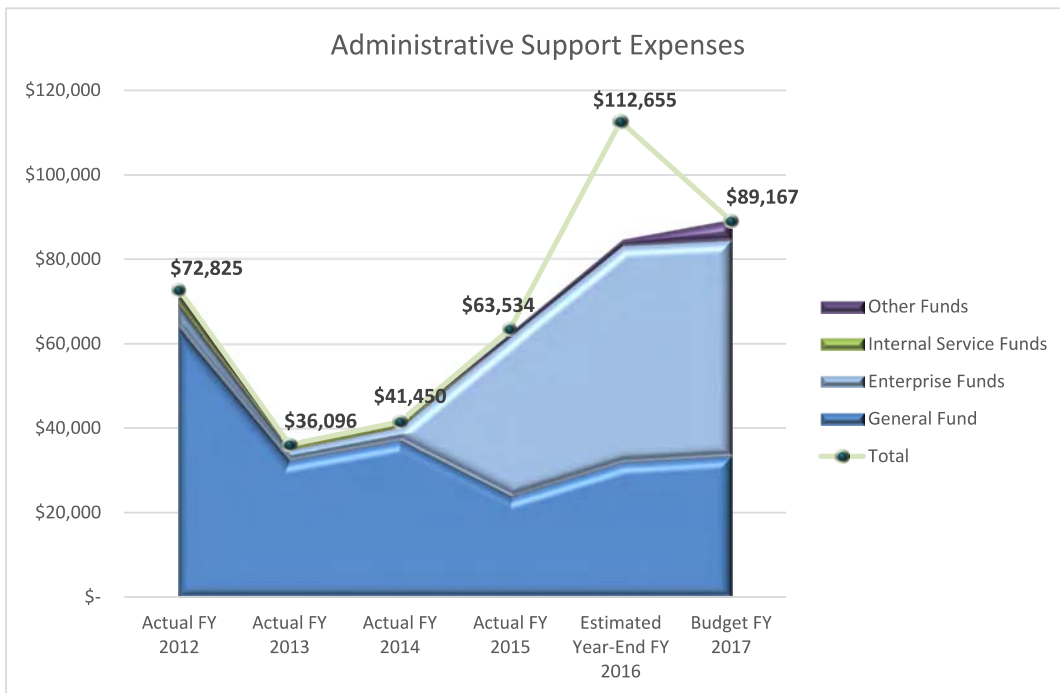
This department provides administrative services to the City. Expenses are allocated to other funds as shown above. For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
ADMINISTRATIVE SUPPORT
FISCAL YEAR 2016-17**

ACCOUNT NO. 10012200

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 19,738
	Receptionist/Clerk (0.30 Recreation Admin, 0.10 Parks, 0.30 Building Maintenance)	0.30
	Community Services Assistant-Part-time, 32-Hours/Week (0.64 Recreation Admin.)	0.16
	Total FTE	0.46
51120 Non-Regular Salaries		\$ 7,200
	Community Services Assistant-960 Hours (0.07 Recreation Admin., 0.07 Parks, 0.07 Golf, 0.02 Building Maintenance)	0.23
	Total FTE	0.23
Employee Benefits		\$ 8,927
51210	Retirement (PERS)	\$ 4,674
51220	Insurance	\$ 1,724
51230	Workers Compensation Insurance	\$ 1,387
51240	Medicare	\$ 412
51250	Unemployment Insurance	\$ 284
51260	FICA	\$ 446
51290	Cell Phone Stipend	\$ -
54100 Supplies		\$ 20,000
	Office Supplies, Paper, and Equipment.	
61200 Purchasing Allocation		\$ 1,090
	Charge for Purchasing functions.	
61420 Building Maintenance Allocation		\$ 5,557
	Share of maintenance for Civic Center facility.	
61422 IT Allocation		\$ 2,276
	Share of Information Technology services.	
61425 Utilities Allocation		\$ 979
	Share of Civic Center Utilities.	
94500 Lease Payments		\$ 23,400
	Lease of three Copy Machines, includes lease, maintenance & supplies.	
DEPARTMENT TOTAL 10012200		<u>\$ 89,167</u>





MISCELLANEOUS GENERAL GOVERNMENT BUDGET

Fiscal Year 2016-17

10012400 Miscellaneous General Government

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

General and allocated support expenses for City-Wide functions including miscellaneous contractual services, membership fees, purchasing charges, rental of facilities, billing and collection charges, and property tax administration fees.

SIGNIFICANT CHANGES:

- None.

Miscellaneous General Government Detail for Fiscal Year 2016/2017

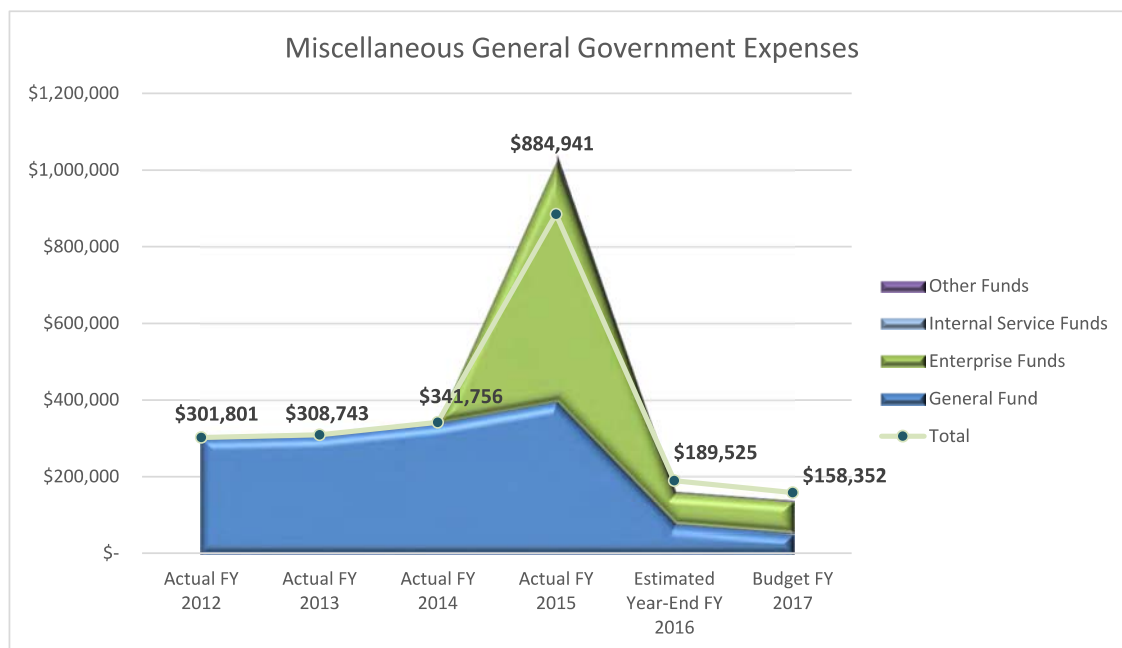
10012400

Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		FY 2017	Estimated Year-End 2016
								\$	%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	44,576	49,186	92,590	143,143	60,000	90,000	35,000	(55,000)	-61%
52301 PROPERTY TAX ADMIN FEE*	50,803	18,348	13,779	8,814	20,000	14,000	20,000	6,000	43%
55210 UTILITIES	-	5,150	2,895	5,907	-	3,852	-	(3,852)	-100%
57300 MEMBERSHIPS & SUBSCRIPTIONS	35,890	38,828	41,676	41,446	40,000	40,000	41,800	1,800	5%
61200 PURCHASING ALLOCATION	74,778	90,581	82,060	2,010	1,879	1,879	7,423	5,544	295%
61300 BILLING & COLLECTION ALLOCATION	82,565	93,078	93,054	1,578	2,815	2,815	2,893	78	3%
61500 INSURANCE ALLOCATION	-	-	-	648,582	16,979	16,979	16,236	(743)	-4%
61930 EQUIPMENT RENTAL CHARGES	13,189	13,573	15,702	33,462	20,000	20,000	35,000	15,000	75%
Sub Total Operations & Maintenance	301,801	308,743	341,756	884,941	161,673	189,525	158,352	(31,173)	-16%
TOTAL DEPARTMENT EXPESNES 12400	301,801	308,743	341,756	884,941	161,673	189,525	158,352	(31,173)	-16%
*Property Tax Admin fee is a direct charge and not to be allocated.									
MISCELLANEOUS GENERAL GOVERNMENT - ADMINISTRATIVE SERVICES ALLOCATIONS BY FUND									
100 GENERAL FUND	301,801	308,743	341,755	145,891	43,848	43,848	18,875	(24,973)	-57%
100 SUCCESSOR AGENCY	-	-	-	1,046	137	137	244	107	78%
105 POLICE	-	-	-	183,446	24,420	24,420	24,375	(45)	0%
105 FIRE	-	-	-	66,534	8,741	8,741	9,018	277	3%
311 ALEX RORABAUGH RECREATION CENTER	-	-	-	2,364	311	311	363	52	17%
312 DOWNTOWN BUSINESS IMPROVEMENT DISTRICT	-	-	-	464	61	61	73	12	20%
640 PARKING ENTERPRISE	-	-	-	4,087	537	537	494	(43)	-8%
691 MUSEUM	-	-	-	9,519	1,251	1,251	1,430	179	14%
720 GOLF ENTERPRISE	-	-	-	1,298	171	171	171	-	0%
730 CONFERENCE CENTER ENTERPRISE	-	-	-	7,967	1,047	1,047	1,256	209	20%
777 AIRPORT ENTERPRISE	-	-	-	34,625	4,549	4,549	5,348	799	18%
750 VISIT UKIAH	-	-	-	3,403	447	447	460	13	3%
800 ELECTRIC ENTERPRISE	-	-	-	371,993	48,872	48,872	53,083	4,211	9%
805 STREET LIGHTING	-	-	-	11,396	1,497	1,497	977	(520)	-35%
806 PUBLIC BENEFITS	-	-	-	15,778	2,073	2,073	2,135	62	3%
820 WATER ENTERPRISE	-	-	-	73,974	9,719	9,719	9,461	(258)	-3%
840 WASTEWATER ENTERPRISE	-	-	-	106,510	13,993	13,993	10,589	(3,404)	-24%
TOTAL ADMINISTRATIVE SERVICES ALLOCATIONS	301,801	308,743	341,755	1,040,295	161,673	161,673	138,354	(23,319)	-14%

This department provides administrative services to the City. Expenses are allocated to other funds as shown above. For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

BUDGET DETAIL
MISCELLANEOUS GENERAL GOVERNMENT
FISCAL YEAR 2016-17

<u>ACCOUNT NO. 10012400</u>		DEPARTMENT REQUEST
52100 Contractual Services		\$ 35,000
Miscellaneous Studies, Appraisals, Surveys, and Property Related Fees	\$ 10,000	
Planning Studies, Annexation, MSRs, etc.	\$ 25,000	
52301 Property Tax Admin Fee		\$ 20,000
Estimated cost of annual Property Tax Administration Fee from the County.		
57300 Memberships & Subscriptions		\$ 41,800
Mendocino County Agency Formation Commission	\$ 30,000	
Annual League of California Cities membership	\$ 6,800	
Arts Council of Mendocino	\$ 1,000	
Miscellaneous Subscriptions	\$ 500	
Leadership Mendocino	\$ 1,000	
Chamber of Commerce	\$ 2,500	
61200 Purchasing Allocation		\$ 7,423
Charge for Purchasing functions.		
61300 Billing and Collection Allocation		\$ 2,893
Charge for Billing and Collection functions.		
61500 Insurance Allocation		\$ 16,236
Share of the Citywide costs of liability and property insurance.		
61930 Equipment Rental Charges		\$ 35,000
Use of Conference Center by City departments.		
DEPARTMENT TOTAL 10012400		<u>\$ 158,352</u>





FINANCE DEPARTMENT BUDGET

Fiscal Year 2016-17

10013400

Finance - Accounting

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Accounting Division of the Finance Department includes the functions of Accounting, Payroll and Accounts Payable. These core functions support the finances of the entire City. Payroll is run every other week and Accounts Payable produces disbursements every week. This division is also responsible for the preparation of the annual audit and support for the development of the City's budget. The financial transactions of the City are tracked and recorded in accordance with generally accepted accounting principles (GAAP).

In addition, the Finance Department provides services for billing and collections, meter reading and purchasing.

MAJOR ACCOMPLISHMENTS OF FY 2015-16:

- Refinanced Water bonds in order to provide savings to water customers.
- Completed five year water rate study.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Update business license software and bring back in house.
- Continue implementation of Opengov and work on expanding Opengov reporting to departments and public.
- Complete Wastewater rate study and fee.
- Cross-train in Payroll and in other essential functions in order to provide needed backup support for the department.
- Complete implementation of automated Public Employees Retirement System reporting.
- Recruit a new Finance Director and fill other vacant positions in the department.

SIGNIFICANT CHANGES:

- None.

Finance - Accounting Detail for Fiscal Year 2016/2017

10013400

Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		FY 2017	Year-End 2016
								\$	%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	331,924	371,983	425,731	417,052	340,324	315,631	373,067	57,436	18%
51120 NON-REGULAR SALARIES & WAGES	-	8,039	42,282	-	-	-	-	-	0%
51130 OVERTIME SALARIES & WAGES	218	9,331	1,046	1,569	-	1,553	-	(1,553)	-100%
51150 ACCRUED SALARIES & BENEFITS	7,877	14,667	(16,131)	5,750	-	-	-	-	0%
51210 RETIREMENT (PERS)	77,715	93,349	100,934	113,332	99,599	92,171	121,197	29,026	31%
51220 INSURANCE	66,563	60,693	50,538	57,612	61,194	57,437	71,350	13,913	24%
51230 WORKERS COMPENSATION	14,761	17,589	28,161	20,058	16,863	15,719	21,243	5,524	35%
51240 MEDICARE	5,137	5,798	6,860	6,536	5,774	5,399	6,346	947	18%
51250 UNEMPLOYMENT	3,583	4,055	5,143	4,775	3,987	3,729	4,376	647	17%
51260 FICA	125	-	2,621	-	-	-	-	-	0%
51290 CELL PHONE STIPEND	-	-	525	831	536	546	154	(392)	-72%
Sub Total Salaries & Benefits	507,904	585,503	647,712	627,514	528,277	492,185	597,733	105,548	21%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	45,932	83,048	88,420	81,760	103,000	102,125	113,125	11,000	11%
54100 SUPPLIES	6,996	7,947	7,738	10,895	8,500	8,500	8,500	-	0%
54101 POSTAGE	2,317	2,574	2,609	3,054	2,200	2,075	2,200	125	6%
55100 TELEPHONE	1,194	1,203	1,273	1,252	1,200	940	1,200	260	28%
55210 UTILITIES	2,168	-	-	-	-	-	-	-	0%
56120 EQUIPMENT MAINTENANCE & REPAIR	282	605	847	284	1,500	500	1,500	1,000	200%
56300 BUILDING MAINTENANCE & REPAIR	10,942	-	-	-	-	-	-	-	0%
57100 CONFERENCE & TRAINING	2,343	4,431	2,721	1,323	4,000	4,428	4,500	72	2%
57300 MEMBERSHIPS & SUBSCRIPTIONS	410	410	190	850	850	850	1,220	370	44%
61200 PURCHASING ALLOCATION	74,778	90,581	-	3,786	3,538	3,538	4,805	1,267	36%
61300 BILLING & COLLECTION ALLOCATION	82,565	93,078	-	-	-	-	-	-	0%
61410 RENT ALLOCATION	-	3,909	3,909	3,754	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	-	12,593	13,429	12,730	14,830	14,830	16,090	1,260	8%
61422 IT ALLOCATION	-	-	-	-	25,692	25,692	30,955	5,263	20%
61425 UTILITIES ALLOCATION	-	2,533	2,971	2,436	2,950	2,950	2,834	(116)	-4%
61500 INSURANCE ALLOCATION	1,544	1,562	1,562	-	-	-	-	-	0%
94700 FINES & PENALTIES	-	129	-	-	-	-	-	-	0%
Sub Total Operations & Maintenance	231,471	304,604	125,670	122,124	168,260	166,428	186,929	20,501	12%
TOTAL DEPARTMENT EXPENSES 13400	739,375	890,107	773,382	749,638	696,537	658,613	784,662	126,049	19%
FINANCE - ACCOUNTING - ADMINISTRATIVE SERVICES ALLOCATIONS BY FUND									
100 GENERAL FUND	449,619	600,098	520,692	102,250	96,056	96,056	107,050	10,994	11%
100 SUCCESSOR AGENCY	-	-	-	733	700	700	1,382	682	97%
105 POLICE	-	-	-	128,571	124,454	124,454	138,243	13,789	11%
105 FIRE	-	-	-	46,632	44,549	44,549	51,146	6,597	15%
203 GARAGE INTERNAL SERVICE	4,210	5,917	8,093	-	-	-	-	-	0%
204 PURCHASING INTERNAL SERVICE	8,420	11,833	16,186	-	-	-	-	-	0%
205 BILLING AND COLLECTION INTERNAL SERVICE	65,954	92,694	126,787	-	-	-	-	-	0%
206 DISPATCH ENTERPRISE	4,678	6,574	8,992	-	-	-	-	-	0%
311 ALEX RORABAUGH RECREATION CENTER	-	-	-	1,657	1,583	1,583	2,060	477	30%
312 DOWNTOWN BUSINESS IMPROVEMENT DISTRICT	-	-	-	325	311	311	415	104	33%
640 PARKING ENTERPRISE	4,678	6,574	8,992	2,865	2,737	2,737	2,803	66	2%
691 MUSEUM	-	3,287	4,496	6,672	6,374	6,374	8,112	1,738	27%
720 GOLF ENTERPRISE	3,274	-	-	910	869	869	969	100	12%
730 CONFERENCE CENTER ENTERPRISE	4,210	5,917	8,093	5,584	5,334	5,334	7,124	1,790	34%
777 AIRPORT ENTERPRISE	8,887	12,491	17,085	24,267	23,183	23,183	30,329	7,146	31%
750 VISIT UKIAH	-	-	-	2,385	2,279	2,279	2,612	333	15%
800 ELECTRIC ENTERPRISE	131,652	88,843	103,351	260,717	249,071	249,071	301,060	51,989	21%
805 STREET LIGHTING	-	-	-	7,987	7,630	7,630	5,539	(2,091)	-27%
806 PUBLIC BENEFITS	-	-	-	11,058	10,564	10,564	12,108	1,544	15%
820 WATER ENTERPRISE	16,372	23,009	31,472	51,846	49,530	49,530	53,659	4,129	8%
840 WASTEWATER ENTERPRISE	23,388	32,870	44,960	74,649	71,314	71,314	60,053	(11,261)	-16%
969 REDEVELOPMENT	13,565	-	-	-	-	-	-	-	0%
RDA HOUSING	468	-	-	-	-	-	-	-	0%
TOTAL ADMINISTRATIVE SERVICES ALLOCATIONS	739,375	890,107	899,199	729,108	696,537	696,537	784,662	88,125	13%

This department provides administrative services to the City. Expenses are allocated to other funds as shown above. For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

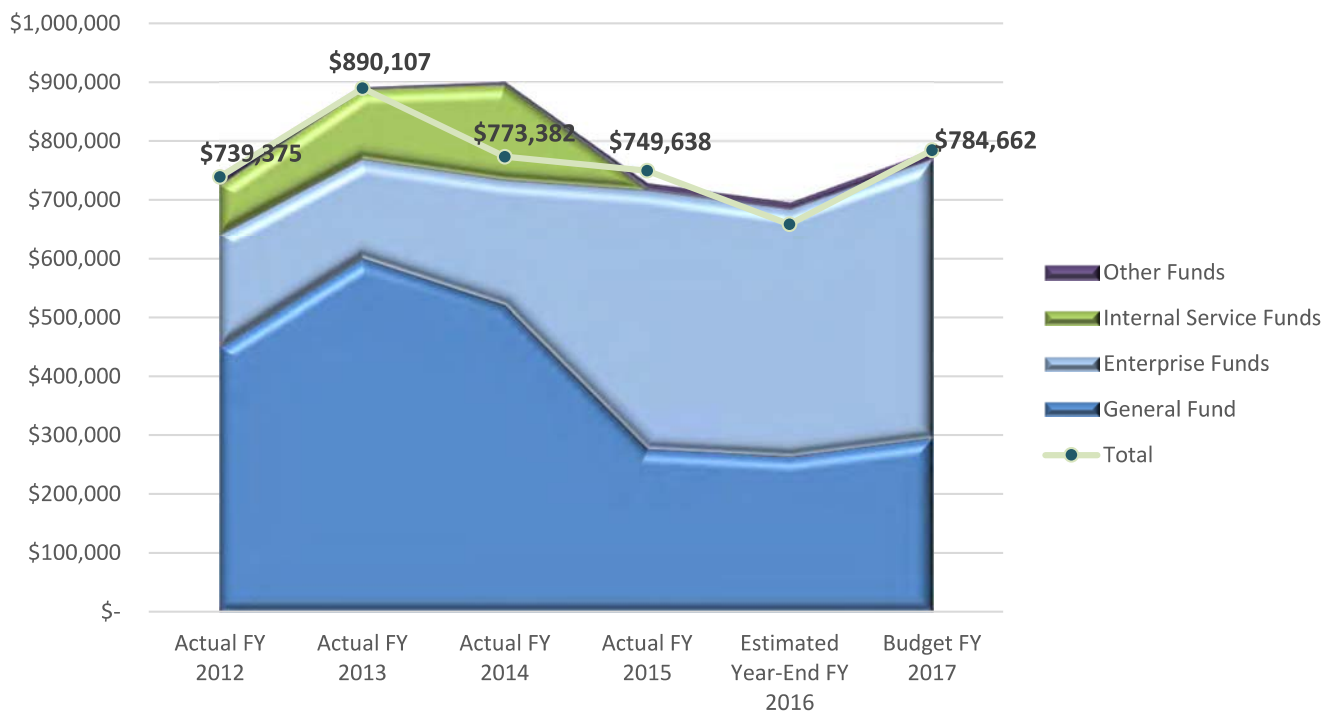
**BUDGET DETAIL
ACCOUNTING
FISCAL YEAR 2016-17**

ACCOUNT NO. 10013400

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 373,067
	Director of Finance (0.475 Billing & Collections, 0.05 Purchasing)	0.475
	Finance Controller (0.475 Billing & Collections, 0.05 Purchasing)	0.475
	Revenue Manager (0.90 Billing & Collections)	0.10
	Accountant	1.00
	Payroll Officer	1.00
	Administrative Analyst	1.00
	Accounting Assistant	1.00
	Total FTE	5.05
Employee Benefits		\$ 224,666
51210	Retirement (PERS)	\$ 121,197
51220	Insurance	\$ 71,350
51230	Workers Compensation Insurance	\$ 21,243
51240	Medicare	\$ 6,346
51250	Unemployment Insurance	\$ 4,376
51290	Cell Phone Stipend	\$ 154
52100 Contractual Services		\$ 113,125
	Sales tax auditing services.	\$ 2,700
	System maintenance fees.	\$ 40,000
	Financial auditing services.	\$ 35,000
	Financial reporting services.	\$ 2,425
	Temporary help.	\$ 33,000
54100 Supplies		\$ 8,500
	Office Supplies.	\$ 8,500
54101 Postage		\$ 2,200
55100 Telephone		\$ 1,200
	Land line and Fax.	
56120 Equipment Maintenance & Repair		\$ 1,500
	Miscellaneous repairs of office equipment.	
57100 Conference & Training		\$ 4,500
	California Society of Municipal Finance Officers (CSMFO).	\$ 4,500
57300 Memberships & Subscriptions		\$ 1,220
	Government Finance Officers Association (GFOA).	\$ 225
	CSMFO.	\$ 480
	GFOA Award Program.	\$ 400
	Payroll Association.	\$ 115
61200 Purchasing Allocation		\$ 4,805
	Charge for Purchasing functions.	
61420 Building Maintenance Allocation		\$ 16,090
	Share of maintenance for Civic Center facility.	
61422 IT Allocation		\$ 30,955
	Share of Information Technology Services.	
61425 Utilities Allocation		\$ 2,834
	Share of Civic Center Utilities.	
DEPARTMENT TOTAL 10013400		\$ 784,662

Accounting Expenses





CITY ATTORNEY BUDGET Fiscal Year 2016-17

10014000

City Attorney

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The City of Ukiah contracts with David Rapport, for the provision of City Attorney services, to provide sound, timely and cost effective legal advice and representation to the City Council, Commissions, Boards, City officers and Staff.

SIGNIFICANT CHANGES:

- None.

City Attorney Detail for Fiscal Year 2016/2017

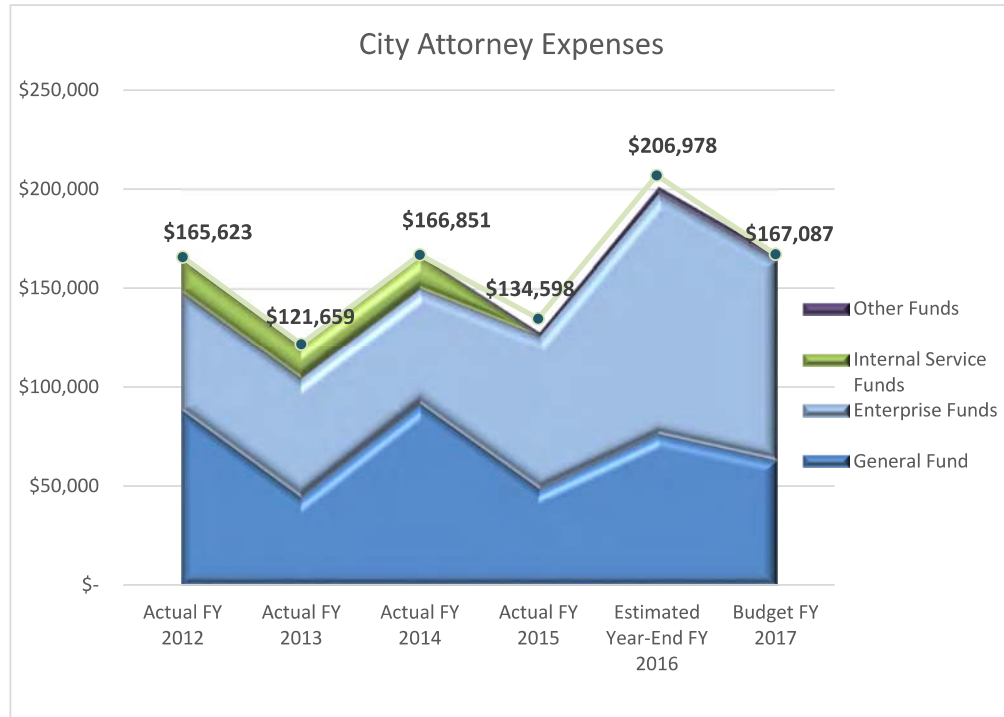
10014000

Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		FY 2017	Year-End 2016
								\$	%
OPERATIONS AND MAINTENANCE									
52100 CONTRACTED SERVICES	163,749	121,394	166,590	11,314	145,000	128,520	30,000	(98,520)	-77%
52150 LEGAL EXPENSES	-	-	-	116,534	48,600	76,943	135,000	58,057	75%
55100 TELEPHONE	259	265	261	264	300	315	300	(15)	-5%
57100 CONFERENCE & TRAINING	1,615	-	-	-	1,200	1,200	1,200	-	0%
61200 PURCHASING ALLOCATION	-	-	-	6,486	6,061	-	587	587	100%
Sub Total Operations & Maintenance	165,623	121,659	166,851	134,598	201,161	206,978	167,087	(39,891)	-19%
TOTAL DEPARTMENT EXPENSES 14000	165,623	121,659	166,851	134,598	201,161	206,978	167,087	(39,891)	-19%
CITY ATTORNEY - ADMINISTRATIVE SERVICES ALLOCATIONS BY FUND									
100 GENERAL FUND	88,616	44,652	91,767	17,966	27,741	27,741	22,795	(4,946)	-18%
100 SUCCESSOR AGENCY	-	-	-	129	202	202	294	92	46%
105 POLICE	-	-	-	22,591	35,942	35,942	29,438	(6,504)	-18%
105 FIRE	-	-	-	8,194	12,866	12,866	10,891	(1,975)	-15%
204 PURCHASING INTERNAL SERVICE	8,556	8,556	8,343	-	-	-	-	-	0%
205 BILLING AND COLLECTIONS INTERNAL SERVICE	8,556	8,556	8,343	-	-	-	-	-	0%
311 ALEX RORABAUGH RECREATION CENTER	-	-	-	291	457	457	439	(18)	-4%
312 DOWNTOWN BUSINESS IMPROVEMENT DISTRICT	-	-	-	57	90	90	88	(2)	-2%
640 PARKING ENTERPRISE	1,711	1,711	1,669	503	790	790	597	(193)	-24%
691 MUSEUM	-	-	-	1,172	1,841	1,841	1,727	(114)	-6%
720 GOLF ENTERPRISE	-	-	-	160	251	251	206	(45)	-18%
730 CONFERENCE CENTER ENTERPRISE	-	-	-	981	1,541	1,541	1,517	(24)	-2%
750 VISIT UKIAH	-	-	-	419	658	658	556	(102)	-16%
777 AIRPORT ENTERPRISE	3,423	3,423	3,337	4,264	6,695	6,695	6,458	(237)	-4%
800 ELECTRIC ENTERPRISE	20,535	20,535	20,022	45,811	71,932	71,932	64,108	(7,824)	-11%
805 STREET LIGHTING	-	-	-	1,403	2,204	2,204	1,180	(1,024)	-46%
806 PUBLIC BENEFIT	-	-	-	1,943	3,051	3,051	2,578	(473)	-16%
820 WATER ENTERPRISE	17,113	17,113	16,685	9,110	14,304	14,304	11,426	(2,878)	-20%
840 WASTEWATER ENTERPRISE	17,113	17,113	16,685	13,117	20,596	20,596	12,788	(7,808)	-38%
TOTAL ADMINISTRATIVE SERVICES ALLOCATIONS	165,623	121,659	166,851	128,111	201,161	201,161	167,087	(34,075)	-17%

This department provides administrative services to the City. Expenses are allocated to other funds as shown above. For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
CITY ATTORNEY
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 10014000</u>		DEPARTMENT REQUEST
52100 Contractual Services		\$ 30,000
Legal Contract Services.		
52150 Legal Expenses		\$ 135,000
Additional Legal support.		
55100 Telephone		\$ 300
Land line and Fax.		
57100 Conference & Training		\$ 1,200
Expenses for League of California Cities Annual Conference.		
61200 Purchasing Allocation		\$ 587
Charges for Purchasing functions.		
DEPARTMENT TOTAL 10014000		<u><u>\$ 167,087</u></u>





TREASURY MANAGEMENT BUDGET

Fiscal Year 2016-17

10015100 Treasury Management

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Elected City Treasurer performs an oversight role for the investing of all public funds for the City of Ukiah, in concert with the City's Financial Department and Director of Finance. The City of Ukiah's investments are professionally managed by Public Financial Management, Inc. (The PFM Group) in accordance with investment policies adopted by the City of Ukiah City Council. These investment policies conform to both Federal and State laws governing investments of public funds. The City Council appoints an investment committee consisting of the Treasurer and City staff, as well as public members, who advise the City Council with regard to investment policies and oversight.

SIGNIFICANT CHANGES:

- None.

Treasury Management Detail for Fiscal Year 2016/2017

10015100

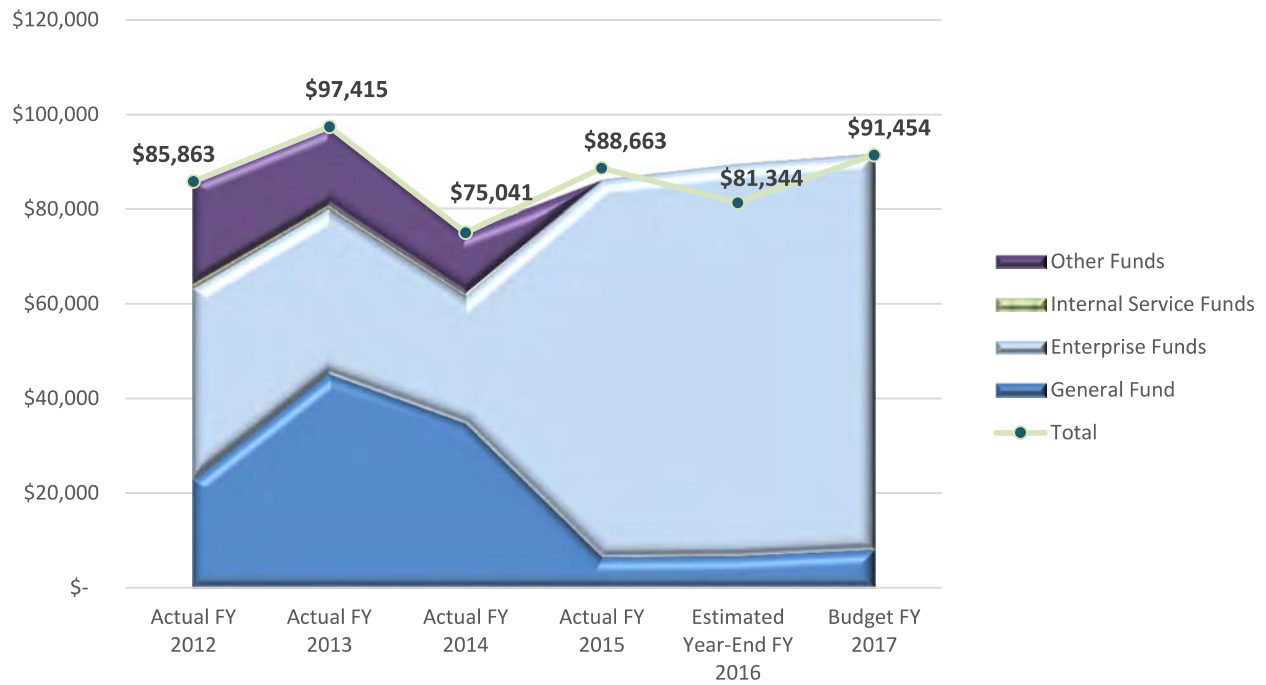
Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		FY 2017	Year-End 2016
								\$	%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	3,274	3,600	3,610	3,610	3,600	3,600	3,600	-	0%
51220 INSURANCE	3,862	6,330	1,231	1,234	1,228	1,228	1,326	98	8%
51230 WORKERS COMPENSATION	135	189	252	203	205	205	239	34	17%
51240 MEDICARE	48	52	52	57	70	70	72	2	3%
51260 FICA	203	223	224	264	300	300	306	6	2%
Sub Total Salaries & Benefits	7,522	10,394	5,369	5,368	5,403	5,403	5,543	140	3%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	78,141	86,800	69,471	80,615	80,000	72,000	80,000	8,000	11%
57300 MEMBERSHIPS & SUBSCRIPTIONS	155	175	155	-	-	-	-	-	0%
61200 PURCHASING ALLOCATION	-	-	-	2,680	2,505	2,505	4,181	1,676	67%
61422 IT ALLOCATION	-	-	-	-	1,436	1,436	1,730	294	20%
61500 INSURANCE ALLOCATION	45	46	46	-	-	-	-	-	0%
Sub Total Operations & Maintenance	78,341	87,021	69,672	83,295	83,941	75,941	85,911	9,970	13%
TOTAL DEPARTMENT EXPENSES 15100	85,863	97,415	75,041	88,663	89,344	81,344	91,454	10,110	12%
TREASURY MANAGEMENT - ADMINISTRATIVE SERVICES ALLOCATIONS BY FUND									
100 GENERAL FUND	22,764	45,301	34,895	6,618	6,877	6,877	8,190	1,313	19%
204 PURCHASING INTERNAL SERVICE	195	97	75	-	-	-	-	-	0%
205 BILLING AND COLLECTION INTERNAL SERVICE	584	487	375	-	-	-	-	-	0%
206 DISPATCH INTERNAL SERVICE	195	195	150	-	-	-	-	-	0%
251 SPECIAL PROJECTS	3,019	2,728	2,101	-	-	-	-	-	0%
640 PARKING ENTERPRISE	-	-	-	227	236	236	191	(45)	-19%
730 CONFERENCE CENTER ENTERPRISE	-	97	75	67	70	70	24	(46)	-66%
777 AIRPORT ENTERPRISE	97	97	75	374	389	389	368	(21)	-5%
800 ELECTRIC ENTERPRISE	20,059	15,684	12,082	24,290	25,239	25,239	25,391	152	1%
805 STREET LIGHTING	779	779	600	883	917	917	912	(5)	-1%
806 PUBLIC BENEFITS	2,240	1,753	1,351	12	13	13	-	(13)	-100%
820 WATER ENTERPRISE	1,071	779	600	13,922	14,466	14,466	16,135	1,669	12%
840 WASTEWATER ENTERPRISE	16,164	15,586	12,007	39,591	41,138	41,138	40,244	(894)	-2%
841 CITY - WASTEWATER CAPITAL	974	584	450	-	-	-	-	-	0%
842 CITY - WASTEWATER RATE STABILIZATION	3,019	5,163	3,977	-	-	-	-	-	0%
940 UVSD SPECIAL FUND	1,363	2,046	1,576	-	-	-	-	-	0%
942 UVSD RATE STABILIZATION	3,311	5,260	4,052	-	-	-	-	-	0%
943 UVSD CAPITAL IMPROVEMENT	97	682	525	-	-	-	-	-	0%
969 REDEVELOPMENT	9,932	-	-	-	-	-	-	-	0%
300 PARK DEVELOPMENT	-	97	75	-	-	-	-	-	0%
TOTAL ADMINISTRATIVE SERVICES ALLOCATIONS	85,863	97,415	75,041	85,984	89,344	89,344	91,454	2,110	2%

This department provides administrative services to the City. Expenses are allocated to other funds as shown above. For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
TREASURY MANAGEMENT
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 10015100</u>		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 3,600
12 months of elected City Treasurer salary (\$300/month).		
Employee Benefits		\$ 1,943
51220	Insurance	\$ 1,326
51230	Workers Compensation Insurance	\$ 239
51240	Medicare	\$ 72
51260	FICA	\$ 306
52100 Contractual Services		\$ 80,000
Public Financial Management.		\$ 80,000
61200 Purchasing Allocation		\$ 4,181
Charge for Purchasing functions.		
61422 IT Allocation		\$ 1,730
Share of Information Technology services.		
DEPARTMENT TOTAL 10015100		<u>\$ 91,454</u>

Treasurer Expenses





HUMAN RESOURCES/RISK MANAGEMENT BUDGET

Fiscal Year 2016-17

10016100 Human Resources/Risk Management

DEPARTMENT PURPOSE:

The Human Resources and Risk Management Department consists of two full-time employees and one part-time employee responsible for providing professional support services to all General Fund Departments and Enterprise operations for the recruitment, retention and development of a viable, skilled workforce. In addition, we provide customer service, support and training to 175 allocated full-time employees (FTEs) and approximately 25 allocated part-time employees through administration of the City's labor relations and employee benefit programs. The Department also identifies potential areas of risk to the City and audits current practices to ensure the elimination or reduction of those risks; to ensure proper levels of insurance are acquired for contracts and/or lease of facilities on behalf of the City, and perform claims investigations to identify causes and develop preventive solutions to eliminate recurrence of risk.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Successful negotiation of 7 new, three-year labor contracts.
- Successful conversion from Anthem Blue Cross to REMIF Self-Funded Anthem Blue Cross plan for all employees, elected officials, and retirees, saving approximately 8% in premiums in first year.
- Ongoing enhancements and maintenance of HR/Payroll MUNIS module.
- Ongoing update of City of Ukiah Employee Manual in progress for compliance with current laws, including legal review and proposed edits received from labor law firm on existing policies. Draft Social Media policy written and ready for review process.
- Implementation of the "Exceptional Employee Program"

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Completion of a comprehensive revision/update of City of Ukiah Employee Manual for compliance with current laws.
Analysis and implementation of electronic timekeeping via the MUNIS HR/Payroll module.
- Update of employee ID cards.
- Analysis and implementation of online employment application software.

SIGNIFICANT CHANGES:

- None

Human Resources/Risk Management Detail for Fiscal Year 2016/2017

10016100

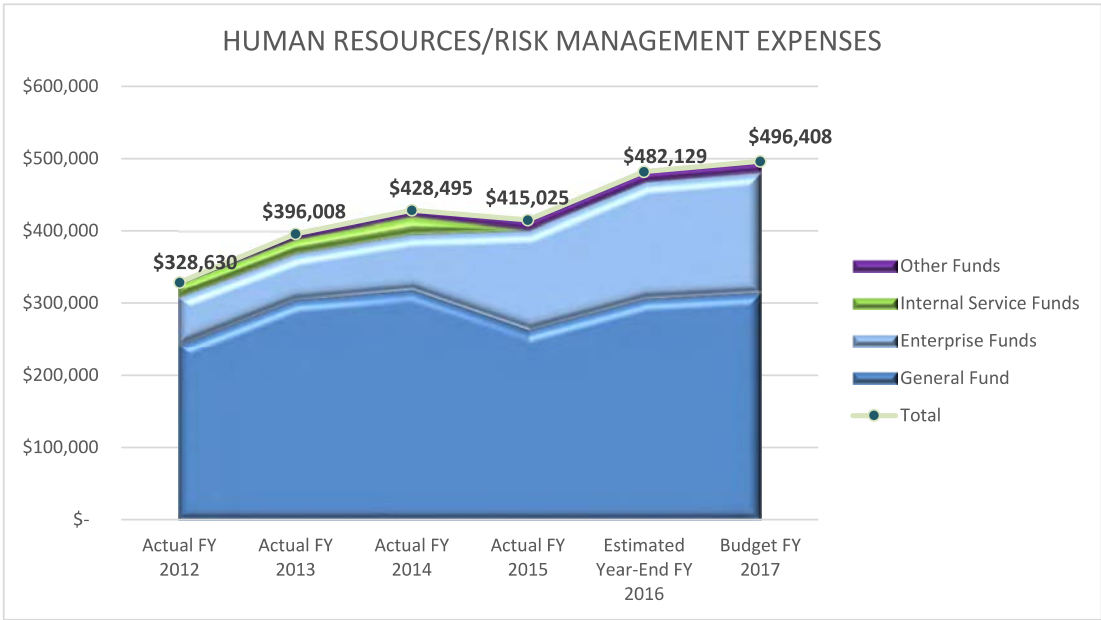
Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		Year-End 2016	
							FY 2017	\$	%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	188,326	212,244	234,317	241,405	252,293	261,744	265,429	3,685	1%
51120 NON-REGULAR SALARIES & WAGES	-	-	-	1,026	-	52	-	(52)	-100%
51130 OVERTIME SALARIES & WAGES	(293)	10,654	-	-	-	-	-	-	0%
51150 ACCRUED SALARIES & BENEFITS	-	-	(3,354)	9,598	-	-	-	-	0%
51210 RETIREMENT (PERS)	45,017	54,112	56,706	62,894	73,813	73,128	83,728	10,600	14%
51220 INSURANCE	28,977	21,164	17,336	19,748	24,975	28,994	33,938	4,944	17%
51230 WORKERS COMPENSATION	8,694	10,109	14,051	11,064	11,555	12,366	14,578	2,212	18%
51240 MEDICARE	2,881	3,140	3,353	3,653	3,940	4,220	4,339	119	3%
51250 UNEMPLOYMENT	2,110	2,332	2,527	2,634	2,727	2,924	3,001	77	3%
51290 CELL PHONE STIPEND	-	123	1,046	1,085	1,290	1,301	1,274	(27)	-2%
Sub Total Salaries & Benefits	275,712	313,878	325,982	353,107	370,593	384,729	406,287	21,558	6%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	21,785	35,029	35,571	3,278	36,400	16,000	14,400	(1,600)	-10%
52151 AFLAC & PERS INSUR ADMIN FEES	-	2,074	4,559	4,817	5,500	5,500	5,500	-	0%
54100 SUPPLIES	11,811	4,877	-	173	-	-	-	-	0%
54101 POSTAGE	753	814	1,217	752	900	900	800	(100)	-11%
54160 HR - SPECIAL SUPPLIES	-	1,256	2,075	1,706	2,000	2,000	2,000	-	0%
54161 HR - BACKGROUND & PHYSICALS	-	3,606	10,943	4,489	5,000	5,000	5,000	-	0%
54162 HR - ADVERTISING	-	6,250	13,098	16,229	10,000	22,000	10,000	(12,000)	-55%
54163 HR - INTERVIEW SUPPLIES	-	645	1,195	1,213	800	800	800	-	0%
54164 HR - FORMS & OTHER DIV. EXP.	-	381	8,962	3,407	3,000	3,000	8,000	5,000	167%
54165 HR - NEW EMPLOYEE FINGERPRINT	-	1,256	1,252	302	700	700	700	-	0%
54166 HR - DOT TESTING PROGRAM	-	1,528	1,630	3,621	1,652	1,652	1,652	-	0%
54167 HR - EMPLOYEE DEVELOPMENT	-	-	-	-	13,200	13,200	12,000	(1,200)	-9%
55100 TELEPHONE	1,342	1,284	1,072	814	800	800	800	-	0%
57100 CONFERENCE & TRAINING	3,086	6,948	4,696	2,573	5,400	4,200	5,400	1,200	29%
57300 MEMBERSHIPS & SUBSCRIPTIONS	6,400	6,689	6,182	7,557	7,285	2,985	3,000	15	1%
61200 PURCHASING ALLOCATION	-	-	-	1,387	1,296	1,296	258	(1,038)	-80%
61410 RENT ALLOCATION	-	1,742	1,742	1,863	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	5,627	5,613	5,984	6,322	6,607	6,607	7,169	562	9%
61422 IT ALLOCATION	-	-	-	-	9,446	9,446	11,380	1,934	20%
61425 UTILITIES ALLOCATION	1,115	1,129	1,324	1,416	1,314	1,314	1,262	(52)	-4%
61500 INSURANCE ALLOCATION	999	1,011	1,011	-	-	-	-	-	0%
Sub Total Operations & Maintenance	52,918	82,131	102,513	61,918	111,300	97,400	90,121	(7,279)	-7%
TOTAL DEPARTMENT EXPENSES 16100	328,630	396,008	428,495	415,025	481,893	482,129	496,408	14,279	3%
HUMAN RESOURCES/RISK MANAGEMENT - ADMINISTRATIVE SERVICES ALLOCATIONS BY FUND									
100 GENERAL FUND	241,491	304,435	318,802	126,564	147,449	147,449	151,890	4,441	3%
105 POLICE	-	-	-	107,385	125,105	125,105	128,873	3,768	3%
105 FIRE	-	-	-	29,455	34,315	34,315	35,349	1,034	3%
203 GARAGE INTERNAL SERVICE	1,002	1,073	1,285	-	-	-	-	-	0%
204 PURCHASING INTERNAL SERVICE	1,002	1,073	1,285	-	-	-	-	-	0%
205 BILLING AND COLLECTION INTERNAL SERVICE	8,013	8,585	10,284	-	-	-	-	-	0%
206 DISPATCH INTERNAL SERVICE	8,347	8,943	10,712	-	-	-	-	-	0%
311 ALEX RORABAUGH RECREATION CENTER	-	-	-	608	708	708	729	21	3%
640 PARKING ENTERPRISE	1,669	1,789	2,142	-	-	-	-	-	0%
691 MUSEUM	-	7,154	8,570	10,197	11,880	11,880	12,237	357	3%
720 GOLF ENTERPRISE	6,677	-	-	1,189	1,385	1,385	1,427	42	3%
730 CONFERENCE CENTER ENTERPRISE	5,008	5,366	6,427	7,159	8,340	8,340	13,442	5,102	61%
777 AIRPORT ENTERPRISE	16,693	17,885	21,425	11,201	13,049	13,049	8,592	(4,457)	-34%
750 VISIT UKIAH	-	-	-	1,321	1,539	1,539	1,585	46	3%
800 ELECTRIC ENTERPRISE	17,027	18,243	21,853	45,543	53,058	53,058	54,656	1,598	3%
805 STREET LIGHTING	-	-	-	3,038	3,539	3,539	3,646	107	3%
820 WATER ENTERPRISE	10,016	10,731	12,855	33,338	38,840	38,840	40,009	1,169	3%
840 WASTEWATER ENTERPRISE	10,016	10,731	12,855	36,640	42,687	42,687	43,972	1,285	3%
969 REDEVELOPMENT	1,669	-	-	-	-	-	-	-	0%
TOTAL ADMINISTRATIVE SERVICES ALLOCATIONS	328,630	396,008	428,495	413,638	481,893	481,893	496,408	14,515	3%

This department provides administrative services to the City. Expenses are allocated to other funds as shown above. For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
HUMAN RESOURCES/RISK MANAGEMENT
FISCAL YEAR 2016-17**

ACCOUNT NO. 10016100		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 265,429
Director of Human Resources	1.00	
Senior Management Analyst	1.00	
Administrative Secretary/Human Resources Assistant (0.10 Garage, 0.15 Landfill, 0.15 Water Admin., 0.15 Wastewater Admin.)	0.45	
Total FTE	2.45	
Employee Benefits		\$ 140,858
51210 Retirement (PERS)	\$ 83,728	
51220 Insurance	\$ 33,938	
51230 Workers Compensation Insurance	\$ 14,578	
51240 Medicare	\$ 4,339	
51250 Unemployment Insurance	\$ 3,001	
51290 Cell Phone Stipend	\$ 1,274	
52100 Contractual Services		\$ 14,400
Labor Attorney legal services.	\$ 10,000	
Munis Maintenance Allocation.	\$ 4,000	
Integrity Shredding Monthly Services.	\$ 400	
52151 AFLAC & PERS Administrative Fees		\$ 5,500
54101 Postage		\$ 800
Supplies & Other Division Expenses		\$ 40,152
54160 Special Supplies - Office supplies; Paper and food supplies for employee training and development.	\$ 2,000	
54161 Background & Physicals.	\$ 5,000	
54162 Advertising.	\$ 10,000	
54163 Interview Supplies.	\$ 800	
54164 Forms & Other Division Expenses. (New Employee ID Cards and Printer)	\$ 8,000	
54165 New Employee Fingerprints/Livescans.	\$ 700	
54166 DOT Testing Program - random drug & alcohol testing for commercial drivers licenses.	\$ 1,652	
54167 Employee Development - Succession Planning; Employee Recognition (Holiday Party, Picnic & Service Pins); and Employee Training.	\$ 12,000	
55100 Telephone		\$ 800
Land line and Fax.		
57100 Conference & Training		\$ 5,400
Munis User's Bi-Annual Training.	\$ 2,500	
Libert Cassidy HR Training.	\$ 1,200	
PERS Annual Training Forum.	\$ 900	
Nor-Cal HR Manager Training.	\$ 600	
Labor/Risk Webinars.	\$ 200	
57300 Memberships & Subscriptions		\$ 3,000
FLSA, ADA, & Leave/Disability Annual Subscription Renewal.	\$ 1,300	
CALPELRA Annual Memberships for HR Director & Analyst.	\$ 700	
Libert Cassidy Library Annual Subscriptions.	\$ 1,000	
61200 Purchasing Allocation		\$ 258
Charge for Purchasing functions.		
61420 Building Maintenance Allocation		\$ 7,169
Share of maintenance for Civic Center facility.		
61422 IT Allocation		\$ 11,380
Share of Information Technology services.		
61425 Utilities Allocation		\$ 1,262
Share of Civic Center Utilities.		
DEPARTMENT TOTAL 10016100		\$ 496,408

HUMAN RESOURCES/RISK MANAGEMENT EXPENSES





BUSINESS, ECONOMIC, GRANT AND HOUSING SERVICES BUDGET Fiscal Year 2016-17

10017100 Business, Economic, Grant and Housing Services

DEPARTMENT PURPOSE:

The Economic Development team has continued to significantly improve the level of support for business activity, resulting in the creation and retention of businesses and jobs. By leveraging multiple cross-department disciplines on an as-needed basis, the team maximizes staff expertise while efficiently addressing business, economic, grant and housing services. Personnel costs attributed to the Ukiah Successor Agency are reimbursed through the Redevelopment Agency dissolution process.

MAJOR ACCOMPLISHMENTS OF FY 2015-16:

- Continued to administer the Business Liaison Program, which facilitates development and provides a single point of contact for those embarking on commercial endeavors.
- Attended real estate caravans with realtors to stimulate economic development and educate the group regarding Ukiah-area projects and resources.
- Created new resource documents to facilitate business recruitment and retention.
- Facilitated pre-development meetings for commercial real estate investors and new business projects, significantly reducing the likelihood of unanticipated development challenges for the clients.
- Continued to assist with the development of important community infrastructure, including the build-out of the Redwood Business Park, the Rail Trail, the Downtown Streetscape Project, and more.
- Facilitated the development of the new Ukiah courthouse and its site.
- Developed the Single-Family Rehab Program, which provides low-interest loans for the replacement of mobile and manufactured homes.
- Worked with other City Departments and agencies to secure the development of an affordable senior housing complex on Cleveland Lane.
- Worked with Tesla Motors to develop a supercharger site in the downtown.
- Worked to make Property Assessed Clean Energy Programs available within the City of Ukiah.
- Developed a development fee deferral program.
- Solicited a downtown hotel feasibility study to facilitate private investment in and help revitalize the downtown.
- Collaborated with local organizations and the public to develop a public art policy.
- Facilitated the establishment of the emergency winter homeless shelter, as well as the development of permanent housing for the homeless.
- Solicited an RFP for the development of two City-owned parcels and Main and Norton Streets for market-rate housing.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue to facilitate the development of the Costco, courthouse, PEP Senior Housing, and

Downtown Streetscape Projects .

- Continue to facilitate the development of housing, both affordable and market-rate, in the City of Ukiah.
- Develop and implement an improved parking plan for the downtown area by evaluating the recommendations of the existing parking study to determine relevancy with the changed downtown business climate.
- Continue to seek grant funding to facilitate economic development in the Ukiah area.
- Continue outreach to and collaboration with the real estate and business communities, as well as other Ukiah-area organizations and agencies.
- Continue to facilitate private investment in the areas of housing and commercial, and industrial development.
- Continue to develop business and economic resources and make available on the City Website.
- Facilitate the discussion with stakeholders related to the possible reuse of the existing Courthouse site.
- Engage with property owners in the downtown when persistent vacancies exist.

SIGNIFICANT CHANGES:

- None.

Business, Economic, Grant and Housing Services Detail for Fiscal Year FY 2016/2017
10017100

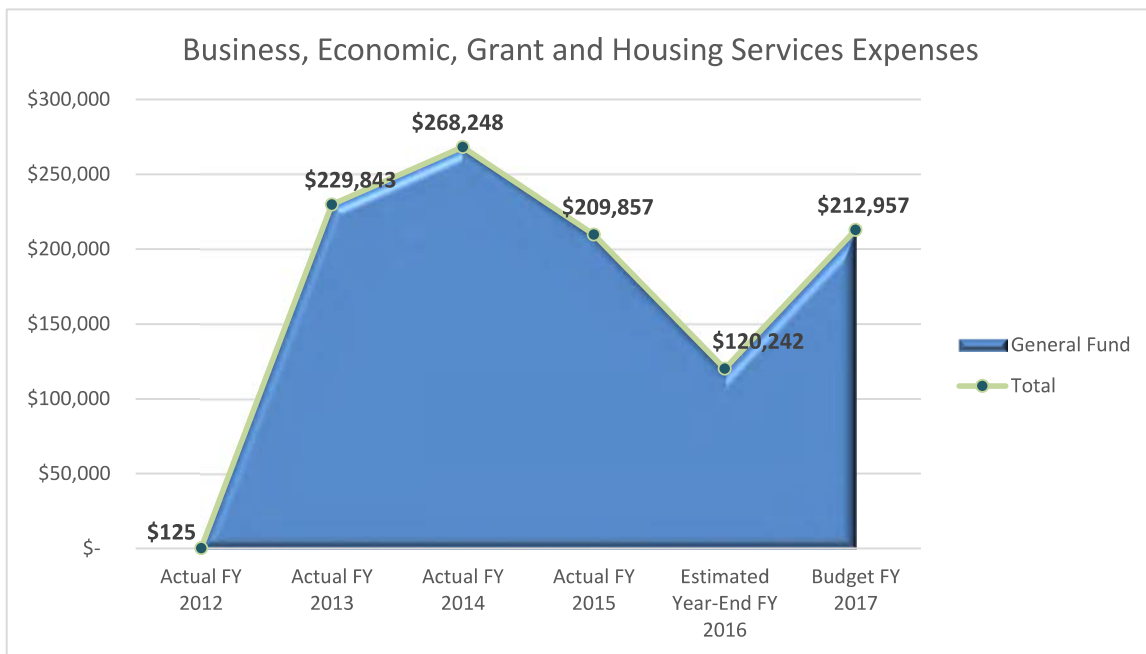
Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016 \$ %	
46116 MISCELLANEOUS REIMBURSABLE REVENUE [1]	-	(1,912)	-	-	(25,000)	(39,650)	(15,000)		
SALARIES & BENEFITS [2]									
51110 REGULAR SALARIES & WAGES	-	127,791	190,143	135,706	176,997	58,127	104,214	46,087	79%
51120 NON-REGULAR SALARIES & WAGES	-	797	-	-	-	-	-	-	0%
51130 OVERTIME SALARIES & WAGES	-	-	-	296	-	-	-	-	0%
51150 ACCRUED SALARIES & BENEFITS	-	22,154	(9,122)	(9,175)	-	-	-	-	0%
51210 RETIREMENT (PERS)	-	32,551	42,686	36,658	52,365	17,955	30,133	12,178	68%
51220 INSURANCE	-	11,984	9,892	15,113	16,982	3,144	1,101	(2,043)	-65%
51230 WORKERS COMPENSATION	-	6,069	11,021	6,359	8,187	2,595	5,108	2,513	97%
51240 MEDICARE	-	1,766	2,455	2,131	2,804	889	1,528	639	72%
51250 UNEMPLOYMENT	-	1,388	2,013	1,514	1,936	613	1,053	440	72%
51260 FICA	-	154	-	-	229	-	-	-	0%
51290 CELL PHONE STIPEND	-	-	1,247	214	229	7	7	-	0%
Sub Total Salaries & Benefits	-	204,654	250,335	188,816	259,729	83,330	143,144	59,814	72%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	-	15,600	13,705	13,428	43,500	20,000	52,000	32,000	160%
52510 ADVERTISING & PROMOTION	-	-	-	-	1,000	500	-	(500)	-100%
54100 SUPPLIES	125	4,928	90	2,563	6,600	2,000	2,000	-	0%
54101 POSTAGE	-	-	0.46	42	750	750	750	-	0%
55100 TELEPHONE	-	531	113	128	-	-	-	-	0%
55210 UTILITIES	-	2,156	2,358	1,470	-	-	-	-	0%
57100 CONFERENCE & TRAINING	-	1,509	1,182	1,267	1,500	1,200	1,500	300	25%
57300 MEMBERSHIPS & SUBSCRIPTIONS	-	465	465	465	1,000	930	1,000	70	8%
61200 PURCHASING ALLOCATION	-	-	-	1,679	1,568	1,568	829	(739)	-47%
61422 IT ALLOCATION	-	-	-	-	9,068	9,068	10,925	1,857	20%
61500 INSURANCE ALLOCATION	-	-	-	-	896	896	809	(87)	-10%
Sub Total Operations & Maintenance	125	25,189	17,913	21,041	65,882	36,912	69,813	32,901	89%
TOTAL DEPARTMENT EXPENSES 10017100	125	229,843	268,248	209,857	325,611	120,242	212,957	92,715	77%

[1] Grant Activity Delivery/ Successor Agency Personnel Cost Reimbursement/ TOT 10% Admin Reimbursement

[2] Personnel costs attributed to the Ukiah Successor Agency are reimbursed through the RDA dissolution process.

**BUDGET DETAIL
BUSINESS, ECONOMIC, GRANT AND HOUSING SERVICES
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 10017100</u>		DEPARTMENT REQUEST
51110 Salaries		\$ 104,214
	Senior Management Analyst (0.56 City Manager)	0.44
	Facilities Administrator (0.48 Conference Center, 0.50 Building Maintenance)	0.02
	Project and Grant Administrator-Part-time, 20-Hour/Week	0.50
Total FTE		0.96
Employee Benefits		\$ 38,930
51210	Retirement (PERS)	\$ 30,133
51220	Insurance	\$ 1,101
51230	Workers Compensation Insurance	\$ 5,108
51240	Medicare	\$ 1,528
51250	Unemployment Insurance	\$ 1,053
51290	Cell Phone Stipend	\$ 7
52100 Contractual Services		\$ 52,000
	Community Development Commission Service Contract.	\$ 25,000
	Economic Development Consulting and Miscellaneous Services.	\$ 12,000
	CBRE Feasibility Contract	\$ 15,000
54100 Supplies		\$ 2,000
	Office Supplies, Paper, and Equipment.	
54101 Postage		\$ 750
57100 Conference & Training		\$ 1,500
	California Association for Local Economic Development Conference and various regional trainings.	
57300 Memberships & Subscriptions		\$ 1,000
	California Business Expansion and Retention and other miscellaneous.	
61200 Purchasing Allocation		\$ 829
	Charge for Purchasing functions.	
61422 IT Allocation		\$ 10,925
	Share of Information Technology Services.	
61500 Insurance Allocation		\$ 809
	Share of the Citywide costs of liability and property insurance.	
DEPARTMENT TOTAL 10017100		\$ 212,957



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COMMUNITY OUTREACH/ PUBLIC INFORMATION SERVICES BUDGET Fiscal Year 2016-17

10018000 Community Outreach/Public Information Services:

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Outreach and public information activities for the City including printing, noticing, webpage maintenance, social media outreach, cable/internet broadcasting, youth scholarship program, and support for City sponsored community events.

SIGNIFICANT CHANGES:

- None.

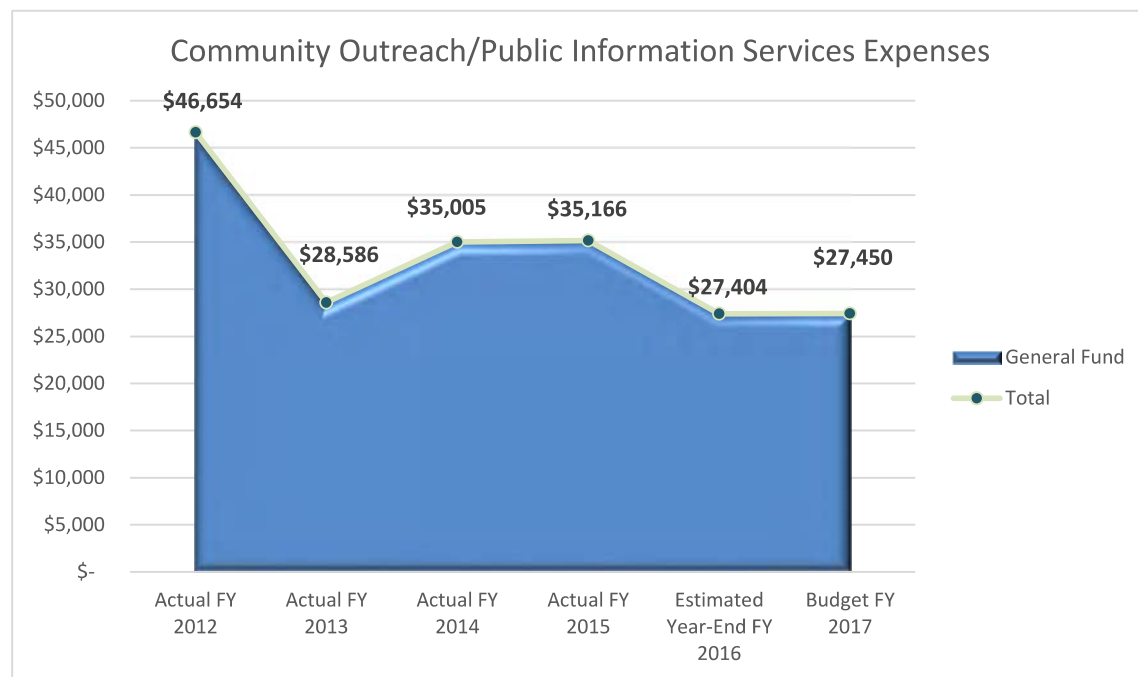
Community Outreach/Public Information Services Detail for Fiscal Year 2016/2017

10018000

Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		Year-End 2016	
							FY 2017	\$	%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	27,209	926	9,494	7,192	10,000	8,500	2,500	(6,000)	-71%
52510 ADVERTISING & PROMOTION	4,768	11,700	8,792	8,923	11,500	2,500	6,500	4,000	160%
54100 SUPPLIES	14,677	15,960	16,720	18,197	15,500	15,500	17,000	1,500	10%
61200 PURCHASING ALLOCATION	-	-	-	854	798	798	1,317	519	65%
61500 INSURANCE ALLOCATION	-	-	-	-	106	106	133	27	25%
Sub Total Operations & Maintenance	\$ 46,654	\$ 28,586	\$ 35,005	\$ 35,166	\$ 37,904	\$ 27,404	\$ 27,450	46	0%
TOTAL DEPARTMENT EXPENSES 18000	\$ 46,654	\$ 28,586	\$ 35,005	\$ 35,166	\$ 37,904	\$ 27,404	\$ 27,450	\$ 46	0%

BUDGET DETAIL
COMMUNITY OUTREACH/PUBLIC INFORMATION SERVICES
FISCAL YEAR 2016-17

<u>ACCOUNT NO. 10018000</u>		DEPARTMENT REQUEST
52100 Contractual Services		\$ 2,500
Miscellaneous promotion, design, and advertising services.		
52510 Advertising & Promotion		\$ 6,500
Newspaper/periodical advertising, general advertising & promotion, surveys, general promotional materials, and miscellaneous publications and supplies; community participation, sponsorship of events, community education, awards, etc.		
54100 Supplies		\$ 17,000
City Community Events (i.e. Family Fun in the Sun; July 4th picnic).		
Supplies including paper and miscellaneous office materials.		
Youth program scholarships.		
61200 Purchasing Allocation		\$ 1,317
Charge for Purchasing functions.		
61500 Insurance Allocation		\$ 133
Share of the Citywide costs of liability and property insurance.		
DEPARTMENT TOTAL 10018000		<u>\$ 27,450</u>





ANIMAL CONTROL BUDGET

Fiscal Year 2016-17

10020217 Animal Control

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The City of Ukiah contracts with Mendocino County for shelter and licensing services.

City of Ukiah personnel provide 24/7 animal control field services and enforcement.

SIGNIFICANT CHANGES:

- None.

Animal Control Detail for Fiscal Year 2016/2017

10020217

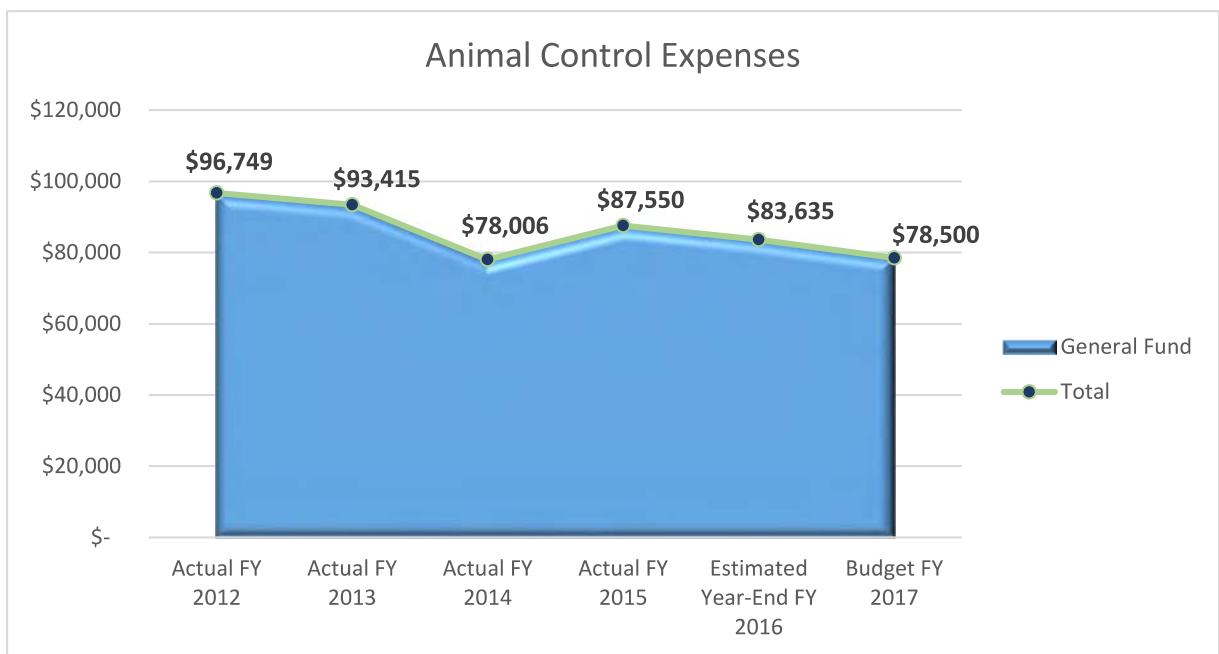
Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		FY 2017	Year-End 2016
								\$	%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	96,204	92,864	77,455	87,550	78,500	78,500	78,500	-	0%
56111 CITY GARAGE - LABOR	-	-	-	-	5,135	5,135	-	(5,135)	-100%
61500 INSURANCE ALLOCATION	545	551	551	-	-	-	-	-	0%
Sub Total Operations & Maintenance	96,749	93,415	78,006	87,550	83,635	83,635	78,500	(5,135)	-6%
TOTAL DEPARTMENT EXPENSES 10020217	96,749	93,415	78,006	87,550	83,635	83,635	78,500	(5,135)	-6%

**BUDGET DETAIL
ANIMAL CONTROL
FISCAL YEAR 2016-17**

ACCOUNT NO. 10020217

**DEPARTMENT
REQUEST**

52100 Contractual Services		\$ 78,500
Emergency Veterinarian.	\$ 1,500	
Debt Service for County Shelter.	\$ 24,000	
County Shelter Operations.	\$ 53,000	
DEPARTMENT TOTAL 10020217		<u>\$ 78,500</u>





PARKS BUDGET

Fiscal Year 2016-17

10022100

Parks

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The City of Ukiah Parks Department consists of 16 parks, Ukiah Municipal Swimming Pools, 5 sporting areas, 5 tennis courts, and also provides maintenance for 9 parking lots, the city sub stations, Successor Agency properties, former Redevelopment housing properties, the Civic Center, Ukiah Railroad Depot property, Ukiah trails system, and School Street planters. The department also provides staffing support for Sundays in the Park, Family Fun in the Sun, Ukiah Country PumpkinFest, and other community events.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Maintained all properties with limited resources.
- Fulfilled grant for replacement of the walkways and barbeque/picnic areas at Oak Manor Park.
- Replaced areas of lawn with mulch allowing reduced water use, improved tree health and recycling of yard debris.
- Maintained/adjusted sprinkler systems at various locations for improved water efficiency.
- Repaired a portion of the rock wall at Todd Grove Park.
- Completed small capital improvements to the Ukiah Sports Complex facility as accomplished each year by making the amenities more appealing to its guests.
- Combined all City of Ukiah maintained trees responsibilities into one department to ease communication, safety, and consistency.
- Added maintenance responsibilities for the Rail Trail thru the City of Ukiah.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue to remove turf irrigation from around trees and mulch with recycled tree grindings.
- Continue replanting of trees and plants in all parks as necessary.
- Repave the walkways and basketball court at Vinewood Park.
- Continue to repair the rock wall around Todd Grove Park.
- Continue to pursue options to replace failing irrigation system in the Todd Grove Recreation Area.
- Continue to provide staffing support to other departments and agencies in our community.
- Review and update the Integrated Pest Management Policy.

SIGNIFICANT CHANGES:

- Continued increases in utility costs represent the increases in water/sewer fees coupled with dry weather patterns that demand a longer watering season and aging irrigation equipment.
- Added maintenance of mulched areas around trees.
- Lack of rainfall over the winter may cause extra water use to keep plants alive.
- Failure of Anton Stadium irrigation system results in the need for replacement.
- C.A.R.B. restrictions and repair costs constitute the replacement of the Toro 4000D Turf

Mower, Vermeer wood chipper, and tree trimming bucket truck currently being used in the Parks Department.

- Aging equipment results in use of vehicles scheduled for auction and possible need for rentals.
- Added maintenance of all city trees, results in need for additional employees and vehicle maintenance.

Parks Detail for Fiscal Year 2016/2017

10022100

Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		FY 2017	Year-End 2016
								\$	%
PARKS REVENUE									
46320 OBERVATORY HOUSE RENTAL	(13,725)	(13,300)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	-	0%
46330 280 E STANDLEY RENTAL	(44,010)	(14,670)	-	-	-	-	-	-	0%
46331 225 NORTON STREET RENTAL	(6,000)	-	-	-	-	-	-	-	0%
46340 TRAIN DEPOT RENT	(8,960)	(8,645)	(9,310)	(5,210)	(9,000)	(9,900)	(6,412)	3,488	-35%
46350 PLAZA RENTAL	(4,466)	(5,922)	(7,508)	(6,517)	(7,500)	(5,500)	(5,460)	40	-1%
46360 PARKS RENTAL	(1,295)	(2,258)	(4,506)	(5,845)	(4,500)	(3,635)	(3,500)	135	-4%
46370 TODD GROVE ROOM RENTAL	(10,490)	1,400	-	-	-	-	-	-	0%
Total Parks Revenue	(88,946)	(43,395)	(35,124)	(31,372)	(34,800)	(32,835)	(29,172)	3,663	-11%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	330,292	450,896	379,657	379,252	392,231	416,847	433,409	16,562	4%
51120 NON-REGULAR SALARIES & WAGES	13,001	6,547	35,595	49,985	50,965	50,965	32,160	(18,805)	-37%
51130 OVERTIME SALARIES & WAGES	2,115	1,626	24,216	27,094	15,000	19,592	20,000	408	2%
51150 ACCRUED SALARIES & BENEFITS	9,999	12,084	(17,227)	5,351	-	-	-	-	0%
51210 RETIREMENT (PERS)	80,179	112,373	95,499	110,785	117,002	125,558	139,605	14,047	11%
51220 INSURANCE	74,351	101,204	97,318	89,170	98,381	100,158	102,985	2,827	3%
51230 WORKERS COMPENSATION	14,955	20,509	27,790	23,035	20,790	23,120	27,525	4,405	19%
51240 MEDICARE	5,060	6,575	5,959	6,955	7,085	8,250	8,192	(58)	-1%
51250 UNEMPLOYMENT	3,630	4,746	5,085	5,488	4,916	5,720	5,672	(48)	-1%
51260 FICA	206	390	2,158	1,425	3,156	3,301	1,995	(1,306)	-40%
51290 CELL PHONE STIPEND	-	531	3,414	3,024	2,937	2,949	2,706	(243)	-8%
Sub Total Salaries & Benefits	533,788	717,480	659,464	701,564	712,463	756,460	774,249	17,789	2%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	21,911	42,370	29,085	33,685	24,000	33,000	53,000	20,000	61%
52180 SECURITY SERVICES	398	3,090	4,834	4,019	8,000	4,000	4,500	500	13%
52600 RENT	-	15,600	15,600	16,900	16,380	15,000	16,380	1,380	9%
54100 SUPPLIES	44,761	49,144	43,669	47,304	45,000	45,000	50,000	5,000	11%
54101 POSTAGE	2	158	23	-	20	5	5	-	0%
54102 SMALL TOOLS	2,495	2,464	2,222	3,228	3,500	3,500	4,000	500	14%
55100 TELEPHONE	4,775	3,404	436	505	825	500	500	-	0%
55210 UTILITIES	-	207,129	225,564	187,705	210,000	112,000	118,000	6,000	5%
56110 CITY GARAGE - PARTS	650	1,369	1,135	1,135	5,471	5,000	3,533	(1,467)	-29%
56111 CITY GARAGE - LABOR	17,359	36,146	30,311	30,311	24,853	24,853	37,787	12,934	52%
56120 EQUIPMENT MAINTENANCE & REPAIR	7,218	9,898	12,735	8,342	8,500	1,000	8,500	7,500	750%
56130 EXTERNAL SERVICES	17,563	10,938	7,767	8,579	9,000	9,000	9,000	-	0%
56210 FUEL & FLUIDS	16,274	18,197	18,245	16,581	17,000	14,000	16,500	2,500	18%
56300 BUILDING MAINTENANCE & REPAIR	2,115	-	-	-	-	-	-	-	0%
57100 CONFERENCE & TRAINING	745	3,702	4,312	3,822	4,500	2,000	4,500	2,500	125%
57300 MEMBERSHIPS & SUBSCRIPTIONS	420	480	748	565	1,000	1,000	1,000	-	0%
59100 PROPERTY TAXES PAID	-	-	-	1,481	350	350	350	-	0%
59300 REFUNDS	-	500	-	-	-	-	-	-	0%
59400 OTHER EXPENSES	2,141	3,333	3,866	655	6,000	-	8,000	8,000	100%
61200 PURCHASING ALLOCATION	-	-	-	2,982	2,786	2,786	4,200	1,414	51%
61410 RENT ALLOCATION	15,600	655	655	2,221	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	-	2,110	3,800	515	2,483	2,483	2,694	211	8%
61422 IT ALLOCATION	-	-	-	-	42,128	42,128	50,757	8,629	20%
61425 UTILITIES ALLOCATION	159,664	2,154	424	-	493	493	475	(18)	-4%
61500 INSURANCE ALLOCATION	10,900	18,053	18,053	9,384	9,719	9,719	12,703	2,984	31%
Sub Total Operations & Maintenance	324,992	430,896	423,483	379,920	442,008	327,817	406,384	78,567	24%
TOTAL DEPARTMENT EXPENSES 10022100	858,780	1,148,376	1,082,947	1,081,484	1,154,471	1,084,277	1,180,633	96,356	9%

**BUDGET DETAIL
PARKS
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022100

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 433,409
Community Service Administrator (0.45 Recreation Admin., 0.05 Museum, 0.05 Conference Center, 0.05 Golf, 0.10 Building Maintenance)	0.30	
Parks/Golf Superintendent (0.10 Golf)	0.90	
Parks/Golf Lead Worker (0.10 Golf)	0.90	
Parks Service Worker II (2)	2.00	
Park Service Workers (5)	5.00	
Receptionist/Clerk (0.30 Recreation Admin., 0.30 Admin. Support, 0.30 Building Maintenance)	0.10	
Total FTE	9.20	
51120 Non-Regular Salaries		\$ 32,160
Community Services Assistant/960 hour (0.07 Recreation Admin., 0.07 Golf, 0.23 Admin. Support, 0.02 Building Maintenance)	0.07	
<u>Parks Seasonal Workers (2 @ 1,000 hours each)</u>	<u>0.96</u>	
Total FTE	1.03	
51130 Overtime Salaries & Wages		\$ 20,000
Employee Benefits		\$ 288,680
51210 Retirement (PERS)	\$ 139,605	
51220 Insurance	\$ 102,985	
51230 Workers Compensation Insurance	\$ 27,525	
51240 Medicare	\$ 8,192	
51250 Unemployment Insurance	\$ 5,672	
51260 FICA	\$ 1,995	
51290 Cell Phone Stipend	\$ 2,706	
52100 Contractual Services		\$ 53,000
Continuation of tree care, removal, planting and replanting including large tree trimming, stump grinding, and certified arborist services.	\$ 30,000	
Port-o-lets at Anton Stadium, Vinewood, Oak Manor, Sports Complex, Observatory.	\$ 15,000	
Temporary port-o-lets for Family Fun in The Sun Days, CDF work crew days, Plaza, and as needed for other short term events.	\$ 3,000	
Other contract services as needed for maintenance for parks and structures such as HVAC, toilets/sewer service, roofing/gutter maintenance, and other contract services for maintaining facilities.	\$ 4,000	
Recreation software cost (Total cost shared with Recreation & Building Maintenance).	\$ 1,000	
52180 Security Services		\$ 4,500
Security services at Parks Office, Perkins Rail Depot, Anton Stadium Equipment Shop, Snack Shack at the Sports Complex, and other various locations.		
52600 Rent		\$ 16,380
Parks department office rent.		
54100 Supplies		\$ 50,000
General Park Maintenance Supplies including plants, seed, fertilizer, vegetation management program supplies, soil, sprinklers, irrigation line, valves, electric wire, irrigation clocks, and plant materials. Supplies for facilities such as paper products, light bulbs, cleaning products and other various maintenance supplies.	\$ 46,000	
Park signage maintenance and replacement.	\$ 4,000	
54101 Postage		\$ 5

54102 Small Tools	\$ 4,000
Small tools such as edger blades, drills, saws, small electrical hand tools and bits generally under \$700.	
55100 Telephone	\$ 500
Land line and Fax.	
55210 Utilities	\$ 118,000
Utility services for office and park locations.	
56110 City Garage Parts	\$ 3,533
Annual allocation for City Garage parts for parks vehicles and equipment.	
56111 City Garage Labor	\$ 37,787
Annual allocation for City Garage labor for parks vehicles and equipment.	
56120 Equipment Maintenance & Repair	\$ 8,500
Expenses related to maintaining parks equipment; push mowers, utility carts, blowers, and other various equipment that is not maintained at the City Garage. Expenses for maintaining park structures, playground equipment, appliances, and other equipment. Annual purchase of certified playground bark, replacement parts for playgrounds as needed and other repair to park structures/equipment.	
56130 External Services	\$ 9,000
Inspections and services not performed by city garage such as; aerial inspections of bucket truck, opacity tests on diesels, etc.	
56210 Fuel & Fluids	\$ 16,500
Fuel for vehicles, mowers, equipment.	
57100 Conference & Training	\$ 4,500
State of California approved pesticide continuing education classes required for maintaining certificates for the Park Staff, Playground Safety Inspector Certification, tree care trainings, bucket truck training and other training programs.	
57300 Memberships & Subscriptions	\$ 1,000
Fees for memberships to Qualified Applicator Certificate (QAC), California Park and Recreation Society (CPRS) and other membership certification programs, including International Society for Arboriculture.	
59100 Property Taxes Paid	\$ 350
59400 Other Expenses (Vandalism)	\$ 8,000
Expenses from vandalism at parks and facilities. Supplies and materials such as paint and necessary items for graffiti cover-up and vandalism repair. And for replacing vandalized playground equipment.	
61200 Purchasing Allocation	\$ 4,200
Charge for Purchasing functions.	
61420 Building Maintenance Allocation	\$ 2,694
Share of maintenance for Civic Center facility.	
61422 IT Allocation	\$ 50,757
Share of Information Technology services.	
61425 Utilities Allocation	\$ 475
Share of Civic Center Utilities.	
61500 Insurance Allocation	\$ 12,703
Share of the Citywide costs of liability and property insurance.	
DEPARTMENT TOTAL 10022100	<u>\$ 1,180,633</u>





AQUATICS & RECREATION BUDGET

Fiscal Year 2016-17

10022300	Aquatics
10022810	Recreation
10022821	Adult Basketball
10022822	Adult Softball
10022824	Co-Ed Volleyball
10022831	Youth Basketball
10022832	Youth Softball
10022840	Day Camp
10022850	Classes & Clinics
10022860	Special Activities

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Recreation Division facilitates a wide array of youth and adult recreational programs including classes, sports leagues, camps, clinics, and tournaments. These offerings attract participants from all over the tri-county area and beyond. Additionally, staff is responsible for operating the Summer Safari Day Camp Program; a premier program which has been in existence for more than 30 years serving hundreds of local families. This Division is also responsible for the staffing, programming, and management of the Ukiah Municipal Swimming Pools. Every summer the Municipal Pools host public swim, swim lessons, and aquatic fitness classes. The Recreation Division acts as the lead in executing City-sponsored events such as PumpkinFest, Sunday's in the Park, Family Fun in the Sun, Moonlight Movie Madness, and the All-American Picnic in the Park. Three times per year the Recreation Division proudly produces the City of Ukiah Recreation Guide which is directly mailed to 18,500 homes and local businesses and is available in its entirety on the City's website. Each Guide offers approximately 50 contractor classes, provides affordable advertising opportunities for local businesses, and has become the community's "go to" publication for activities in the Greater Ukiah Area.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Maintained Recreation Department Social Media Plan which meets the guidelines of the City's Human Resources and Information Technology Departments and regularly updated the Recreation pages on City of Ukiah website.
- Worked to implement recreation software for program management and online registration with a goal to implement the program with the most affordable, efficient, and effective fit.
- Continued to work under the auspice of the Park, Recreation & Golf Commission on the reincorporation of a Recreation Department Mission Statement.
- The Tours of Earth and Sky lecture series and viewing nights continued, attracting over 250 people. The National Oceanic and Atmospheric Administration (NOAA) extended, from one year to another two years, the original observatory telescope loan. In partnership with UUSD, school field trips have increased significantly. During a trip funded by the Bradford Foundation and private donors, staff visited the Gaithersburg Latitude Observatory

and met with NOAA's Director of the National Geodetic Survey to explore partnerships.

- Continued to implement programming at the Alex Rorabaugh Recreation Center while partnering with ARRC Board to serve at-risk youth with no cost to the participants.
- Achieved record-breaking enrollment in multiple areas of recreation including youth basketball, swim lessons and day camp.
- Launched the 25th Annual Sundays in the Park Concert series by hosting a Retrospective Review open to the public with a slideshow presentation, guest speakers, and performances, and introducing a new alternative funding source.
- Increased awareness throughout the community about the Recreation offerings by making presentations to service clubs, organizations, and agencies throughout the Greater Ukiah Area.
- Increased the number of Special Events offered to include a wide variety of interests while serving a broader base of community members including the Flynn Creek Circus.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Expand partnerships with Mendocino College and UUSD. Establish a donor program with Friends of the Observatory and North Coast Opportunities to expand programming at Observatory Park. Use pending grant awards from the NOAA Preserve America Program and the Judy Pruden Historical Preservation Fund to further develop interpretive program and build an instrument storage facility.
- Increase professional development of recreation staff through training organizations such as California Parks & Recreation Society, American Red Cross, National Parks & Recreation Association, ensuring that staff is delivering quality programming.
- Evaluate the aquatic facility to maximize space and plan for future renovations.

SIGNIFICANT CHANGES:

- Continued reduction in the availability of non-owned and City owned facilities to host recreation activities resulting in an increase in rental expense.

Recreation and Aquatics Summary

Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		Year-End 2016	
							FY 2017	\$	%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	122,156	143,211	163,113	198,132	202,925	227,534	225,289	(2,245)	-1%
51120 NON-REGULAR SALARIES & WAGES	169,706	164,398	183,580	185,267	188,775	179,727	184,560	4,833	3%
51130 OVERTIME SALARIES & WAGES	111	20,195	11,073	20,760	18,978	21,773	20,242	(1,531)	-7%
51150 ACCRUED SALARIES & BENEFITS	293	355	2,832	6,020	-	-	-	-	0%
51210 RETIREMENT (PERS)	29,182	37,728	43,493	54,343	59,665	58,710	70,221	11,511	20%
51220 INSURANCE	28,062	32,656	24,993	33,998	37,621	34,128	55,520	21,392	63%
51230 WORKERS COMP	12,519	17,001	21,488	18,430	18,056	23,745	22,608	(1,137)	-5%
51240 MEDICARE	4,397	4,746	5,269	6,064	6,433	8,428	7,033	(1,395)	-17%
51250 UNEMPLOYMENT	3,039	3,081	3,962	4,399	4,452	5,775	4,859	(916)	-16%
51260 FICA	10,432	10,647	11,478	11,666	12,260	12,107	12,065	(42)	0%
51290 CELL PHONE STIPEND	109	282	1,311	1,690	1,514	1,099	653	(446)	-41%
Sub Total Salaries & Benefits	380,006	434,300	472,592	540,768	550,679	573,026	603,050	30,024	5%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	163,831	159,242	131,937	121,701	147,750	109,750	141,750	32,000	29%
52180 SECURITY SERVICES	275	275	275	275	400	400	400	-	0%
52600 RENT	-	-	825	32,904	21,004	20,000	21,004	1,004	5%
54100 SUPPLIES	99,810	94,660	108,849	101,984	101,700	98,200	97,600	(600)	-1%
54101 POSTAGE	3,601	3,800	2,234	2,035	4,000	3,800	3,800	-	0%
54106 SPECIALTY SUPPLIES	-	-	-	-	18,500	7,000	18,500	11,500	164%
55100 TELEPHONE	2,809	2,875	2,617	2,499	2,650	2,350	2,925	575	24%
55210 UTILITIES	18,064	28,000	42,398	39,482	37,600	35,600	38,600	3,000	8%
56120 EQUIPMENT MAINTENANCE & REPAIR	9,593	5,000	5,457	8,785	6,000	2,500	6,000	3,500	140%
57100 CONFERENCE & TRAINING	3,329	3,500	2,376	8,384	5,000	700	5,000	4,300	614%
57101 CONFERENCE & TRAINING - AQUATICS	-	-	-	-	5,000	2,500	5,000	2,500	100%
57102 CONFERENCE & TRAINING - PARKS	-	-	-	-	1,000	-	1,000	1,000	100%
57300 MEMBERSHIPS & SUBSCRIPTIONS	470	500	775	925	1,500	700	1,500	800	114%
61200 PURCHASING ALLOCATION	-	-	-	9,192	8,589	8,589	11,604	3,015	35%
61410 RENT ALLOCATION	3,571	16,722	11,226	3,222	-	2,668	-	(2,668)	-100%
61420 BUILDING MAINTENANCE ALLOCATION	9,486	10,856	11,066	10,927	12,223	12,223	13,262	1,039	9%
61422 IT ALLOCATION	-	-	-	-	29,508	29,508	35,553	6,045	20%
61425 UTILITIES ALLOCATION	8,742	2,088	2,088	2,449	2,431	2,431	2,336	(95)	-4%
61500 INSURANCE ALLOCATION	4,178	4,272	4,272	-	2,473	2,473	3,371	898	36%
Sub Total Operations & Maintenance	327,759	331,790	326,397	344,765	407,328	341,392	409,205	67,813	20%
TOTAL DEPARTMENT EXPENSES	707,765	766,090	798,988	885,533	958,007	914,418	1,012,255	97,837	11%

Recreation and Aquatics Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual	Actual	Actual	Actual	Budget	Estimated	Budget
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016	
10022300	44910	SWIMMING POOL INCOME	(49,376)	(55,000)	(65,856)	(76,328)	(70,000)	(70,000)	(70,000)
10022800	44915	RECREATION PROGRAM INCOME [1]	(134,869)	(148,000)	-	(105)	-	-	-
10022800	44916	SALE OF BROCHURE ADS	(24,395)	(30,000)	-	-	-	-	-
10022800	46410	RECREATION DEPTMENT RENTALS	1,500	-	-	-	-	-	-
10022821	44915	ADULT BASKETBALL INCOME	(17,486)	(16,000)	(13,815)	(14,600)	(18,000)	(18,000)	(17,000)
10022822	44915	ADULT SOFTBALL INCOME	(94,305)	(105,073)	(123,497)	(154,783)	(140,000)	(145,000)	(145,000)
10022824	44915	CO-ED VOLLEYBALL INCOME	(1,800)	(2,000)	(2,700)	(3,000)	(3,000)	(3,000)	(3,000)
10022831	44915	YOUTH BASKETBALL INCOME	(71,708)	(96,013)	(85,620)	(96,013)	(95,000)	(95,000)	(95,000)
10022832	44915	YOUTH SOFTBALL INCOME	(15,643)	(14,700)	(17,266)	(17,330)	(18,000)	(18,000)	(18,000)
10022840	44915	DAY CAMP INCOME	(113,362)	(108,000)	(122,673)	(114,488)	(111,500)	(111,500)	(115,000)
10022850	44915	CLASSES AND CLINICS INCOME	-	-	(101,418)	(94,891)	(110,000)	(100,000)	(100,000)
10022850	44916	SALE OF BROCHURE ADS	-	(25,570)	(29,458)	(37,965)	(30,000)	(30,000)	(30,000)
10022850	46410	RECREATION DEPARTMENT RENTALS	-	-	(23)	-	-	-	-
10022860	46440	SPECIAL EVENT REIMBURSEMENT	(16,000)	(20,000)	(30,000)	(30,000)	(30,000)	(30,000)	(35,000)
Total Aquatics & Recreation Revenue			(537,444)	(620,356)	(592,326)	(639,502)	(625,500)	(620,500)	(628,000)
[1] Recreation Program Income has moved to Classes and Clinics Revenue.									
AQUATICS EXPENSES - General Fund									
10022300	51110	REGULAR SALARIES & WAGES	16,574	23,078	20,495	22,382	23,629	23,629	20,041
10022300	51120	NON-REGULAR SALARIES & WAGES	62,513	47,360	68,393	71,287	69,100	69,100	66,925
10022300	51150	ACCRUED SALARIES & BENEFITS	571	-	(10)	1,585	-	-	-
10022300	51210	RETIREMENT (PERS)	4,090	5,797	5,405	6,275	7,119	7,119	6,266
10022300	51220	INSURANCE	2,836	3,613	836	368	355	355	4,776
10022300	51230	WORKERS COMPENSATION	3,371	3,698	4,823	3,965	3,881	3,881	4,446
10022300	51240	MEDICARE	1,185	1,022	1,296	1,360	1,327	1,327	1,324
10022300	51250	UNEMPLOYMENT	818	705	899	943	907	907	910
10022300	51260	FICA	3,876	2,936	4,229	4,421	4,285	4,285	4,150
10022300	51290	CELL PHONE STIPEND	-	-	179	267	101	101	101
10022300	52100	CONTRACTED SERVICES	-	500	4,991	320	2,500	2,500	2,500
10022300	54100	SUPPLIES	22,697	21,500	29,627	26,563	19,000	17,000	19,000
10022300	54106	SPECIALTY SUPPLIES	-	-	-	-	18,500	7,000	18,500
10022300	55100	TELEPHONE	893	900	794	846	850	850	1,000
10022300	55210	UTILITIES	18,064	22,000	39,566	36,761	34,000	32,000	35,000
10022300	56120	EQUIPMENT MAINTENANCE & REPAIR	9,593	5,000	5,457	8,785	6,000	2,500	6,000
10022300	57100	CONFERENCE & TRAINING	3,149	3,000	58	4,158	-	-	-
10022300	57101	CONFERENCE & TRAINING-AQAUTICS	-	-	-	-	5,000	2,500	5,000
10022300	57102	CONFERENCE & TRAINING-PARKS STAFF	-	-	-	-	1,000	-	1,000
10022300	61500	INSURANCE ALLOCATION	2,407	2,435	2,435	-	-	-	-
10022300 Total			Aquatics Expenses	152,636	143,544	189,474	190,288	197,554	175,054
RECREATION ADMINISTRATION EXPENSES - General Fund									
10022810	51110	REGULAR SALARIES & WAGES	51,188	61,045	88,843	109,809	110,220	130,406	146,638
10022810	51120	NON-REGULAR SALARIES & WAGES	18,365	22,993	14,946	8,242	12,245	13,359	2,160
10022810	51130	OVERTIME SALARIES & WAGES	111	-	186	1,383	1,000	1,000	1,000
10022810	51150	ACCRUED SALARIES & BENEFITS	(90)	-	2,424	2,931	-	-	-
10022810	51210	RETIREMENT (PERS)	12,855	17,089	22,166	28,942	31,729	29,613	45,277
10022810	51220	INSURANCE	12,302	15,019	13,806	23,609	26,710	23,217	34,255
10022810	51230	WORKERS COMPENSATION	3,060	5,464	6,402	6,050	6,317	11,702	8,890
10022810	51240	MEDICARE	1,074	1,509	1,502	1,989	2,149	4,013	2,656
10022810	51250	UNEMPLOYMENT	743	841	1,172	1,441	1,493	2,775	1,834
10022810	51260	FICA	927	1,914	1,018	590	754	829	134
10022810	51290	CELL PHONE STIPEND	-	-	847	1,085	1,046	631	202
10022810	52100	CONTRACTED SERVICES	2,227	2,000	2,720	2,671	3,500	4,500	3,500
10022810	52600	RENT	-	-	-	32,004	20,004	5,000	20,004
10022810	54100	SUPPLIES	11,981	6,000	7,477	6,620	6,500	5,000	7,400
10022810	54101	POSTAGE	3,601	3,800	294	2,035	4,000	3,800	3,800

Recreation and Aquatics Detail for Fiscal Year 2016/2017

			Actual	Actual	Actual	Actual	Budget	Estimated	
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End	Budget
ORG	OBJ	DESCRIPTION						FY 2016	FY 2017
10022810	55100	TELEPHONE	1,597	1,800	1,708	1,540	1,800	1,500	1,800
10022810	55210	UTILITIES	-	6,000	2,832	2,721	3,600	3,600	3,600
10022810	57100	CONFERENCE & TRAINING	180	500	2,318	4,225	5,000	700	5,000
10022810	57300	MEMBERSHIPS & SUBSCRIPTIONS	470	500	775	925	1,500	700	1,500
10028100	61200	PURCHASING ALLOCATION	-	-	-	9,192	8,589	8,589	11,604
10022810	61410	RENT ALLOCATION	-	13,222	11,226	3,222	-	2,668	-
10022810	61420	BUILDING MAINTENANCE ALLOCATION	9,486	10,856	11,066	10,927	12,223	12,223	13,262
10022810	61422	IT ALLOCATION	-	-	-	-	29,508	29,508	35,553
10022810	61425	UTILITIES ALLOCATION	8,742	2,088	2,088	2,449	2,431	2,431	2,336
10022810	61500	INSURANCE ALLOCATION	1,771	1,837	1,837	-	2,473	2,473	3,371
10022810 Total		Recreation Administration Expenses	140,589	174,477	197,652	264,602	294,791	300,237	355,776
ADULT BASKETBALL EXPENSES									
10022821	51110	REGULAR SALARIES & WAGES	1,710	2,544	2,246	2,189	2,230	2,230	-
10022821	51120	NON-REGULAR SALARIES & WAGES	-	1,500	1,092	1,575	2,160	2,160	1,800
10022821	51130	OVERTIME SALARIES & WAGES	-	-	-	10	-	-	-
10022821	51150	ACCRUED SALARIES & BENEFITS	-	-	36	(45)	-	-	-
10022821	51210	RETIREMENT (PERS)	-	639	590	613	672	272	-
10022821	51220	INSURANCE	-	696	773	773	771	771	-
10022821	51230	WORKERS COMPENSATION	70	212	218	192	221	221	88
10022821	51240	MEDICARE	25	59	43	53	77	77	26
10022821	51250	UNEMPLOYMENT	17	40	40	46	54	54	18
10022821	51260	FICA	106	93	68	98	134	134	112
10022821	51290	CELL PHONE STIPEND	-	-	16	16	17	17	-
10022821	52100	CONTRACTED SERVICES	9,532	8,800	10,673	9,860	12,500	12,500	11,500
10022821	54100	SUPPLIES	1,191	800	1,003	1,333	1,000	1,000	1,000
10022821 Total		Adult Basketball Expenses	12,652	15,383	16,797	16,712	19,836	19,436	14,544
ADULT SOFTBALL EXPENSES									
10022822	51110	REGULAR SALARIES & WAGES	26,550	28,346	22,034	25,155	30,845	30,845	26,966
10022822	51120	NON-REGULAR SALARIES & WAGES	3,645	3,665	4,220	8,028	5,000	7,445	9,000
10022822	51130	OVERTIME SALARIES & WAGES	-	165	173	60	-	-	-
10022822	51150	ACCRUED SALARIES & BENEFITS	(157)	355	211	393	-	-	-
10022822	51210	RETIREMENT (PERS)	6,100	7,120	5,826	7,001	9,295	9,265	8,605
10022822	51220	INSURANCE	6,756	7,006	4,986	5,064	5,622	5,622	8,475
10022822	51230	WORKERS COMPENSATION	1,323	1,517	1,676	1,616	1,729	1,729	2,168
10022822	51240	MEDICARE	463	468	351	473	592	592	647
10022822	51250	UNEMPLOYMENT	321	333	307	385	411	411	449
10022822	51260	FICA	241	238	224	498	310	462	558
10022822	51290	CELL PHONE	-	127	127	152	179	179	179
10022822	52100	CONTRACTED SERVICES	50,110	52,492	39,216	46,448	49,000	25,000	49,000
10022822	52180	SECURITY SERVICES	275	275	275	275	400	400	400
10022822	54100	SUPPLIES	12,754	14,680	16,393	14,583	15,000	18,000	15,000
10022822	55100	TELEPHONE	172	35	-	-	-	-	-
10022822 Total		Adult Softball Expenses	108,555	116,822	96,020	110,131	118,383	99,950	121,447
*Beginning FY14/15 Adult Softball and Co-Ed Softball have been combined									
CO-ED VOLLEYBALL EXPENSES									
10022824	51110	REGULAR SALARIES & WAGES	1,072	1,348	661	722	763	763	647
10022824	51120	NON-REGULAR SALARIES & WAGES	-	700	758	828	800	800	-
10022824	51150	ACCRUED SALARIES & BENEFITS	12	-	(0)	51	-	-	-
10022824	51210	RETIREMENT (PERS)	259	338	173	202	230	230	203
10022824	51220	INSURANCE	196	203	27	12	12	12	155
10022824	51230	WORKERS COMPENSATION	52	71	79	66	67	67	41
10022824	51240	MEDICARE	18	20	21	22	24	24	13
10022824	51250	UNEMPLOYMENT	13	13	15	16	18	18	10
10022824	51260	FICA	-	-	47	51	50	50	-
10022824	51290	CELL PHONE	-	10	2	3	4	4	4

Recreation and Aquatics Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual	Actual	Actual	Actual	Budget	Estimated	Budget
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016	
10022824	52100	CONTRACTED SERVICES	1,117	-	-	-	-	-	-
10022824	54100	SUPPLIES	205	380	225	353	400	400	400
10022824	55100	TELEPHONE	6	-	-	-	-	-	-
10022824 Total		Co-Ed Volleyball Expenses	2,949	3,083	2,007	2,326	2,368	2,368	1,473
YOUTH BASKETBALL EXPENSES									
10022831	51110	REGULAR SALARIES & WAGES	16,489	17,568	17,811	18,167	18,766	18,766	16,492
10022831	51120	NON-REGULAR SALARIES & WAGES	12,715	14,700	16,669	18,328	15,950	15,950	18,675
10022831	51130	OVERTIME SALARIES & WAGES	-	-	-	50	-	-	-
10022831	51150	ACCRUED SALARIES & BENEFITS	(137)	-	176	285	-	-	-
10022831	51210	RETIREMENT (PERS)	3,801	4,413	4,671	5,091	5,655	5,655	5,281
10022831	51220	INSURANCE	4,406	4,496	4,133	3,982	3,967	3,967	5,393
10022831	51230	WORKERS COMPENSATION	1,244	1,694	2,076	1,705	1,626	1,626	1,975
10022831	51240	MEDICARE	436	468	471	520	557	557	590
10022831	51250	UNEMPLOYMENT	302	322	379	407	388	338	410
10022831	51260	FICA	788	911	1,024	1,136	989	989	1,158
10022831	51290	CELL PHONE	109	120	104	114	114	114	114
10022831	52100	CONTRACTED SERVICES	250	250	92	218	250	250	250
10022831	52600	RENT	-	-	825	900	1,000	1,000	1,000
10022831	54100	SUPPLIES	9,788	8,000	10,235	8,675	10,000	10,000	10,000
10022831	61410	RENT ALLOCATION	3,571	3,500	-	-	-	-	-
10022831 Total		Youth Basketball Expenses	53,763	56,442	58,665	59,578	59,262	59,212	61,338
YOUTH SOFTBALL EXPENSES									
10022832	51110	REGULAR SALARIES & WAGES	3,215	3,543	3,967	4,332	4,574	4,574	3,880
10022832	51120	NON-REGULAR SALARIES & WAGES	2,200	1,720	2,160	2,120	2,400	2,400	2,400
10022832	51150	ACCRUED SALARIES & BENEFITS	36	-	(2)	307	-	-	-
10022832	51210	RETIREMENT (PERS)	779	890	1,037	1,215	1,379	1,379	1,214
10022832	51220	INSURANCE	587	609	162	71	69	69	925
10022832	51230	WORKERS COMPENSATION	246	276	345	275	289	289	352
10022832	51240	MEDICARE	86	76	90	94	99	99	106
10022832	51250	UNEMPLOYMENT	60	52	63	65	70	70	74
10022832	51260	FICA	136	106	134	131	149	149	149
10022832	51290	CELL PHONE	-	25	13	20	20	20	20
10022832	52100	CONTRACTED SERVICES	2,841	200	-	-	-	-	-
10022832	54100	SUPPLIES	-	2,800	2,637	2,621	2,800	2,800	2,800
10022832	55100	TELEPHONE	19	-	-	-	-	-	-
10022832 Total		Youth Softball Expenses	10,204	10,297	10,606	11,251	11,849	11,849	11,920
DAY CAMP EXPENSES									
10022840	51110	REGULAR SALARIES & WAGES	5,358	5,739	6,611	7,220	7,623	7,623	6,466
10022840	51120	NON-REGULAR SALARIES & WAGES	70,267	71,760	67,347	67,987	77,520	63,000	79,600
10022840	51150	ACCRUED SALARIES & BENEFITS	60	-	(3)	511	-	-	-
10022840	51210	RETIREMENT (PERS)	1,298	1,442	1,728	2,024	2,297	2,297	2,023
10022840	51220	INSURANCE	979	1,014	270	119	115	115	1,541
10022840	51230	WORKERS COMPENSATION	3,153	4,069	3,988	3,168	3,592	3,592	4,252
10022840	51240	MEDICARE	1,109	1,124	1,075	1,091	1,232	1,232	1,272
10022840	51250	UNEMPLOYMENT	765	775	743	754	852	852	879
10022840	51260	FICA	4,357	4,449	4,176	4,215	4,807	4,807	4,936
10022840	51290	CELL PHONE STIPEND	-	-	22	32	33	33	33
10022840	54100	SUPPLIES	12,175	10,000	11,763	11,777	12,000	9,000	12,000
10022840	55100	TELEPHONE	123	140	115	113	-	-	125
10022840 Total		Day Camp Expenses	99,644	100,512	97,835	99,013	110,071	92,551	113,127
CLASSES & CLINICS EXPENSES									
10022850	52100	CONTRACTED SERVICES	97,754	95,000	74,246	62,184	80,000	65,000	75,000

Recreation and Aquatics Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual	Actual	Actual	Actual	Budget	Estimated	Budget
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016	FY 2017
10022850	54100	SUPPLIES	29,020	30,500	29,488	29,458	35,000	35,000	30,000
10022850	54101	POSTAGE	-	-	1,941	-	-	-	-
10022850 Total		Classes & Clinics Expenses	126,774	125,500	105,675	91,642	115,000	100,000	105,000
SPECIAL ACTIVITIES EXPENSES									
10022860	51110	REGULAR SALARIES & WAGES	-	-	444	8,157	4,275	8,698	4,159
10022860	51120	NON-REGULAR SALARIES & WAGES	-	-	7,996	6,872	3,600	5,513	4,000
10022860	51130	OVERTIME SALARIES & WAGES	-	20,030	10,715	19,257	17,978	20,773	19,242
10022860	51210	RETIREMENT (PERS)	-	-	1,896	2,979	1,289	2,880	1,352
10022860	51230	WORKERS COMPENSATION	-	-	1,880	1,394	334	638	396
10022860	51240	MEDICARE	-	-	421	462	376	507	399
10022860	51250	UNEMPLOYMENT	-	-	345	343	259	350	275
10022860	51260	FICA	-	-	559	526	782	402	868
10022860 Total		Special Activities Expenses	-	20,030	24,257	39,990	28,893	39,761	30,691
Total Aquatics & Recreation Expenses									
			707,765	766,090	798,988	885,533	958,007	900,418	1,012,255

**BUDGET DETAIL
AQUATICS
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022300

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 20,041
	Recreation Supervisor (0.22 Recreation Admin, 0.10 Day Camp, 0.10 Youth Basketball, 0.20 Adult Softball, 0.06 Youth Softball, 0.01 Co-ed Volleyball)	0.31
	Total FTE	0.31
51120 Non-Regular Salaries		\$ 66,925
	Pool Manager (400 hours)	0.05
	Assistant Pool Manager (400 hours)	0.05
	Water Safety Instructors (2,500 hours)	1.20
	Lifeguards (2,000 hours)	0.96
	Office & Concessions (800 hours)	0.38
	Total FTE	2.64
Employee Benefits		\$ 21,973
51210	Retirement (PERS)	\$ 6,266
51220	Insurance	\$ 4,776
51230	Workers Compensation Insurance	\$ 4,446
51240	Medicare	\$ 1,324
51250	Unemployment Insurance	\$ 910
51260	FICA	\$ 4,150
51290	Cell Phone Stipend	\$ 101
52100 Contractual Services		\$ 2,500
	Fee for credit card payments.	\$ 1,000
	Miscellaneous Repairs by General Contractors.	\$ 1,500
54100 Supplies		\$ 19,000
	Emergency rescue supplies.	\$ 3,500
	Staff uniform & equipment.	\$ 3,000
	Concessions & party supplies.	\$ 6,000
	Miscellaneous fees including Health Permit and floor mats.	\$ 3,000
	Office and miscellaneous supplies.	\$ 3,500
54106 Specialty Supplies		\$ 18,500
	Chlorine	\$15,000
	Acid & Algaecide	\$ 2,000
	Testing Supplies	\$ 1,500
55100 Telephone		\$ 1,000
55210 Utilities		\$ 35,000
56120 Equipment Maintenance & Repair		\$ 6,000
	Miscellaneous repairs of office and facility equipment.	
57101 Conference & Training - Aquatics		\$ 5,000
	California Parks and Recreation Society Conference and various trainings mandated for safe programming.	
	Lifeguard and water safety instructor training.	
57102 Conference & Training - Parks Staff		\$ 1,000
	Park staff CPO certification.	
DEPARTMENT TOTAL 10022300		\$ 196,939

**BUDGET DETAIL
RECREATION ADMINISTRATION
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022810		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 146,638
	Community Service Administrator (0.30 Parks, 0.05 Museum, 0.05 Conference Center, 0.05 Golf, 0.10 Building Maintenance)	0.45
	Recreation Supervisor (0.20 Adult Softball, 0.10 Day Camp, 0.10 Youth Basketball, 0.31 Aquatics, 0.01 Co-ed Volleyball, 0.06 Youth Softball)	0.22
	Sports Coordinator (0.35 Adult Softball, 0.25 Youth Basketball)	0.40
	Recreation Coordinator	1.00
	Receptionist/Clerk (0.30 Admin Support, 0.10 Parks, 0.30 Building Maintenance)	0.30
	Community Services Assistant/Part-time 32-Hour (0.16 Admin. Support)	0.64
	Total FTE	3.01
51120 Non-Regular Salaries		\$ 2,160
	Community Services Assistant/960 hour (0.07 Parks, 0.07 Golf, 0.23 Admin. Support, 0.02 Building Maintenance)	0.07
	Total FTE	0.07
51130 Overtime Salaries		\$ 1,000
Employee Benefits		\$ 93,248
51210	Retirement (PERS)	\$ 45,277
51220	Insurance	\$ 34,255
51230	Workers Compensation Insurance	\$ 8,890
51240	Medicare	\$ 2,656
51250	Unemployment Insurance	\$ 1,834
51260	FICA	\$ 134
51290	Cell Phone Stipend	\$ 202
52100 Contractual Services		\$ 3,500
	Fee for credit card payments	\$ 2,500
	Recreation software cost (Total cost shared equally with UVCC, Building Maintenance, ARRC)	\$ 1,000
52600 Rent		\$ 20,004
	Rental contribution to the ARRC and other facilities for programs.	
54100 Supplies		\$ 7,400
	Miscellaneous reference materials and printing, publicity material and advertisements for programs and events, staff equipment and supplies, one replacement computer.	\$ 5,900
	Program supplies and materials for Observatory Park.	\$ 1,500
54101 Postage		\$ 3,800
	General postage for the fiscal year as well as the direct mailings for recreational classes and sports programs.	
55100 Telephone		\$ 1,800
55210 Utilities		\$ 3,600
	Utilities for Trinity gym per MOU.	

57100 Conference & Training	\$ 5,000
California Parks and Recreation Society Conference and various trainings mandated for safe programming including CPR.	
57300 Memberships & Subscriptions	\$ 1,500
Membership in California Parks and Recreation Society (CPRS), and National Park and Recreation Association (NRPA) for three persons.	
61200 Purchasing Allocation	\$ 11,604
Charge for Purchasing functions.	
61420 Building Maintenance Allocation	\$ 13,262
Share of maintenance for Civic Center facility.	
61422 IT Allocation	\$ 35,553
Share of Information Technology services.	
61425 Utilities Allocation	\$ 2,336
Share of Civic Center Utilities.	
61500 Insurance Allocation	\$ 3,371
Share of the Citywide costs of liability and property insurance.	
DEPARTMENT TOTAL 10022810	<u>\$ 355,776</u>

**BUDGET DETAIL
ADULT BASKETBALL
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022821

**DEPARTMENT
REQUEST**

51120 Non-Regular Salaries		\$ 1,800
Activity Assistant (150 hours) (Officials)		0.07
Total FTE		0.07
Employee Benefits		\$ 244
51230	Workers Compensation Insurance	\$ 88
51240	Medicare	\$ 26
51250	Unemployment Insurance	\$ 18
51260	FICA	\$ 112
52100 Contractual Services		\$ 11,500
Contract with Officials Association to provide training to seasonal employees.		
54100 Supplies		\$ 1,000
All necessary equipment, uniforms, apparatus, and provisions to operate the league. Monies expended are offset by revenues from participant and sponsor fees.		
DEPARTMENT TOTAL 10022821		<u><u>\$ 14,544</u></u>

**BUDGET DETAIL
ADULT SOFTBALL
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022822

DEPARTMENT
REQUEST

51110 Salaries, Regular		\$ 26,966
Recreation Supervisor (0.22 Recreation Admin, 0.10 Day Camp, 0.10 Youth Basketball, 0.31 Aquatics, 0.01 Co-ed Volleyball, 0.06 Youth Softball)		0.20
Sports Coordinator (0.40 Recreation Admin, 0.25 Youth Basketball)		0.35
Total FTE		0.55
51120 Non-Regular Salaries		\$ 9,000
Scorekeepers (750 hours)		0.36
Total FTE		0.36
Employee Benefits		\$ 21,081
51210	Retirement (PERS)	\$ 8,605
51220	Insurance	\$ 8,475
51230	Workers Compensation Insurance	\$ 2,168
51240	Medicare	\$ 647
51250	Unemployment Insurance	\$ 449
51260	FICA	\$ 558
51290	Cell Phone Stipend	\$ 179
52100 Contractual Services		\$ 49,000
Contractual agreement with Redwood Empire Official Association for Umpires.		
52180 Security Services		\$ 400
Field alarm monitoring services and safety costs at the facility.		
54100 Supplies		\$ 15,000
All necessary equipment, apparatus, and provisions to operate the league. Monies expended are offset by revenues from participant and sponsor fees.		
DEPARTMENT TOTAL 10022822		<u>\$ 121,447</u>

**BUDGET DETAIL
CO-ED VOLLEYBALL
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022824

**DEPARTMENT
REQUEST**

51110 Salaries, Regular

\$ 647

Recreation Supervisor (0.22 Recreation Admin, 0.10 Day Camp, 0.10 Youth
Basketball, 0.31 Aquatics, 0.20 Adult Softball, 0.06 Youth Softball)

Total FTE 0.01

Employee Benefits

\$ 426

51210	Retirement (PERS)	\$ 203
51220	Insurance	\$ 155
51230	Workers Compensation Insurance	\$ 41
51240	Medicare	\$ 13
51250	Unemployment Insurance	\$ 10
51260	FICA	\$ -
51290	Cell Phone Stipend	\$ 4

54100 Supplies

\$ 400

All necessary equipment and provisions to operate the league. Monies expended are
offset by revenues from participant and sponsor fees.

DEPARTMENT TOTAL 10022824

\$ 1,473

**BUDGET DETAIL
YOUTH BASKETBALL
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022831

**DEPARTMENT
REQUEST**

51110 Salaries, Regular

\$ 16,492

Recreation Supervisor (0.22 Recreation Admin, 0.20 Adult Softball, 0.10 Day
Camp, 0.31 Aquatics, 0.01 Co-ed Volleyball, 0.06 Youth Softball)

0.10

Sports Coordinator (.40 Recreation Admin, .35 Adult Softball)

0.25

Total FTE 0.35

51120 Non-Regular Salaries

\$ 18,675

Seasonal, part-time positions for referees, scorekeepers, timers, and gym
supervisors for 400 games. Monies expended are offset by revenues from
participant and sponsor fees.

0.84

Total FTE 0.84

Employee Benefits

\$ 14,921

51210 Retirement (PERS)

\$ 5,281

51220 Insurance

\$ 5,393

51230 Workers Compensation Insurance

\$ 1,975

51240 Medicare

\$ 590

51250 Unemployment Insurance

\$ 410

51260 FICA

\$ 1,158

51290 Cell Phone Stipend

\$ 114

52100 Contractual Services

\$ 250

Contract with Officials Association to provide training to seasonal employees.

52600 Rent

\$ 1,000

Use of non-City facilities.

54100 Supplies

\$ 10,000

All necessary equipment, apparatus, and provisions to operate the league.

Monies expended are offset by revenues from participant and sponsor fees.

DEPARTMENT TOTAL 10022831

\$ 61,338

**BUDGET DETAIL
YOUTH SOFTBALL
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022832

**DEPARTMENT
REQUEST**

51110 Salaries, Regular

\$ 3,880

Recreation Supervisor (0.22 Recreation Admin, 0.20 Adult Softball, 0.10 Day
Camp, 0.31 Aquatics, 0.10 Coed Volleyball, 0.10 Youth Basketball)

0.06

Total FTE 0.06

51120 Non-Regular Salaries

\$ 2,400

Seasonal, part-time positions for umpires and field maintenance staff for 60
games. Monies expended are offset by revenues from participant and
sponsor fees.

0.04

Total FTE 0.04

Employee Benefits

\$ 2,840

51210	Retirement (PERS)	\$ 1,214
51220	Insurance	\$ 925
51230	Workers Compensation Insurance	\$ 352
51240	Medicare	\$ 106
51250	Unemployment Insurance	\$ 74
51260	FICA	\$ 149
51290	Cell Phone Stipend	\$ 20

54100 Supplies

\$ 2,800

All necessary equipment, apparatus, and provisions to operate the league.
Monies expended are offset by revenues from participant and sponsor fees.

DEPARTMENT TOTAL 10022832

\$ 11,920

**BUDGET DETAIL
DAY CAMP
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022840		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 6,466
Recreation Supervisor (0.22 Recreation Admin, 0.20 Adult Softball, 0.10 Youth Basketball, 0.31 Aquatics, 0.01 Co-ed Volleyball, 0.06 Youth Softball)		0.10
Total FTE		0.10
51120 Non-Regular Salaries		\$ 79,600
Seasonal, part-time positions for Director (1), Camp Counselors (16) and Assistants (2). Monies expended are offset by revenues from participants (Camp operates for 10 weeks).		3.08
Total FTE		3.08
Employee Benefits		\$ 14,936
51210	Retirement (PERS)	\$ 2,023
51220	Insurance	\$ 1,541
51230	Workers Compensation Insurance	\$ 4,252
51240	Medicare	\$ 1,272
51250	Unemployment Insurance	\$ 879
51260	FICA	\$ 4,936
51290	Cell Phone Stipend	\$ 33
54100 Supplies		\$ 12,000
Arts/crafts supplies, sports equipment, games, field trip expenses, office supplies, T-shirts for participants and provisions to operate the camp. Monies expended are offset by revenues from participants.		
55100 Telephone		\$ 125
DEPARTMENT TOTAL 10022840		<u>\$ 113,127</u>

**BUDGET DETAIL
CLASSES & CLINICS
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022850

**DEPARTMENT
REQUEST**

52100 Contracted Services

\$ 75,000

Payment of instructors of all recreational activities, classes, and contracted programs. All monies expended in this account are offset by incoming revenues charged to the participants to conduct contract recreation programs, user fee activities, and revenue-producing programs.

54100 Supplies

\$ 30,000

Recreation brochure to be published three times per year. The costs of publishing and printing are offset by advertising sales and instructor fees. All necessary equipment, apparatus and provisions to operate the classes. Monies expended are offset by revenues from participants and sponsor fees.

DEPARTMENT TOTAL 10022850

\$ 105,000

**BUDGET DETAIL
SPECIAL ACTIVITIES
FISCAL YEAR 2016-17**

ACCOUNT NO. 10022860

**DEPARTMENT
REQUEST**

51110 Salaries, Regular

\$ 4,159

Staff hours scheduled to work special programs and events. Monies expended are offset by revenues from special activities.

51120 Non-Regular Salaries

\$ 4,000

Staff hours scheduled to work special programs and events. Monies expended are offset by revenues from special activities.

51130 Overtime Salaries & Wages

\$ 19,242

Staff hours scheduled to work special programs and events. Monies expended are offset by revenues from special activities.

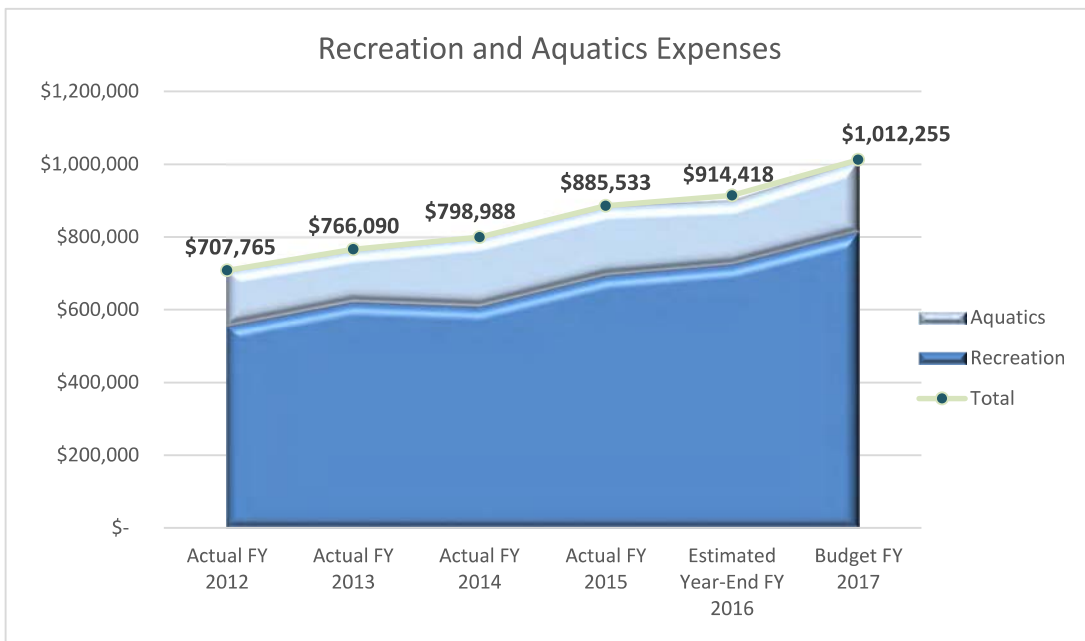
Employee Benefits

\$ 3,290

51210	Retirement (PERS)	\$ 1,352
51230	Workers Compensation Insurance	\$ 396
51240	Medicare	\$ 399
51250	Unemployment Insurance	\$ 275
51260	FICA	\$ 868

DEPARTMENT TOTAL 10022860

\$ 30,691



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PLANNING & COMMUNITY DEVELOPMENT BUDGET

Fiscal Year 2016-17

10023100 Planning and Community Development

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Long Range Planning: The primary focus of Long Range Planning is to implement the Ukiah Valley General Plan which consists of seven State mandated elements, including a State-certified Housing Element and seven optional elements. Long Range Planning staff also develop, implement, and/or assist in the creation of special programs and projects related to long range community development such as the Airport Industrial Park Planned development, creek master plans and maintenance of the Zoning Ordinance to reflect current State law and modern planning principles

Current Planning: Current planning staff assists property owners, developers, and the public in matters related to the use and development of private property. This includes: providing information on the regulations and guidelines that apply to property and projects; review and processing of building permits; providing assistance on project design and development; processing land use entitlements for private and public development proposals; and performing environmental review associated with development proposals. Current planning staff also provides professional planning support to the Planning Commission, City Council, Design Review Board, Zoning Administrator, City Engineer, Paths, Open Space, and Creeks Commission, Demolition Permit Review Committee, and Building Appeals Board.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- **Current Planning:** Processed 25 current planning applications including: the PEP Housing 42 unit senior affordable project, the Gullion 26 unit multi-family project and Ford Street Use Permit.
- **Long Range Planning:** Completed Homeless Shelter Overlay zone, Housing Element, initiated Wagonseller Park Location Identification Study.
- **Economic Development:** Completed Fee Deferral program for development projects
Completed Talmage Road / Highway 101 Interchange Improvements Environmental Impact Report.
Initiated zoning ordinance amendments including: fence heights, creek setbacks, food truck regulations, tree shading in parking lots, and permit streamlining. Initiated General Plan update process.
Sphere of Influence Amendment- implemented City Council's decision to withdraw application from Local Area Formation Commission (LAFCO).
Completed the review and update of the Planning and Building permit fees.
Assisted with the development and adoption of a marijuana dispensary ordinance.
Made progress on the Ukiah Valley Sanitation District detachment project.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Make substantial progress on the General Plan update project.
- Continue to process current planning applications in a timely manner.
- Complete zoning ordinance amendments designed to make the development process easier, including permit streamlining, creek setbacks, and tree shading.
- Complete site identification study for the Wagonseller Neighborhood Park.

- Continue to implement Munis permitting module
- Make substantial progress on the UVSD detachment project.
- Make progress on the Water Rights Permit Amendment Environmental Impact Report.
- Complete the update to the official zoning map to reflect recent rezoned properties.
- Continue professional support to the City Council, Planning Commission, Design Review Board, and Paths Open Space and Creeks Commission.

SIGNIFICANT CHANGES:

- None.

Community Planning Detail for Fiscal Year 2016/2017

10023100

Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Budget FY 2017	Difference from Estimated	
						Year-End FY 2016		Year-End 2016	\$
COMMUNITY PLANNING REVENUE									
42315 OUTDOOR DINNING RENEWAL FEE	-	-	(30,224)	(100)	-	(120)	-	120	-100%
42320 VAR/USE & SITE DEVELOPMENT PERMITS	-	-	-	2,850	(35,000)	(4,000)	(10,000)	(6,000)	150%
44151 SUBDIVISION FILING FEES	-	-	(450)	-	-	(900)	-	900	-100%
44153 STAFF REVIEW & RESEARCH	-	-	(2,560)	(1,150)	(650)	(2,600)	(2,600)	-	0%
44152 GENERAL PLAN AMENDMENT	-	-	(5,950)	-	-	-	-	-	0%
42330 ENVIRONMENTAL IMPACT REPORT	-	(35,628)	(108,730)	(35,235)	(100,000)	-	-	-	0%
Total Community Planning Revenue	-	(35,628)	(147,914)	(33,635)	(135,650)	(7,620)	(12,600)	(4,980)	65%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	186,628	270,359	294,766	264,857	260,755	259,098	270,124	11,026	4%
51120 NON-REGULAR SALARIES & WAGES	-	2,543	2,144	307	-	-	-	-	0%
51150 ACCRUED SALARIES & BENEFITS	5,109	5,766	3,832	(6,818)	-	-	-	-	0%
51210 RETIREMENT (PERS)	45,679	69,729	73,929	64,247	74,542	73,848	85,876	12,028	16%
51220 INSURANCE	35,309	35,247	29,887	35,772	35,888	40,044	45,793	5,749	14%
51230 WORKERS COMPENSATION	8,463	12,466	17,760	12,651	12,385	12,662	15,323	2,661	21%
51240 MEDICARE	2,778	3,797	3,985	3,898	4,239	4,338	4,571	233	5%
51250 UNEMPLOYMENT	2,054	2,887	3,243	3,011	2,921	2,993	3,153	160	5%
51260 FICA	-	158	133	19	-	-	-	-	0%
51290 CELL PHONE STIPEND	-	29	199	199	198	198	198	-	0%
Sub Total Salaries & Benefits	286,020	402,980	429,878	378,143	390,928	393,181	425,038	31,857	8%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	259,863	94,601	122,367	48,660	6,000	6,000	18,000	12,000	200%
52107 CONTRACTED SERVICES - EIR	-	-	-	-	100,000	10,000	-	(10,000)	-100%
54100 SUPPLIES	1,079	378	4,844	3,201	3,000	2,700	6,000	3,300	122%
54101 POSTAGE	1,834	1,518	1,334	1,183	1,500	1,044	1,500	456	44%
55100 TELEPHONE	1,105	1,158	1,067	1,236	1,000	1,412	1,421	9	1%
55210 UTILITIES	1,226	-	-	-	-	-	-	-	0%
56120 EQUIPMENT MAINTENANCE & REPAIR	-	-	140	-	500	500	500	-	0%
57100 CONFERENCE & TRAINING	66	360	746	490	4,000	3,711	6,500	2,789	75%
57300 MEMBERSHIPS & SUBSCRIPTIONS	991	1,014	-	-	-	-	385	385	100%
59101 FEES	-	-	-	-	-	-	7,500	7,500	100%
61200 PURCHASING ALLOCATION	-	-	-	3,703	3,459	3,459	2,689	(770)	-22%
61410 RENT ALLOCATION	-	2,526	2,526	2,526	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	6,187	8,138	8,678	8,569	9,583	9,583	10,397	814	8%
61422 IT ALLOCATION	-	-	-	-	12,997	12,997	15,660	2,663	20%
61425 UTILITIES ALLOCATION	-	1,637	1,920	1,920	1,906	1,906	1,831	(75)	-4%
61500 INSURANCE ALLOCATION	3,361	3,399	3,399	-	1,447	1,447	1,683	236	16%
Sub Total Operations & Maintenance	275,712	114,730	147,022	71,488	145,392	54,759	74,066	19,307	35%
TOTAL DEPARTMENT EXPENSES 10023100	561,732	517,710	576,900	449,631	536,320	447,940	499,104	51,164	11%

**BUDGET DETAIL
COMMUNITY PLANNING
FISCAL YEAR 2016-17**

ACCOUNT NO. 10023100		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 270,124
	Director of Planning & Community Development (0.25 Building Inspection)	0.75
	Principal Planner (0.10 Building Inspection)	0.90
	Assistant Planner I (0.15 Building Inspection)	0.85
	Development Permit Coordinator (0.30 Building Inspection, 0.20 Public Works-Engineering, 0.15 Wastewater Admin., 0.15 Water Admin., 0.15 Electric Admin.)	0.05
	Planning/Building Technician (0.11 Building Inspection)	0.89
	Total FTE	3.44
Employee Benefits		\$ 154,914
51210	Retirement (PERS)	\$ 85,876
51220	Insurance	\$ 45,793
51230	Workers Compensation Insurance	\$ 15,323
51240	Medicare	\$ 4,571
51250	Unemployment Insurance	\$ 3,153
51290	Cell Phone Stipend	\$ 198
52100 Contractual Services		\$ 18,000
	Planning Commission Stipend	\$ 6,000
	GIS services	\$ 10,000
	Other services as needed	\$ 2,000
54100 Supplies		\$ 6,000
	2 new computers, computer and printer supplies, general office supplies.	
54101 Postage		\$ 1,500
55100 Telephone		\$ 1,421
	Land line and Fax.	
56120 Equipment Maintenance & Repair		\$ 500
	Printer maintenance and repair	
57100 Conference & Training		\$ 6,500
	Planning Staff	\$ 4,000
	Planning Commission	\$ 2,500
57300 Memberships & Subscriptions		\$ 385
	American Planning Association	
59101 Fees		\$ 7,500
	CEQA filing fees	
	DFW CEQA documents (3)	
	County Airport Land Use Commission (2)	
61200 Purchasing Allocation		\$ 2,689
	Charge for Purchasing functions.	
61420 Building Maintenance Allocation		\$ 10,397
	Share of maintenance for Civic Center facility.	
61422 IT Allocation		\$ 15,660
	Share of Information Technology Services.	
61425 Utilities Allocation		\$ 1,831
	Share of Civic Center Utilities.	
61500 Insurance Allocation		\$ 1,683
	Share of the Citywide costs of liability and property insurance.	
DEPARTMENT TOTAL 10023100		\$ 499,104



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BUILDING INSPECTION BUDGET

Fiscal Year 2016-17

10023320

Building Inspection

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Building Department is a branch of the Community Development Department and is responsible for maintaining through plan review and building inspection the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, access to persons with disabilities, sanitation, adequate lighting and ventilation and energy conservation; safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations. The department is staffed by the Building Official and Development Permit Coordinator. Customer service to the community is a driving force for the department.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continued success with the one-afternoon per week Rapid Review plan checking and permit issuance program (31 permits issued between July, 2015 and February, 2016: average time: 1-hour per permit).
- Continued monitoring of building permit first review timeframes – average 90% reviewed on time.
- Continued to lead the Planning and Building team with the implementation of the Munis Software permitting module.
- Continued to perform lead role with the Palace Hotel building code violation enforcement.
- Reviewed and issued 422 building permits between July, 2015 and February, 2016.
- Conducted 906 building inspections between July, 2015 and February, 2016.
- Increased staff capacity to review and issue building permits over-the-counter.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Expand the Rapid Review program as demand increases.
- Increase on-time first reviews for building permits beyond 90%.
- Implement on-line Customer Self Service building permit application/issuance and building inspection scheduling.
- Palace Hotel building code violation enforcement: Continued support to City Council.
- Become proficient with implementation of the Munis permitting module and assist other staff as appropriate.
- Install front-counter computer for building permit applications, building inspection scheduling, Building Division information, etc.
- Continue Building Code violation enforcement efforts.
- Continue cross-training (building/planning) efforts.
- Reach out to contractors and community notifying them of California Code changes this year. Provide information highlighting the various changes.
- Provide local training on new codes to the community and advertise classes at the North Coast Builders Exchange and classes hosted by the local ICC Chapter, Redwood Empire Association of Code Officials.

SIGNIFICANT CHANGES:

- None.

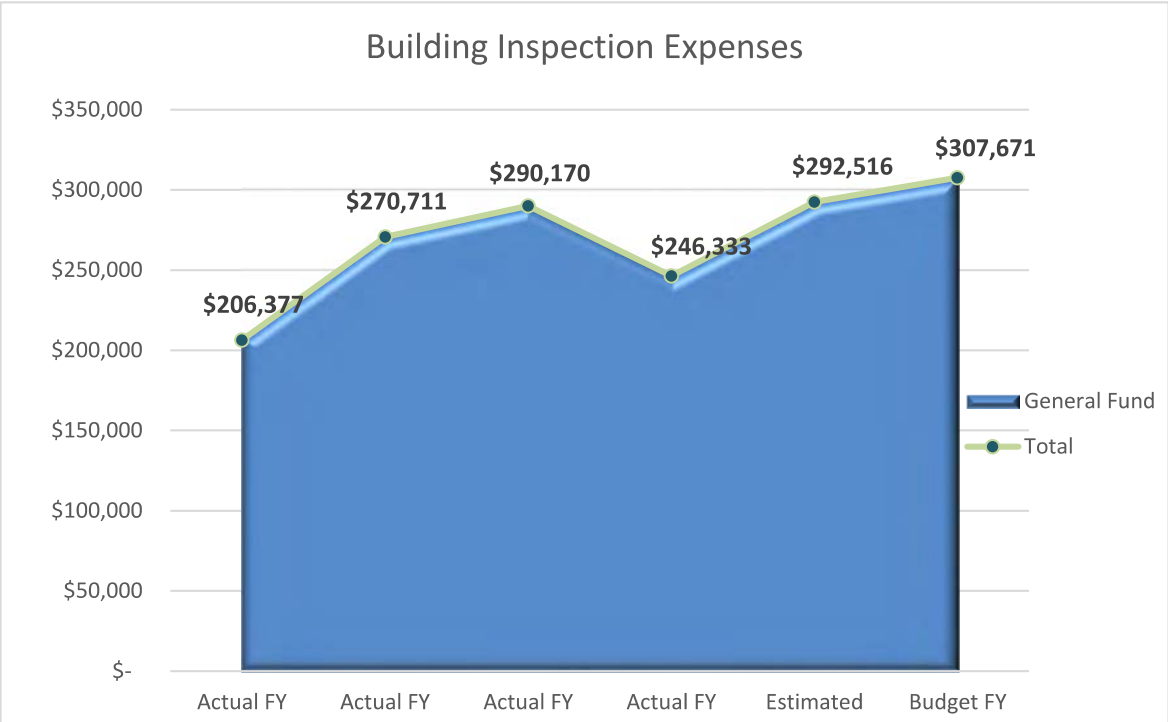
Building Inspection Detail for Fiscal Year 2016/2017

10023320

Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year End FY 2016	Budget FY 2017	Difference from	
								Estimated Year-End 2016	
								\$	%
BUILDING INSPECTION REVENUE									
42210 BUILDING PERMITS	(89,903)	(79,960)	(85,343)	(89,815)	(100,000)	(74,000)	(120,000)	(46,000)	62%
42220 ELECTRICAL PERMITS	(15,567)	(13,573)	(11,151)	(12,855)	(12,000)	(9,500)	(18,200)	(8,700)	92%
42230 PLUMBING PERMITS	(9,036)	(8,481)	(7,924)	(8,417)	(7,000)	(5,000)	(16,300)	(11,300)	226%
42240 MECHANICAL PERMITS	(6,027)	(5,789)	(6,916)	(6,003)	(6,000)	(4,000)	(11,400)	(7,400)	185%
42250 RED TAG FINES	(8,404)	(10,493)	(6,387)	(2,320)	(6,000)	(3,000)	(3,000)	-	0%
42260 PERMIT REINSTATEMENT FEES	(8,217)	(3,548)	(5,520)	(15,398)	(8,000)	(4,000)	(7,100)	(3,100)	78%
42310 SIGN PERMIT FEES	(1,865)	(1,151)	(1,283)	(1,283)	(1,300)	(800)	(700)	100	-13%
44170 PLAN CHECK FEES	(65,056)	(38,892)	(102,772)	(36,598)	(84,046)	(50,000)	(80,000)	(30,000)	60%
Total Building Inspection Revenue	(204,075)	(161,887)	(227,297)	(172,690)	(224,346)	(150,300)	(256,700)	(106,400)	71%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	116,752	163,013	164,109	157,052	158,772	159,663	161,402	1,739	-1%
51150 ACCRUED SALARIES & BENEFITS	6,036	2,718	1,143	(5,927)	-	-	-	-	0%
51210 RETIREMENT (PERS)	29,023	41,616	42,569	42,751	46,974	47,399	51,811	4,412	-9%
51220 INSURANCE	20,467	22,112	14,727	14,964	15,170	20,034	21,807	1,773	-9%
51230 WORKERS COMP	5,191	7,496	9,714	7,240	7,158	7,615	8,669	1,054	-14%
51240 MEDICARE	1,549	2,102	2,050	2,161	2,452	2,606	2,592	(14)	1%
51250 UNEMPLOYMENT	1,260	1,736	1,776	1,723	1,698	1,800	1,792	(8)	0%
51290 CELL PHONE STIPEND	-	49	331	331	330	334	330	(4)	1%
Sub Total Salaries & Benefits	180,277	240,842	236,419	220,296	232,554	239,451	248,403	8,952	-4%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	16,571	19,889	38,061	12,304	40,000	31,000	30,000	(1,000)	-3%
54100 SUPPLIES	1,091	785	3,787	3,656	4,000	3,000	4,000	1,000	33%
54101 POSTAGE	1,203	730	1,038	1,311	1,000	600	1,200	600	100%
55100 TELEPHONE	669	648	381	393	600	300	500	200	67%
56120 EQUIPMENT MAINTENANCE & REPAIR	-	-	-	-	-	-	500	500	100%
56130 EXTERNAL SERVICES	1,399	1,359	1,285	1,507	1,400	1,470	1,400	(70)	-5%
57100 CONFERENCE & TRAINING	758	1,267	3,464	923	4,000	2,600	6,000	3,400	131%
57300 MEMBERSHIPS & SUBSCRIPTIONS	340	340	635	480	800	600	800	200	33%
61200 PURCHASING ALLOCATION	-	-	-	1,498	1,399	1,399	828	(571)	-41%
61410 RENT ALLOCATION	-	770	770	770	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	2,486	2,480	2,644	2,611	2,920	2,920	3,168	248	8%
64122 IT ALLOCATION	-	-	-	-	7,783	7,783	9,377	1,594	20%
61425 UTILITIES ALLOCATION	493	499	585	585	581	581	558	(23)	-4%
61500 INSURANCE ALLOCATION	1,090	1,102	1,102	-	812	812	937	125	15%
Sub Total Operations & Maintenance	26,100	29,869	53,752	26,037	65,295	53,065	59,268	6,203	12%
TOTAL DEPARTMENT EXPENSES 10023320	206,377	270,711	290,170	246,333	297,849	292,516	307,671	15,155	5%

**BUDGET DETAIL
BUILDING INSPECTION
FISCAL YEAR 2016-17**

ACCOUNT NO. 10023320		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 161,402
Director of Planning & Community Development (0.75 Planning)	0.25	
Building Official	1.00	
Principal Planner (0.90 Planning)	0.10	
Assistant Planner (0.85 Planning)	0.15	
Development Permit Coordinator (0.05 Planning, 0.20 Public Works-Engineering, 0.15 Wastewater Admin., 0.15 Water Admin., .015 Electric Admin.)	0.30	
Planning/Building Technician (0.89 Planning)	0.11	
Total FTE	1.91	
Employee Benefits		\$ 87,001
51210 Retirement (PERS)	\$ 51,811	
51220 Insurance	\$ 21,807	
51230 Workers Compensation Insurance	\$ 8,669	
51240 Medicare	\$ 2,592	
51250 Unemployment Insurance	\$ 1,792	
51290 Cell Phone Stipend	\$ 330	
52100 Contractual Services		\$ 30,000
Funds for structural plan check review and substitute building inspection services.		
54100 Supplies		\$ 4,000
Code books and reference material for new building code cycle.		
General office supplies.		
54101 Postage		\$ 1,200
55100 Telephone		\$ 500
Land line and Fax.		
56120 Equipment Maintenance and Repair		\$ 500
Printer maintenance and repair.		
56130 External Services		\$ 1,400
Mileage Reimbursement for Building Official.		
57100 Conference & Training		\$ 6,000
Seminars and classes on new code requirements and to meet State education requirements.		
AB717- 45 hours/3 year; SB1608 - ICC certificate renewals - CBO 60 hours/3 year.		
57300 Memberships & Subscriptions		\$ 800
REACO Meetings and Membership	\$ 300	
ICC Membership and Recertification	\$ 125	
CALBO Membership	\$ 215	
SVABO Membership	\$ 60	
Miscellaneous Memberships & Subscriptions	\$ 100	
61200 Purchasing Allocation		\$ 828
Charge for Purchasing functions.		
61420 Building Maintenance Allocation		\$ 3,168
Share of maintenance for Civic Center facility.		
61422 IT Allocation		\$ 9,377
Share of Information Technology Services.		
61425 Utilities Allocation		\$ 558
Share of Civic Center Utilities.		
61500 Insurance Allocation		\$ 937
Share of the Citywide costs of liability and property insurance.		
DEPARTMENT TOTAL 10023320		\$ 307,671





ENGINEERING BUDGET

Fiscal Year 2016-17

10024210 Engineering

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Engineering Division provides development review on projects, manages capital improvement projects from design through construction, manages and implements the City's Storm Water Management Plan for compliance with NPDES, staffs the Traffic Engineering Committee, evaluates projects for grease trap ordinance compliance and sewer lateral testing/replacement, etc.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Completed construction of NWP Rail Trail, Phase 1 from Clara Avenue to Gobbi Street.
- Completed design and construction of the North State Street and Garrett Drive crosswalk.
- Completed slurry seal project, local streets and Airport parking.
- Prepared plans and specifications for street rehabilitation project (Washington, Luce and Observatory).
- Received grant funding for Rail Trail, Phase 2.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue "Master Pavement Rehabilitation Program (MPRP)" - 2 year approach.
- Complete construction of street rehabilitation project (Washington, Luce and Observatory).
- Implement a Trench Fee.
- Complete paperwork for Rail Trail, Phase 3.

SIGNIFICANT CHANGES:

- Add Engineering Technician Position to continue the Master Pavement Rehabilitation Program and provide technical assistance with CAD and GIS support.

Engineering Detail for Fiscal Year 2016/2017

10024210

Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Budget FY 2017	Difference from Estimated	
						Year-End FY 2016		Year-End 2016	
								\$	%
ENGINEERING REVENUE									
42401 SPECIAL TRANS PERMITS 1 TRIP	(981)	(598)	(853)	(597)	(1,000)	(320)	(1,000)	(680)	213%
42402 ENCROACH PERMIT TIME LMTD	(6,317)	(9,017)	(13,892)	(6,848)	(9,000)	(8,800)	(10,000)	(1,200)	14%
42403 ENCROACH PERMIT TIME EXT	-	(662)	(130)	(25)	(500)	(100)	(100)	-	0%
42404 ENCROACH PERMIT LANE CLOSE	-	(185)	(385)	(700)	(480)	(115)	(1,100)	(985)	857%
42405 GRADING PERMIT PLAN REV/INSP	(457)	-	(232)	-	(200)	(200)	(300)	(100)	50%
43140 TALMAGE ROAD MAINTENANCE	1,134	-	-	-	-	-	-	-	0%
44125 IMPROVEMENT PLAN REVIEW	-	(7,074)	(460)	(425)	(7,500)	(3,500)	(4,000)	(500)	14%
44127 CERT OF COMPLIANCE REVIEW	(65)	-	(12)	(65)	-	-	-	-	0%
44128 BOUNDARY LINE ADJ REVIEW	(130)	(151)	(65)	(65)	(100)	(100)	(100)	-	0%
44129 PARCEL MAP PROCESS MINOR SUB	(130)	-	(65)	-	-	-	-	-	0%
44130 IMPROVEMENT AGREEMENT PREP	(65)	-	-	-	-	-	-	-	0%
44131 EASEMENTS REVIEW & PROCESS	(65)	(260)	(395)	-	(200)	(100)	(100)	-	0%
44132 PLAN SHEETS FOR BIDDING	-	(50)	(46)	-	(50)	(50)	(50)	-	0%
44133 SPECIFICATIONS	(520)	(482)	(162)	(516)	(500)	(250)	(250)	-	0%
44134 COPY OF PLAN SIZE SHEETS	-	(20)	-	-	-	-	-	-	0%
Total Engineering Revenue	(7,595)	(18,499)	(16,696)	(9,241)	(19,530)	(13,535)	(17,000)	(3,465)	26%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	145,862	86,837	80,138	77,041	90,969	86,894	59,376	(27,518)	-32%
51130 NON-REGULAR SALARIES & WAGES	-	-	-	25,497	-	1,530	-	(1,530)	-100%
51150 OVERTIME SALARIES & WAGES	-	-	67	141	-	-	-	-	0%
51210 ACCRUED SALARIES & BENEFITS	1,323	(11,742)	(1,040)	44	-	-	-	-	0%
51220 RETIREMENT (PERS)	34,850	20,945	17,963	19,671	26,790	24,224	18,742	(5,482)	-23%
51230 INSURANCE	22,769	10,714	6,091	8,134	12,177	7,489	7,893	404	5%
51240 WORKERS COMPENSATION	6,558	3,949	4,719	4,694	4,269	3,984	3,179	(805)	-20%
51250 MEDICARE	2,197	1,181	1,065	1,746	1,458	1,397	935	(462)	-33%
51260 UNEMPLOYMENT	1,592	917	863	1,118	997	966	626	(340)	-35%
51290 FICA	-	-	-	1,138	-	-	-	-	0%
51290 CELL PHONE STIPEND	-	23	223	459	387	387	158	(229)	-59%
Sub Total Salaries & Benefits	215,150	112,825	110,089	139,683	137,047	126,871	90,909	(35,962)	-28%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	143	4,900	9	56,773	20,000	12,000	20,000	8,000	67%
54100 SUPPLIES	1,576	3,004	3,614	5,059	5,000	3,000	5,000	2,000	67%
54101 POSTAGE	484	249	356	747	500	500	600	100	20%
55100 TELEPHONE	1,511	1,267	1,185	1,525	1,200	930	1,200	270	29%
56110 CITY GARAGE - PARTS	26	-	23	23	37	37	79	42	114%
56111 CITY GARAGE - LABOR	694	-	603	603	1,130	390	1,903	1,513	388%
56120 EQUIPMENT MAINTENANCE & REPAIR	-	-	-	300	800	800	600	(200)	-25%
56130 EXTERNAL SERVICES	519	333	335	277	500	250	500	250	100%
56210 FUEL & FLUIDS	312	349	256	338	500	500	500	-	0%
57100 CONFERENCE & TRAINING	2,687	4,665	2,970	3,602	2,500	3,000	3,500	500	17%
57300 MEMBERSHIPS & SUBSCRIPTIONS	1,533	945	2,067	1,057	3,500	2,500	3,500	1,000	40%
59101 FEES	7,279	7,536	7,279	8,740	10,000	-	-	-	0%
61200 PURCHASING ALLOCATION	-	-	-	838	783	783	3,207	2,424	310%
61410 RENT ALLOCATION	-	2,463	2,463	2,463	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	7,955	7,934	8,460	8,354	9,344	9,344	10,138	794	8%
61422 IT ALLOCATION	-	-	-	-	9,672	9,672	11,654	1,982	20%
61425 UTILITIES ALLOCATION	1,576	1,596	1,872	1,872	1,858	1,858	1,785	(73)	-4%
61500 INSURANCE ALLOCATION	6,631	6,753	6,753	-	1,858	1,858	1,934	76	4%
Sub Total Operations & Maintenance	32,928	41,993	38,244	92,573	69,182	47,422	66,100	18,678	39%
TOTAL DEPARTMENT EXPENSES 10024210	248,078	154,818	148,332	232,256	206,229	174,293	157,009	(17,284)	-10%

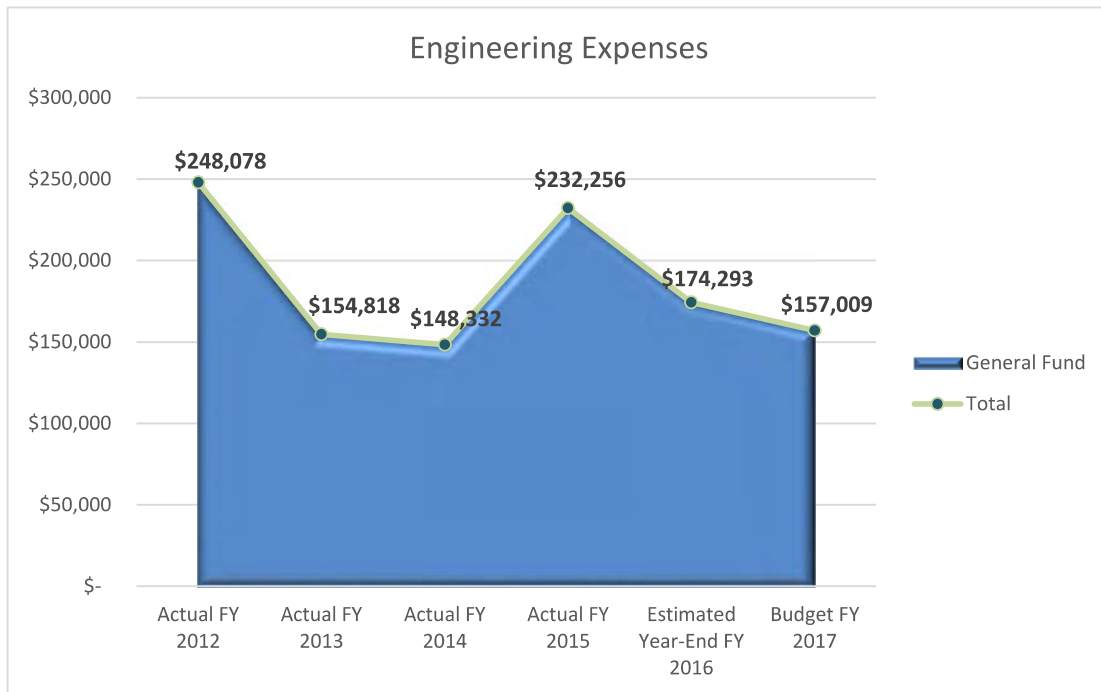
**BUDGET DETAIL
ENGINEERING
FISCAL YEAR 2016-17**

ACCOUNT NO. 10024210

DEPARTMENT
REQUEST

51110 Salaries, Regular		\$ 59,376
	Director of Public Works/City Engineer (0.05 Corp Yard, 0.10 Streets, 0.25 Landfill, 0.18 Wastewater Admin, 0.17 Water Admin, 0.05 Garage, 0.05 Storm Water, 0.05 Recycled Water)	0.10
	Deputy Public Works Director (0.05 Corp Yard, 0.08 Streets, 0.35 Landfill, 0.05 Garage, 0.15 Wastewater Admin, 0.15 Water Admin., 0.07 Storm Water)	0.10
	Senior Civil Engineer (0.10 Landfill, 0.35 Wastewater Admin., 0.35 Water Admin., 0.10 Storm Water)	0.10
RECLASS	Public Works Management Analyst (0.20 Landfill, 0.25 Wastewater Admin., 0.25 Water Admin., 0.05 Garage, 0.20 Recycled Water)	0.05
NEW	Engineering Analyst (0.20 Landfill, 0.20 Wastewater Admin, 0.20 Water Admin., 0.10 Recycled Water, 0.20 Electric Admin.)	0.10
	Development Permit Coordinator (0.30 Building Inspection, 0.05 Planning, 0.15 Wastewater Admin., 0.15 Water Admin., 0.15 Electric Admin.)	0.20
Total FTE		0.65
Employee Benefits		\$ 31,533
51210	Retirement (PERS)	\$ 18,742
51220	Insurance	\$ 7,893
51230	Workers Compensation Insurance	\$ 3,179
51240	Medicare	\$ 935
51250	Unemployment Insurance	\$ 626
51290	Cell Phone Stipend	\$ 158
52100 Contracted Services		\$ 20,000
Miscellaneous Engineering Services.		
54100 Supplies		\$ 5,000
Photographic, office, drafting and surveying supplies, toner, printer paper, marking paint, plan print paper and plotter ink.		
54101 Postage		\$ 600
55100 Telephone		\$ 1,200
Land line and Fax.		
56110 City Garage parts		\$ 79
Annual allocation for City Garage parts for vehicles and equipment.		
56111 City Garage Labor		\$ 1,903
Annual allocation for City Garage labor for vehicles and equipment.		
56120 Equipment Maintenance and Repair		\$ 600
Plan copier maintenance.		

56130 External Services	\$ 500
Outside vendor labor and parts.	
56210 Fuels and Fluids	\$ 500
57100 Conference and Training	\$ 3,500
AutoCAD training, GIS training and Webinars.	
57300 Memberships & Subscriptions	\$ 3,500
American Society of Civil Engineers and Lake and Mendocino Engineers Memberships, Updated Map Act, Code Books, and Professional Licenses.	
61200 Purchasing Allocation	\$ 3,207
Charge for Purchasing functions.	
61420 Building Maintenance Allocation	\$ 10,138
Engineering and Administration's share of Civic Center building maintenance.	
61422 IT Allocation	\$ 11,654
Share of Information Technology services.	
61425 Utilities Allocation	\$ 1,785
Share of Civic Center Utilities.	
61500 Insurance Allocation	\$ 1,934
Share of the Citywide costs of liability and property insurance.	
DEPARTMENT TOTAL 10024210	<u>\$ 157,009</u>



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TRAFFIC SIGNALS MAINTENANCE BUDGET

Fiscal Year 2016-17

10024214 Traffic Signals

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Traffic Signals Division consists of maintenance of the City's traffic signal system. The City currently maintains 14 traffic signals. The signals operate 24-7, 365 days a year. With the installation of all LED traffic signal lights and battery powered back-up systems, the traffic signals will operate during rare power outages.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continued maintenance of the traffic signal system.
- Coordinated repairs resulting from signal pole knockdowns.
- Coordinated minor adjustment to traffic signal controllers as needed.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue maintenance of the traffic signal system.
- Coordinate repairs resulting from signal pole knockdowns.
- Coordinate minor adjustments to traffic signal controllers as needed.

SIGNIFICANT CHANGES:

- None.

Traffic Signals Maintenance Detail for Fiscal Year 2016/2017

10024214

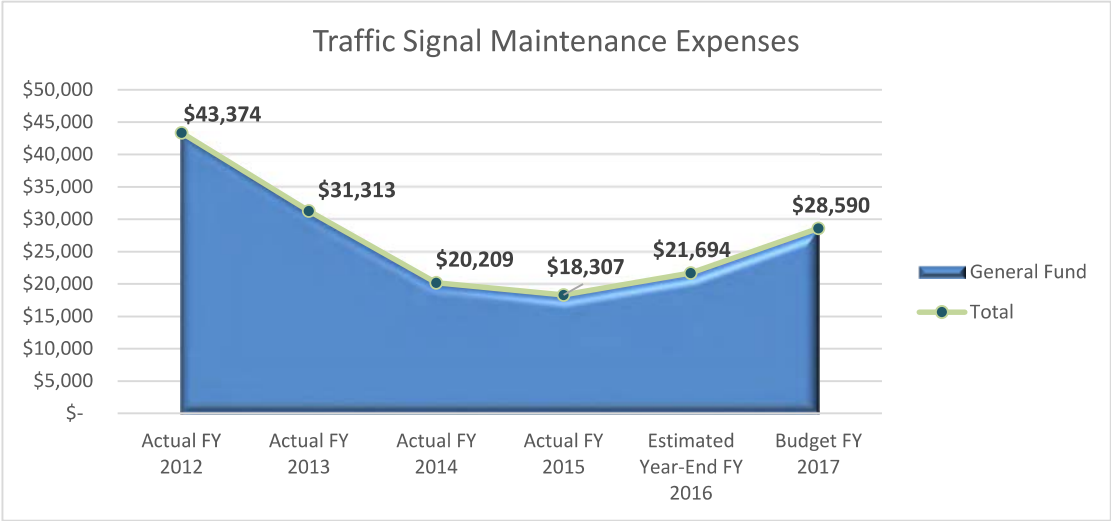
Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		Year-End 2016	
							FY 2017	\$	%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	35,345	23,878	19,521	13,757	30,000	15,000	20,000	5,000	33%
54100 SUPPLIES	857	469	400	2,474	1,500	200	1,500	1,300	650%
55210 UTILITIES	7,172	6,966	288	1,020	1,500	6,400	7,000	600	9%
61200 PURCHASING ALLOCATION	-	-	-	1,055	-	-	-	-	0%
61500 INSURANCE ALLOCATION	-	-	-	-	94	94	90	(4)	-4%
Sub Total Operations & Maintenance	43,374	31,313	20,209	18,307	33,094	21,694	28,590	6,896	32%
TOTAL DEPARTMENT EXPENSES 10024214	43,374	31,313	20,209	18,307	33,094	21,694	28,590	6,896	32%

**BUDGET DETAIL
TRAFFIC SIGNALS MAINTENANCE
FISCAL YEAR 2016-17**

ACCOUNT NO. 10024214

DEPARTMENT
REQUEST

52100 Contractual Services	\$ 20,000
Traffic Signal Repairs.	
54100 Supplies	\$ 1,500
Supplies for Traffic Signal Repairs.	
55210 Utilities	\$ 7,000
61500 Insurance Allocation	\$ 90
Share of the Citywide costs of liability and property insurance.	
DEPARTMENT TOTAL 10024214	<u>\$ 28,590</u>





STREETS BUDGET

Fiscal Year 2016-17

10024220

Streets

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Streets Division is a General Fund operation. Approximately one third of the budget is also funded by gas tax. The Streets crew has five full time employees, one of whom is a lead worker. The crew has been severely cut in the last few years from a crew of nine, only ten years ago. This decrease has affected the ability to pave streets and the Streets crew spends much more of their time maintaining all other things in the right of way, including signs, street trees, storm drain system, weed maintenance, street marking and stencil painting. The Streets crew also spends much of its time on unscheduled items such as picking up animals that have been hit in the road, graffiti removal, traffic collision cleanup, and repairing or replacing items that get damaged or vandalized by the public.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continued maintenance of the right-of-way and overlay of the railroad tracks on Talmage Road, Ford Road, and Clara Avenue.
- Maintained the right-of-way with the most basic services.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue implementation of "Master Pavement Rehabilitation Program (MPRP)" - 2 year approach.
- Implement a "Reporting to City Source App".
- Complete construction of slurry seal and asphalt overlay projects.
- Rehabilitation of Washington Avenue, Observatory Avenue, and Luce Avenue.

SIGNIFICANT CHANGES:

- Change the temporary, full time Public Works Maintenance I employee to a permanent position to continue to bolster the "Master Pavement Rehabilitation Program (MPRP)".

Streets Detail for Fiscal Year 2016/2017

10024220

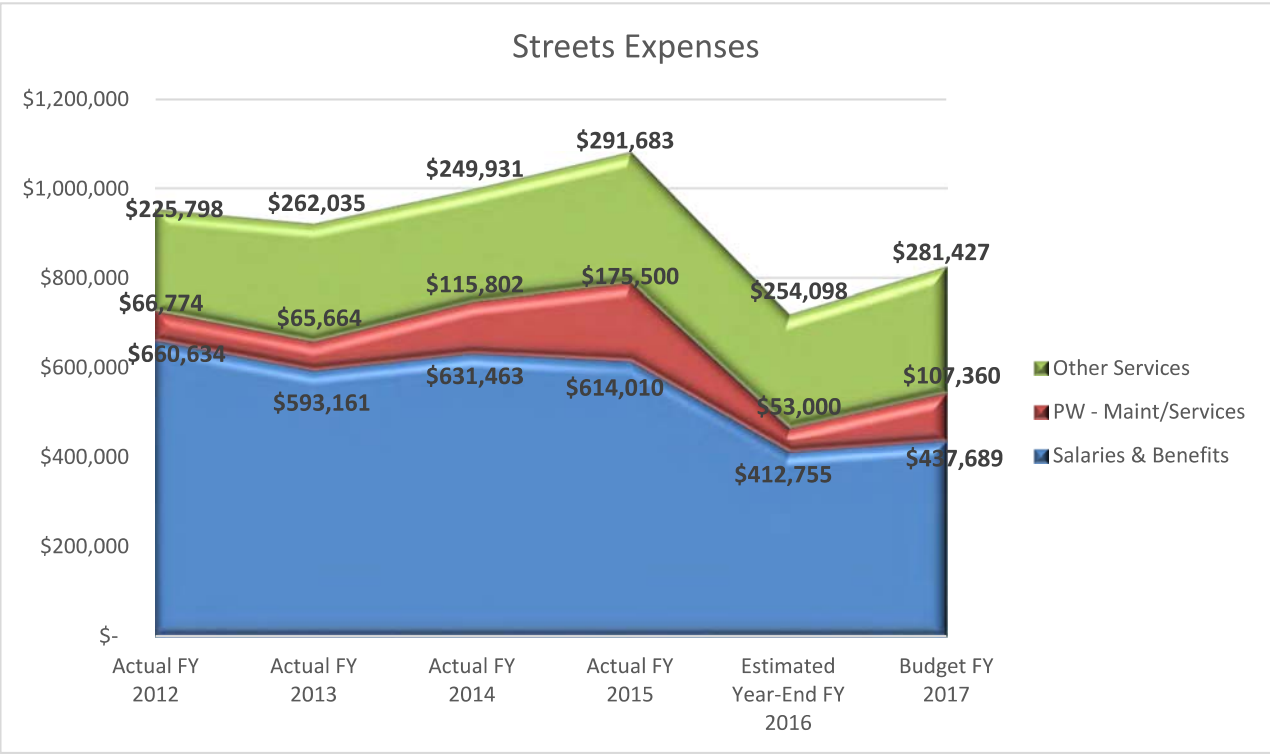
Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Difference from Estimated		
							Budget FY 2017	Year-End 2016 \$	%
GAS TAX REVENUE									
91500 TRANSFER FROM 2106 GAS TAX FUND	-	45,370	24,687	108,947	52,473	52,276	53,806	1,530	3%
91501 TRANSFER FROM 2107 GAS TAX FUND	-	117,434	112,040	126,053	126,422	135,077	139,420	4,343	3%
91503 TRANSFER FROM 2105 GAS TAX FUND	-	70,826	75,254	-	92,469	97,383	100,399	3,016	3%
Total Gas Tax Revenue	\$ -	\$ 233,630	\$ 211,981	\$ 235,000	\$ 271,364	\$ 284,736	\$ 293,625	\$ 8,889	3%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	418,488	349,776	346,946	356,032	255,348	247,715	259,052	11,337	5%
51120 NON-REGULAR SALARIES & WAGES	16,509	17,280	30,502	17,079	-	-	-	-	0%
51130 OVERTIME SALARIES & WAGES	4,633	8,365	8,985	6,953	12,000	5,000	5,000	-	0%
51140 STAND-BY SALARIES & WAGES	-	20,598	20,968	15,185	-	-	-	-	0%
51150 ACCRUED SALARIES & BENEFITS	(582)	(7,630)	8,145	(5,179)	-	-	-	-	0%
51210 RETIREMENT (PERS)	96,687	87,741	90,523	95,814	75,471	70,687	83,485	12,798	18%
51220 INSURANCE	93,585	88,373	85,874	95,268	74,632	66,988	65,519	(1,469)	-2%
51230 WORKERS COMPENSATION	19,129	17,624	26,245	20,676	13,926	13,369	15,705	2,336	17%
51240 MEDICARE	6,515	5,775	5,695	6,115	4,748	4,461	4,677	216	5%
51250 UNEMPLOYMENT	4,643	4,075	4,801	4,922	3,280	3,208	3,227	19	1%
51260 FICA	1,027	1,067	1,895	111	-	-	-	-	0%
51290 CELL PHONE STIPEND	-	117	884	1,035	1,566	1,327	1,024	(303)	-23%
Sub Total Salaries & Benefits	660,634	593,161	631,463	614,010	440,971	412,755	437,689	24,934	6%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	17,241	48,804	20,832	73,169	40,000	48,000	13,000	(35,000)	-73%
52180 SECURITY SERVICES	327	327	82	-	-	-	-	-	0%
54100 SUPPLIES	-	9,131	-	802	-	5,500	-	(5,500)	-100%
54101 POSTAGE	31	22	9	15	50	50	45	(5)	-10%
54102 SMALL TOOLS	3,237	4,431	1,601	3,405	10,000	2,500	4,000	1,500	60%
54120 PW - SPECIAL SUPPLIES	18,434	16,282	32,326	20,698	10,000	15,000	15,000	-	0%
54121 PW - ASPHALT CONCRETE	20,906	19,939	55,432	117,110	50,000	10,000	50,000	40,000	400%
54122 PW - AGGREGATE BASE	3,645	1,015	1,275	2,669	7,000	5,000	3,000	(2,000)	-40%
54124 PW - CONCRETE/SUPPLIES	5,246	3,605	3,084	2,721	13,000	3,000	6,000	3,000	100%
54125 PW - TRAFFIC PAINT	5,534	6,557	5,617	3,912	8,000	1,000	8,000	7,000	700%
54126 PW - TRAFFIC MARKING POWDER	4,457	5,356	4,130	3,611	5,360	4,000	5,360	1,360	34%
54127 PW - SIGN POSTS/SHEETING	4,159	6,188	7,658	4,923	9,000	10,000	8,000	(2,000)	-20%
54128 PW - COLD PATCH MATERIAL	771	-	-	11,818	2,000	3,000	2,000	(1,000)	-33%
54129 PW - TACK OIL	960	2,884	2,506	3,691	6,000	1,000	4,000	3,000	300%
54130 PW - SAFETY	2,659	1,845	3,774	3,540	4,000	1,000	4,000	3,000	300%
54131 PW - BARRICADES & CONES	-	1,992	-	806	2,000	-	2,000	2,000	100%
55100 TELEPHONE	1,543	1,670	970	1,001	1,100	1,100	1,100	-	0%
55210 UTILITIES	-	5,418	5,738	5,559	4,500	4,500	4,500	-	0%
56110 CITY GARAGE - PARTS	3,478	2,297	3,626	3,626	12,830	12,830	20,169	7,339	57%
56111 CITY GARAGE - LABOR	92,873	60,155	96,815	96,815	59,667	59,667	69,593	9,926	17%
56120 EQUIPMENT MAINTENANCE & REPAIR	584	633	47	(2)	700	500	700	200	40%
56130 EXTERNAL SERVICES	30,729	44,269	34,483	36,297	35,000	25,000	25,000	-	0%
56210 FUEL & FLUIDS	32,993	32,099	38,599	35,383	35,000	20,000	35,000	15,000	75%
56410 EQUIPMENT RENTAL - PRIVATE	626	-	1,776	945	6,500	5,000	6,500	1,500	30%
57100 CONFERENCE & TRAINING	656	1,348	666	918	2,000	100	2,000	1,900	1900%
59101 FEES	-	-	-	1,059	1,000	-	1,000	1,000	100%
61200 PURCHASING ALLOCATION	-	-	-	5,601	5,233	5,233	13,115	7,882	151%
61410 RENT ALLOCATION	-	756	756	756	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	2,443	2,437	2,598	2,565	2,868	2,868	3,112	244	9%
64122 IT ALLOCATION	-	-	-	-	19,080	19,080	28,906	9,826	51%
61425 UTILITIES ALLOCATION	5,563	490	490	574	570	570	548	(22)	-4%
61430 CORP YARD ALLOCATION	8,039	21,793	14,889	23,194	14,366	14,366	16,208	1,842	13%
61500 INSURANCE ALLOCATION	25,434	25,954	25,954	-	27,234	27,234	36,931	9,697	36%
Sub Total Operations & Maintenance	292,571	327,698	365,732	467,183	394,058	307,098	388,787	81,689	27%
TOTAL DEPARTMENT EXPENSES 10024220	953,205	920,859	997,196	1,081,193	835,029	719,853	826,476	106,623	15%

**BUDGET DETAIL
STREETS
FISCAL YEAR 2016-17**

ACCOUNT NO. 10024220

		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 259,052
	Director of Public Works/City Engineer (0.10 Engineering, 0.05 Corp Yard, 0.25 Landfill, 0.18 Wastewater Admin, 0.17 Water Admin, 0.05 Garage, 0.05 Storm Water, 0.05 Recycled Water)	0.10
	Deputy Public Works Director (0.10 Engineering, 0.05 Corp Yard, 0.35 Landfill, 0.05 Garage, 0.15 Wastewater Admin, 0.15 Water Admin., 0.07 Storm Water)	0.08
	Water, Sewer & Streets Maintenance Supervisor (0.25 Landfill, 0.25 Wastewater, 0.25 Water, 0.10 Storm Water)	0.15
	Public Works Maintenance II (0.25 Landfill)	0.75
	Public Works Maintenance I (5) (1.00 Landfill, 0.50 Storm Water)	3.50
	Street Sweeper (0.05 Landfill, 0.80 Storm Water)	0.15
	Total FTE	5.68
51130 Salaries Overtime		\$ 5,000
Employee Benefits		\$ 173,637
51210	Retirement (PERS)	\$ 83,485
51220	Insurance	\$ 65,519
51230	Workers Compensation Insurance	\$ 15,705
51240	Medicare	\$ 4,677
51250	Unemployment Insurance	\$ 3,227
51260	FICA	\$ -
51290	Cell Phone Stipend	\$ 1,024
52100 Contracted Services		\$ 13,000
	Street striping and Drainage Channel Cleanup.	
54101 Postage		\$ 45
54102 Small Tools		\$ 4,000
	Replacement of miscellaneous tools.	
Supplies		\$ 107,360
54120	Special Supplies	\$15,000
54121	Asphalt Concrete (550 tons)	\$50,000
54122	Aggregate Base	\$3,000
54124	Concrete/Supplies	\$6,000
54125	Traffic Paint	\$8,000
54126	Traffic Marking Powder	\$5,360
54127	Sign Posts/Sheeting	\$8,000
54128	Cold Patch Material	\$2,000
54129	Tack Oil	\$4,000
54130	Safety (gloves, eye protection, hard hats, traffic cones and vests)	\$4,000
54131	Barricades and cones	\$2,000
55100 Telephone		\$ 1,100
	Telephone service.	
55210 Utilities		\$ 4,500
	Street Maintenance's share of the utilities at the Civic Center facility.	
56110 City Garage Parts		\$ 20,169
	Annual allocation for City Garage parts for vehicles and equipment.	

56111 City Garage Labor	\$	69,593
Annual allocation for City Garage labor for vehicles and equipment.		
56120 Equipment Maintenance & Repair	\$	700
Miscellaneous Equipment Maintenance and Repair.		
56130 External Services	\$	25,000
Outside Vendor Labor and Parts.		
56210 Fuels and Fluids	\$	35,000
Fuel and Fluids for Vehicles.		
56410 Equipment Rental - private	\$	6,500
Rental of miscellaneous outside equipment necessary for division operations.		
57100 Conference and Training	\$	2,000
Maintenance Superintendents Association Conference, Safety Training.		
59101 Fees	\$	1,000
DOT Fees.		
61200 Purchasing Allocation	\$	13,115
Charge for Purchasing functions.		
61420 Building Maintenance Allocation	\$	3,112
Street Maintenance share of maintenance of Civic Center Facility.		
61422 IT Allocation	\$	28,906
Share of Information Technology services.		
61425 Utilities Allocation	\$	548
Share of Corp Yard Utilities.		
61430 Corporation Yard Allocation	\$	16,208
Share of Corporation Yard charges.		
61500 Insurance Allocation	\$	36,931
Share of the Citywide costs of liability and property insurance.		
DEPARTMENT TOTAL 10024220	\$	826,476



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STORM WATER BUDGET

Fiscal Year 2016-17

10024224

Storm Water

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Storm Drain Division consists of maintaining the storm drain system. There is an estimated 5 miles of storm drains within the City Limits. Crews annually spend a significant portion of their time in the fall clearing the drain inlets to assure that storm water will flow through the system and not flood areas of the city.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continued maintenance of the storm drain system to prevent flooding.
- Obtained Phase 1 National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System Permit coverage as a co-permittee with other agencies located in the Russian River Watershed.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue to maintain the storm drain system to prevent flooding.
- Construct a new Storm Drain at the Ukiah Fairgrounds to replace a line that has failed.
- Implement NPDES Municipal Separate Storm Sewer System Permit.

SIGNIFICANT CHANGES:

- Fund a portion of salaries for the Streets Crew out of this division.

Storm Water Detail for Fiscal Year 2016/2017

10024224

Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Budget FY 2017	Difference from Estimated	
						Year-End FY 2016		Year-End 2016	\$
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	-	-	-	-	58,617	61,429	105,047	43,618	71%
51130 OVERTIME SALARIES & WAGES	-	-	-	-	-	3,384	3,400	16	0%
51210 RETIREMENT (PERS)	-	-	-	-	17,484	18,110	33,470	15,360	85%
51220 INSURANCE	-	-	-	-	16,898	17,406	18,408	1,002	6%
51230 WORKERS COMPENSATION	-	-	-	-	3,212	3,341	5,940	2,599	78%
51240 MEDICARE	-	-	-	-	1,102	1,173	1,774	601	51%
51250 UNEMPLOYMENT	-	-	-	-	767	824	1,237	413	50%
51290 CELL PHONE STIPEND	-	-	-	-	159	150	492	342	228%
Sub Total Salaries & Benefits	-	-	-	-	98,239	105,817	169,768	63,951	60%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	-	-	-	-	-	-	15,000	15,000	100%
57100 CONFERENCE AND TRAINING	-	-	-	-	-	-	3,500	3,500	100%
59101 FEES	-	-	-	-	-	-	10,000	10,000	100%
61200 PURCHASING ALLOCATION	-	-	-	-	986	986	-	(986)	-100%
61422 IT ALLOCATION	-	-	-	-	4,912	4,912	-	(4,912)	-100%
61500 INSURANCE ALLOCATION	-	-	-	-	280	280	-	(280)	-100%
Sub Total Operations & Maintenance	-	-	-	-	6,178	6,178	28,500	22,322	361%
TOTAL DEPARTMENT EXPENSES 10024224	-	-	-	-	104,417	111,995	198,268	86,273	77%

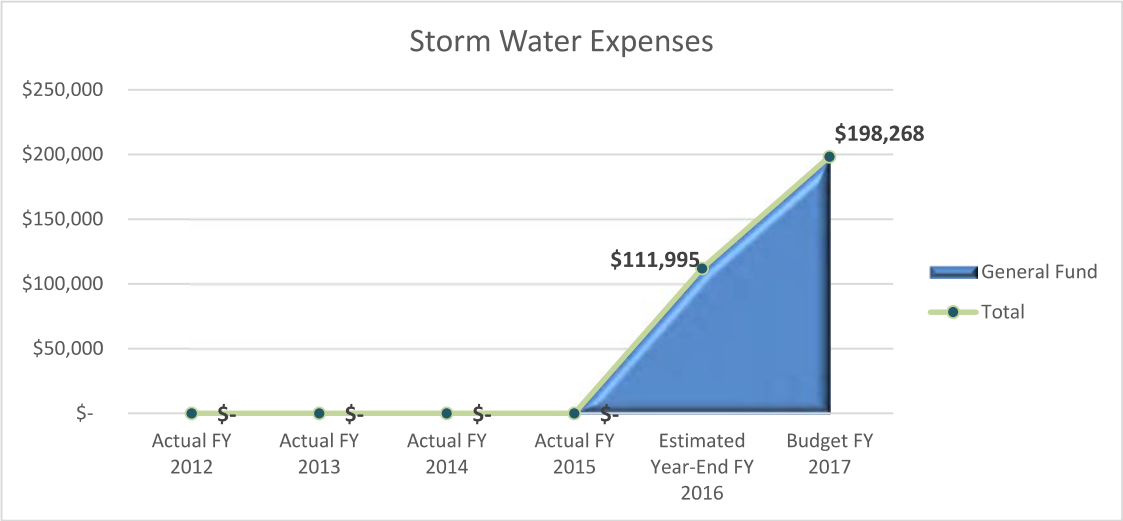
Prior to 2016, Storm Water expenses were included in Street Maintenance.

**BUDGET DETAIL
STORM WATER
FISCAL YEAR 2016-17**

ACCOUNT NO. 10024224

DEPARTMENT
REQUEST

51110 Salaries, Regular		\$ 105,047
Director of Public Works/City Engineer (0.10 Engineering, 0.05 Corp Yard, 0.10 Streets, 0.25 Landfill, 0.18 Wastewater Admin, 0.17 Water Admin, 0.05 Garage, 0.05 Recycled Water)	0.05	
Deputy Public Works Director (0.10 Engineering, 0.05 Corp Yard, 0.08 Streets, 0.35 Landfill, 0.05 Garage, 0.15 Wastewater Admin, 0.15 Water Admin.)	0.07	
Senior Civil Engineer (0.10 Engineering, 0.10 Landfill, 0.35 Wastewater Admin., 0.35 Water Admin.)	0.10	
Water, Sewer & Streets Maintenance Supervisor (0.25 Landfill, 0.15 Streets, 0.25 Wastewater, 0.25 Water,)	0.10	
Public Works Maintenance I (5) (1.00 Landfill, 3.50 Streets)	0.50	
Street Sweeper (0.05 Landfill, 0.15 Streets)	0.80	
Total FTE	1.62	
51130 Salaries, Overtime		\$ 3,400
Employee Benefits		\$ 61,321
51210 Retirement (PERS)	\$ 33,470	
51220 Insurance	\$ 18,408	
51230 Workers Compensation Insurance	\$ 5,940	
51240 Medicare	\$ 1,774	
51250 Unemployment Insurance	\$ 1,237	
51290 Cell Phone Stipend	\$ 492	
52100 Contractual Services		\$ 15,000
Russian River Watershed Association (RRWA).		
57100 Conference and Training		\$ 3,500
California Storm Water Quality Association (CASQA) Conference.		
59101 Fees		\$ 10,000
DEPARTMENT TOTAL 10024224		<u>\$ 198,268</u>



Public Safety Funding Detail for Fiscal Year 2016/2017



ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
Police Revenues									
10020000	42110	BICYCLE LICENSES	-	-	(500)	(23)	(50)	(50)	(50)
10020000	42120	TAXI PERMITS	-	-	(15,528)	(275)	(300)	(300)	(50)
10020000	44480	SCHOOL RESOURCE OFFICER	-	-	-	(90,000)	(90,000)	(90,000)	(90,000)
10020000	43150	ABANDONED VEHICLE ABATEMENT	-	-	(50)	-	(10,000)	(7,000)	-
10020000	43150	P.O.S.T REIMBURSEMENTS	-	-	(2,051)	(31,762)	(45,594)	(40,000)	(45,000)
10020000	44410	EMERGENCY RESPONSE REIMBURSEMENT	-	-	(849)	(5,333)	(1,500)	(7,500)	(5,000)
10020000	44420	FINGERPRINT FEES	-	-	(319)	(1,204)	(2,000)	(2,600)	(2,000)
10020000	44431	SALE OF ACCIDENT REPORTS	-	-	(18)	(259)	(150)	(300)	(150)
10020000	44432	SALE OF UNCLAIMED EVIDENCE	-	-	(2,700)	(1,001)	(1,000)	(1,000)	(1,000)
10020000	44433	SALE OF POLICE EQUIPMENT	-	-	-	(82)	-	-	-
10020000	44440	BLOOD ALCOHOL REIMBURSEMENT	-	-	(7,930)	-	-	-	-
10020000	44450	VEHICLE IMPOUND FEES	-	-	(141,774)	(6,825)	(7,000)	(7,000)	(7,000)
10020000	44460	MISCELLANEOUS POLICE	-	-	(20,000)	(125,490)	(150,000)	(150,000)	(150,000)
10500000	43190	COPS GRANT	(88,158)	-	-	-	-	-	-
10500000	44480	ABANDONED VEHICLE ABATEMENT	-	-	-	-	-	-	(30,000)
10500000	44831	REIMBURSABLE JOBS	-	-	(11,945)	(23,667)	(137,000)	(137,000)	(50,000)
10500000	91639	TRANSFER FROM SPEC REV POLICE	-	-	-	-	(227,000)	(227,000)	(125,000)
Total General Fund Revenue - Police Charges for Service			(88,158)	-	(203,664)	(285,921)	(444,594)	(669,750)	(505,250)
Police Expenses									
			5,242,640	6,161,817	5,951,643	7,081,916	6,942,106	7,234,401	7,712,936
Fire Revenues									
10021000	44540	FIRE PREVENTION FEES	-	-	(4,180)	(2,343)	(7,000)	(3,500)	(3,500)
10021000	44521	SALE OF FIRE REPORTS	-	-	-	(10)	-	-	-
10021000	44522	SALE OF SURPLUS FIRE EQUIPMENT	-	-	-	(1,399)	-	-	-
10021000	44530	MISCELLANEOUS FIRE	-	-	-	-	-	-	-
10021000	44550	FIRE TRAINING REIMBURSEMENT	-	-	-	-	-	-	-
10021000	44560	OES RESPONSE REIMBURSEMENT	-	-	(16,116)	(28,510)	-	(35,708)	(7,000)
10021000	44570	AMBULANCE FEES	-	(307,842)	-	(4,973)	(50,000)	(10,000)	(10,000)
Total General Fund Revenue - Fire Charges for Service			-	(307,842)	(20,296)	(37,235)	(57,000)	(49,208)	(20,500)
Total Fire Expenses									
			3,198,462	4,271,831	2,655,811	2,555,973	2,770,301	2,967,268	3,044,849
Total General Fund Police and Fire Revenues			(88,158)	(307,842)	(223,960)	(323,156)	(501,594)	(718,958)	(525,750)
Total Police and Fire Expenses			8,441,102	10,433,648	8,607,454	9,637,889	9,712,407	10,201,669	10,757,785
Net amount needed to fund Police and Fire									
			8,352,944	10,125,806	8,383,494	9,314,733	9,210,813	9,482,711	10,232,035
Public Safety Other Revenues									
10000000	41230	PROP. 172 PUBLIC SAFETY SALES	(53,672)	(52,797)	(50,109)	(53,471)	(59,631)	(52,566)	(55,194)
10500000	41240	1/2% DISTRICT SALES TAX -Measure S/P	(2,229,049)	(2,412,549)	(2,424,009)	(2,465,522)	(2,506,738)	(2,584,600)	(2,658,300)
10500000	44830	REIMBURSABLE JOBS	-	-	(3,042)	(1,349)	-	(3,700)	(2,000)
Total Public Safety Other Sources			(2,282,721)	(2,465,346)	(2,477,160)	(2,520,342)	(2,566,369)	(2,640,866)	(2,715,494)
Net amount to be funded by other General Fund Revenue									
			6,070,223	7,660,460	5,906,334	6,794,391	6,644,444	6,841,845	7,516,541

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POLICE DEPARTMENT BUDGET Fiscal Year 2016-17

10520210 Patrol Expenses
10520214 Police Volunteer
10520216 COPS Grant
10520218 Police CSO
10520224 Major Crimes Task Force

BREIF DEPARTMENT AND/OR DIVISION OVERVIEW:

Police Department activities include: Enforcement, Major Crimes Task Force, Parking Enforcement, Code Enforcement, and Animal Control.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

Continued implementation of the Department's Long-term Strategic Plan, including:

- **Goal 1** - Reduce Crime and the Fear of Crime
Reducing Felony and Violent Crimes in the community
Maintaining a high solvability rate for violent crimes
- **Goal 2** - Improving the Quality of Life in our Neighborhoods
Established Special Enforcement Team / Code Enforcement / Homeless Strategies
Reduced Traffic Accidents
- **Goal 3** - Enhance Community and Police Partnerships
Continued Crime Prevention, Business Watch, Volunteer Program and Community Outreach Highlights Include: Ukiah Reads, Stranger Danger Training, Youth Action Party, GRIP, Boys and Girls Club.
- **Goal 4** - Develop Personnel
Completed Department Re-Organization Plan
- **Goal 5** - Continued Accountability
Finalized Patrol Car Mobile Computer Project, Emergency Pole, County-wide Radio Improvement Project
Continued AB109 and School Resource Officer Funding
Added new Police K-9 Officer and Partner

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue Police Strategic Plan
- Continue to address community concerns: Code Enforcement, Homeless Strategies, Traffic Enforcement
- Continue Community Outreach Programs
- Continue work to improve Parking Program
- Continue to identify, recruit and train new police officers

SIGNIFICANT CHANGES:

- Need for new portable radios
- Need for continued vehicle replacement program

Police Department Summary

Account Name	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated	Budget FY 2017	Difference from Estimated	
						Year-End FY 2016		Year-End 2016	\$
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	2,134,737	2,436,918	2,360,865	2,604,646	2,782,729	2,879,355	3,123,314	243,959	8%
51120 NON-REGULAR SALARIES & WAGES	2,401	-	3,648	19,002	33,822	1,102	-	(1,102)	-100%
51130 OVERTIME SALARIES & WAGES	390,695	509,813	445,153	457,650	241,500	481,406	236,000	(245,406)	-51%
51140 STAND-BY SALARIES & WAGES	16	30,338	2,353	770	972	770	3,500	2,730	355%
51150 ACCRUED SALARIES & BENEFITS	(3,056)	4,615	19,414	30,006	-	-	-	-	0%
51210 RETIREMENT (PERS)	894,769	1,022,103	956,717	1,067,953	744,267	741,650	732,397	(9,253)	-1%
51211 PERS UNFUNDED LIABILITY	-	-	-	-	515,204	515,204	578,049	62,845	12%
51220 INSURANCE	444,520	490,051	464,858	533,828	585,003	563,682	601,276	37,594	7%
51230 WORKERS COMPENSATION	106,500	129,122	176,192	198,496	143,677	150,447	185,718	35,271	23%
51240 MEDICARE	33,440	38,250	36,307	45,417	46,933	55,515	54,324	(1,191)	-2%
51250 UNEMPLOYMENT	24,254	29,067	32,238	36,403	33,979	39,629	37,605	(2,024)	-5%
51260 FICA	898	-	159	8	-	1,206	-	(1,206)	-100%
51270 UNIFORM ALLOWANCE	27,353	28,714	30,537	38,059	36,000	35,487	35,000	(487)	-1%
51290 CELL PHONE STIPEND	-	1,406	10,772	12,935	13,404	13,557	13,404	(153)	-1%
Sub Total Salaries & Benefits	4,056,527	4,720,395	4,539,212	5,045,172	5,177,490	5,479,010	5,600,587	121,577	2%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	50,955	71,609	77,704	66,848	88,600	60,727	98,600	37,873	62%
52180 SECURITY SERVICES	475	394	250	329	350	509	468	(41)	-8%
54100 SUPPLIES	54,510	104,815	90,832	90,443	69,800	85,300	67,500	(17,800)	-21%
54101 POSTAGE	3,710	4,295	4,297	3,369	4,000	4,317	4,000	(317)	-7%
54201 PRISONER EXPENSE	8,465	10,458	10,330	12,334	12,000	12,344	12,000	(344)	-3%
54202 MAJOR CRIME INVETIGATIONS	1,867	4,158	6,815	11,529	7,500	10,315	7,500	(2,815)	-27%
55100 TELEPHONE	49,626	50,040	42,600	41,915	39,980	46,259	39,980	(6,279)	-14%
56110 CITY GARAGE - PARTS	3,075	3,923	3,423	3,423	13,563	13,563	16,645	3,082	23%
56111 CITY GARAGE - LABOR	82,110	104,480	91,386	82,004	92,839	92,839	137,146	44,307	48%
56120 EQUIPMENT MAINTENANCE & REPAIR	4,770	1,037	3,357	1,798	3,500	1,354	3,500	2,146	158%
56130 EXTERNAL SERVICES	49,757	38,083	56,649	56,590	47,550	54,585	47,550	(7,035)	-13%
56210 FUEL & FLUIDS	75,492	83,594	77,847	75,235	72,000	63,130	66,000	2,870	5%
57100 CONFERENCE & TRAINING	24,673	48,880	45,186	66,866	76,500	72,906	63,000	(9,906)	-14%
59101 FEES	-	-	-	-	-	-	20,000	20,000	100%
57300 MEMBERSHIPS & SUBSCRIPTIONS	2,724	2,630	3,462	4,813	4,200	5,006	4,200	(806)	-16%
59400 OTHER EXPENSES	-	-	1,638	-	-	-	-	-	0%
61100 GENERAL GOVERNMENT ALLOCATION	130,052	185,405	198,574	-	-	-	-	-	0%
61200 PURCHASING ALLOCATION	-	-	-	7,037	6,575	6,575	9,842	3,267	50%
61300 BILLING & COLLECTION ALLOCATION	-	-	-	9	15	18	803	785	4361%
61410 RENT ALLOCATION	-	27,878	27,878	27,878	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	90,038	89,805	95,760	94,557	118,172	118,172	128,215	10,043	8%
61422 IT ALLOCATION	-	-	-	-	153,586	153,586	185,046	31,460	20%
61425 UTILITIES ALLOCATION	17,842	18,065	21,187	21,187	23,504	23,504	22,580	(924)	-4%
61500 INSURANCE ALLOCATION	71,123	73,865	72,625	-	69,621	69,621	92,156	22,535	32%
61700 DISPATCH ALLOCATION	460,340	513,374	476,084	799,026	412,792	412,792	591,873	179,081	43%
62100 ADMINISTRATIVE SERVICES ALLOCATION	-	-	-	565,520	443,069	443,069	488,845	45,776	10%
94500 LEASE PAYMENTS	4,507	4,632	4,548	4,032	4,900	4,900	4,900	-	0%
Sub Total Operations & Maintenance	1,186,113	1,441,422	1,412,431	2,036,744	1,764,616	1,755,391	2,112,349	356,958	20%
TOTAL DEPARTMENT EXPENSES	5,242,640	6,161,817	5,951,643	7,081,916	6,942,106	7,234,401	7,712,936	478,535	7%

Police Department Detail for Fiscal Year 2016/2017

			Estimated						
ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	ACTUAL FY 2015	Budget FY 2016	Year-End 2016	Budget 2017
PATROL EXPENSES									
10520210	51110	REGULAR SALARIES & WAGES	1,993,664	2,290,084	2,078,955	2,341,280	2,519,106	2,607,355	2,795,433
10520210	51120	NON-REGULAR SALARIES & WAGES	-	-	-	-	-	-	-
10520210	51130	OVERTIME SALARIES & WAGES	345,821	467,021	374,679	415,614	200,000	450,406	200,000
10520210	51140	STAND-BY SALARIES & WAGES	16	527	2,223	770	972	770	3,500
10520210	51150	ACCRUED SALARIES & BENEFITS	(2,855)	4,615	16,486	29,523	-	-	-
10520210	51210	RETIREMENT (PERS)	830,473	970,138	843,124	960,803	643,525	640,714	628,438
10520210	51211	PERS UNFUNDED LIABILITY	-	-	-	-	515,204	515,204	578,049
10520210	51220	INSURANCE	417,980	470,180	406,467	466,287	513,342	488,432	512,040
10520210	51230	WORKERS COMPENSATION	98,694	122,152	153,906	181,937	128,009	133,265	161,832
10520210	51240	MEDICARE	30,949	35,977	31,777	40,364	41,577	49,132	48,214
10520210	51250	UNEMPLOYMENT	22,359	27,762	28,159	32,452	30,272	35,214	33,379
10520210	51260	FICA	898	-	-	8	-	1,206	-
10520210	51270	UNIFORM ALLOWANCE	25,853	27,714	25,414	32,718	31,000	29,760	31,000
10520210	51290	CELL PHONE STIPEND	-	1,406	9,508	11,654	12,144	12,324	12,144
10520210	52100	CONTRACTED SERVICES	47,296	68,109	77,704	60,998	83,200	55,327	83,200
10520210	52180	SECURITY SERVICES	475	394	250	329	350	509	468
10520210	54100	SUPPLIES	53,971	100,515	86,871	82,498	65,500	80,000	65,500
10520210	54101	POSTAGE	3,710	4,295	4,297	3,369	4,000	4,317	4,000
10520210	54201	PRISONER EXPENSE	8,465	10,458	10,330	12,334	12,000	12,344	12,000
10520210	54202	MAJOR CRIME INVESTIGATIONS	1,867	4,158	6,815	11,529	7,500	10,315	7,500
10520210	55100	TELEPHONE	49,221	50,040	42,600	41,915	39,980	46,259	39,980
10520210	56110	CITY GARAGE - PARTS ALLOCATION	3,075	3,923	3,423	3,423	13,563	13,563	16,645
10520210	56111	CITY GARAGE - LABOR ALLOCATION	82,110	104,480	91,386	82,004	92,839	92,839	137,146
10520210	56120	EQUIPMENT MAINTENANCE & REPAIR	4,770	1,037	3,357	1,798	3,500	1,354	3,500
10520210	56130	EXTERNAL SERVICES	48,282	35,533	54,194	52,867	45,000	51,285	45,000
10520210	56210	FUEL & FLUIDS	65,778	77,094	71,974	71,101	65,000	59,130	60,000
10520210	57100	CONFERENCE & TRAINING	24,214	32,380	45,186	65,549	60,000	61,406	60,000
10520210	57300	MEMBERSHIPS & SUBSCRIPTIONS	2,724	2,630	3,462	4,813	4,200	5,006	4,200
10520210	59400	OTHER EXPENSES	-	-	1,638	-	-	-	-
10520210	61100	GENERAL GOVERNMENT ALLOCATION	130,052	185,405	198,574	-	-	-	-
10520210	61200	PURCHASING ALLOCATION	-	-	-	7,037	6,575	6,575	9,842
10520210	61300	BILLING & COLLECTION ALLOCATION	-	-	-	9	15	18	803
10520210	61410	RENT ALLOCATION	-	27,878	27,878	27,878	-	-	-
10520210	61420	BUILDING MAINTENANCE ALLOCATION	90,038	89,805	95,760	94,557	118,172	118,172	128,215
10520210	61422	IT ALLOCATION	-	-	-	-	153,586	153,586	185,046
10520210	61425	UTILITIES ALLOCATION	17,842	18,065	21,187	21,187	23,504	23,504	22,580
10520210	61500	INSURANCE ALLOCATION	69,942	72,625	71,385	-	69,621	69,621	92,156
10520210	61700	DISPATCH ALLOCATION	460,340	513,374	476,084	799,026	412,792	412,792	591,873
10520210	62100	ADMINISTRATIVE SERVICES ALLOCATION	-	-	-	496,018	443,069	443,069	488,845
10520210	94500	LEASE PAYMENTS	4,507	4,632	4,548	4,032	4,900	4,900	4,900
10520210 Total			4,932,534	5,824,405	5,369,600	6,457,682	6,364,017	6,689,673	7,067,428
POLICE VOLUNTEER EXPENSES									
10520214	51110	REGULAR SALARIES & WAGES	-	-	-	-	-	-	-
10520214	51120	NON-REGULAR SALARIES & WAGES	2,401	-	3,648	-	-	-	-
10520214	51150	ACCRUED SALARIES & BENEFITS	-	-	-	-	-	-	-
10520214	51210	RETIREMENT (PERS)	-	-	283	-	-	-	-
10520214	51230	WORKERS COMPENSATION	-	-	201	-	-	-	-
10520214	51240	MEDICARE	-	-	53	-	-	-	-
10520214	51250	UNEMPLOYMENT	-	-	36	-	-	-	-
10520214	51260	FICA	-	-	159	-	-	-	-
10520214	52100	CONTRACTED SERVICES	-	-	-	1,350	900	900	900
10520214	54100	SUPPLIES	540	4,300	3,961	7,945	4,300	5,300	2,000
10520214	57100	CONFERENCE & TRAINING	-	15,000	-	1,317	15,000	10,000	1,500

Police Department Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual	Actual	Actual	Actual	Budget	Estimated	Budget
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End 2016	
10520214	Total	Police Volunteer Expenses	2,940	19,300	8,342	10,612	20,200	16,200	4,400
COPS GRANT EXPENSES									
10520216	51110	REGULAR SALARIES & WAGES	60,770	66,295	71,463	956	-	-	-
10520216	51130	OVERTIME SALARIES & WAGES	18,417	12,265	34,039	1,776	-	-	-
10520216	51140	STAND-BY SALARIES & WAGES	-	29,811	130	-	-	-	-
10520216	51150	ACCRUED SALARIES & BENEFITS	-	-	3,050	(6,937)	-	-	-
10520216	51210	RETIREMENT (PERS)	29,484	15,747	34,055	473	-	-	-
10520216	51220	INSURANCE	16,355	4,124	15,912	253	-	-	-
10520216	51230	WORKERS COMPENSATION	3,296	1,139	6,510	126	-	-	-
10520216	51240	MEDICARE	945	663	1,050	36	-	-	-
10520216	51250	UNEMPLOYMENT	800	500	1,190	30	-	-	-
10520216	51270	UNIFORM ALLOWANCE	1,066	-	1,000	-	-	-	-
10520216	51290	CELL PHONE STIPEND	-	-	421	6	-	-	-
10520216	52100	CONTRACTED SERVICES	-	-	-	-	-	-	-
10520216	54100	SUPPLIES	-	-	-	-	-	-	-
10520216	55100	TELEPHONE	405	-	-	-	-	-	-
10520216	57100	CONFERENCE & TRAINING	-	-	-	-	-	-	-
10520216	Total	Cops Grant Expenses	131,539	130,544	168,820	(3,280)	-	-	-
POLICE CSO EXPENSES									
10520218	51110	REGULAR SALARIES & WAGES	-	-	124,885	183,230	184,659	195,000	242,247
10520218	51120	NON-REGULAR SALARIES & WAGES	-	-	-	19,002	33,822	1,102	-
10520218	51130	OVERTIME SALARIES & WAGES	-	-	9,059	13,614	13,500	11,000	9,000
10520218	51150	ACCRUED SALARIES & BENEFITS	-	-	2,580	6,352	-	-	-
10520218	51210	RETIREMENT (PERS)	-	-	41,434	67,639	76,568	75,000	82,918
10520218	51220	INSURANCE	-	-	33,185	55,703	62,897	66,247	72,076
10520218	51230	WORKERS COMPENSATION	-	-	8,923	11,483	11,957	12,973	18,851
10520218	51240	MEDICARE	-	-	1,812	3,454	4,083	4,543	4,604
10520218	51250	UNEMPLOYMENT	-	-	1,635	2,737	2,829	3,146	3,188
10520218	51260	FICA	-	-	-	9	-	-	-
10520218	51270	UNIFORM ALLOWANCE	-	-	3,123	3,341	4,000	4,727	3,000
10520218	51290	CELL PHONE STIPEND	-	-	843	1,275	1,260	1,233	1,260
10520218	52100	CONTRACTED SERVICES	-	-	-	-	-	-	-
10520218	55100	TELEPHONE	-	-	-	-	-	-	-
10520218	62100	ADMINISTRATIVE SERVICES OUT	-	-	-	54,321	-	-	-
10520218	Total	Police CSO Expenses	-	-	227,480	422,159	395,575	374,971	437,144
CODE ENFORCEMENT PROGRAM									
10520220	52100	CONTRACTED SERVICES	-	-	-	-	-	-	10,000
10520220	59101	FEES	-	-	-	-	-	-	20,000
10520220	Total	Code Enforcement Program Expenses	-	-	-	-	-	-	30,000
MAJOR CRIMES TASK FORCE EXPENSES									
10520224	51110	REGULAR SALARIES & WAGES	80,303	80,539	85,562	79,180	78,964	77,000	85,634
10520224	51130	OVERTIME SALARIES & WAGES	26,458	30,527	27,376	26,646	28,000	20,000	27,000
10520224	51150	ACCRUED SALARIES & BENEFITS	(201)	-	(2,701)	1,067	-	-	-
10520224	51210	RETIREMENT (PERS)	34,811	36,218	37,821	39,038	24,174	25,936	21,041
10520224	51220	INSURANCE	10,184	15,747	9,293	11,585	8,764	9,003	17,160
10520224	51230	WORKERS COMPENSATION	4,510	5,831	6,652	4,949	3,711	4,209	5,035
10520224	51240	MEDICARE	1,546	1,610	1,615	1,562	1,273	1,840	1,506
10520224	51250	UNEMPLOYMENT	1,095	805	1,217	1,184	878	1,269	1,038
10520224	51270	UNIFORM ALLOWANCE	434	1,000	1,000	2,000	1,000	1,000	1,000
10520224	52100	CONTRACTED SERVICES	3,659	3,500	-	4,500	4,500	4,500	4,500
10520224	56130	EXTERNAL SERVICES	1,475	2,550	2,454	3,724	2,550	3,300	2,550
10520224	56210	FUEL & FLUIDS	9,713	6,500	5,873	4,135	7,000	4,000	6,000
10520224	57100	CONFERENCE & TRAINING	459	1,500	-	-	1,500	1,500	1,500

Police Department Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual	Actual	Actual	ACTUAL	Budget	Estimated	Budget
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End 2016	2017
10520224	61500	INSURANCE ALLOCATION	1,181	1,240	1,240	-	-	-	-
10520224	62100	ADMINISTRATIVE SERVICES OUT	-	-	-	15,181	-	-	-
10520224 Total		Major Crimes Task Force Expenses	175,627	187,567	177,401	194,751	162,314	153,557	173,964
Total Police Expenses			5,242,640	6,161,816	5,951,643	7,081,924	6,942,106	7,234,401	7,712,936

**BUDGET DETAIL
POLICE DEPARTMENT
FISCAL YEAR 2016-17**

ACCOUNT NO. 10520210

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 2,795,433
	Police Chief	1.00
	Captain	1.00
	Lieutenants (1 Operations 1 Administrative)	2.00
	Sergeants (4 Patrol, 1 Code Enforcement, 1 Detective)	6.00
	Police Officers (17 Patrol, 4 Detective)	21.00
	Police Records Clerks (2)	2.00
	Administrative Secretary (0.15 Fire)	0.85
	Total FTE	33.85
51130 Overtime Salaries & Wages		\$ 200,000
51140 Stand-by Salaries & Wages		\$ 3,500
Employee Benefits		\$ 2,005,096
51210	Retirement (PERS)	\$ 628,438
51211	PERS Unfunded Liability	\$ 578,049
51220	Insurance	\$ 512,040
51230	Workers Compensation Insurance	\$ 161,832
51240	Medicare	\$ 48,214
51250	Unemployment Insurance	\$ 33,379
51260	FICA	\$ -
51270	Uniform Allowance	\$ 31,000
51290	Cell Phone Stipend	\$ 12,144
52100 Contractual Services		\$ 83,200
	Sonoma County Bomb Disposal participation	\$ 23,000
	Portable and vehicle radio repair, Maintenance Contract for Record Management System (RMS)	\$ 20,400
	Annual maintenance on MDTs (split with Dispatch)	\$ 1,000
	Radar Units repair and calibration	\$ 1,500
	Firearms Repair	\$ 300
	Towing	\$ 1,000
	Physical Assault Examinations	\$ 6,000
	Psychological Services	\$ 3,500
	Recruitment Physical Exams	\$ 3,500
	Chemical tests for DUIs	\$ 17,000
	Abandoned Vehicle Towing	\$ 6,000
52180 Security Services		\$ 468
	Burglar alarm and updated software for secure evidence location.	
54100 Supplies		\$ 65,500
	Operational supplies, computers, bio-hazard disposal, academy uniforms, cameras, taser cartridges, radio equipment, peer support program	\$ 37,900
	Special police equipment i.e., Range maintenance, first-aid supplies, ammunition, targets	\$ 14,000
	Special Buy Fund	\$ 2,000
	Traffic citation and other forms	\$ 4,000
	K-9 Training	\$ 3,600
	K-9 Operations	\$ 4,000
54101 Postage		\$ 4,000
54201 Prisoner Expense		\$ 12,000
	Cost of handling prisoners and evidence.	

54202 Major Crimes Investigations	\$ 7,500
Cost of investigating major crimes.	
55100 Telephone	\$ 39,980
Land line, fax, CLETS user fees.	
56110 City Garage Parts	\$ 16,645
Annual allocation for City Garage parts for vehicles and equipment.	
56111 City Garage Labor	\$ 137,146
Annual allocation for City Garage labor for vehicles and equipment.	
56120 Equipment Maintenance & Repair	\$ 3,500
Repair and maintenance of radio equipment.	
56130 External Services	\$ 45,000
Automotive maintenance and repairs for patrol equipment.	
56210 Fuel & Fluids	\$ 60,000
Fuel for vehicles.	
57100 Conference & Training	\$ 60,000
REMIF Chief's Liability Seminar for Director and Command Staff; Expenses incurred during out of area investigations; State mandated training as well as specialized training needed to maintain employee efficiency and effectiveness.	
57300 Memberships & Subscriptions	\$ 4,200
Dues/Subscriptions/Memberships - publications that provide current information on legal codes, West annotated Codes, Traffic and Penal Code Books, Legal Source Book, CA Vehicle Code Book, Memberships/Meetings - Chief and staff attendance at local meetings and conferences to maintain communications with other professionals and members of the community, local meetings between Department Staff and allied agencies, FBI/NA Membership, CPOA, International Association of Financial Crimes Investigators and Cal-Chiefs.	
61200 Purchasing Allocation	\$ 9,842
Charge for Purchasing functions.	
61300 Billing and Collection Allocation	\$ 803
Charge for Billing and Collection functions.	
61420 Building Maintenance Allocation	\$ 128,215
Police Department's share of building maintenance.	
61422 IT Allocation	\$ 185,046
Share of Information Technology Services	
61425 Utilities Allocation	\$ 22,580
Police Department's share of allocated utilities.	
61500 Insurance Allocation	\$ 92,156
Share of the Citywide costs of liability and property insurance.	
61700 Dispatch	\$ 591,873
Police Department's share of Dispatch costs.	
62100 Administrative Services Allocation	\$ 488,845
Annual allocation for general government services.	
City Council	\$ 24,369
City Clerk	\$ 45,210
City Manager	\$ 82,628
Administrative Support	\$ 15,710

Miscellaneous General Government	\$ 24,375
Finance - Accounting	\$ 138,243
City Attorney	\$ 29,438
Human Resources	\$ 128,873

94500 Lease Payments	\$ 4,900
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DEPARTMENT TOTAL 10520210	<u>\$ 7,067,428</u>
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**BUDGET DETAIL
POLICE VOLUNTEER PROGRAM
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 10520214</u>		DEPARTMENT REQUEST
52100 Contractual Services		\$ 900
Background checks for Volunteers.		
54100 Supplies		\$ 2,000
General supplies, uniforms, equipment & community programs.		
57100 Conference & Training		\$ 1,500
Annual training for Volunteers, Chaplin & academy expense.		
DEPARTMENT TOTAL 10520214		<u>\$ 4,400</u>

**BUDGET DETAIL
COMMUNITY SERVICES OFFICERS FUND
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 10520218</u>		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 242,247
	Community Services Officers (3)	3.00
RECLASS	Crimes Analyst	1.00
	Community Services Officer (Part-time, 32-Hour)	0.80
Total FTE		4.80
51130 Overtime Salaries & Wages		\$ 9,000
Employee Benefits		\$ 185,897
51210	Retirement (PERS)	\$ 82,918
51220	Insurance	\$ 72,076
51230	Workers Compensation Insurance	\$ 18,851
51240	Medicare	\$ 4,604
51250	Unemployment Insurance	\$ 3,188
51270	Uniform Allowance	\$ 3,000
51290	Cell Phone Stipend	\$ 1,260
DEPARTMENT TOTAL 10520218		<u><u>\$ 437,144</u></u>

**BUDGET DETAIL
CODE ENFORCEMENT PROGRAM
FISCAL YEAR 2016-17**

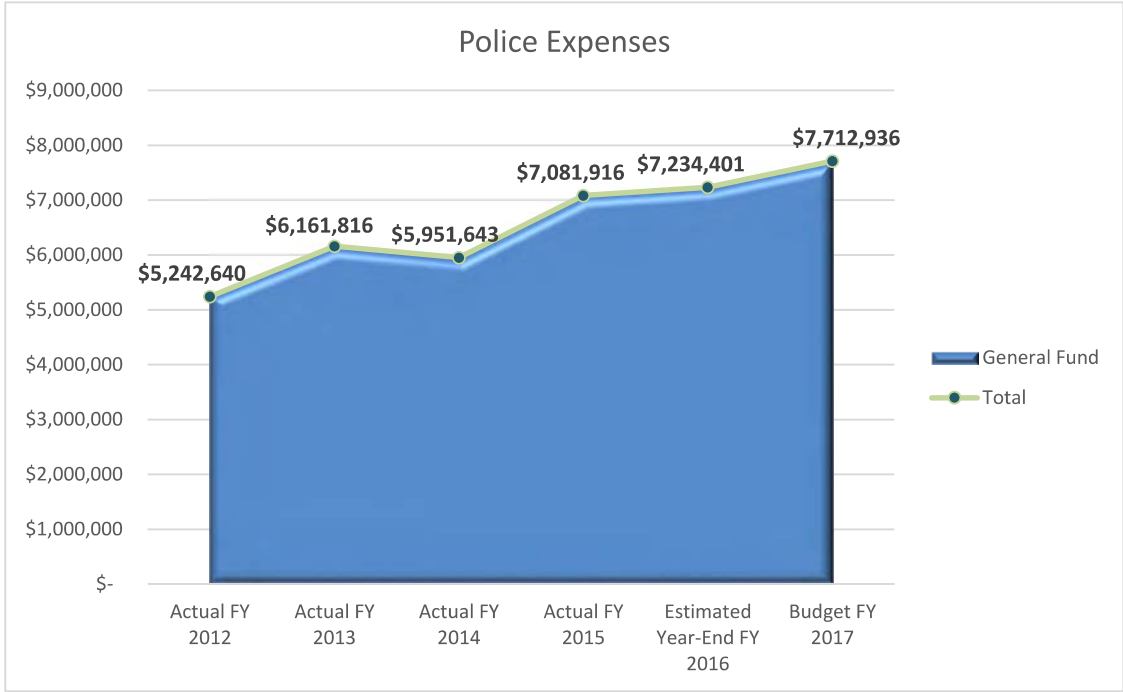
<u>ACCOUNT NO. 10520220</u>		DEPARTMENT REQUEST
52100 Contractual Services		\$ 10,000
Vehicle towing services.	6,000	
Vehicle dismantler services.	4,000	
59101 Fees		\$ 20,000
Disposal and landfill fees.	20,000	
DEPARTMENT TOTAL 10520220		<u>\$ 30,000</u>

**BUDGET DETAIL
MAJOR CRIMES TASK FORCE
FISCAL YEAR 2016-17**

ACCOUNT NO. 10520224

**DEPARTMENT
REQUEST**

51110 Salaries, Regular			\$ 85,634
	Task Force Officer	1.00	
	Total FTE	1.00	
51130 Overtime Salaries & Wages			\$ 27,000
Employee Benefits			\$ 46,780
51210	Retirement (PERS)	\$ 21,041	
51220	Insurance	\$ 17,160	
51230	Workers Compensation Insurance	\$ 5,035	
51240	Medicare	\$ 1,506	
51250	Unemployment Insurance	\$ 1,038	
51270	Uniform Allowance	\$ 1,000	
52100 Contractual Services			\$ 4,500
	Annual Agency Contribution.		
56130 External Services			\$ 2,550
	Automotive maintenance and repairs for Task Force equipment.		
56210 Fuel & Fluids			\$ 6,000
	Fuel for vehicle.		
57100 Conference & Training			\$ 1,500
DEPARTMENT TOTAL 10520224			<u>\$ 173,964</u>



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FIRE DEPARTMENT BUDGET

Fiscal Year 2016-17

10521210

Fire

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Fire activities, including Suppression, Prevention, and Volunteer services.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continued a City and Ukiah Valley Fire District (UVFD) shared Fire Chief.
- Continued joint fire suppression services with UVFD personnel.
- Continued a joint Volunteer Fire Training program.
- Continued Advanced Life Support (ALS) services on first out equipment.
- Continued Cal Fire dispatching contract.
- Single point Fire Prevention and Fire Marshall services for City and UVFD.
- Recertification of all personnel in swift water rescue.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continuation of joint fire services for entire valley.
- Continuation of joint volunteer fire training and volunteer development programs.
- Continuation of ALS services on initial response.
- Recreate and continue the agreement with UVFD.
- Look for alternative funding mechanism for Ukiah Valley Fire Authority. (UFD & UVFD)
- Due to nationwide volunteer shortage, look for ways to fund additional paid staff.

SIGNIFICANT CHANGES:

- Loss of Stipend program creating a staffing shortage.

Fire Department Summary

Account Name	Actual	Actual	Actual	Actual	Budget	Estimated	Budget	Difference from Estimated	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End FY 2016		Year-End 2016	
							FY 2017	\$	%
SALARIES & BENEFITS									
51110 REGULAR SALARIES & WAGES	1,335,814	1,611,088	879,007	870,546	842,387	860,000	883,561	23,561	3%
51120 NON-REGULAR SALARIES & WAGES	93,121	85,295	39,358	31,479	-	-	-	-	0%
51130 OVERTIME SALARIES & WAGES	208,405	319,846	121,657	151,802	110,000	140,000	156,000	16,000	11%
51150 ACCRUED SALARIES & BENEFITS	5,108	(50,367)	(3,513)	(1,012)	-	-	-	-	0%
51210 RETIREMENT (PERS)	387,232	476,050	284,839	287,415	156,023	151,814	171,754	19,940	13%
51211 PERS UNFUNDED LIABILITY	-	-	-	-	279,150	279,150	312,965	33,815	12%
51220 INSURANCE	168,077	179,498	80,861	82,014	84,951	85,854	100,042	14,188	17%
51230 WORKERS COMP	69,842	91,839	60,939	47,632	38,809	41,817	47,850	6,033	14%
51240 MEDICARE	23,103	28,345	14,595	16,015	13,297	16,549	14,266	(2,283)	-14%
51250 UNEMPLOYMENT	16,952	20,325	11,138	11,374	9,181	11,514	9,872	(1,642)	-14%
51260 FICA	5,623	4,167	55	-	-	-	-	-	0%
51270 UNIFORM ALLOWANCE	13,622	13,925	7,710	8,577	11,000	11,000	11,000	-	0%
51290 CELL PHONE STIPEND	-	129	566	566	613	864	3,057	2,193	254%
Sub Total Salaries & Benefits	2,326,899	2,780,140	1,497,210	1,506,406	1,545,411	1,598,562	1,710,367	111,805	7%
OPERATIONS & MAINTENANCE									
52100 CONTRACTED SERVICES	54,907	164,367	146,622	516,180	477,590	635,891	731,765	95,874	15%
52110 AMBULANCE BILLING	-	69,546	2,716	1,176	1,150	1,150	1,150	-	0%
52111 MAINTENANCE CONTRACTS - DEFIBRILATOR	-	-	3,438	3,438	3,438	3,438	3,438	-	0%
52112 M. D. OVERSIGHT	-	-	-	-	1,000	-	1,000	1,000	100%
52302 AMBULANCE FEES	5,306	12,207	-	-	-	-	-	-	0%
52303 REHIT SUPPORT	5,000	5,000	5,000	-	5,000	-	5,000	5,000	100%
54100 SUPPLIES	75,850	130,867	30,906	31,659	5,000	9,500	5,000	(4,500)	-47%
54101 POSTAGE	501	1,019	177	47	40	40	40	-	0%
54105 PHOTOGRAPHIC EXPENSE	-	33	-	-	-	-	-	-	0%
54320 SOFTWARE	-	10,034	2,671	-	-	-	-	-	0%
55100 TELEPHONE	5,777	6,514	5,615	5,677	800	800	800	-	0%
55210 UTILITIES	27,676	-	-	-	-	-	-	-	0%
56100 VEHICLE & EQUIPMENT MAINTENANCE & REPAIR	3,075	7,619	-	340	-	-	-	-	0%
56110 CITY GARAGE - PARTS	8,887	2,985	2,406	2,406	14,448	14,448	11,024	(3,424)	-24%
56111 CITY GARAGE - LABOR	82,110	79,695	64,242	64,242	42,825	42,825	43,903	1,078	3%
56120 EQUIPMENT MAINTENANCE & REPAIR	8,894	5,117	3,384	1,390	4,950	4,950	4,950	-	0%
56121 R & M RADIO EQUIPMENT	-	983	-	-	-	-	-	-	0%
56122 R & M NON-AUTO EMS EQUIPMENT	-	799	-	-	-	-	-	-	0%
56123 R & M COMPUTERS	-	650	-	-	-	-	-	-	0%
56124 MAINT CONTRACT DEFIBULATORS	-	3,438	-	-	-	-	-	-	0%
56130 EXTERNAL SERVICES	18,844	34,789	210,635	35,334	25,000	20,000	25,000	5,000	25%
56210 FUEL & FLUIDS	20,920	46,587	23,364	-	-	-	-	-	0%
56300 BUILDING MAINTENANCE & REPAIR	139,673	-	-	-	-	-	-	-	0%
57100 CONFERENCE & TRAINING	18,829	22,238	12,730	8,520	15,000	8,000	15,000	7,000	88%
57300 MEMBERSHIPS & SUBSCRIPTIONS	1,238	1,411	1,462	1,127	1,785	800	1,785	985	123%
61100 GENERAL GOVERNMENT ALLOCATION	33,763	53,880	50,076	-	-	-	-	-	0%
61200 PURCHASING ALLOCATION	-	-	-	300	280	280	3,643	3,363	1201%
61410 RENT ALLOCATION	-	49,733	43,246	-	-	-	-	-	0%
61420 BUILDING MAINTENANCE ALLOCATION	-	161,169	148,550	146,683	111,258	111,258	166,283	55,025	49%
61422 IT ALLOCATION	-	-	-	-	42,128	42,128	50,757	8,629	20%
61425 UTILITIES ALLOCATION	-	32,225	32,866	32,865	30,483	30,483	29,284	(1,199)	-4%
61500 INSURANCE ALLOCATION	49,271	58,079	48,520	-	16,388	16,388	21,059	4,671	29%
61700 DISPATCH ALLOCATION	308,174	527,557	317,389	-	275,195	275,195	65,773	(209,422)	-76%
62100 ADMINISTRATIVE SERVICES OUT	-	-	-	195,617	148,132	148,132	168,528	20,396	14%
94500 LEASE PAYMENTS	2,868	3,151	2,587	2,566	3,000	3,000	3,000	-	0%
Sub Total Operations & Maintenance	871,563	1,491,691	1,158,601	1,049,567	1,224,890	1,368,706	1,358,182	(10,524)	-1%
TOTAL DEPARTMENT EXPENSES	3,198,462	4,271,831	2,655,811	2,555,973	2,770,301	2,967,268	3,068,549	101,281	3%

Fire Department Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
FIRE ADMINISTRATION EXPENSES									
10521210	51110	REGULAR SALARIES & WAGES	1,335,814	1,253,816	878,349	867,005	842,387	860,000	883,561
10521210	51120	NON-REGULAR SALARIES & WAGES	93,121	85,295	39,358	31,479	-	-	-
10521210	51130	OVERTIME SALARIES & WAGES	208,405	291,898	108,951	135,642	110,000	140,000	156,000
10521210	51150	ACCRUED SALARIES & BENEFITS	5,108	(50,367)	(3,513)	(1,012)	-	-	-
10521210	51210	RETIREMENT (PERS)	387,232	367,127	284,839	286,253	156,023	151,814	171,754
10521210	51211	PERS UNFUNDED LIABILITY	-	-	-	-	279,150	279,150	312,965
10521210	51220	INSURANCE	168,077	132,725	80,861	82,014	84,951	85,854	100,042
10521210	51230	WORKERS COMP	69,842	71,615	60,204	46,804	38,809	41,817	47,850
10521210	51240	MEDICARE	23,103	22,758	14,405	15,735	13,297	16,549	14,266
10521210	51250	UNEMPLOYMENT	16,952	16,753	11,004	11,177	9,181	11,514	9,872
10521210	51260	FICA	5,623	4,167	55	-	-	-	-
10521210	51270	UNIFORM ALLOWANCE	13,622	9,775	7,710	8,577	11,000	11,000	11,000
10521210	51290	CELL PHONE STIPEND	-	129	566	566	613	864	3,057
10521210	52100	CONTRACTED SERVICES	46,410	149,867	142,375	516,180	477,590	635,891	731,765
10521210	52110	AMBULANCE BILLING	-	25,296	-	-	1,150	1,150	1,150
10521210	52111	MAINTENANCE CONTRACTS - DEFIBRILATOR	-	-	3,438	3,438	3,438	3,438	3,438
10521210	52112	M. D. OVERSIGHT	-	-	-	-	1,000	-	1,000
10521210	52302	AMBULANCE FEES	5,306	3,696	-	-	-	-	-
10521210	52303	REHIT SUPPORT	5,000	5,000	5,000	-	5,000	-	5,000
10521210	54100	SUPPLIES	53,053	64,520	24,102	31,659	5,000	9,500	5,000
10521210	54101	POSTAGE	501	434	177	47	40	40	40
10521210	54320	SOFTWARE	-	5,283	2,671	-	-	-	-
10521210	55100	TELEPHONE	5,777	5,614	5,615	5,677	800	800	800
10521210	55210	UTILITIES	27,676	-	-	-	-	-	-
10521210	56100	VEHICLE & EQUIPMENT MAINTENANCE REPAIR	3,075	1,119	-	-	-	-	-
10521210	56110	CITY GARAGE - PARTS	8,887	2,199	2,406	2,406	14,448	14,448	11,024
10521210	56111	CITY GARAGE - LABOR	82,110	58,704	64,242	64,242	42,825	42,825	43,903
10521210	56120	EQUIPMENT MAINTENANCE & REPAIR	8,894	5,117	3,384	1,390	4,950	4,950	4,950
10521210	56130	EXTERNAL SERVICES	18,844	34,789	210,635	35,334	25,000	20,000	25,000
10521210	56210	FUEL & FLUIDS	20,920	30,824	23,364	-	-	-	-
10521210	56300	BUILDING MAINTENANCE & REPAIR	139,673	-	-	-	-	-	-
10521210	57100	CONFERENCE & TRAINING	14,178	15,075	11,444	8,520	15,000	8,000	15,000
10521210	57300	MEMBERSHIPS & SUBSCRIPTIONS	1,238	1,096	1,462	1,127	1,785	800	1,785
10521210	61100	GENERAL GOVERNMENT ALLOCATION	33,763	46,852	50,076	-	-	-	-
10521210	61200	PURCHASING ALLOCATION	-	-	-	300	280	280	3,643
10521210	61410	RENT ALLOCATION	-	43,246	43,246	-	-	-	-
10521210	61420	BUILDING MAINTENANCE ALLOCATION	-	139,310	148,550	146,683	111,258	111,258	166,283
10521210	61422	IT ALLOCATION	-	-	-	-	42,128	42,128	50,757
10521210	61425	UTILITIES ALLOCATION	-	28,022	32,866	32,865	30,483	30,483	29,284
10521210	61500	INSURANCE ALLOCATION	47,188	49,519	47,188	-	16,388	16,388	21,059
10521210	61700	DISPATCH ALLOCATION	308,174	343,678	317,389	-	275,195	275,195	65,773
10521210	62100	ADMINISTRATIVE SERVICES OUT	-	-	-	195,617	148,132	148,132	168,528
10521210	94500	LEASE PAYMENTS	2,868	2,701	2,587	2,566	3,000	3,000	3,000
10521210	Total	Fire Administration Expenses	3,160,436	3,267,652	2,625,005	2,532,291	2,770,301	2,967,268	3,068,549
FIRE VOLUNTEER STATION EXPENSES									
10521312	52100	CONTRACTED SERVICES	8,497	8,500	4,247	-	-	-	-
10521312	54100	SUPPLIES	22,796	31,925	6,804	-	-	-	-
10521312	57100	CONFERENCE & TRAINING	4,651	4,500	1,285	-	-	-	-
10521312	61500	INSURANCE ALLOCATION	2,083	1,332	1,332	-	-	-	-
10521312	Total	Fire Volunteer Station Expenses	38,026	46,257	13,668	-	-	-	-
*Fire Volunteer Station Expenses are currently funded through the UVFD merge.									
AMBULANCE/EMS OPERATIONS EXPENSES									
10521330	51110	REGULAR SALARIES & WAGES	-	357,272	658	-	-	-	-
10521330	51130	OVERTIME SALARIES & WAGES	-	27,948	-	-	-	-	-

Fire Department Detail for Fiscal Year 2016/2017

			Actual	Actual	Actual	Actual	Budget	Estimated	
			FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Year-End	Budget
ORG	OBJ	DESCRIPTION						FY 2016	FY 2017
10521330	51210	RETIREMENT (PERS)	-	108,923	-	-	-	-	-
10521330	51220	INSURANCE	-	46,773	-	-	-	-	-
10521330	51230	WORKERS COMP	-	20,224	36	-	-	-	-
10521330	51240	MEDICARE	-	5,587	10	-	-	-	-
10521330	51250	UNEMPLOYMENT	-	3,572	7	-	-	-	-
10521330	51270	UNIFORM ALLOWANCE	-	4,150	-	-	-	-	-
10521330	51290	CELL PHONE STIPEND	-	-	-	-	-	-	-
10521330	52100	CONTRACTED SERVICES	-	6,000	-	-	-	-	-
10521330	52110	AMBULANCE BILLING	-	44,250	2,716	1,176	-	-	-
10521330	52302	AMBULANCE FEES	-	8,511	-	-	-	-	-
10521330	54100	SUPPLIES	-	34,422	-	-	-	-	-
10521330	54101	POSTAGE	-	585	-	-	-	-	-
10521330	54105	PHOTOGRAPHIC EXPENSE	-	33	-	-	-	-	-
10521330	54320	SOFTWARE	-	4,751	-	-	-	-	-
10521330	55100	TELEPHONE	-	900	-	-	-	-	-
10521330	56100	VEHICLE & EQUIPMENT MAINT. & R	-	6,500	-	340	-	-	-
10521330	56110	CITY GARAGE - PARTS	-	786	-	-	-	-	-
10521330	56111	CITY GARAGE - LABOR	-	20,991	-	-	-	-	-
10521330	56121	R & M RADIO EQUIPMENT	-	983	-	-	-	-	-
10521330	56122	R & M NON-AUTO EMS EQUIPMENT	-	799	-	-	-	-	-
10521330	56123	R & M COMPUTERS	-	650	-	-	-	-	-
10521330	56124	MAINT CONTRACT DEFIBULATORS	-	3,438	-	-	-	-	-
10521330	56210	FUEL & FLUIDS	-	15,763	-	-	-	-	-
10521330	57100	CONFERENCE & TRAINING	-	2,663	-	-	-	-	-
10521330	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	315	-	-	-	-	-
10521330	61100	GENERAL GOVERNMENT ALLOCATION	-	7,028	-	-	-	-	-
10521330	61410	RENT ALLOCATION	-	6,487	-	-	-	-	-
10521330	61420	BUILDING MAINTENANCE ALLOCATION	-	21,859	-	-	-	-	-
10521330	61425	UTILITIES ALLOCATION	-	4,203	-	-	-	-	-
10521330	61500	INSURANCE ALLOCATION	-	7,228	-	-	-	-	-
10521330	61700	DISPATCH	-	183,879	-	-	-	-	-
10521330	94500	LEASE PAYMENTS	-	450	-	-	-	-	-
10521330	Total	Ambulance/EMS Operations Expenses	-	957,922	3,426	1,516	-	-	-
*Ambulance had two accounts 52110 & 56100 which were rolled into the main Fire account.									
FIRE REIMBURSABLE OPERATIONS EXPENSES									
10521340	51110	REGULAR SALARIES & WAGES	-	-	-	3,541	-	-	-
10521340	51130	OVERTIME SALARIES & WAGES	-	-	12,706	16,159	-	-	-
10521340	51210	RETIREMENT (PERS)	-	-	-	1,162	-	-	-
10521340	51220	INSURANCE	-	-	-	-	-	-	-
10521340	51230	WORKERS COMP	-	-	699	827	-	-	-
10521340	51240	MEDICARE	-	-	180	280	-	-	-
10521340	51250	UNEMPLOYMENT	-	-	127	197	-	-	-
10521340	Total	Fire Reimbursable Operations Expenses	-	-	13,712	22,166	-	-	-
Total Fire Expenses									
			3,198,462	4,271,831	2,655,811	2,555,973	2,770,301	2,967,268	3,068,549

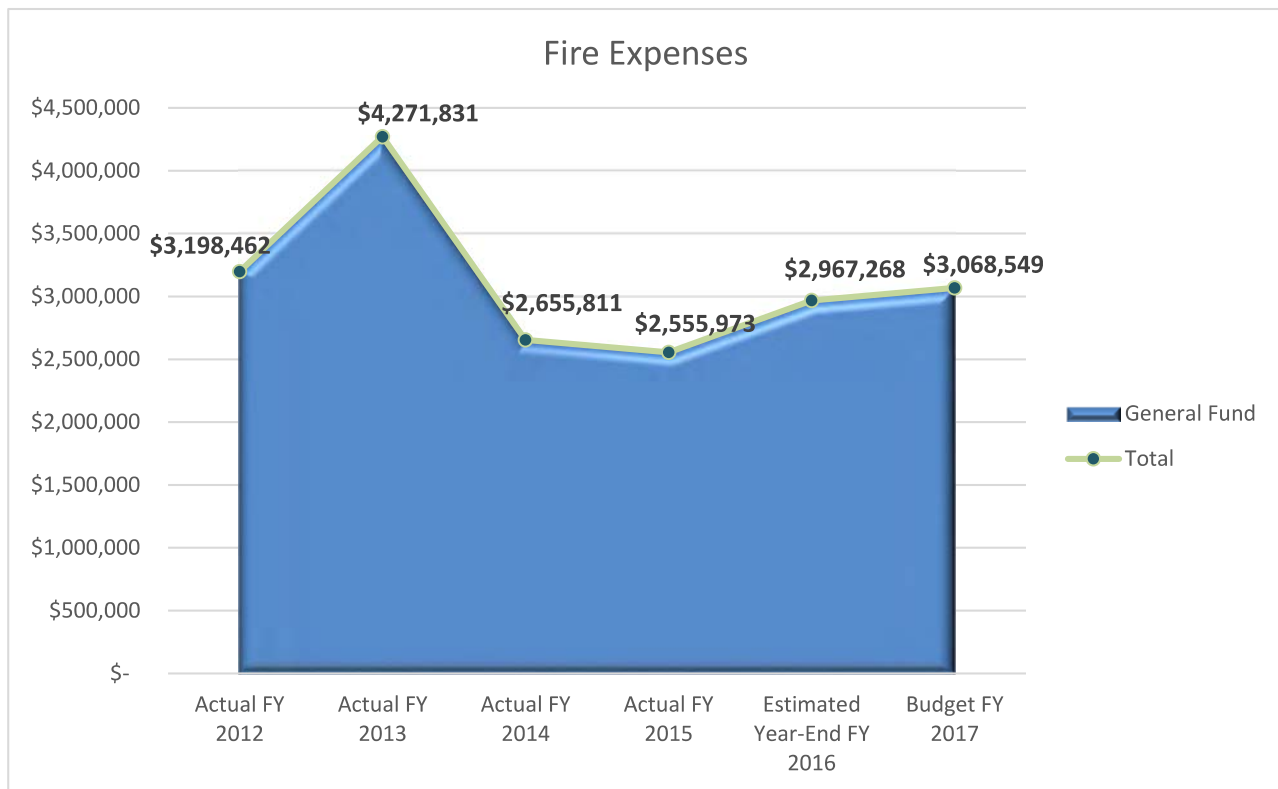
**BUDGET DETAIL
FIRE DEPARTMENT
FISCAL YEAR 2016-17**

ACCOUNT NO. 10521210

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 883,561
Fire Division Chiefs (2)	2.00	
Fire Captains (2)	2.00	
Fire Engineers (4)	4.00	
Firefighter/Paramedics (3)	3.00	
Administrative Secretary (0.85 Police)	0.15	
Total FTE		11.15
51130 Overtime Salaries & Wages		\$ 156,000
Employee Benefits		\$ 670,806
51210 Retirement (PERS)	\$ 171,754	
51211 PERS Unfunded Liability	\$ 312,965	
51220 Insurance	\$ 100,042	
51230 Workers Compensation Insurance	\$ 47,850	
51240 Medicare	\$ 14,266	
51250 Unemployment Insurance	\$ 9,872	
51270 Uniform Allowance	\$ 11,000	
51290 Cell Phone Stipend	\$ 3,057	
52100 Contractual Services		\$ 731,765
Ukiah Valley Fire Department Contract	\$ 435,591	
Fire Chief Services	\$ 65,700	
Cal Fire Dispatch Services	\$ 230,474	
52110 Ambulance Billing		\$ 1,150
6.3% of ambulance revenue to Wittman.		
52111 Maintenance Contracts - Defibrillator		\$ 3,438
Maintenance contract.		
52112 M.S. Oversight		\$ 1,000
Part-time medical oversight contract not to exceed \$2,000.		
52303 REHIT Support		\$ 5,000
Annual fee for REHIT support.		
54100 Supplies		\$ 5,000
Operational costs for Prevention Officer, code books, annual storage for antiques, & SCBA air testing/analysis.		
54101 Postage		\$ 40
55100 Telephone		\$ 800
Land line, fax, CLETS user fees.		

56110 City Garage Parts	\$ 11,024
Annual allocation for City Garage parts for vehicles and equipment.	
56111 City Garage Labor	\$ 43,903
Annual allocation for City Garage labor for vehicles and equipment.	
56120 Equipment Maintenance & Repair	\$ 4,950
Repair and maintenance of radio equipment, non-automotive fire related equipment, & Ground Ladder testing.	
56130 External Services	\$ 25,000
Automotive maintenance and repairs for fire equipment.	
57100 Conference & Training	\$ 15,000
Training for Hazardous Materials, Incident Safety, Fire Command, Driver/Operator Courses, & Wildland Fire Plans/Inspections.	
57300 Memberships & Subscriptions	\$ 1,785
Fire service organizations, National Fire Protection Association, Cal Fire Chiefs, Nor Cal Training Officers, Mendocino County Fire Chiefs Association, & International Association of Fire Chiefs.	
61200 Purchasing Allocation	\$ 3,643
Charge for Purchasing functions.	
61420 Building Maintenance Allocation	\$ 166,283
Share of building maintenance.	
61422 IT Allocation	\$ 50,757
Share of Information Technology services.	
61425 Utilities Allocation	\$ 29,284
Share of City utilities.	
61500 Insurance Allocation	\$ 21,059
Share of the Citywide costs of liability and property insurance.	
61700 Dispatch Allocation	\$ 65,773
Fire Department share of dispatch services.	
62100 Administrative Services Allocation	\$ 168,528
Annual allocation for general government services.	
City Council	\$ 9,016
City Clerk	\$ 16,726
City Manager	\$ 30,570
Administrative Support	\$ 5,812
Miscellaneous General Government	\$ 9,018
Finance - Accounting	\$ 51,146
City Attorney	\$ 10,891
Human Resources	\$ 35,349
94500 Lease Payments	\$ 3,000
DEPARTMENT TOTAL 10521210	\$ 3,068,549



Enterprise Funds

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private enterprises. Each enterprise covers its cost of providing goods or services to the general public primarily through user charges. Enterprise fund revenues cannot be used for any city purposes not benefiting the enterprise. Uses for Enterprise Funds include:

- **Parking District (640):** Accounts for the operation and maintenance of public, permitted, and timed parking facilities.
- **Landfill/Solid Waste (700-705):** Accounts for the activities of the City's solid waste landfill operations.
- **Golf (720):** Accounts for the operation, maintenance, and improvements to the City's Golf Course.
- **Conference Center (730):** Accounts for maximizing the productivity of smaller meetings with single-purpose conference spaces as well as providing communication and information to visitors and residents.
- **Airport (777):** Accounts for the operation, management, safety, and convenience of all members of the aviation community as well as maintaining cooperation and coordination with various organizations.
- **Electric (800):** Accounts for activities relating to the operation of the City's electric system including generation and distribution as well as 2.85% of gross electric charges are to be used for public benefit.
- **Street Lighting (805):** Accounts for maintaining public street lights.
- **Public Benefits (806):** Accounts for educating and marketing energy conservation as well as providing utility assistance to seniors and low income households.
- **Water (820):** Accounts for activities relating to the operation of the City's water system including distribution and treatment.
- **Recycled Water (830):** Accounts for the need to discharge treated effluent to a surface water body per increased regulations.
- **Wastewater (840):** Accounts for activities relating to the operation of the City's wastewater system including wastewater collection and distribution.

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ELECTRIC ENTERPRISE FUND BUDGET

Fiscal Year 2016-17

80026100	Electric Distribution
80026110	Electric Overhead
80026120	Electric Underground
80026130	Electric Substation
80026140	Reimbursable jobs
80026200	Electric Testing and Calibrating
80026300	Electric Generation

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Electric Operations and Construction Division provides 24 hour 365 day response to emergency service calls for customer power problems, outages and to make high voltage power lines safe for Fire & Police personnel at structure fires, automobile accidents and many other situations where electric lines are near emergency crews.

The Division also performs a wide variety of new and maintenance construction work on Ukiah's overhead and underground distribution system. In addition, the Department staff provides management, inspection and acceptance testing services for internal and external constructed projects. Each team member is a highly skilled individual that receives significant training to work with high voltage lines located on pole top and in underground vaults in all weather conditions. The Electric Department staff stand ready to help our customers and community.

Electric employees take pride in the design and construction of each and every project. Employees live locally and personally know their customers. As part of the community, we work directly with customers to develop the best solution that is cost effective while meeting the customer's needs.

AREAS OF RESPONSIBILITY INCLUDE:

- Monitor, control and operate the electric distribution system. Prepare written switching procedures, electric system operating reports. Operate, test and program the System Control and Data Acquisition Systems (SCADA) located at the City's hydroelectric power plant and at the Orchard Substation.
- Design, engineer and construct system improvements for improved capacity, reliability, operating flexibility for all circuit loading situations and insure power restorations during emergencies. Systems include: electric distribution main feeders, 12 kV tap lines, substation, get-a-ways and distribution system devices such as switches, fuses vacuum breakers, monitoring equipment and capacitors that increase efficiency and improved customer experience.
- Coordinate and direct skilled field personnel during power outages.
- Maintain 40 miles of overhead lines, 30 miles of underground 12,000 volt distribution lines and 0.3 miles of 115,000 volt transmission lines.
- Maintain 2,000 Light-emitting diode (LED) and High Pressure Sodium (HPS) street lights and associated services.

- Maintain and test overhead and underground distribution equipment and communication and control systems.
- Design, engineer and construct overhead and underground line extensions to serve new electrical loads.
- Test and maintain high voltage power equipment at the Orchard Substation and throughout the City. Equipment includes: power transformers, vacuum and SF6 circuit breakers, instrument transformers, station service equipment, 125 volt battery systems, chargers, 12,000 volt capacitors, re-closures and pad mounted switchgear. Test and calibrate protective relays.
- Intelligent equipment devices, remote control units, controllers and fiber communication systems.
- Provide vegetation clearance for overhead power lines per State mandates.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

DISTRIBUTION SYSTEM:

- Personnel training for advance supervisory and construction skills.
- Underground system duct system along Low Gap and Ukiah High School area.
- 12,000 volt feeder No.204 - redesigned and installed to supply power to the South Airport Boulevard area. – Needed for load balancing and emergency power restoration. Power outage duration have a significant impact on business, this will insure capacity and shorter outages.
- Obtained public utility easements for re-configuration of primary switching and efficiency improvements for Oak Manor Subdivision.
- Duct system installed for Perkins Street Underground project.
- Monitor downtown subsurface transformer loading for possible upgrades.
- Completed system upgrades of fuse coordination and fault locators year 4 of 6.
- Completed vault and underground system on Leslie street north of Gobbi Street.
- Updating designs for the proposed courthouse. Costco project on hold.
- Completed 100% of the new Hospital duct construction project. This is a phased project that provides new services, transformers and a redundant 12,000 volt supply system. To insure a high level of reliability.
- Expanded Safety training program effectively doubling the class room and field training time.
- Installation 100% complete -Underground duct system and electric equipment - Low Gap and Ukiah High School areas – helps eliminate long term outages to the Sharif, County and High School operations.
- Completed 200 amp underground reinforcement for County Administration, Jail, and Sheriff's offices.

ORCHARD SUBSTATION:

- Tested and replaced cabling for sudden pressure, High temp, and High winding temperature sensing transducers.
- Upgraded monitoring system for buss under voltage and transient voltage monitoring.
- Complete technical specification and bid transformer radiator and bushing gasket repairs.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

OVERHEAD:

- Deploy Overhead fault detection.
- Complete construction of two overhead circuits from Gobbi Street to Cherry and Hastings Street along rail line.
- Replace re-closures (3)
- Continue safety and regulatory training.

- Continue primary line tree clearance program including selected secondary locations.

UNDERGROUND:

- Design and deploy fault detection and protection equipment.
- Complete the Perkins Street Overhead to Underground conversion.
- Continue 600 amp 12 kV underground connector replacement along Orchard Avenue.
- Complete 200 amp switching reinforcement for Oak Manor Subdivision Phase 2.

SUBSTATION:

- Complete Transformer T1 oil insulated bushings.
- Upgrade TI control wiring.
- Build protection relay test station.
- Install Advanced Metering Infrastructure access point radio.

SIGNIFICANT CHANGES:

- None.



ELECTRIC ENTERPRISE FUND BUDGET

Fiscal Year 2016-17

80026330 Hydroelectric Plant
80026400 Electric Administration

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Electric Utility Administration Division provides overall financial and organizational oversight of the Department. Additionally, other services include system design and engineering, administrative support, planning to meet the community's needs. This Division develops rates and rate structures, establishes department policies, goals and objectives. Monitors cash flow, capital expenditures, budgets, professional training and goals of each individual team employee. Operational tasks include:

- Procures reliable gas and electric energy sources at the lowest practical energy cost. Includes managing the energy, capacity, renewables (RECs) and Cap-n-Trade (carbon) markets in accordance with the Western Electric Coordinating Council (WECC), National Electric Reliability Corporation (NERC) and California Energy Commission (CEC).
- Projects are designed, engineered and inspected utilizing Department staff as well as reducing overall costs, delays, and enhances staff's knowledge of the system through the engineering to installation process. Overall the Department's staff gain experienced with the ability to handle future situations with personal knowledge and experience. The end result is the electric Customer will have lower cost and shorter outages so they can do what they want and have more money to do it with!
- Develops, acquires and monitors efficiencies of power generation and transmission resources in accordance with forecasted needs. Provide ten year bulk power cost analysis. Purchase energy and capacity to close open positions consistent with the department's Risk Management and external mandates.
- Maintain the Energy Risk Management Policy for energy trading process, procedures, limits, authorities, and coordination with the Northern California Power Agency (NCPA) and other Joint Power Agencies (JPA).
- Collect and translate load research data for system analysis, cost-of-service and time-of-use billing determinants.
- Monitor local electric and JPA capital projects and make recommendations for the project financing/refinancing.
- Provide overall management and strategic direction for the data and electric distribution systems.
- Represent the Department on a variety of commissions and committees related to Departmental resources.
- Maintain relationships on behalf of the Department with customers and outside organizations.

- Monitor and manage overall Department fiscal position.
- Risk Management, State and Federal compliance programs.

MAJOR ACCOMPLISHMENTS FOR FY FY 2015-16:

HYDROELECTRIC PLANT:

- Performed plant maintenance and control system updates during low water flow.
- Electric Utility Technicians implemented an internship program and successfully painted turbines and generator equipment.
- Performed engineering level investigation into the development of seal repairs, flow monitoring upgrades and gate repairs.

ELECTRIC DESIGN AND ENGINEERING:

- Personnel training to enhance management and engineering design skills.
- Expanded Safety training program effectively doubling the class room and field training time.
- Designed first phase of Oak Manor subdivision upgrade.
- Developed tap line fault indicator application and identified optimum field locations.
- Obtained Public Utility Easements for equipment located on customer's property.
- Purchased natural gas and carbon credits for the Lodi Energy Center, and electric energy – Local control reduces over purchase and products not meeting Ukiah's needs. Maintains a low cost for the customer.
- Developed the specification for Tainter seal repairs.
- Completed yearly reports to Federal Energy Regulatory Commission (FERC), California Energy Commission (CEC), California Independent System Operator (CALISO), North America Electric Reliability Corporation (NERC), Mendocino County and California Air Resources Board (CARB) associated with electric production, Renewable Energy Credit(s) (REC) generation, SF6 gas storage and standby generation.
- Actively secured 90% of the Utility's energy requirements through June 2017.
- Continued to refine the Public Benefits conservation rebate and assistance programs to be consistent with customer's needs.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Insuring power is available when needed, continue to identify cost effective electric system.
- Utilize advance technology equipment and work methods to deliver the best of class service to our customers.
- Continue to update Supervisory Control and Data Acquisition (SCADA) and M2M communication to mobile field devices.
- Continue NERC, CEC, CARB and FERC regulatory compliance.
- Monitor expenditure and effectiveness of internal services to outside vendor to identify areas of cost and efficiency improvements.
- Continue to market carbon offsets and renewable bundled energy sales to utilize Historic RECs.
- Acquire carbon credits to offset Lodi Energy Center and market purchases carbon requirements.
- Expand DMP3 protocol for mobile device applications.

SIGNIFICANT CHANGES:

- None.

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Electric Enterprise Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016 \$ %	
Revenues and Other Sources:									
Electric Fund 800									
Electric Utility Customer Charges	\$ 14,469,000	\$ 15,203,883	\$ 14,121,430	\$ 14,149,962	\$ 14,917,842	\$ 14,913,000	\$ 14,917,842	\$ 4,842	0%
Reimbursable Jobs	1,244,067	70,000	100,890	244,512	70,000	125,500	70,000	(55,500)	-44%
Cap and Trade - EUD	-	-	251,309	398,804	400,000	383,338	300,000	(83,338)	-22%
Renewable Energy Credits	-	-	43,131	-	500,000	-	626,250	626,250	100%
Interest on Investments	112,642	79,401	71,296	82,038	58,278	46,500	46,000	(500)	-1%
Utility Development Costs	5,689	30,000	70,099	2,930	55,000	3,000	50,000	47,000	1567%
Miscellaneous Receipts	79,937	5,000	1,942	116,284	19,810	13,750	23,100	9,350	68%
	\$ 15,911,335	\$ 15,388,284	\$ 14,660,097	\$ 14,994,531	\$ 16,020,930	\$ 15,485,088	\$ 16,033,192	548,104	4%
Public Benefits Fund 806									
Public Benefits Charges	414,067	459,459	405,128	418,633	430,000	417,490	442,900	25,410	6%
Other Miscellaneous Revenues	14,649	15,234	15,431	205	729	350	-	(350)	-100%
	428,716	474,693	420,559	418,839	430,729	417,840	442,900	25,060	6%
Street Lighting Fund 805									
Street Lighting	184,388	190,000	188,262	183,478	188,000	187,043	194,000	6,957	4%
Transfers In From Other Funds	-	-	-	-	-	-	33,550	33,550	
Other Miscellaneous Revenues	8,533	6,694	7,525	4,370	3,758	4,201	2,000	(2,201)	-52%
	192,922	196,694	195,787	187,848	191,758	191,244	229,550	38,306	20%
Capital Reserve Fund 801									
Transfers In From Other Funds	-	-	-	-	-	-	3,569,172	3,569,172	
Other Miscellaneous Revenues	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	3,569,172	3,569,172	
Lake Mendocino Debt Fund 803									
Transfers In From Other Funds	-	-	-	-	-	-	67,000	67,000	
Other Miscellaneous Revenues	5	381	209	8,598	1,350	1,350	3,500	3,500	
	5	381	209	8,598	1,350	1,350	70,500	69,150	5122%
Total Revenues and Other Sources	\$ 16,532,977	\$ 16,060,052	\$ 15,276,652	\$ 15,609,816	\$ 16,644,767	\$ 16,095,522	\$ 20,345,314	\$ 4,249,792	26%
Expenses and Other Uses:									
Electric Fund 800									
Electric Distribution	-	-	75,984	14	-	-	-	-	0%
Electric Overhead	750,284	871,923	762,547	833,227	1,019,448	832,939	1,177,398	344,459	41%
Electric Underground	609,228	817,731	750,082	825,407	999,977	991,407	1,233,671	242,264	24%
Electric Substation	257,064	245,538	160,863	166,675	297,165	212,546	327,508	114,962	54%
Reimbursable Work for Others	129,884	6,197	2,823	-	-	-	-	-	0%
Electric Testing and Calibrating	147,194	171,427	163,404	174,947	229,920	170,043	247,276	77,233	45%
Electric Generation	7,156,128	8,309,687	8,466,241	8,306,625	8,021,854	8,660,399	8,842,708	182,309	2%
Hydroelectric	109,484	325,420	62,595	35,904	165,284	115,120	189,915	74,795	65%
Electric Administration	1,109,356	1,403,140	801,863	2,142,099	2,001,489	2,023,142	2,579,326	556,184	27%
Interdepartmental Charges	2,165,812	2,158,211	2,036,769	1,288,710	920,557	957,180	950,646	(6,535)	-1%
Total Electric Operations	\$ 12,434,435	\$ 14,309,274	\$ 13,283,171	\$ 13,773,608	\$ 13,655,694	\$ 13,962,776	\$ 15,548,448	1,585,671	11%
Lake Mendocino Debt Fund 803									
Debt Service	\$ 2,074,539	\$ 2,061,855	\$ 2,063,261	\$ 2,103,702	\$ 2,103,115	\$ 2,103,115	\$ 2,068,338	(34,777)	-2%
Public Benefits Fund 806									
Public Benefits	1,142,972	1,023,703	561,034	566,228	538,458	410,758	428,620	17,862	4%
Street Lighting Fund 805									
Street Lighting	199,172	313,019	216,527	257,707	393,372	308,807	409,271	100,464	33%
Transfers Out To Other Funds (800)	-	-	-	-	-	-	3,669,722	3,669,722	
Capital Improvements and Equipment									
Electric	-	-	860,408	1,730,441	-	749,057	-	(749,057)	-100%
Capital Reserve	-	-	-	-	-	146,576	4,880,000	4,733,424	3229%
Street Lighting	-	-	-	-	-	109,250	-	(109,250)	-100%
Total Capital Improvements & Equipment	-	-	860,408	1,730,441	-	1,004,883	4,880,000	3,875,117	386%
Total Expenses and Other Uses	\$ 15,851,117	\$ 17,707,851	\$ 16,984,400	\$ 18,431,686	\$ 16,690,639	\$ 17,790,339	\$ 27,004,399	9,214,060	52%
Total Net Surplus (Deficit)	\$ 681,861	\$ (1,647,799)	\$ (1,707,748)	\$ (2,821,870)	\$ (45,872)	\$ (1,694,817)	\$ (6,659,085)		
Beginning Net Position			34,180,044	33,675,657	-	40,010,917	38,316,100		
Adjustments			1,203,361	9,157,130	-	-	-		
Ending Net Positions			\$ 33,675,657	\$ 40,010,917	\$ -	\$ 38,316,100	\$ 31,657,016		
Allocation of Net Position									
Investment in Capital Assets			19,496,668	21,641,173	-	21,641,173	21,641,173		
Deferred Noncurrent Liabilities			775,051	(2,334,484)	-	(2,334,484)	(2,334,484)		
Restricted for Debt Service (803)			2,072,014	2,072,225	-	4,073,120	2,071,875		
Restricted NCPA Reserve			-	467,663	-	467,663	467,663		
Unrestricted Held at NCPA			-	6,064,686	-	6,064,686	6,064,686		
Rate Stabilization (Fund 802)			1,494,772	1,513,651	-	1,523,428	1,523,428		
Capital Reserve (Fund 801)			1,337,404	1,337,404	-	1,190,828	-		
Debt Service (Fund 803)			583,899	-	-	-	3,407		
Public Benefit (Fund 806)			105,572	(41,818)	-	(100,647)	(86,367)		
Street Lighting (Fund 805)			473,441	409,776	-	182,963	3,242		
Working Capital			7,336,836	8,880,434	-	5,607,163	2,422,186		
Total Net Position			\$ 33,675,657	\$ 40,010,917	-	\$ 38,315,893	\$ 31,776,809		

Electric Enterprise Funds Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
ELECTRIC REVENUE									
80000000	44681	DOMESTIC LIGHTS	(5,135,950)	(5,432,543)	(4,946,660)	(4,935,536)	(5,259,693)	(5,279,800)	(5,259,693)
80000000	44682	COMMERCIAL LIGHTS	(8,519,949)	(8,888,000)	(8,403,226)	(8,454,033)	(8,845,942)	(8,827,400)	(8,845,942)
80000000	44683	MUNICIPAL LIGHTS	(767,553)	(840,840)	(729,177)	(719,924)	(771,595)	(767,800)	(771,595)
80000000	44684	PRIVATE LIGHTING	(12,521)	(12,500)	(12,775)	(12,566)	(13,000)	(12,600)	(13,000)
80000000	44685	ELECTRIC SERVICE CHARGES	(33,026)	(30,000)	(29,591)	(27,903)	(27,612)	(25,400)	(27,612)
80000000	44686	AFTER HOURS TURN-ON SERVICE CHARGE	-	-	(225)	(75)	-	(400)	(400)
80000000	44687	UTILITY DEVELOPMENT COSTS	(5,689)	(30,000)	(70,099)	(2,930)	(55,000)	(3,000)	(50,000)
80000000	44820	SALES OF PROPERTY	(70,126)	-	-	(10,450)	-	(650)	-
80000000	44825	SALES OF ASSETS	0	-	-	(5,316)	-	-	-
80000000	44830	REIMBURSABLE JOBS	(1,244,067)	(70,000)	(100,890)	(244,512)	(70,000)	(125,500)	(70,000)
80000000	46110	INTEREST ON INVESTMENTS	(112,642)	(79,401)	(71,296)	(82,038)	(58,278)	(46,500)	(46,000)
80000000	46210	LAND RENTAL	-	-	-	(19,311)	(17,310)	(12,700)	(12,700)
80000000	48110	MISCELLANEOUS RECEIPTS	(9,811)	(5,000)	(1,717)	(81,132)	(2,500)	-	(10,000)
80000000	48180	CAP AND TRADE - EUD	-	-	(251,309)	(398,804)	(400,000)	(383,338)	(300,000)
80000000	48185	RENEWABLE ENERGY CREDITS	-	-	(43,131)	-	(500,000)	-	(626,250)
80000000 Total Operating Revenues			(15,911,335)	(15,388,284)	(14,660,097)	(14,994,531)	(16,020,930)	(15,485,088)	(16,033,192)
ELECTRIC DISTRIBUTION EXPENSES									
80026100	51110	REGULAR SALARIES & WAGES	-	-	57,209	-	-	-	-
80026100	51210	RETIREMENT (PERS)	-	-	14,237	-	-	-	-
80026100	51220	INSURANCE	-	-	-	-	-	-	-
80026100	51230	WORKERS COMP	-	-	3,183	-	-	-	-
80026100	51240	MEDICARE	-	-	776	14	-	-	-
80026100	51250	UNEMPLOYMENT	-	-	579	-	-	-	-
80026100 Total Distribution Operating Expenses			-	-	75,984	14	-	-	-
ELECTRIC OVERHEAD EXPENSES									
80026110	51110	REGULAR SALARIES & WAGES	314,607	363,599	325,846	346,281	473,712	344,225	568,991
80026110	51120	NON-REGULAR SALARIES & WAGES	-	-	-	-	-	-	-
80026110	51130	OVERTIME SALARIES & WAGES	48,905	35,818	27,378	43,862	32,600	43,368	43,000
80026110	51140	STAND-BY SALARIES & WAGES	16,698	18,138	14,448	19,681	20,000	19,223	20,000
80026110	51210	RETIREMENT (PERS)	72,400	95,682	86,000	96,792	134,466	96,940	177,192
80026110	51220	INSURANCE	41,388	46,744	41,674	41,065	45,830	37,911	43,985
80026110	51230	WORKERS COMP	16,831	21,922	22,458	19,059	20,730	16,291	29,765
80026110	51240	MEDICARE	5,738	6,054	5,824	6,540	7,073	6,297	8,864
80026110	51250	UNEMPLOYMENT	4,084	3,817	4,109	4,555	4,883	4,480	6,106
80026110	51260	FICA	-	49	-	-	-	-	-
80026110	51280	OVERTIME/CALLOUT MEALS	-	2,000	1,528	4,165	2,000	2,000	-
80026110	51285	CALLOUT MILEAGE REIMBURSEMENTS	-	-	85	-	-	-	-
80026110	51290	CELL PHONE STIPEND	-	-	105	483	1,404	1,404	1,495
80026110	52100	CONTRACTED SERVICES	100,569	139,600	107,327	119,927	150,000	150,000	174,500
80026110	54100	SUPPLIES	113,565	97,500	108,080	116,596	105,500	90,000	90,000
80026110	54102	SMALL TOOLS	3,289	6,000	5,940	5,425	6,000	5,600	8,000
80026110	57100	CONFERENCE & TRAINING	12,212	35,000	11,747	8,796	15,250	15,200	5,500
80026110 Total Overhead Operating Expenses			750,284	871,923	762,547	833,227	1,019,448	832,939	1,177,398
ELECTRIC UNDERGROUND EXPENSES									
80026120	51110	REGULAR SALARIES & WAGES	286,359	390,201	353,771	361,852	473,883	473,838	570,809
80026120	51120	NON-REGULAR SALARIES & WAGES	-	-	-	-	60,000	60,000	60,000
80026120	51130	OVERTIME SALARIES & WAGES	43,813	35,236	38,173	59,876	35,000	40,000	40,000
80026120	51140	STAND-BY SALARIES & WAGES	15,045	19,757	16,018	21,283	16,500	19,226	19,000
80026120	51210	RETIREMENT (PERS)	66,018	102,970	93,534	100,303	134,534	135,996	177,804
80026120	51220	INSURANCE	37,643	50,316	44,691	43,702	45,843	38,119	44,178
80026120	51230	WORKERS COMP	15,278	23,373	24,861	20,570	23,334	23,421	32,828
80026120	51240	MEDICARE	5,211	6,455	6,449	7,043	7,985	9,093	9,797
80026120	51250	UNEMPLOYMENT	3,709	4,100	4,550	4,933	5,524	6,429	6,783
80026120	51260	FICA	-	-	-	-	3,720	2,381	3,721
80026120	51280	OVERTIME/CALLOUT MEALS	-	-	2,261	6,050	2,500	2,500	-
80026120	51285	CALLOUT MILEAGE REIMBURSEMENTS	-	2,000	-	-	-	-	-
80026120	51290	CELL PHONE STIPEND	-	-	105	523	1,404	1,404	1,501
80026120	52100	CONTRACTED SERVICES	4,708	13,000	28,609	-	68,500	68,000	145,500
80026120	54100	SUPPLIES	126,635	150,443	134,408	191,134	100,000	90,000	90,000

Electric Enterprise Funds Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
80026120	54102	SMALL TOOLS	3,810	5,000	2,706	4,388	6,000	5,800	9,500
80026120	57100	CONFERENCE & TRAINING	1,000	14,880	(53)	3,751	15,250	15,200	22,250
80026120 Total Underground Expenses			609,228	817,731	750,082	825,407	999,977	991,407	1,233,671

ELECTRIC SUBSTATION EXPENSES

80026130	51110	REGULAR SALARIES & WAGES	101,527	75,623	78,230	80,454	152,246	88,147	164,569
80026130	51120	NON-REGULAR SALARIES & WAGES	16,357	-	-	-	-	-	-
80026130	51130	OVERTIME SALARIES & WAGES	9,727	-	3,412	1,989	5,000	5,000	5,000
80026130	51140	STAND-BY SALARIES & WAGES	16,198	17,542	16,782	18,388	18,500	19,069	19,000
80026130	51150	ACCRUED SALARIES & BENEFITS	30,072	-	3,517	(4,486)	-	-	-
80026130	51210	RETIREMENT (PERS)	26,999	23,401	20,559	22,539	44,412	25,883	50,877
80026130	51220	INSURANCE	12,746	9,684	8,867	8,867	15,177	8,738	17,119
80026130	51230	WORKERS COMP	6,094	4,891	5,883	4,599	7,019	4,133	8,826
80026130	51240	MEDICARE	1,443	1,351	684	810	1,774	942	1,921
80026130	51250	UNEMPLOYMENT	1,480	932	1,076	1,100	1,657	1,194	1,816
80026130	51260	FICA	-	-	-	-	-	-	-
80026130	51280	OVERTIME/CALLOUT MEALS	-	-	28	-	-	-	-
80026130	51285	CALLOUT MILEAGE REIMBURSEMENTS	-	2,000	-	-	-	-	-
80026130	51290	CELL PHONE STIPEND	-	-	308	309	380	380	380
80026130	52100	CONTRACTED SERVICES	6,307	74,000	1,954	18,684	20,000	29,300	25,000
80026130	54100	SUPPLIES	22,418	22,000	14,987	10,840	15,000	14,650	15,000
80026130	54102	SMALL TOOLS	2,047	5,114	1,851	188	6,000	5,800	6,000
80026130	55100	TELEPHONE	1,969	2,000	2,143	2,394	2,500	2,050	2,500
80026130	57100	CONFERENCE & TRAINING	789	6,000	202	-	6,000	5,800	6,500
80026130	59100	PROPERTY TAXES PAID	-	1,000	-	-	1,000	990	1,000
80026130	59101	FEES	892	-	380	-	500	470	2,000
80026130 Total Substation Operating Expenses			257,064	245,538	160,863	166,675	297,165	212,546	327,508

REIMBURSABLE WORK FOR OTHERS EXPENSES

80026140	51110	REGULAR SALARIES & WAGES	76,256	-	-	-	-	-	-
80026140	51130	OVERTIME SALARIES & WAGES	9,239	-	-	-	-	-	-
80026140	51140	STAND-BY SALARIES & WAGES	1,855	-	-	-	-	-	-
80026140	51210	RETIREMENT (PERS)	17,766	-	-	-	-	-	-
80026140	51220	INSURANCE	10,282	-	-	-	-	-	-
80026140	51230	WORKERS COMP	3,938	-	-	-	-	-	-
80026140	51240	MEDICARE	1,359	-	-	-	-	-	-
80026140	51250	UNEMPLOYMENT	956	-	-	-	-	-	-
80026140	51260	FICA	-	-	-	-	-	-	-
80026140	52100	CONTRACTED SERVICES	-	-	2,823	-	-	-	-
80026140	54100	SUPPLIES	8,232	6,197	-	-	-	-	-
80026140 Total Reimbursable Work for Other Operating Expen			129,884	6,197	2,823	-	-	-	-

ELECTRIC TESTING AND CALIBRATING EXPENSES

80026200	51110	REGULAR SALARIES & WAGES	79,787	83,936	87,942	89,394	121,440	85,795	134,028
80026200	51130	OVERTIME SALARIES & WAGES	4,808	-	3,801	2,211	5,000	5,000	5,000
80026200	51140	STAND-BY SALARIES & WAGES	15,936	19,491	18,939	20,432	20,500	19,092	20,500
80026200	51210	RETIREMENT (PERS)	18,654	25,977	23,188	25,043	35,751	25,177	41,291
80026200	51220	INSURANCE	9,841	10,759	9,852	9,852	14,407	7,979	12,497
80026200	51230	WORKERS COMP	4,218	5,430	6,610	5,110	5,765	4,000	7,127
80026200	51240	MEDICARE	702	1,500	761	900	1,347	894	1,415
80026200	51250	UNEMPLOYMENT	1,024	1,034	1,209	1,222	1,366	1,162	1,474
80026200	51280	OVERTIME/CALLOUT MEALS	-	-	38	-	-	-	-
80026200	51290	CELL PHONE STIPEND	-	-	343	343	344	344	344
80026200	54100	SUPPLIES	11,794	16,000	5,438	14,761	10,000	7,000	6,000
80026200	54102	SMALL TOOLS	42	1,000	4,519.63	4,130	8,000	7,800	8,000
80026200	55100	TELEPHONE	308	300	-	-	-	-	-
80026200	57100	CONFERENCE & TRAINING	80	6,000	764	1,548	6,000	5,800	9,600
80026200 Total Testing and Calibrating Operating Expenses			147,194	171,427	163,404	174,947	229,920	170,043	247,276

ELECTRIC GENERATION EXPENSES

80026300	58101	NCPA PLANT GENERATION	3,319,700	5,535,573	5,833,946	2,071,878	1,422,521	2,354,770	1,413,161
80026300	58102	NCPA POWER PURCHASES	2,390,003	1,223,725	2,318,690	4,931,065	4,964,953	4,293,879	4,697,611
80026300	58103	NCPA TRANSMISSION	1,588,536	1,700,730	1,521,631	1,789,498	2,108,128	1,984,621	2,174,927

Electric Enterprise Funds Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
80026300	58104	NCPA MANAGEMENT SERVICES	403,743	538,409	556,627	527,967	499,074	520,705	539,678
80026300	58105	NCPA THIRD PARTY SALES	(545,854)	(688,750)	(1,764,653)	(1,013,783)	(991,571)	(493,576)	19,184
80026300	58106	NCPA PASS THROUGH COSTS	-	-	-	-	18,749	-	(1,853)
80026300 Total Generation Operating Expenses			7,156,128	8,309,687	8,466,241	8,306,625	8,021,854	8,660,399	8,842,708
HYDROELECTRIC EXPENSES									
80026330	51110	REGULAR SALARIES & WAGES	8,478	9,123	8,692	8,939	79,808	36,284	83,284
80026330	51120	NON-REGULAR SALARIES & WAGES	1,899	-	-	-	-	-	-
80026330	51130	OVERTIME SALARIES & WAGES	592	-	379	221	400	750	750
80026330	51140	STAND-BY SALARIES & WAGES	1,593	1,949	1,865	2,043	2,000	4,214	4,200
80026330	51210	RETIREMENT (PERS)	2,259	2,781	2,284	2,504	19,543	10,515	25,852
80026330	51220	INSURANCE	1,024	1,076	985	985	5,701	4,184	9,976
80026330	51230	WORKERS COMP	525	581	654	511	3,037	1,723	4,540
80026330	51240	MEDICARE	103	160	76	90	901	485	1,199
80026330	51250	UNEMPLOYMENT	128	110	120	122	723	456	943
80026330	51260	FICA	-	-	-	-	-	-	-
80026330	51280	OVERTIME/CALLOUT MEALS	-	-	4	-	-	-	-
80026330	51290	CELL PHONE STIPEND	-	-	34	34	171	171	171
80026330	52100	CONTRACTED SERVICES	69,221	276,975	31,109	7,059	-	13,838	-
80026330	54100	SUPPLIES	10,343	10,000	6,000	4,493	10,000	-	10,000
80026330	54102	SMALL TOOLS	2,967	5,114	-	-	6,000	5,800	6,000
80026330	55100	TELEPHONE	2,516	3,000	2,535	2,578	3,000	3,000	3,000
80026330	56111	CITY GARAGE - LABOR	-	-	-	-	-	-	-
80026330	56120	EQUIPMENT MAINTENANCE & REPAIR	-	-	-	-	10,000	10,000	10,000
80026330	57100	CONFERENCE & TRAINING	-	3,000	-	-	6,000	5,800	12,000
80026330	59100	PROPERTY TAXES PAID	7,837	750	-	-	8,000	8,000	8,000
80026330	59101	FEES	-	10,800	7,858	6,325	10,000	9,900	10,000
80026330 Total Hydroelectric Operating Expenses			109,484	325,420	62,595	35,904	165,284	115,120	189,915

ELECTRIC ADMINISTRATION EXPENSES

80026400	51110	REGULAR SALARIES & WAGES	453,250	489,489	253,422	218,011	196,005	114,370	194,752
80026400	51120	NON-REGULAR SALARIES & WAGES	-	73,515	103,087	10,743	60,000	47,147	60,000
80026400	51130	OVERTIME SALARIES & WAGES	10	-	2,196	2,013	2,000	1,234	1,500
80026400	51210	RETIREMENT (PERS)	97,235	127,003	61,774	53,928	39,315	31,337	61,076
80026400	51220	INSURANCE	65,130	75,539	34,013	34,479	17,962	17,988	46,850
80026400	51230	WORKERS COMP	20,076	27,195	21,441	11,199	8,871	7,625	14,667
80026400	51240	MEDICARE	6,831	7,510	5,151	3,648	3,032	2,621	4,379
80026400	51250	UNEMPLOYMENT	4,873	5,179	3,915	2,667	2,098	1,815	3,032
80026400	51260	FICA	3,315	1,768	6,391	666	3,720	2,923	3,721
80026400	51290	CELL PHONE STIPEND	-	-	1,520	1,416	726	742	726
80026400	52100	CONTRACTED SERVICES	72,806	210,216	86,273	279,633	110,000	188,000	110,000
80026400	52180	SECURITY SERVICES	294	600	294	294	1,500	1,500	1,800
80026400	54100	SUPPLIES	26,926	20,114	22,044	28,272	25,000	24,280	25,000
80026400	54101	POSTAGE	592	800	356	359	800	500	800
80026400	55100	TELEPHONE	6,766	9,000	5,163	7,148	6,000	5,800	6,000
80026400	55210	UTILITIES	10,230	8,240	10,048	12,903	8,000	8,000	8,000
80026400	56110	CITY GARAGE - PARTS	-	-	-	-	-	-	5,339
80026400	56111	CITY GARAGE - LABOR	-	-	-	-	-	-	43,903
80026400	56120	EQUIPMENT MAINTENANCE & REPAIR	140	5,000	5,283	11,128	10,000	12,000	10,000
80026400	56130	EXTERNAL SERVICES	-	-	12,841	17,507	-	-	-
80026400	56210	FUEL & FLUIDS	-	-	30,685	25,263	-	30,000	-
80026400	56300	BUILDING MAINTENANCE & REPAIR	-	-	-	-	-	-	-
80026400	57100	CONFERENCE & TRAINING	29,311	31,350	41,761	49,996	35,000	34,800	35,000
80026400	57300	MEMBERSHIPS & SUBSCRIPTIONS	12,003	26,000	17,082	19,671	29,000	28,000	32,500
80026400	59400	OTHER EXPENSES	-	-	56,408	70,111	-	-	-
80026400	61200	PURCHASING ALLOCATION	-	-	-	108,603	106,223	106,223	124,926
80026400	61300	BILLING & COLLECTION ALLOCATION	-	-	-	144,576	437,061	437,061	657,371
80026400	61410	RENT ALLOCATION	8,626	11,035	11,035	11,036	-	-	-
80026400	61420	BUILDING MAINTENANCE ALLOCATION	7,781	8,118	8,118	8,172	11,798	11,798	12,801
80026400	61422	IT ALLOCATION	-	-	-	-	69,483	69,483	83,715
80026400	61425	UTILITIES ALLOCATION	-	1,561	1,561	1,831	2,347	2,347	2,254
80026400	61430	CORP YARD ALLOCATION	-	-	-	-	33,558	33,558	37,859
80026400	61500	INSURANCE ALLOCATION	-	-	-	-	67,346	67,346	84,371

Electric Enterprise Funds Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
80026400	61700	DISPATCH ALLOCATION	-	-	-	-	-	20,000	43,004
80026400	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	283,161	263,908	-	1,006,828	714,644	714,644	863,980
80026400 Total Administration Operating Expenses			1,109,356	1,403,140	801,863	2,142,099	2,001,489	2,023,142	2,579,326

[1] For more information on the allocation method used, refer to the City's Cost Allocation plan document located under the "Other" tab.

**BUDGET DETAIL
OVERHEAD
FISCAL YEAR 2016-17**

ACCOUNT NO. 80026110

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 568,991
	Electric Utility Director (0.50 Electric Admin, 0.20 Underground, 0.10 Hydro)	0.20
	Assistant Electric Utility Director (0.50 Electric Admin, 0.20 Underground, 0.10 Hydro)	0.20
	Power Engineer (0.25 Underground, 0.25 Substation, 0.20 Hydro, 0.05 Street Lighting)	0.25
	Electric Utility Program Coordinator (0.55 Electric Admin, 0.10 Underground, 0.10 Substation, 0.05 Metering, 0.05 Hydro, 0.05 Street Lighting)	0.10
	Electric Crew Supervisor (0.45 Underground, 0.10 Street Lighting)	0.45
	Electric Crew Foreman (2) (0.90 Underground, 0.20 Street Lighting)	0.90
	Lineman (6) (2.70 Underground, 0.60 Street Lighting)	2.70
	Electric Engineering Tech III (0.425 Underground, 0.15 Street Lighting)	0.425
	Electric Engineering Tech II (0.425 Underground, 0.15 Street Lighting)	0.425
	Electric Engineering Tech I (0.425 Underground, 0.15 Street Lighting)	0.425
Total FTE		6.08
51130	Salaries, Overtime	\$ 43,000
51140	Stand-by Salaries	\$ 20,000
Employee Benefits		\$ 267,407
51210	Retirement (PERS)	\$ 177,192
51220	Insurance	\$ 43,985
51230	Workers Compensation Insurance	\$ 29,765
51240	Medicare	\$ 8,864
51250	Unemployment Insurance	\$ 6,106
51280	Overtime/Call Out meals	\$ -
51290	Cell Phone Stipend	\$ 1,495
52100	Contractual Services	\$ 174,500
	Tree trimming	\$ 110,000
	Utility Design Services	\$ 35,000
	Answering Service 50%	\$ 12,500
	Evergreen - Safety Training 50%	\$ 13,000
	Northwest Lineman College (3 x \$4,000) 50% split with Underground	\$ 4,000
54100	Supplies	\$ 90,000
	Construction and inventory supplies, Personal Protection clothing & Equipment etc.	
54102	Small Tools	\$ 8,000
	Small Hand Tools & Equipment	
57100	Conference & Training	\$ 5,500
	Northwest Lineman College (2 classes) 50%	\$ 5,500
	Western Underground 50%	\$ 3,000
	APPA Training and Conference (4) 50%	\$ 6,000
	Local Classes TBD 50%	\$ 1,750
DEPARTMENT TOTAL 80026110		<u>\$ 1,177,398</u>

**BUDGET DETAIL
UNDERGROUND
FISCAL YEAR 2016-17**

ACCOUNT NO.80026120

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 570,809
Electric Utility Director (0.50 Electric Admin, 0.20 Overhead, 0.10 Hydro)	0.20	
Assistant Electric Utility Director (0.50 Electric Admin, 0.20 Overhead, 0.10 Hydro)	0.20	
Power Engineer (0.25 Overhead, 0.25 Substation, 0.20 Hydro, 0.05 Street Lighting)	0.25	
Electric Utility Program Coordinator (0.55 Electric Admin, 0.10 Overhead, 0.10 Substation, 0.05 Metering, 0.05 Hydro, 0.05 Street Lighting)	0.10	
Electric Crew Supervisor (0.45 Overhead, 0.10 Street Lighting)	0.45	
Electric Crew Foreman (2) (0.90 Overhead, 0.20 Street Lighting)	0.90	
Lineman (6) (2.70 Overhead, 0.60 Street Lighting)	2.70	
Electric Engineering Tech III (0.425 Overhead, 0.15 Street Lighting)	0.425	
Electric Engineering Tech II (0.425 Overhead, 0.15 Street Lighting)	0.425	
Electric Engineering Tech I (0.425 Overhead, 0.15 Street Lighting)	0.425	
Total FTE	6.08	
51120 Salaries, Non-Regular		\$ 60,000
Electric Utility Intern Program (2,400 hours) (0.58 Overhead)	0.58	
Total FTE	0.58	
51130 Salaries, Overtime		\$ 40,000
51140 Stand-by Salaries		\$ 19,000
Employee Benefits		\$ 276,612
51210 Retirement (PERS)	\$ 177,804	
51220 Insurance	\$ 44,178	
51230 Workers Compensation Insurance	\$ 32,828	
51240 Medicare	\$ 9,797	
51250 Unemployment Insurance	\$ 6,783	
51260 FICA	\$ 3,721	
51280 Overtime/Call-out Meals	\$ -	
51290 Cell Phone Stipend	\$ 1,501	
52100 Contracted Services		\$ 145,500
Answering Service 50%	\$ 12,500	
Evergreen - Safety Training 50%	\$ 13,000	
Northwest Lineman College (2 x \$4,000) 50% split with Overhead	\$ 8,000	
Utility Design Services	\$ 60,000	
Operational/Organization Review	\$ 22,000	
Trenching/Boring	\$ 30,000	
54100 Supplies		\$ 90,000
Miscellaneous materials, inventory, Personal Protective Equipment, electric uniforms for maintenance and repair of City's lines.		
54102 Small Tools		\$ 9,500
Small hand tools and equipment		
57100 Conference & Training		\$ 22,250
Northwest Lineman College (2 classes) 50%	\$ 5,500	
Western Underground 50%	\$ 3,000	
APPA Training and Conference (4) 50%	\$ 6,000	
NAPPA Training and Conferences (4) 50%	\$ 6,000	
Local Classes TBD 50%	\$ 1,750	

DEPARTMENT TOTAL 80026120

\$ 1,233,671

**BUDGET DETAIL
SUBSTATION
FISCAL YEAR 2016-17**

ACCOUNT NO. 80026130		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 164,569
Power Engineer (0.25 Overhead, 0.25 Underground, 0.20 Hydro, 0.05 Street Lighting)	0.25	
Electric Utility Program Coordinator (0.55 Electric Admin, 0.10 Overhead, 0.10 Underground, 0.05 Metering, 0.05 Hydro, 0.05 Street Lighting)	0.10	
Electric Utility Technician II (2) (0.90 Metering, 0.10 Hydro)	0.90	
Electric Utility Technician I (0.45 Metering, 0.10 Hydro)	0.45	
Total FTE	1.70	
51130 Salaries, Overtime		\$ 5,000
51140 Stand-by Salaries		\$ 19,000
Employee Benefits		\$ 80,939
51210 Retirement (PERS)	\$ 50,877	
51220 Insurance	\$ 17,119	
51230 Workers Compensation Insurance	\$ 8,826	
51240 Medicare	\$ 1,921	
51250 Unemployment Insurance	\$ 1,816	
51290 Cell Phone Stipend	\$ 380	
52100 Contracted Services		\$ 25,000
Support services & NERC costs		
54100 Supplies		\$ 15,000
Nitrogen for Transformers, Materials & Inventory, Substation maintenance		
54102 Small Tools		\$ 6,000
Small Hand Tools & Equipment		
55100 Telephone		\$ 2,500
57100 Conference & Training		\$ 6,500
Mandated NERC Training		
Control Classes		
59100 Property Taxes Paid		\$ 1,000
County Tax		
59101 Fees		\$ 2,000
Hazardous Materials Permit and NERC costs		
DEPARTMENT TOTAL 80026130		\$ 327,508

**BUDGET DETAIL
TESTING AND CALIBRATING
FISCAL YEAR 2016-17**

ACCOUNT NO. 80026200

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 134,028
Electric Utility Program Coordinator (0.55 Electric Admin, 0.10 Overhead, 0.10 Underground, 0.10 Substation, 0.05 Hydro, 0.05 Street Lighting)	0.05	
Electric Utility Technician II (2) (0.90 Substation, 0.20 Hydro)	0.90	
Electric Utility Technician I (0.45 Substation, 0.10 Hydro)	0.45	
Total FTE	1.40	
51130 Salaries, Overtime		\$ 5,000
51140 Stand-by Salaries		\$ 20,500
Employee Benefits		\$ 64,148
51210 Retirement (PERS)	\$ 41,291	
51220 Insurance	\$ 12,497	
51230 Workers Compensation Insurance	\$ 7,127	
51240 Medicare	\$ 1,415	
51250 Unemployment Insurance	\$ 1,474	
51290 Cell Phone Stipend	\$ 344	
54100 Supplies		\$ 6,000
Meters & metering equipment, CT's & PT's		
54102 Small Tools		\$ 8,000
Miscellaneous small tools (replace insulated hand tools), Meter Calibration & test equipment.		
57100 Conference & Training		\$ 9,600
Meter testing & calibration training (2)	\$ 6,000	
Electric Utility Service Equipment Requirements (EUSERC) Meeting-Mandated	\$ 3,000	
Miscellaneous Local Schools.	\$ 600	
DEPARTMENT TOTAL 80026200		<u>\$ 247,276</u>

**BUDGET DETAIL
HYDROELECTRIC
FISCAL YEAR 2016-17**

ACCOUNT NO. 80026330

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 83,284
Electric Utility Director (0.50 Electric Admin, 0.20 Overhead, 0.20 Underground)	0.10	
Assistant Electric Utility Director (50% Electric Admin, 20% Overhead, 20% Underground)	0.10	
Power Engineer (0.25 Overhead, 0.25 Underground, 0.25 Substation, 0.05 Street Lighting)	0.20	
Electric Utility Program Coordinator (0.55 Electric Admin, 0.10 Overhead, 0.10 Underground, 0.10 Substation, 0.05 Metering, 0.05 Street Lighting)	0.05	
Electric Utility Technician II (2) (0.90 Substation, 0.90 Metering)	0.20	
Electric Utility Technician I (0.45 Substation, 0.45 Metering)	0.10	
Total FTE	0.75	
51130 Salaries, Overtime		\$ 750
51140 Standby Salaries		\$ 4,200
Employee Benefits		\$ 42,681
51210 Retirement (PERS)	\$ 25,852	
51220 Insurance	\$ 9,976	
51230 Workers Compensation Insurance	\$ 4,540	
51240 Medicare	\$ 1,199	
51250 Unemployment Insurance	\$ 943	
51290 Cell Phone Stipend	\$ 171	
54100 Supplies		\$ 10,000
Grease, Fuel, Lubricants, Hazardous Waste Disposal, Miscellaneous Materials & Inventory.		
54102 Small Tools		\$ 6,000
Miscellaneous tools for O&M & replacement.		
55100 Telephone		\$ 3,000
Land line and Fax.		
56120 Equipment Maintenance & Repair		\$ 10,000
Computer, Alarm & SCADA maintenance.		
57100 Conference & Training		\$ 12,000
Automation SLC500 & PSLOGIX Maintenance system Training.	\$ 6,000	
SCADA Repair.	\$ 4,000	
Distributech Automation seminars.	\$ 2,000	
59100 Property Taxes Paid		\$ 8,000
County Tax		
59101 Fees		\$ 10,000
Mendocino County Hazardous Materials Business Plan Fee.	\$ 700	
FERC Fees.	\$ 6,000	
State Water Resources Control Board Water Rights Fee.	\$ 3,000	
Generator Air Quality Fee.	\$ 300	
DEPARTMENT TOTAL 80026330		<u>\$ 189,915</u>

**BUDGET DETAIL
ADMINISTRATION
FISCAL YEAR 2016-17**

ACCOUNT NO. 80026400

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 194,752
	Electric Utility Director (0.20 Overhead, 0.20 Underground, 0.10 Hydro)	0.50
	Assistant Electric Utility Director (0.20 Overhead, 0.20 Underground, 0.10 Hydro)	0.50
	Electric Utility Program Coordinator (10% Overhead, 10% Underground, 10% Substation, 5% Metering, 5% Hydro, 5% Street Lighting)	0.55
	Engineering Analyst (0.10 Engineering, 0.20 Landfill, 0.20 Wastewater Admin, 0.20 Water Admin., 0.10 Recycled Water)	0.20
	Development Permit Coordinator (0.20 Engineering, 0.30 Building Inspection, 0.05 Planning, 0.15 Wastewater Admin., 0.15 Water Admin.)	0.15
	Total FTE	1.90
51120 Non-Regular Salaries		\$ 60,000
	Engineering Design Support	0.48
	Total FTE	0.48
51130 Salaries, Overtime		\$ 1,500
Employee Benefits		\$ 134,451
51210	Retirement (PERS)	\$ 61,076
51220	Insurance	\$ 46,850
51230	Workers Compensation Insurance	\$ 14,667
51240	Medicare	\$ 4,379
51250	Unemployment Insurance	\$ 3,032
51260	FICA	\$ 3,721
51290	Cell Phone Stipend	\$ 726
52100 Contractual Services		\$ 110,000
	Engineering Design Support	\$ 35,000
	Market & Comp. Review	\$ 25,000
	Survey, environmental and property management	\$ 50,000
52180 Security Services		\$ 1,800
54100 Supplies		\$ 25,000
	Office Equipment, Supplies	\$ 17,000
	Personal Protection Equipment, clothing & rain gear	\$ 8,000
54101 Postage		\$ 800
	Stamps	
55100 Telephone		\$ 6,000
	Land line and Fax.	
55210 Utilities		\$ 8,000
	Gas and Electric services.	
56110 City Garage - Parts		\$ 5,339
	Annual allocation for City Garage parts for vehicles and equipment.	
56111 City Garage - Labor		\$ 43,903
	Annual allocation for City Garage labor for vehicles and equipment.	
56120 Equipment Maintenance & Repair		\$ 10,000
	Miscellaneous computer, printer & other equipment.	

57100 Conference & Training	\$ 35,000
APPA E&O Conference, Doble Labs transformer class, NWPPA development, NCPA Commission & Directors meetings, Lodi Energy Center operational & risk review sessions, Distribu Tech & various staff developmental training classes	
57300 Memberships & Subscriptions	\$ 32,500
Electric Safety Materials Subscriptions	\$ 1,000
Institute of Electrical Engineering (IEEE)	\$ 900
Barclay's OSHA Regulation updates	\$ 1,500
California Municipal Utilities Association Dues	\$ 8,100
Underground Service Alert Dues	\$ 500
American Public Power Association (APPA)	\$ 4,500
Software Maintenance (Milsoft, ACAD, etc.)	\$ 16,000
61200 Purchasing Allocation	\$ 124,926
Charge for Purchasing functions.	
61300 Billing and Collection Allocation	\$ 657,371
Charge for Billing and Collection functions.	
61420 Building Maintenance Allocation	\$ 12,801
Share of maintenance of Civic Center facility.	
61420 IT Allocation	\$ 83,715
Share of Information Technology Services	
61425 Utilities Allocation	\$ 2,254
Share of Civic Center Utilities	
61430 Corporation Yard Allocation	\$ 37,859
Share of Corporation Yard charges.	
61500 Insurance Allocation	\$ 84,371
Share of the Citywide costs of liability and property insurance.	
61700 Dispatch	\$ 43,004
62100 Administrative Services Allocation	\$ 863,980
Annual allocation for general government services.	
City Council	\$ 53,070
City Clerk	\$ 98,457
City Manager	\$ 179,943
Administrative Support	\$ 34,212
Miscellaneous General Government	\$ 53,083
Accounting	\$ 301,060
City Attorney	\$ 64,108
Human Resources/Risk Management	\$ 54,656
Treasurer	\$ 25,391
DEPARTMENT TOTAL 80026400	<u>\$ 2,579,326</u>

**BUDGET DETAIL
INTERDEPARTMENTAL CHARGES
FISCAL YEAR 2016-17**

ACCOUNT NO. 80026430

DEPARTMENT
REQUEST

59102 Franchise Fees	\$ 950,646
Transfer of franchise fees to General Fund	
DEPARTMENT TOTAL	<u><u>\$ 950,646</u></u>

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ELECTRIC ENTERPRISE PUBLIC BENEFIT FUND

Fiscal Year 2016-17

80626500

Public Benefit

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The State mandated the requirement to collect a separate surcharge to be used for "Public Benefits" (AB 1890 in 1996) programs in four categories:

- Cost-effective demand-side management services to promote energy efficiency and energy conservation.
- New investment in renewable energy resources.
- Research, development and demonstration projects.
- Services provided for low-income electricity customers.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Review of this fund is needed as funds have been depleted for increased services through the years and need to be realigned with annual income.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Enhance commercial marketing plan for energy conservation and education.
- Continue the highly utilized customer rebate programs.
- Work with the City Council and Finance Department to refine assistance programs.

SIGNIFICANT CHANGES:

- None.

Public Benefits Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
PUBLIC BENEFITS REVENUE									
80600000	44690	PUBLIC BENEFIT CHARGES	(414,067)	(459,459)	(405,128)	(418,633)	(430,000)	(417,490)	(442,900)
80600000	46110	INTEREST ON INVESTMENTS	(13,994)	(15,234)	(15,453)	15	(529)	200	200
80600000	47110	CONTRIBUTIONS & DONATIONS	(643)	-	998	(220)	(200)	(550)	(200)
80600000	48110	MISCELLANEOUS RECEIPTS	(12)	-	(976)	-	-	-	-
80600000 Total Operating Revenues			(428,716)	(474,693)	(420,559)	(418,839)	(430,729)	(417,840)	(442,900)
PUBLIC BENEFIT EXPENSES									
80626500	51110	REGULAR SALARIES & WAGES	38,350	67,224	28,545	30,587	-	-	-
80626500	51120	NON-REGULAR SALARIES & WAGES	-	-	2,341	-	-	-	-
80626500	51130	OVERTIME SALARIES & WAGES	3	-	49	17	-	-	-
80626500	51150	ACCRUED SALARIES & BENEFITS	40	-	(622)	85	-	-	-
80626500	51210	RETIREMENT (PERS)	9,038	17,060	7,231	8,476	-	-	-
80626500	51220	INSURANCE	7,439	13,393	900	1,318	-	-	-
80626500	51230	WORKERS COMP	1,641	3,529	1,736	1,343	-	-	-
80626500	51240	MEDICARE	566	975	391	401	-	-	-
80626500	51250	UNEMPLOYMENT	398	672	318	320	-	-	-
80626500	51260	FICA	-	-	145	-	-	-	-
80626500	51290	CELL PHONE STIPEND	-	-	17	29	-	-	-
80626500	52100	CONTRACTED SERVICES	1,077,579	-	39,556	-	-	-	-
80626500	52130	EDUCATIONAL & MARKETING MAT'L'S	-	15,000	1,237	1,916	-	-	-
80626500	52131	ASSISTANCE TO SENIORS	-	150,000	156,880	152,412	150,000	156,900	130,000
80626500	52132	EMERGENCY ASSISTANCE	-	61,000	24,462	28,060	40,000	17,600	20,000
80626500	52133	MONTHLY DISCOUNT PROGRAM	-	55,000	105,479	99,905	60,000	101,000	60,000
80626500	52134	CONTRACT ADMINISTRATION	-	13,000	-	-	-	-	-
80626500	52135	ENERGY CONSERVATION PROGRAM	-	353,329	124,446	97,872	60,000	38,700	85,000
80626500	52136	PHOTOVOLTAIC RATES/INCENTIVE	-	150,000	3,608	51,379	150,000	25,000	50,000
80626500	52137	PUBLIC BENEFITS PROGRAM MGMT	-	85,091	48,641	44,798	50,000	39,300	50,000
80626500	52138	NCPA PUBLIC BENEFITS PROGRAM	-	-	-	-	-	-	-
80626500	52139	RESEARCH, DEVELOPMENT & DEMO	-	25,000	7,690	4,456	-	3,800	-
80626500	54100	SUPPLIES	51	3,000	-	-	-	-	-
80626500	57100	CONFERENCE & TRAINING	-	2,000	-	3,440	-	-	-
80626500	61100	GENERAL GOVERNMENT ALLOCATION	4,138	4,234	3,710	-	-	-	-
80626500	61200	PURCHASING ALLOCATION	318	377	549	-	-	-	-
80626500	61300	BILLING & COLLECTION ALLOCATION	3,409	3,819	3,724	-	-	-	-
80626500	61500	INSURANCE ALLOCATION	-	-	-	-	1,456	1,456	2,035
80626500	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	-	-	-	39,415	27,002	27,002	31,585
80626500 Total Public Benefits Operating Expenses			1,142,972	1,023,703	561,034	566,228	538,458	410,758	428,620
Annual (Surplus) Deficit									
			(714,256)	(549,010)	(140,475)	(147,389)	(107,729)	7,082	14,280
Beginning Net Position									
					246,047	105,572	-	(107,729)	(100,647)
Adjustments									
					-	-	-	-	-
Ending Net Positions									
					\$ 105,572	\$ (41,818)	\$ (107,729)	\$ (100,647)	\$ (86,367)
Allocation of Net Position									
Deferred Noncurrent Liabilities									
Public Benefit (Fund 806)									
					105,572	(41,818)	-	(34,736)	(20,456)
Total Net Position									
					\$ 105,572	\$ (41,818)	\$ -	\$ (34,736)	\$ (20,456)

[1] For information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
PUBLIC BENEFITS
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 80626500</u>	DEPARTMENT REQUEST
52131 Assistance to Seniors	\$ 130,000
52132 Emergency Assistance	\$ 20,000
52133 Monthly Discount Program	\$ 60,000
52135 Energy Conservation Program	\$ 85,000
52136 Photovoltaic Rates/Incentive	\$ 50,000
52137 Public Benefits Program Management	\$ 50,000
61500 Insurance Allocation	\$ 2,035
General Governmental Building's share of the Citywide costs of: General liability, Liability claims & investigation, Property.	
62100 Administrative Services Allocation	\$ 31,585
Annual allocation for general government services.	
City Council	\$ 2,190
City Clerk	\$ 3,960
City Manager	\$ 7,237
Administrative Support	\$ 1,376
Miscellaneous General Government	\$ 2,135
Accounting	\$ 12,108
City Attorney	\$ 2,578
DEPARTMENT TOTAL 80626500	<u>\$ 428,620</u>

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ELECTRIC ENTERPRISE STREET LIGHTING FUND

Fiscal Year 2016-17

80526610

Street Lighting

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Street Lighting fund provides funding to operate and maintain approximately 1500 wood and steel pole mounted street lights. This fund also covers the cost to convert lighting in underground conversion districts. Funding is obtained through a \$2.00 per electric account per month street light charge.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Maintained street lights and continue to upgrade to LED for better visibility and energy efficiency.
- Completed Perkins Street Lighting Project.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Complete underground phase for Perkins Street Lighting Project.
- Evaluate LED lighting types, effectiveness, and efficiency for the residential areas of town.

SIGNIFICANT CHANGES:

- None.

Street Lighting Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
STREET LIGHTING REVENUE									
80500000	44688	STREET LIGHTING SURCHARGE	(184,388)	(190,000)	(188,262)	(183,478)	(188,000)	(187,043)	(194,000)
80500000	44689	SMART METER CONSIDERATION	-	-	-	-	-	-	-
80500000	44830	REIMBURSABLE JOBS	(2,401)	-	(3,126)	(2,201)	-	(2,201)	-
80500000	46110	INTEREST ON INVESTMENTS	(6,128)	(6,694)	(4,399)	(2,169)	(3,758)	(2,000)	(2,000)
80500000	48110	MISCELLANEOUS RECEIPTS	(5)	-	-	-	-	-	-
		TRANSFERS FROM ELECTRIC FUND 800							(33,550)
80500000 Total Operating Revenues			(192,922)	(196,694)	(195,787)	(187,848)	(191,758)	(191,244)	(229,550)
STREET LIGHTING EXPENSES									
80526610	51110	REGULAR SALARIES & WAGES	24,904	45,567	37,769	33,826	102,414	78,500	124,762
80526610	51130	OVERTIME SALARIES & WAGES	4,621	2,536	3,455	3,387	4,000	11,700	10,500
80526610	51140	STAND-BY SALARIES & WAGES	1,653	1,639	1,570	1,590	2,000	4,400	4,200
80526610	51150	ACCRUED SALARIES & BENEFITS	761	-	531	422.05	-	-	-
80526610	51210	RETIREMENT (PERS)	5,696	11,857	9,972	9,474	30,741	22,207	39,041
80526610	51220	INSURANCE	3,267	5,513	4,949	4,570	10,847	9,043	9,652
80526610	51230	WORKERS COMP	1,378	2,611	2,617	1,830	4,781	3,724	6,548
80526610	51240	MEDICARE	465	721	682	623	1,640	1,446	1,960
80526610	51250	UNEMPLOYMENT	335	473	479	36	1,140	1,028	1,362
80526610	51260	FICA	-	-	-	-	-	-	-
80526610	51280	OVERTIME/CALLOUT MEALS	-	-	150	212	500	500	-
80526610	51290	CELL PHONE STIPEND	-	-	-	32	306	356	358
80526610	52100	CONTRACTED SERVICES	-	53,760	3,025	2,037	25,000	12,400	12,000
80526610	54100	SUPPLIES	26,924	25,000	6,970	47,314	20,000	13,500	20,000
80526610	55210	UTILITIES	127,961	160,000	140,201	127,961	165,000	125,000	159,000
80526610	57100	CONFERENCE & TRAINING	-	2,000	-	-	-	-	-
80526610	59400	OTHER EXPENSES	-	-	3,023	-	-	-	-
80526610	61100	GENERAL GOVERNMENT ALLOCATION	-	-	-	-	-	-	-
80526610	61500	INSURANCE ALLOCATION	-	-	-	-	1,052	1,052	907
80526610	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	1,207	1,342	1,135	24,393	23,951	23,951	18,981
80526610 Total Street Lighting Operating Expenses			199,172	313,019	216,527	257,707	393,372	308,807	409,271
Capital Improvements								109,250	
Total Street Lighting Expenses			199,172	313,019	216,527	257,707	393,372	418,057	409,271
Annual Surplus (Deficit)			(6,250)	(116,325)	(20,740)	(69,859)	(201,614)	(226,813)	(179,721)
Beginning Net Position					497,052	476,312	406,454	406,454	179,641
Adjustments					-	-	-	-	-
Ending Net Positions					\$ 476,312	\$ 406,454	\$ 204,840	\$ 179,641	\$ (80)
Allocation of Net Position									
Deferred Noncurrent Liabilities					2,871	(3,322)	-	(3,322)	(3,322)
Street Lighting Fund (805)					473,441	409,776	-	182,963	3,242
Total Net Position					\$ 476,312	\$ 406,454	\$ -	\$ 179,641	\$ (80)

[1] For information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
STREET LIGHTING
FISCAL YEAR 2016-17**

ACCOUNT NO. 80526610

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 124,762
Power Engineer (0.25 Overhead, 0.25 Underground, 0.25 Substation, 0.20 Hydro)	0.05	
Electric Utility Program Coordinator (0.55 Electric Admin, 0.10 Overhead, 0.10 Underground, 0.10 Substation, 0.05 Metering, 0.05 Hydro)	0.05	
Electric Crew Supervisor (0.45 Overhead, 0.45 Underground)	0.10	
Electric Crew Foreman (2) (0.90 Overhead, 0.90 Underground)	0.20	
Lineman (6) (2.70 Overhead, 2.70 Underground)	0.60	
Electric Engineering Tech III (0.425 Overhead, 0.425 Underground)	0.15	
Electric Engineering Tech II (0.425 Overhead, 0.425 Underground)	0.15	
Electric Engineering Tech I (0.425 Overhead, 0.425 Underground)	0.15	
Total FTE	1.45	
51130 Salaries, Overtime		\$ 10,500
51140 Stand-by Salaries		\$ 4,200
Employee Benefits		\$ 58,921
51210 Retirement (PERS)	\$ 39,041	
51220 Insurance	\$ 9,652	
51230 Workers Compensation Insurance	\$ 6,548	
51240 Medicare	\$ 1,960	
51250 Unemployment Insurance	\$ 1,362	
51280 Overtime/Call-Out Meals	\$ -	
51290 Cell Phone Stipend	\$ 358	
52100 Contracted Services		\$ 12,000
LED Street Light base repair & Installation.		
54100 Supplies		\$ 20,000
Light Bulbs & Photo Cells etc.		
55210 Utilities		\$ 159,000
Utilities for street and private lighting.		
61500 Insurance Allocation		\$ 907
Share of the Citywide costs of liability and property insurance.		
62100 Administrative Services Allocation		\$ 18,981
Annual allocation for general government services.		
City Council	\$ 976	
City Clerk	\$ 1,812	
City Manager	\$ 3,311	
Administrative Support	\$ 629	
Miscellaneous General Government	\$ 977	
Accounting	\$ 5,539	
City Attorney	\$ 1,180	
Human Resources/Risk Management	\$ 3,646	
Treasurer	\$ 912	
DEPARTMENT TOTAL 80526610		\$ 409,271

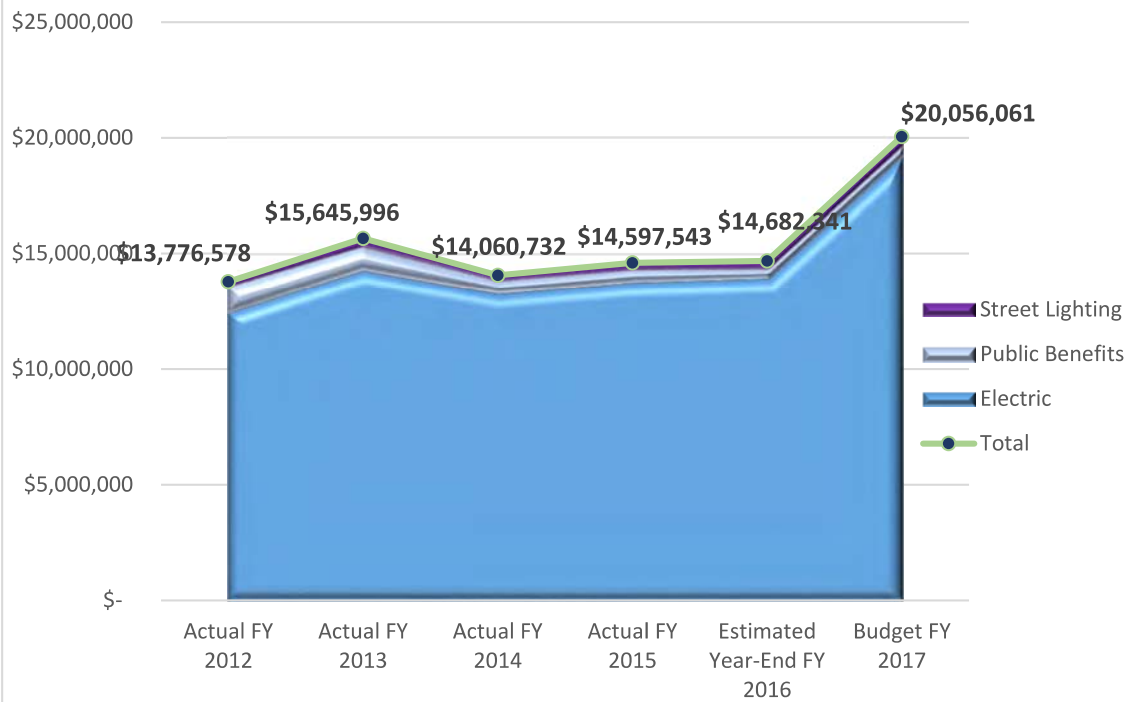
Lake Mendocino Debt Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
LAKE MENDOCINO DEBT FUND 803									
Revenues and Other Sources									
80300000	44688	TRANSFER IN FROM 800	(2,077,000)	(2,079,000)	(2,063,200)	(2,095,104)	(2,052,813)	(4,102,723)	(67,000)
80300000	46110	INTEREST ON INVESTMENTS	(5)	(381)	(209)	(8,598)	(1,350)	(1,350)	(3,500)
80300000	48110	MISCELLANEOUS RECEIPTS							
80500000 Total Operating Revenues			(2,077,005)	(2,079,381)	(2,063,409)	(2,103,702)	(2,054,163)	(4,104,073)	(70,500)
Expenses and Other Uses									
8032633	52500	TRUSTEE FEES	5,413	5,413	5,413	5,363	5,400	5,400	5,400
8032633	54100	SUPPLIES	-	-	-	2,000	2,000	2,000	2,000
8032633	70102	BOND INTEREST PAYMENTS	744,126	646,442	557,848	486,340	385,715	385,715	235,938
8032633	70202	BOND PRINCIPAL PAYMENTS	1,325,000	1,410,000	1,500,000	1,610,000	1,710,000	1,710,000	1,825,000
Total Lake Mendocino Debt Operating Expenses			2,074,539	2,061,855	2,063,261	2,103,702	2,103,115	2,103,115	2,068,338
Annual Surplus (Deficit)									
			2,467	17,527	148	(0)	(48,952)	2,000,958	(1,997,838)
Beginning Net Position					2,072,014	2,072,162	-	2,072,162	4,073,120
Adjustments					-	-	-	-	-
Ending Net Positions					2,072,162	2,072,162	(48,952)	4,073,120	2,075,282
Allocation of Annual Surplus (Deficit)									
Reserve for Future Debt & Fees Payments					2,072,014	2,072,225	-	4,073,120	2,071,875
Working Capital					148	(63)	-	(0)	3,407
Total Allocation of Annual Surplus (Deficit)					2,072,162	2,072,162	-	4,073,120	2,075,282

Electric Utility Capital Reserve Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
Capital Reserve Fund 801									
Capital Reserve Revenue and Other Sources									
		Transfers In from Electric fund 800 [1]							(3,569,172)
Total Operating Revenues and Other Sources			-	-	-	-	-	-	(3,569,172)
CAPITAL RESERVE EXPENSES									
80230	13004	INFRASTRUCTURE						38,104	120,000
80100	15080	MACHINERY & EQUIPMENT						2,093	-
80100	15081	MACHINERY & EQUIPMENT						17,805	-
80230	15093	INFRASTRUCTURE						4,001	-
80230	15095	INFRASTRUCTURE						3,936	-
80230	DD021	INFRASTRUCTURE						25,910	-
80230	OK021	INFRASTRUCTURE						15,000	-
80230	PK021	INFRASTRUCTURE						72	-
80230	PK031	INFRASTRUCTURE						3,462	-
80230	PK031	INFRASTRUCTURE						16,941	-
80230	SH021	INFRASTRUCTURE						9,830	-
80230	TG021	INFRASTRUCTURE						9,420	-
Projects Total:								146,576	120,000
Electric System, Hydro & Substation Projects:									
		Automated Meter Reading Upgrade - AMI (Electric System)							1,900,000
		Facility Improvements (Electric Utility Service Center)							800,000
		Community Solar (renewable resource development)							750,000
		Option to fund from new Debt Issue [1]							3,450,000
		Equipment replacements (Trucks, equipment etc.)							495,000
		Control system Upgrades (Hydro & Substation)							75,000
		Tainter valve and penstock repair (Hydro)							225,000
		T1 /T2 bushing & gasket replacement (Orchard Sub)							250,000
System Project Total:									4,495,000
Overhead System Projects:									
		Distribution transformer Replacements							50,000
		Utility pole testing and replacement							50,000
		Conductor Upgrades							20,000
		System loading and fault monitoring							50,000
		Communication upgrade							25,000
Overhead Project Total:									195,000
Underground System Projects									
		Primary & secondary conductor repair/replacement:							50,000
		Undergrounding Phase 3 & 4: Overhead to Underground							20,000
Underground Project Total:									70,000
Total Capital Reserve Expenses								146,576	4,880,000
Annual Surplus (Deficit)								(146,576)	(1,310,828)
Beginning Net Position					1,337,404	1,337,404	1,337,404	1,337,404	1,190,828
Adjustments					-	-	-	-	-
Ending Net Positions					\$ 1,337,404	\$ 1,337,404	\$ 1,337,404	\$ 1,190,828	\$ (120,000)
Allocation of Net Position									
Deferred Noncurrent Liabilities									
Street Lighting Fund (805)					1,337,404	1,337,404	-	1,190,828	-
Total Net Position					\$ 1,337,404	\$ 1,337,404	\$ -	\$ 1,190,828	\$ -

Electric Enterprise Fund Expenses





PARKING ENFORCEMENT ENTERPRISE FUND

Fiscal Year 2016-17

64020213 Parking Enforcement

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Enforcement of parking regulations.

MAJOR ACCOMPLISHMENTS OF FY 2015-16:

- Continued working on implementation strategy for Electronic Ticket and Billing Contract.
- Continued enforcement and collection of fines in and from the downtown parking district.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Revise Violation Fine Schedule and begin public discussion on the future of parking allocation and infrastructure improvement in the downtown core as it relates to future changes in use in the area.

SIGNIFICANT CHANGES:

- None.

Parking Enforcement Enterprise Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget 2016	Estimated Year- End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
<i>Charges for Service:</i>									
Secured Property Tax	\$ 10,445	\$ 10,452	\$ 10,877	\$ 11,717	\$ 11,190	\$ 10,864	\$ 12,000	\$ 1,136	10%
Unsecured Property Tax	1	4	5	5	4	4	-	(4)	-100%
Supplemental Property Tax	212	-	0	1	-	-	-	-	0%
Parking - Off Street Permit	45,378	21,417	42,626	19,665	20,000	20,462	20,000	(462)	-2%
Parking - On Street Permit	468	45,000	94	256	200	154	200	46	30%
Meters - Lot A	2,716	1,660	2,501	8,093	7,800	7,741	20,000	12,259	158%
Meters - Lot C	2,528	2,190	3,305	4,862	4,100	4,100	5,000	900	22%
Meters - On Street	72	-	-	150	150	150	500	350	233%
County of Mendocino Permits	10,128	-	-	9,828	7,740	7,740	5,000	(2,740)	-35%
Courts Permits	5,348	5,500	12,078	12,749	13,000	13,000	4,000	(9,000)	-69%
Not Revenue - Collection Bureau	(236)	-	(148)	(259)	-	259	-	(259)	-100%
Home Owners Prop Tax Relief	1	-	1	1	-	-	-	-	0%
Parking Fines	38,484	41,636	44,217	36,100	44,200	44,200	88,400	44,200	100%
Interest on Investments	2,535	1,789	1,069	507	1,070	1,070	-	(1,070)	-100%
Cash Over/Short	118,081	-	-	-	-	-	-	-	0%
	\$ 236,161	\$ 129,648	\$ 116,625	\$ 103,674	\$ 109,454	\$ 109,744	\$ 155,100	\$ 45,356	41%
Transfers in From Other Funds	-	-	-	-	-	-	-	-	0%
Total Revenues and Other Sources	\$ 236,161	\$ 129,648	\$ 116,625	\$ 103,674	\$ 109,454	\$ 109,744	\$ 155,100	\$ 45,356	41%
<u>Expenses and Other Uses:</u>									
<i>Parking Enforcement:</i>									
Police Parking Enforcement	\$ 175,336	\$ 185,722	\$ 162,831	\$ 132,625	\$ 139,468	\$ 139,568	\$ 145,639	\$ 6,071	4%
Depreciation	-	-	5,325	5,325	-	-	-	-	0%
Lease payments	410	715	370	367	715	715	715	-	0%
Total Parking Enforcement Operating Expense:	175,746	186,437	168,526	138,317	140,183	140,283	146,354	6,071	4%
Transfers Out To Other Funds									
Capital Improvements and Equipment	-	-	2,101	-	-	-	-	-	0%
Total Expenses and Other Uses	175,746	186,437	170,627	138,317	140,183	140,283	146,354	\$ 6,071	4%
Total Net Surplus (Deficit)	\$ 60,415	\$ (56,789)	\$ (54,002)	\$ (34,643)	\$ (30,729)	\$ (30,539)	\$ 8,746		
Beginning Net Position			432,543	378,541	-	343,897	313,358		
Adjustments			-	-	-	-	-		
Ending Net Position			\$ 378,541	\$ 343,897	\$ (30,729)	\$ 313,358	\$ 322,104		
Allocation of Net Position									
Investment in Capital Assets (Non-Cash)			257,863	252,538	-	252,538	252,538		
Deferred Noncurrent Liabilities			-	-	-	-	-		
Unassigned			-	-	-	-	-		
Working Capital			120,678	91,359	-	60,820	69,566		
Total Net Position			378,541	343,897	-	313,358	322,104		

Parking Enforcement Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Budget FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
PARKING DISTRICT REVENUE									
64000000	41110	SECURED PROPERTY TAX	(10,445)	(10,452)	(10,877)	(11,717)	(11,190)	(10,864)	(12,000)
64000000	41120	UNSECURED PROPERTY TAX	(1)	(4)	(5)	(5)	(4)	(4)	-
64000000	41130	SUPPLEMENTAL PROPERTY TAX	(212)	-	(0)	(1)	-	-	-
64000000	42511	PARKING - OFF STREET PERMIT	(45,378)	(21,417)	(42,626)	(19,665)	(20,000)	(20,462)	(20,000)
64000000	42512	PARKING - ON STREET PERMIT	(468)	(45,000)	(94)	(256)	(200)	(154)	(200)
64000000	42513	METERS - LOT A	(2,716)	(1,660)	(2,501)	(8,093)	(7,800)	(7,741)	(20,000)
64000000	42515	METERS - LOT C	(2,528)	(2,190)	(3,305)	(4,862)	(4,100)	(4,100)	(5,000)
64000000	42516	METERS - ON STREET	(72)	-	-	(150)	(150)	(150)	(500)
64000000	42517	COUNTY OF MENDOCINO PERMITS	(10,128)	-	-	(9,828)	(7,740)	(7,740)	(5,000)
64000000	42518	COURTS PERMITS	(5,348)	(5,500)	(12,078)	(12,749)	(13,000)	(13,000)	(4,000)
64000000	42519	NOT REVENUE - COLLECTION BUREAU	236	-	148	259	-	(259)	-
64000000	43130	HOME OWNERS PROP TAX RELIEF	(1)	-	(1)	(1)	-	-	-
64000000	45130	PARKING FINES	(38,484)	(41,636)	(44,217)	(36,100)	(44,200)	(44,200)	(88,400)
64000000	46110	INTEREST ON INVESTMENTS	(2,535)	(1,789)	(1,069)	(507)	(1,070)	(1,070)	-
64000000	48150	CASH OVER/SHORT	(118,081)	-	-	-	-	-	-
64000000 Total Operating Revenues			(236,161)	(129,648)	(116,625)	(103,674)	(109,454)	(109,744)	(155,100)
PARKING ENFORCEMENT OPERATING EXPENSES									
64020213	51150	ACCRUED SALARIES & BENEFITS	-	-	-	-	-	-	-
64020213	52100	CONTRACTED SERVICES	103,448	103,448	103,448	106,628	106,628	106,628	121,628
64020213	52301	PROPERTY TAX ADMIN FEE	153	200	166	-	200	200	200
64020213	54100	SUPPLIES	1,955	4,500	2,974	4,409	4,500	4,500	4,500
64020213	55100	TELEPHONE	238	200	166	173	200	200	200
64020213	55210	UTILITIES	6,177	5,405	7,838	6,841	5,405	5,405	5,405
64020213	56110	GARAGE - PARTS	-	-	-	-	654	654	-
64020213	56111	GARAGE - LABOR	-	-	-	-	10,064	10,164	-
64020213	61100	GENERAL GOVERNMENT ALLOCATION	21,080	24,194	25,200	-	-	-	-
64020213	61200	PURCHASING ALLOCATION	477	565	549	3,723	3,479	3,479	5,758
64020213	61300	BILLING & COLLECTION ALLOCATION	18,866	21,133	20,607	418	746	746	-
64020213	61500	INSURANCE ALLOCATION	1,862	1,883	1,883	-	365	365	459
64020213	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	21,080	24,194	-	10,434	7,227	7,227	7,489
64020213 Total Parking Enforcement Operating Expenses			175,336	185,722	162,831	132,625	139,468	139,568	145,639
PARKING ENFORCEMENT OTHER USES AND TRANSFERS OUT TO OTHER FUNDS									
64020213	94400	DEPRECIATION	-	-	5,325	5,325	-	-	-
64020213	94500	LEASE PAYMENTS	410	715	370	367	715	715	715
64020213 Total Other Uses and Transfers Out to Other Funds			410	715	5,695	5,692	715	715	715
PARKING ENFORCEMENT CAPITAL IMPROVEMENTS AND EQUIPMENT									
64020213	80100	MACHINERY & EQUIPMENT	-	-	2,101	-	-	-	-
64020213 Total Capital Improvements and Equipment			-	-	2,101	-	-	-	-
Total Parking Enforcement Expenses and Other Uses			175,746	186,437	170,627	138,317	140,183	140,283	146,354

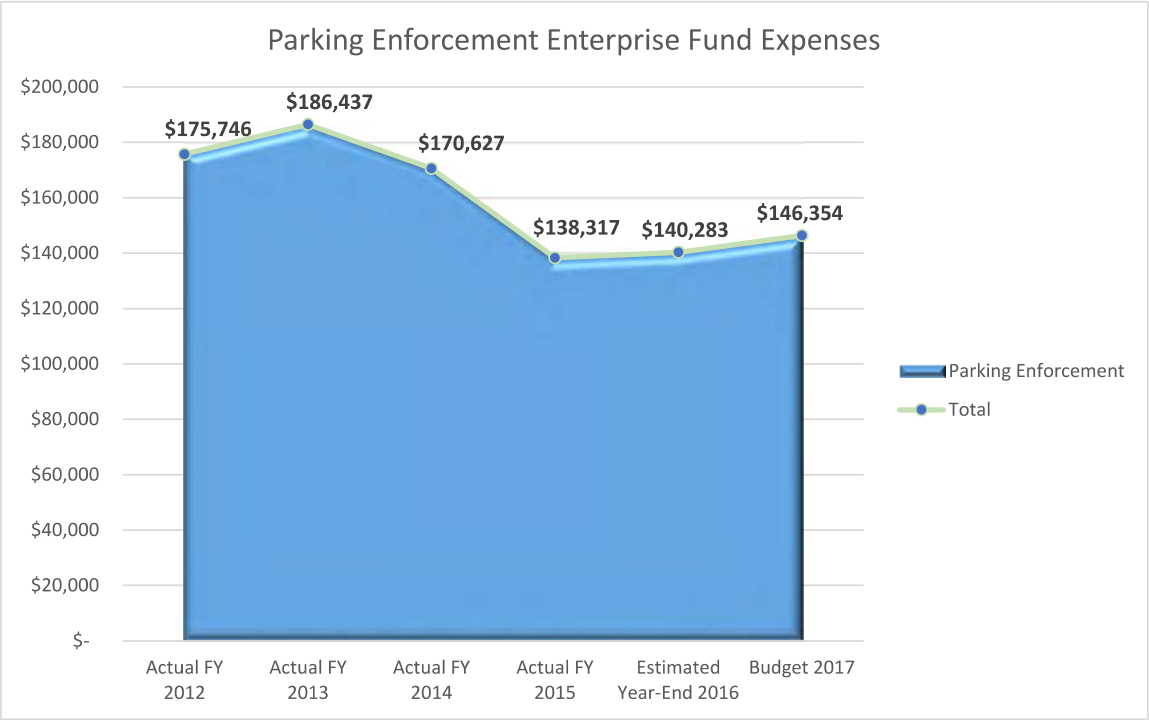
[1] For information on the allocation method used, refer to the City's Cost Allocation Plan document under the "Other" tab.

**BUDGET DETAIL
PARKING ENFORCEMENT
FISCAL YEAR 2016-17**

ACCOUNT NO. 64020213

**DEPARTMENT
REQUEST**

52100 Contractual Services		\$ 121,628
Enforcement Services.	\$ 106,628	
Billing for electronic ticketing machine.	\$ 15,000	
52301 Property Tax Admin Fee		\$ 200
Parking's share of dispatch services.		
54100 Supplies		\$ 4,500
Operational supplies, printing of Parking Violations.		
55100 Telephone		\$ 200
Land line and Fax.		
55210 Utilities		\$ 5,405
61200 Purchasing Allocation		\$ 5,758
Charge for Purchasing functions.		
61500 Insurance Allocation		\$ 459
Share of the Citywide costs of liability and property insurance.		
62100 Administrative Services Allocation		\$ 7,489
Annual allocation for general government services.		
City Council	\$ 494	
City Clerk	\$ 917	
City Manager	\$ 1,675	
Administrative Support	\$ 318	
Miscellaneous General Government	\$ 494	
Accounting	\$ 2,803	
City Attorney	\$ 597	
Treasurer	\$ 191	
94500 Lease Payments		\$ 715
Parking's share of photocopier purchase and maintenance.		
DEPARTMENT TOTAL 64020213		<u>\$ 146,354</u>



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CONFERENCE CENTER ENTERPRISE FUND

Fiscal Year 2016-17

73022600

Conference Center

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Ukiah Valley Conference Center (UVCC) continues to operate successfully as a meeting focused event center while encouraging weekend events to maximize the use of the facility. In addition, full time tenant space is leased along School Street and within the internal office space. The Conference Center is a hub of commerce and connection, and now houses Visit Ukiah. The Conference Center also coordinates tenant activities at other City properties.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Gained approximately a 10% increase in room rental revenue over prior year.
- Continued to operate at a high level of efficiency with a focus to reduce cost during the economic downturn.
- Continues to attract and provide space for some of Ukiah's most successful local retailers, legislative district offices, and nonprofits.
- Significantly increased major event bookings, improving the calendar as a whole.
- Maintained 100% occupancy with fully leased office/retail space including office sharing to maximize usage of space.
- Upgraded the improved Wi-Fi service to accommodate over 100 users making the UVCC the only meeting facility to offer large scale bandwidth.
- Implemented a facility management software system to increase efficiency and tracking of maintenance items.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue to research and work toward securing funding for upgrading the kitchen to a commercial kitchen for additional rental income and community support; ongoing evaluation.
- Maintaining an active Facebook account with growing user base and continuing to increase visibility through social media, specifically targeting small conferences, conventions and rentals with a social media plan.
- Participate in meeting professional organizations in California to increase exposure, including the North Bay Wedding Fair & the Meeting Professionals International (MPI) Annual Expo & Conference.
- Continue a comprehensive inventory and inspection evaluation of banquet furniture to repair and/or replace.
- Replace worn video screens to keep the facility in full operating functionality.
- Strive to incorporate our Core Values into all areas of our operations.

SIGNIFICANT CHANGES:

- Contribution to Capital Improvement Plan projects.

Conference Center Enterprise Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
Revenues and Other Sources:									
Charges for Services:									
Rental of Facilities	243,189	272,361	293,017	338,343	324,700	332,340	360,569	28,229	8%
Other Revenues	8,194	7,828	4,783	4,045	5,980	5,980	6,000	20	0%
Total Revenues and Other Sources	\$ 251,382	\$ 280,189	\$ 297,799	\$ 342,389	\$ 330,680	\$ 338,320	\$ 366,569	\$ 28,249	8%
Expenses and Other Uses:									
Ukiah Valley Conference Center:									
Ukiah Valley Conference Center Expenses	318,319	342,349	340,439	375,914	330,603	347,935	364,740	16,805	5%
Transfers Out to Other Funds and Other Uses									
Lease Payments	2,260	2,500	1,959	1,579	-	-	-		
Transfer Out To Strategic Reserve Fund 110	-	-	13,490	-	-	-	-		
Total Expenses and Other Uses	\$ 320,579	\$ 344,849	\$ 355,889	\$ 377,493	\$ 330,603	\$ 347,935	\$ 364,740	16,805	5%
Net Surplus (Deficit)	(69,197)	(64,660)	(58,089)	(35,104)	77	(9,615)	1,829		
Beginning Net Position			1,772,806	1,714,717	1,679,613	1,679,690	1,670,075		
Adjustments			-	-	-	-	-		
Ending Net Position			\$ 1,714,717	\$ 1,679,613	\$ 1,679,690	\$ 1,670,075	\$ 1,671,904		
Allocation of Net Position									
Investment in Capital Assets			1,728,161	1,681,854	1,681,854	1,681,854	1,681,854		
Deferred Noncurrent Liabilities			-	-	-	-	-		
Working Capital			(13,444)	(2,241)	(2,164)	(11,779)	(9,950)		
Total Net Position			1,714,717	1,679,613	1,679,690	1,670,075	1,671,904		

Conference Center Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
CONFERENCE CENTER REVENUE									
73000000	44921	CC CATERING	(24,419)	(272,361)	(56,184)	(70,563)	(70,000)	(70,000)	(70,000)
73000000	44931	BOOKING SERVICES - COUNCIL CHAMBERS	(758)		(915)	(1,020)	-	(900)	(900)
73000000	44932	BOOKING SERVICES - PARK RENTAL	(555)		(1,974)	(2,505)	-	(1,600)	(1,500)
73000000	44933	BOOKING SERVICES - PLAZA	(1,914)		(3,218)	(2,793)	-	(2,000)	(2,000)
73000000	44934	BOOKING SERVICES - TRAIN DEPOT	(3,840)		(3,990)	(2,070)	-	(2,900)	(3,000)
73000000	44935	BOOKING SERVICES - MUSEUM	(2,100)		(435)	(1,035)	-	(240)	-
73000000	44936	BOOKING SERVICES - TODD GROVE	(4,710)		-	-	-	-	-
73000000	46350	PLAZA RENTAL	600		-	-	-	-	-
73000000	46701	CONFERENCE CENTER - RENTAL SUITE A	(19,975)		(24,046)	(24,496)	(25,000)	(25,000)	(30,000)
73000000	46702	CONFERENCE CENTER - RENTAL SUITE B	(10,123)		(10,461)	(10,576)	(10,800)	(10,800)	(11,016)
73000000	46703	CONFERENCE CENTER - RENTAL SUITE D	(3,525)		(6,191)	(6,315)	(6,000)	(6,000)	(6,120)
73000000	46704	CONFERENCE CENTER - RENTAL SUITE F	(4,200)		(4,800)	(5,682)	(4,200)	(4,200)	(5,304)
73000000	46705	CONFERENCE CENTER - RENTAL SUITE G	(2,275)		(3,930)	(4,040)	(4,500)	(4,500)	(5,814)
73000000	46706	CONFERENCE CENTER - RENTAL SUITE I	(5,715)		(6,226)	(6,381)	(6,000)	(6,000)	(5,712)
73000000	46707	CONFERENCE CENTER - RENTAL SUITE J	(5,048)		(5,240)	(5,129)	(5,200)	(5,200)	(5,304)
73000000	46708	CONFERENCE CENTER - RENTAL SUITE K	(4,700)		(4,717)	(3,719)	(5,700)	(5,700)	(5,814)
73000000	46709	CONFERENCE CENTER - RENTAL SUITE L	(5,559)		(5,938)	(5,427)	(5,600)	(5,600)	(5,712)
73000000	46710	CONFERENCE CENTER - RENTAL SUITE M	(3,275)		-	-	-	-	-
73000000	46711	CONFERENCE CENTER - RENTAL SUITE N	(4,628)		(4,820)	(5,130)	(4,800)	(4,800)	(4,896)
73000000	46712	CABERNET I ROOM	(16,150)		(33,825)	(22,400)	(26,000)	(26,000)	(27,677)
73000000	46713	CABERNET II ROOM	(9,750)		(8,850)	(18,050)	(16,000)	(16,000)	(20,000)
73000000	46714	CHARDONNAY ROOM	(7,360)		(5,850)	(4,275)	(5,000)	(5,000)	(6,000)
73000000	46715	CHENIN BLANC ROOM	(16,560)		(16,400)	(23,400)	(23,000)	(23,000)	(25,000)
73000000	46716	KITCHEN RENT	(3,650)		(4,000)	(4,150)	(4,000)	(4,000)	(4,500)
73000000	46717	MERLOT ROOM	(1,450)		(1,150)	(4,525)	(3,100)	(3,100)	(3,500)
73000000	46718	RED ROOMS	(66,400)		(56,350)	(72,250)	(75,000)	(75,000)	(80,000)
73000000	46719	RIESLING ROOM	(3,475)		(4,150)	(3,475)	(3,500)	(3,500)	(4,000)
73000000	46720	ZINFANDEL ROOM	(150)		-	(1,350)	(500)	(500)	(1,000)
73000000	46721	UVCC STORAGE RENT	(610)		(605)	(785)	(600)	(600)	(600)
73000000	46725	DANCE FLOOR RENTAL	(3,200)		(2,750)	(1,600)	(3,000)	(3,000)	(3,000)
73000000	46730	SOUND SYSTEM RENTAL	(1,750)		(3,750)	(1,725)	(3,000)	(3,000)	(3,000)
73000000	46731	CONFERENCE CENTER - RENTAL STORAGE	-		(4,500)	(5,250)	(4,200)	(4,200)	(4,200)
73000000	48110	RENTAL AMENITIES	(5,965)		(7,752)	(18,227)	(10,000)	(10,000)	(15,000)
73000000	46722	CR: CITY USE INCLUDING ROOM TOTALS	14,271		21,196	39,775	28,000	35,000	35,000
73000000	46723	CITY USE INCLUDING ROOM TOTALS	(14,271)		(21,196)	(39,775)	(28,000)	(35,000)	(35,000)
73000000	46724	NON-PROFIT DISCOUNT & ALLOW'S	-		-	375	-	-	-
Total Rental of Facilities			(243,189)	(272,361)	(293,017)	(338,343)	(324,700)	(332,340)	(360,569)
73000000	46110	INTEREST ON INVESTMENTS	(47)	181	4	(67)	20	20	-
73000000	46726	POSTAGE SALES	(3,832)	(3,009)	(2,918)	(2,132)	(3,000)	(3,000)	(3,000)
73000000	46727	PHOTOCOPY SALES	(3,276)	(3,000)	(1,869)	(1,846)	(3,000)	(3,000)	(3,000)
73000000	46729	INSURANCE SERVICES	(1,039)	(2,000)		-	-	-	-
Total Other			(8,194)	(7,828)	(4,783)	(4,045)	(5,980)	(5,980)	(6,000)
73000000 Total Operating Revenues			(251,382)	(280,189)	(297,799)	(342,389)	(330,680)	(338,320)	(366,569)
CONFERENCE CENTER OPERATING EXPENSES									
73022600	51110	REGULAR SALARIES & WAGES	93,506	90,566	92,208	105,901	99,563	130,107	130,415
73022600	51120	NON-REGULAR SALARIES & WAGES	9,964	27,968	1,700	3,668	18,275	1,264	-
73022600	51130	OVERTIME SALARIES & WAGES	-	1,773	117	236	500	866	1,000
73022600	51150	ACCRUED SALARIES & BENEFITS	818	-	1,692	760	-	-	-
73022600	51210	RETIREMENT (PERS)	22,775	27,763	24,205	30,703	32,155	33,286	36,714
73022600	51220	INSURANCE	15,906	23,181	9,118	16,429	12,892	14,672	14,051
73022600	51230	WORKERS COMP	4,468	6,316	5,561	5,279	5,455	6,056	7,016
73022600	51240	MEDICARE	1,405	1,745	1,243	1,582	1,870	2,136	2,097
73022600	51250	UNEMPLOYMENT	1,084	1,186	1,020	1,257	1,292	1,442	1,451

Conference Center Enterprise Fund Detail for Fiscal Year 2016/2017

73022600	51260	FICA	618	496	112	11	496	-	-
73022600	51290	CELL PHONE STIPEND	-	-	341	130	126	127	126
73022600	52100	CONTRACTED SERVICES	4,995	4,158	4,280	4,788	4,200	4,200	7,500
73022600	52180	SECURITY SERVICES	568	530	1,402	1,402	1,200	1,200	1,500
73022600	54100	SUPPLIES	22,701	24,500	46,946	64,668	45,000	45,000	45,000
73022600	54101	POSTAGE	2,501	5,000	5,000	2,500	5,000	5,000	3,000
73022600	55100	TELEPHONE	5,303	5,100	4,507	5,864	5,000	5,000	5,000
73022600	55210	UTILITIES	25,511	28,000	32,617	29,513	25,000	25,000	27,000
73022600	56120	EQUIPMENT MAINTENANCE & REPAIR	3,136	11,000	4,693	2,661	12,000	12,000	8,000
73022600	56300	BUILDING MAINTENANCE & REPAIR	9,914	7,000	8,924	22,705	10,000	10,000	12,000
73022600	57100	CONFERENCE & TRAINING	155	500	536	-	2,500	2,500	1,500
73022600	61100	GENERAL GOVERNMENT ALLOCATION	22,755	2,461	34,105	-	-	-	-
73022600	61200	PURCHASING ALLOCATION	1,114	1,319	1,372	2,426	2,267	2,267	3,602
73022600	61300	BILLING & COLLECTION ALLOCATION	557	624	608	-	-	-	-
73022600	61422	IT ALLOCATION	-	-	-	-	10,239	10,239	12,336
73022600	61500	INSURANCE ALLOCATION	11,309	11,530	11,530	-	13,535	13,535	18,267
73022600	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	10,358	12,736	-	27,123	22,038	22,038	27,165
73022600	94400	DEPRECIATION	46,897	46,897	46,603	46,308	-	-	-
73022600 Total Operating Expenses			318,319	342,349	340,439	375,914	330,603	347,935	364,740

Conference Center Other Uses and Transfers Out To Other Funds

73022600	94500	LEASE PAYMENTS	2,260	2,500	1,959	1,579	-	-	-
		TRANSFERS OUT TO STRATEGIC RESERVE	-	-	13,490	-	-	-	-
73022600 Total Other Uses and Transfers Out To Other Funds			2,260	2,500	15,449	1,579	-	-	-

Total Conference Center			\$ 320,579	\$ 344,849	\$ 355,889	\$ 377,493	\$ 330,603	\$ 347,935	\$ 364,740
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[1] For more information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

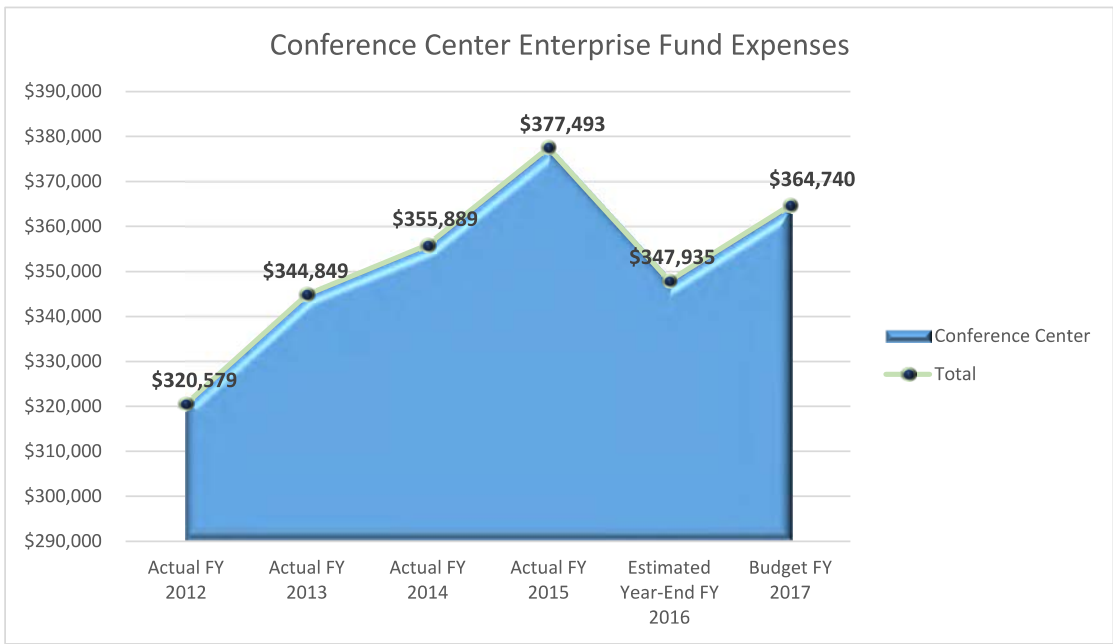
**BUDGET DETAIL
CONFERENCE CENTER
FISCAL YEAR 2016-17**

ACCOUNT NO. 73022600

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 130,415
	Community Service Administrator (0.45 Recreation Admin., 0.30 Parks, 0.05 Museum, 0.05 Golf, 0.10 Building Maintenance)	0.05
	Facilities Administrator (0.50 Building Maintenance, 0.025 Economic Development)	0.475
	Event Coordinator Assistant - Part-time 32-Hour	0.80
RECLASS	Event Coordinator Assistant - Part-time 32-Hour (0.30 ARRC)	0.50
	Conference Center Facility Attendant - Part-time 32-Hour	0.80
Total FTE		2.63
51130 Salaries, Overtime		\$ 1,000
Employee Benefits		\$ 61,455
51210	Retirement (PERS)	\$ 36,714
51220	Insurance	\$ 14,051
51230	Workers Compensation Insurance	\$ 7,016
51240	Medicare	\$ 2,097
51250	Unemployment Insurance	\$ 1,451
51260	FICA	\$ -
51290	Cell Phone Stipend	\$ 126
52100 Contractual Services		\$ 7,500
	Fee for Corporate client use of credit card for service payments and postage machine.	\$ 6,500
	Recreation software cost (Total cost shared with Recreation, Building Maintenance, ARRC).	\$ 1,000
52180 Security Services		\$ 1,500
	Service agreement for burglar and fire alarm; alarm maintenance callouts.	
54100 Supplies & Other Division Expenses		\$ 45,000
	Building and janitorial maintenance supplies, Client driven food and beverage, Client driven meeting room rental equipment, Miscellaneous client driven costs offset by rental income.	
54101 Postage		\$ 3,000
	Postage charges fluctuate according to tenants' use; all postage expenses are reimbursed by tenant income.	
55100 Telephone		\$ 5,000
	Telephone service, IT connection, and phone book listing fees.	
55210 Utilities		\$ 27,000
	Utility services for the Conference Center.	
56120 Equipment Maintenance & Repair		\$ 8,000
	Ongoing maintenance of Conference Center equipment including HVAC systems, alarm systems, electrical systems, kitchen appliances, and various equipment.	

56300 Building Maintenance & Repair	\$ 12,000
Maintenance and repairs for the Conference Center building; repairs to building interior and exterior, pest control services, carpet, flooring, plumbing, roofing.	
57100 Conference & Training	\$ 1,500
Meeting Planners International & other appropriate meetings, training & seminars.	
61200 Purchasing Allocation	\$ 3,602
Charge for Purchasing functions.	
61442 IT Allocation	\$ 12,336
Share of Information Technology services.	
61500 Insurance Allocation	\$ 18,267
Share of the Citywide costs of liability and property insurance.	
62100 Administrative Services Allocation	\$ 27,165
Annual allocation for general government services.	
City Council	\$ 1,256
City Clerk	\$ 2,330
City Manager	\$ 4,258
Administrative Support	\$ 810
Miscellaneous General Government	\$ 1,256
Accounting	\$ 7,124
City Attorney	\$ 1,517
Human Resources/Risk Management	\$ 8,592
Treasurer	\$ 24
DEPARTMENT TOTAL 73022600	<u>\$ 364,740</u>



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AIRPORT ENTERPRISE FUND BUDGET

Fiscal Year 2016-17

77725200

Airport

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Ukiah Municipal Airport provides an alternative form of transportation and emergency access in and out of Ukiah. To support this, the major activities of the Airport support the fueling of all forms of aircraft. The operations and maintenance activities include the management, supervision and training of staff as well as the upkeep of facilities and equipment. The Airport maintains over 2 miles of runway and taxi-way pavement; maintains 260 runway and taxi-way lights; maintains two fuel trucks: Jet A truck holding 5,000 gallons and 100LL truck holding 750 gallons of fuel; maintains a 20,000 gallon bulk fuel storage tank that is split to hold 12,000 gallons 100LL and 8,000 gallons of 100LL; maintains 160 acres of airport property; and maintains over 60 hangars and other buildings.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Began upgrades to Jet A fuel farm.
- Slurry sealed Cal Fire ramp and Airport Parking lots.
- Airport Layout Plan Approved by the Federal Aviation Administration (FAA).

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- To begin FAA grant for Runway Rehabilitation Design.
- Complete installation of 100LL Self Service fuel tank.
- Continue slurry seal of airport ramps and roads.

SIGNIFICANT CHANGES:

- None.

Airport Enterprise Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016 \$ %	
<u>Revenues and Other Sources:</u>									
<i>Charges for Services:</i>									
Gas & Oil Sales	\$ 1,142,918	\$ 1,396,065	\$ 885,449	\$ 1,051,315	\$ 998,280	\$ 950,000	\$ 600,000	\$ (350,000)	-37%
Operation Fees	5,447	5,124	6,396	6,809	6,396	5,200	6,000	800	15%
Miscellaneous Sales	2,566	780	-	-	-	-	-	-	0%
Landing Fees	9,480	26,790	10,440	15,630	10,440	12,390	12,000	(390)	-3%
Sale of Assets	-	-	-	3,101	-	-	-	-	0%
Interest Income	1,288	3,239	174	12,863	71	1,000	-	(1,000)	-100%
Miscellaneous Income	(93)	1,609	3,564	3,396	3,564	3,200	3,000	(200)	-6%
Airport Ground Rent	102,838	96,113	98,395	102,317	103,000	103,000	103,000	-	0%
Administration Building Rent	10,367	9,336	10,188	11,312	10,000	11,200	7,000	(4,200)	-38%
Hangar Rent	138,794	127,802	149,610	154,181	150,000	156,000	160,000	4,000	3%
FAA Building	11,281	8,666	11,238	11,320	12,000	12,000	12,000	-	0%
Corporation Yard Land Rental	23,000	23,000	23,000	23,000	23,000	23,000	23,000	-	0%
Commission on Hangar Rental	-	157	2,049	2,029	2,050	1,900	2,000	100	5%
Miscellaneous Receipts	125	410	1,218	3,728	1,265	-	1,000	1,000	100%
Total Operating Revenues	\$ 1,448,010	\$ 1,699,091	\$ 1,201,720	\$ 1,400,999	\$ 1,320,066	\$ 1,278,890	\$ 929,000	\$ (349,890)	-27%
Capital Improvement Grants									
California Aid to Airports (CAAP)							\$ 50,000	\$ 50,000	100%
FAA Grants - Federal	-	-	57,271	49,445	-	-	202,500	202,500	100%
FAA Grants - State	-	-	-	-	-	-	10,125	10,125	100%
Total Capital Grants	\$ -	\$ -	\$ 57,271	\$ 49,445	\$ -	\$ -	\$ 262,625	262,625	100%
Transfer In from Other Funds	-	-		-	-	-	-	-	0%
<i>Total Revenues and Other Sources</i>							\$ 1,191,625	\$ (87,265)	-7%
<u>Expenses and Other Uses:</u>									
<i>Airport:</i>									
Airport Expenses	1,248,688	1,330,757	1,215,017	1,382,345	1,225,616	1,221,335	903,307		
Depreciation	63,169	63,169	60,686	69,286	-	-	-		
Total Airport Operating Expenses	\$ 1,311,857	\$ 1,393,926	\$ 1,275,703	\$ 1,451,631	\$ 1,225,616	\$ 1,221,335	\$ 903,307	(318,028)	-26%
Transfers Out To Other Funds	-	-	-	-	212,375	-	-	-	0%
Capital Improvements and Equipment	-	-	265,412	41,346	-	78,283	408,240	329,957	421%
<i>Total Expenses and Other Uses</i>							\$ 1,311,547	138,373	11%
Total Net Surplus (Deficit)	\$ 136,153	\$ 305,165	\$ (282,124)	\$ (42,533)	\$ (117,925)	\$ (20,728)	\$ (119,922)		
Beginning Net Position			2,294,789	2,216,225	-	2,147,743	2,127,015		
Adjustments			203,560	(25,950)	-	-	-		
Ending Net Position			\$ 2,216,225	\$ 2,147,743	\$ (117,925)	\$ 2,127,015	\$ 2,007,093		
Allocation of Net Position									
Investment in Capital Assets (Non-Cash)			2,108,069	2,073,010	-	2,073,010	2,073,010		
Deferred Noncurrent Liabilities			(157,493)	(14,473)	-	(14,473)	(14,473)		
Working Capital			265,649	89,206	-	68,478	(51,444)		
Total Net Position			2,216,225	2,147,743	-	2,127,015	2,007,093		

Airport Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
AIRPORT FUND REVENUE									
77700000	44201	AIRPORT GAS & OIL SALES	(1,142,918)	(1,396,065)	(885,449)	(1,051,315)	(998,280)	(950,000)	(600,000)
77700000	44202	AIRPORT OPERATION FEES	(5,447)	(5,124)	(6,396)	(6,809)	(6,396)	(5,200)	(6,000)
77700000	44203	AIRPORT MISCELLANEOUS SALES	(2,566)	(780)	-	-	-	-	-
77700000	44204	AIRPORT LANDING FEES	(9,480)	(26,790)	(10,440)	(15,630)	(10,440)	(12,390)	(12,000)
77700000	44825	SALE OF ASSETS	-	-	-	(3,101)	-	-	-
77700000	46110	INTEREST ON INVESTMENTS	(1,288)	(3,239)	(174)	(12,863)	(71)	(1,000)	-
77700000	46116	MISCELLANEOUS INCOME	93	(1,609)	(3,564)	(3,396)	(3,564)	(3,200)	(3,000)
77700000	46801	AIRPORT GROUND RENT	(102,838)	(96,113)	(98,395)	(102,317)	(103,000)	(103,000)	(103,000)
77700000	46802	AIRPORT ADMINISTRATIVE BUILDING RENT	(10,367)	(9,336)	(10,188)	(11,312)	(10,000)	(11,200)	(7,000)
77700000	46803	AIRPORT HANGAR RENT	(138,794)	(127,802)	(149,610)	(154,181)	(150,000)	(156,000)	(160,000)
77700000	46804	FAA BUILDING	(11,281)	(8,666)	(11,238)	(11,320)	(12,000)	(12,000)	(12,000)
77700000	46805	CORPORATION YARD LAND RENTAL	(23,000)	(23,000)	(23,000)	(23,000)	(23,000)	(23,000)	(23,000)
77700000	46806	COMMISSION ON HANGAR RENTAL	-	(157)	(2,049)	(2,029)	(2,050)	(1,900)	(2,000)
77700000	48110	MISCELLANEOUS RECEIPTS	(125)	(410)	(1,218)	(3,728)	(1,265)	-	(1,000)
77700000 Total Operating Revenues			(1,448,010)	(1,699,091)	(1,201,720)	(1,400,999)	(1,320,066)	(1,278,890)	(929,000)
OTHER SOURCES AND TRANSFERS IN FROM OTHER FUNDS									
77800000	43292	FAA CAP IMPROVEMENT GR 3-06-26	-	-	-	-	-	-	-
77800000	13044	FAA GRANT	-	-	(57,271)	(49,445)	-	-	-
77900000		STATE OPERATIONS/CAPITAL GRANT	-	-	-	-	-	-	(50,000)
77900000	15041	FAA GRANT - Federal	-	-	-	-	-	-	(31,500)
77900000	15041	FAA GRANT - State	-	-	-	-	-	-	(1,575)
77900000	15040	FAA GRANT - Federal	-	-	-	-	-	-	(171,000)
77900000	15040	FAA GRANT - State	-	-	-	-	-	-	(8,550)
Total Other Sources			-	-	(57,271)	(49,445)	-	-	(262,625)
Total Operating Revenues and Other Sources			(1,448,010)	(1,699,091)	(1,258,991)	(1,450,444)	(1,320,066)	(1,278,890)	(1,191,625)
AIRPORT OPERATING EXPENSES									
77725200	51110	REGULAR SALARIES & WAGES	118,367	129,464	198,033	196,080	198,391	215,580	210,606
77725200	51120	NON-REGULAR SALARIES & WAGES	55,738	70,000	-	-	-	-	-
77725200	51130	OVERTIME SALARIES & WAGES	988	1,818	2,564	4,513	2,000	5,330	3,400
77725200	51150	ACCURED SALARIES & BENEFITS	(497)	-	981	(646)	-	-	-
77725200	51210	RETIREMENT (PERS)	31,032	36,033	41,642	85,890	59,208	62,510	67,489
77725200	51220	INSURANCE	43,937	57,100	39,239	32,036	31,941	31,265	44,706
77725200	51230	WORKERS COMP	7,573	10,567	12,794	9,815	9,607	10,534	12,436
77725200	51240	MEDICARE	2,572	2,918	2,764	3,036	3,281	3,676	3,705
77725200	51250	UNEMPLOYMENT	1,838	1,995	2,339	2,337	2,272	2,546	2,566
77725200	51260	FICA	2,956	3,472	2,386	-	-	-	-
77725200	51290	CELL PHONE STIPEND	-	-	1,011	1,011	1,008	986	1,008
77725200	52100	CONTRACTED SERVICES	14,152	8,700	7,236	11,032	8,700	8,700	8,700
77725200	52528	LIABILITY INSURANCE	-	23,116	7,500	7,500	8,000	8,000	8,000
77725200	54100	SUPPLIES	14,404	12,000	14,710	12,540	14,000	14,000	14,000
77725200	54101	POSTAGE	73	400	156	105	300	300	300
77725200	55100	TELEPHONE	2,575	3,000	1,874	1,937	2,500	2,500	2,500
77725200	55210	UTILITIES	23,602	25,000	24,669	24,665	25,000	25,000	25,000
77725200	56110	CITY GARAGE - PARTS	280	337	514	514	2,065	2,065	628
77725200	56111	CITY GARAGE - LABOR	7,464	9,005	13,723	13,723	7,600	7,600	5,981
77725200	56120	EQUIPMENT MAINTENANCE & REPAIR	51	200	-	182	200	200	4,000
77725200	56130	EXTERNAL SERVICES	5,933	4,000	5,528	3,431	400	3,000	-
77725200	56210	FUEL & FLUIDS	5,863	5,000	5,335	(3,944)	5,000	5,000	-
77725200	56300	BUILDING MAINTENANCE & REPAIR	29,928	50,000	54,582	46,800	20,000	20,000	20,000
77725200	56600	AIRFIELD MAINTENANCE & REPAIR	-	-	-	-	30,000	30,000	30,000
77725200	57100	CONFERENCE & TRAINING	3,643	5,000	4,757	5,375	6,000	900	6,000
77725200	57300	MEMBERSHIPS & SUBSCRIPTIONS	355	800	240	120	800	800	359
77725200	58401	AVIATION FUEL	787,280	769,000	662,074	818,266	676,500	650,000	296,700
77725200	59100	PROPERTY TAXES PAID	1,082	1,072	1,135	1,134	1,072	1,072	1,072
77725200	59101	FEES	-	-	1,244	-	-	-	-
77725200	61100	GENERAL GOVERNMENT ALLOCATION	50,795	68,856	74,516	-	-	-	-
77725200	61200	PURCHASING ALLOCATION	1,750	2,072	1,921	1,437	1,343	1,343	1,222
77725200	61300	BILLING & COLLECTION ALLOCATION	10,228	11,457	11,172	5,411	9,652	9,652	10,141
77725200	61422	IT ALLOCATION	-	-	-	-	16,020	16,020	19,301
77725200	61500	INSURANCE ALLOCATION	24,729	18,375	18,375	-	10,088	10,088	10,703
77725200	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	-	-	-	98,046	72,668	72,668	92,784
77725200 Total Airport Operating Expenses			1,248,688	1,330,757	1,215,017	1,382,345	1,225,616	1,221,335	903,307

Airport Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
AIRPORT OTHER USES AND TRANSFERS OUT TO OTHER FUNDS									
77700000	59405	GAAP EXPENDITURE OFFSET	-	-	-	25,950	-	-	-
77700000	95778	TRANSFER TO AIPORT CAPITAL IMPROVEMENT	-	-	-	-	212,375	-	-
77725200	94400	DEPRECIATION	63,169	63,169	60,686	69,286	-	-	-
77725200 Total Other Uses and Transfers Out To Other Funds			63,169	63,169	60,686	95,236	212,375	-	-
AIRPORT CAPITAL IMPROVEMENTS AND EQUIPMENT									
	15042	Fuel Tank , upgrades and Self service tank	-	-	203,558	25,950	-	72,200	172,200
	13044	FAA Airport Layout	-	-	61,854	15,396	-	6,083	-
	15040	Runway 15-33 Pavement Rehab & Taxiway Alignment	-	-	-	-	-	-	190,000
	15041	Airport Pavement Mgmt & PCN	-	-	-	-	-	-	34,700
	15042	Machinery & Equipment - Fuel Tank Project	-	-	-	-	-	-	11,340
Total Capital Improvements and Equipment			-	-	265,412	41,346	-	78,283	408,240
Total Airport Expenses			\$ 1,311,857	\$ 1,393,926	\$ 1,541,115	\$ 1,518,927	\$ 1,437,991	\$ 1,299,618	\$ 1,311,547

[1] For information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

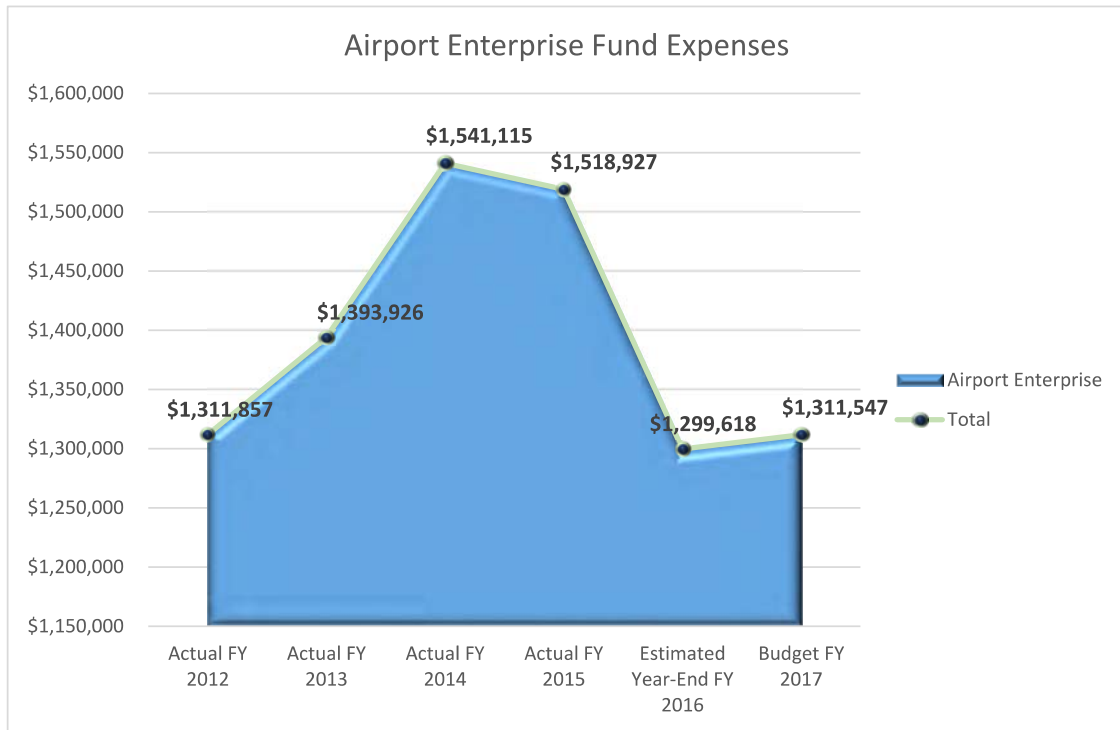
**BUDGET DETAIL
AIRPORT ENTERPRISE FUND
FISCAL YEAR 2016-17**

ACCOUNT NO. 77725200

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 210,606
	Airport Manager	1.00
	Airport Assistant	1.00
	Airport Attendants - Part-time 20-Hour (3)	1.50
	Airport Groundskeeper - Part-time 32-Hour	0.80
	Total FTE	4.30
51130 Salaries, Overtime		\$ 3,400
Employee Benefits		\$ 131,910
51210	Retirement (PERS)	\$ 67,489
51220	Insurance	\$ 44,706
51230	Workers Compensation Insurance	\$ 12,436
51240	Medicare	\$ 3,705
51250	Unemployment Insurance	\$ 2,566
51290	Cell Phone Stipend	\$ 1,008
52100 Contractual Services		\$ 8,700
	Storm Water Monitoring	\$ 2,200
	State Water Quality Permit	\$ 1,200
	State Toxic Waste Permit	\$ 250
	Beacon Access Lease	\$ 4,000
	Waste Oil Disposal	\$ 400
	Air Quality - Hot Spots	\$ 100
	Air Quality - Fuel Dispense	\$ 550
52528 Liability Insurance		\$ 8,000
	Airport's share of Citywide liability, property, vehicle, earthquake and flood.	
54100 Supplies		\$ 14,000
	Computer/printer	\$ 2,000
	Company Logo Shirts	\$ 800
	Uniforms	\$ 1,500
	Tools	\$ 2,000
	Miscellaneous Office/Supplies	\$ 4,200
	Airport Day	\$ 3,500
54101 Postage		\$ 300
55100 Telephone		\$ 2,500
	Land line and Fax.	
55210 Utilities		\$ 25,000
	Runway and taxiway lighting, hangar and parking area security lighting, and administration building utilities.	
56110 City Garage - Parts		\$ 628
	Annual allocation for City Garage parts for vehicles and equipment.	
56111 City Garage - Labor		\$ 5,981
	Annual allocation for City Garage labor for vehicles and equipment.	
56120 Equipment Maintenance & Repair		\$ 4,000
	Service and maintenance for fax, copier, and computer.	
56300 Building Maintenance & Repair		\$ 20,000
	Airport building maintenance.	\$ 8,000

Hangar maintenance.	\$ 8,000	
HVAC maintenance.	\$ 1,000	
Fence Repair.	\$ 3,000	
56600 Airfield Maintenance & Repair		\$ 30,000
Landscape maintenance.	\$ 2,000	
Runway Light Repair.	\$ 3,000	
Fuel Farm maintenance & repair.	\$ 4,000	
Pavement maintenance program.	\$ 21,000	
57100 Conference & Training		\$ 6,000
General Aviation Conferences.	\$ 4,000	
Continuing education training on safety and fueling.	\$ 2,000	
57300 Memberships & Subscriptions		\$ 359
SAAAE Dues	\$ 85	
AAAE Dues	\$ 85	
ACA Dues	\$ 90	
AOPA	\$ 99	
58401 Aviation Fuel		\$ 296,700
59100 Property Taxes		\$ 1,072
61200 Purchasing Allocation		\$ 1,222
Charge for Purchasing functions.		
61300 Billing and Collection Allocation		\$ 10,141
Charge for Billing and Collection functions.		
61422 IT Allocation		\$ 19,301
Share of Information Technology services.		
61500 Insurance Allocation		\$ 10,703
Share of Citywide costs of liability and property insurance.		
62100 Administrative Services Allocation		\$ 92,784
Annual allocation for general government services.		
City Council	\$ 5,346	
City Clerk	\$ 9,919	
City Manager	\$ 18,127	
Administrative Support	\$ 3,446	
Miscellaneous General Government	\$ 5,348	
Accounting	\$ 30,329	
City Attorney	\$ 6,458	
Human Resources/Risk Management	\$ 13,442	
Treasurer	\$ 368	
DEPARTMENT TOTAL 77725200		\$ 903,307



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GOLF ENTERPRISE FUND BUDGET

Fiscal Year 2016-17

72000000

72022400

Golf Enterprise

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Manage the operations, maintenance, and improvements at the Ukiah Valley Golf Course. The Facility is a Northern California Golf Association (NCGA) rated 18-hole, Par 70 course consisting of 5,850 yards of play on 89 acres. The Course is operated and managed by Tayman Park, a private contractor specializing in golf course management. The contract with Tayman Park will limit the City's ongoing exposure to increased operational expenditures and ensure a positive revenue flow to payback operational and capital debt to the City.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Completed continued tee reconstructions.
- Continued to upgrade sprinkler heads for better coverage and improved conservation.
- Continued into year four of five of the fairway and collar resurfacing project to better establish consistent turf and improved playing surface.
- Replaced HVAC units for Pro Shop and Todd Grove Room.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Work with Tayman Park to expand play and tournament activities; ongoing work performed by Tayman Park.
- Continue to explore with Tayman Park the feasibility of a Diving Range; ongoing work performed by Tayman Park.
- Tayman Park will continue to explore expanded food and beverage services. They are currently evaluating a renovation project to improve outdoor seating which is the precursor to expanding food and beverage operations.
- Tayman Park will implement the 4th operation and capital improvement plan as well as submit the 5th year plan for review and approval. Projects and programs include irrigation water source development, tee reconstruction, fairway and collar resurfacing, irrigation component replacement, cart paths, patio renovation, and electrical trenching.

SIGNIFICANT CHANGES:

- None.

Golf Enterprise Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
<i>Charges for Services:</i>									
Membership	\$ 107,468	\$ 2,435	\$ -	\$ -	\$ -	\$ -	\$ -	-	0%
Green Fees	381,631	8,082	-	-	-	-	-	-	0%
Concession	161,808	2,770	-	-	-	-	-	-	0%
Cart Path fees	23,121	-	-	-	-	-	-	-	0%
Daily Cart Rentals	134,606	2,944	-	-	-	-	-	-	0%
Merchandise	106,252	8,127	-	-	-	-	-	-	0%
Lessons	825	-	-	-	-	-	-	-	0%
Sales of Assets	-	(30,255)	-	500	6,000	6,000	6,000	-	0%
Reimbursable Jobs	-	82,504	79,759	9,922	-	-	-	-	0%
Interest on Investments	(2,967)	(1,964)	(164)	(1,941)	(2,760)	(1,900)	-	1,900	-100%
Golf Lease	-	72,269	65,162	69,457	75,000	68,500	65,000	(3,500)	-5%
Miscellaneous Receipts	-	15,513	14,332	7,682	10,700	5,862	10,700	4,838	83%
Cash Over/Short	(39)	-	-	-	-	-	-	-	0%
	\$ 912,705	\$ 162,425	\$ 159,089	\$ 85,621	\$ 88,940	\$ 78,462	\$ 81,700	3,238	4%
Transfers In From Other Funds									
Transfer From Strategic Reserve Fund 110	-	475,684	-	-	-	-	-	-	0%
Total Revenues and Other Sources	\$ 912,705	\$ 638,109	\$ 159,089	\$ 85,621	\$ 88,940	\$ 78,462	\$ 81,700	\$ 3,238	4%
<u>Expenses and Other Uses:</u>									
<i>Golf Enterprise:</i>									
Golf Expenses	944,610	229,060	126,782	45,471	50,080	50,879	48,129	(2,750)	-5%
Depreciation	13,811	13,410	2,236	2,236	-	-	-	-	0%
Lease Payments	68,494	-	-	-	38,860	-	-	-	0%
Total Golf Operating Expenses	1,026,915	242,470	129,018	47,707	88,940	50,879	48,129		
Transfers Out To Other Funds									
Transfer To Strategic Reserve Fund 110	-	-	475,684	-	-	-	-	-	0%
Capital Improvements and Equipment	-	-	-	-	-	-	-	-	0%
Total Expenses and Other Uses	1,026,915	242,470	604,702	47,707	88,940	50,879	48,129	(2,750)	-5%
Total Net Surplus (Deficit)	\$ (114,210)	\$ 395,639	\$ (445,613)	\$ 37,914	\$ -	\$ 27,583	\$ 33,571		
Beginning Net Position			516,182	70,569	-	108,483	136,066		
Adjustments			-	-	-	-	-		
Ending Net Position			\$ 70,569	\$ 108,483	\$ -	\$ 136,066	\$ 169,637		
Allocation of Net Position									
Investment in Capital Assets (Non-Cash)			1,030,160	1,027,925	-	1,027,925	1,027,925		
Deferred Noncurrent Liabilities			-	-	-	-	-		
Advances from other funds [1]			(643,668)	(643,668)	-	(643,668)	(643,668)		
Working Capital [2]			(315,923)	(275,774)	-	(248,191)	(214,620)		
Total Net Position			\$ 70,569	\$ 108,483	\$ -	\$ 136,066	\$ 169,637		

[1] The General Fund and Liability Fund advanced funds to the Golf fund for improvements. These advances will be paid back to the funds when there is sufficient cash flow to do so.

[2] Over the years, there has been a build up of annual operating deficits that created a large working capital deficit. This deficit is planned to be reduced over the next several years by reducing operating costs and improving marketing of the Golf Course. Once the operating deficit has been eliminated, it is planned to begin repaying the advances from other funds.

Golf Enterprise Fund Detail for Fiscal Year 2016/2017

			Estimated						
ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Year-End FY 2016	Budget FY 2017
GOLF FUND REVENUE									
72000000	44241	MEMBERSHIP	(107,468)	(2,435)	-	-	-	-	-
72000000	44242	GREEN FEES	(381,631)	(8,082)	-	-	-	-	-
72000000	44243	CONCESSION	(161,808)	(2,770)	-	-	-	-	-
72000000	44244	CART PATH FEES	(23,121)	-	-	-	-	-	-
72000000	44245	DAILY CART RENTALS	(134,606)	(2,944)	-	-	-	-	-
72000000	44246	MERCHANDISE	(106,252)	(8,127)	-	-	-	-	-
72000000	44247	LESSONS	(825)	-	-	-	-	-	-
72000000	44825	SALES OF ASSETS	-	30,255	-	(500)	(6,000)	(6,000)	(6,000)
72000000	44830	REIMBURSABLE JOBS	-	(82,504)	(79,759)	(9,922)	-	-	-
72000000	46110	INTEREST ON INVESTMENTS	2,967	1,964	164	1,941	2,760	1,900	-
72000000	46380	GOLF LEASE	-	(72,269)	(65,162)	(69,457)	(75,000)	(68,500)	(65,000)
72000000	48110	MISCELLANEOUS RECEIPTS	-	(15,513)	(14,332)	(7,682)	(10,700)	(5,862)	(10,700)
72000000	48150	CASH OVER/SHORT	39	-	-	-	-	-	-
72000000 Total Operating Revenues			(912,705)	(162,425)	(159,089)	(85,621)	(88,940)	(78,462)	(81,700)
GOLF FUND OPERATING EXPENSES									
72022400	51110	REGULAR SALARIES & WAGES	184,911	105,888	64,735	23,664	19,535	23,996	16,834
72022400	51130	NON-REGULAR SALARIES & WAGES	215	-	2,590	2,057	2,245	2,245	2,160
72022400	51150	OVERTIME SALARIES & WAGES	1,534	2,424	3,061	63	-	500	500
72022400	51210	ACCRUED SALARIES & BENEFITS	3,858	-	1,179	(1,465)	-	-	-
72022400	51220	RETIREMENT (PERS)	43,185	26,595	16,408	5,725	5,887	7,227	5,420
72022400	51230	INSURANCE	50,832	29,543	16,040	1,899	1,656	2,038	2,282
72022400	51240	WORKERS COMPENSATION	7,841	5,686	4,610	1,178	987	1,192	1,020
72022400	51250	MEDICARE	2,663	1,571	899	452	336	405	305
72022400	51260	UNEMPLOYMENT	1,903	1,059	842	280	238	283	214
72022400	51290	FICA	-	-	301	160	134	134	134
72022400	52100	CELL PHONE STIPEND	-	-	659	315	255	252	114
72022400	52180	CONTRACTED SERVICES	403,289	(6,822)	95	500	1,000	600	1,000
72022400	54100	SECURITY SERVICES	341	-	-	-	-	-	-
72022400	54101	SUPPLIES	23,204	-	906	1,762	1,000	700	1,000
72022400	54102	POSTAGE	51	-	0	-	-	-	-
72022400	55100	SMALL TOOLS	887	4,000	-	-	-	-	-
72022400	55210	TELEPHONE	4,141	-	2,630	1,935	2,700	2,700	2,700
72022400	56110	UTILITIES	133,572	59,116	-	-	-	-	-
72022400	56111	CITY GARAGE - PARTS	247	-	-	-	-	-	-
72022400	56112	CITY GARAGE - LABOR	6,597	-	-	-	-	-	-
72022400	56120	EQUIPMENT MAINTENANCE & REPAIR	4,692	-	-	153	-	-	-
72022400	56130	EXTERNAL SERVICES	7,729	-	609	575	6,000	500	6,000
72022400	56210	FUEL & FLUIDS	10,975	-	11,093	1,556	-	-	-
72022400	56300	BUILDING MAINTENANCE & REPAIR	5,490	-	-	-	-	-	-
72022400	57100	CONFERENCE & TRAINING	210	-	125	-	-	-	-
72022400	58410	MEMBERSHIPS & SUBSCRIPTIONS	80	-	-	-	-	-	-
72022400	58510	GENERAL GOVERNMENT ALLOCATION	19,670	-	-	-	-	-	-
72022400	59100	PURCHASING ALLOCATION	1,114	-	-	-	-	-	-
72022400	59101	BILLING & COLLECTION ALLOCATION	2,617	-	-	231	412	412	310
72022400	59350	RENT ALLOCATION	-	-	-	-	-	-	-
72022400	61422	IT ALLOCATION	-	-	-	-	1,700	1,700	2,048
72022400	61500	INSURANCE ALLOCATION	6,767	-	-	-	2,389	2,389	2,139
72022400	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	15,995	-	-	4,432	3,606	3,606	3,949
72022400 Total Operating Expenses			944,610	229,060	126,782	45,471	50,080	50,879	48,129
GOLF OTHER USES AND TRANSFERS OUT TO OTHER FUNDS									
72022400	94400	DEPRECIATION	13,811	13,410	2,236	2,236	-	-	-
72022400	94500	LEASE PAYMENTS	68,494	-	-	-	38,860	-	-
72022400 Total Other Uses and Transfers Out To Other Funds			82,305	13,410	2,236	2,236	38,860	-	-
GOLF CAPITAL IMPROVEMENTS AND EQUIPMENT									
See Capital Improvement list									
72022400 Total Capital Improvements and Equipment									
Total Golf Expenses and Other Uses			\$ 1,026,915	\$ 242,470	\$ 129,018	\$ 47,707	\$ 88,940	\$ 50,879	\$ 48,129

[1] For information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

Golf Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
GOLF FUND REVENUE									
72000000	44241	MEMBERSHIP	(107,468)	(2,435)	-	-	-	-	-
72000000	44242	GREEN FEES	(381,631)	(8,082)	-	-	-	-	-
72000000	44243	CONCESSION	(161,808)	(2,770)	-	-	-	-	-
72000000	44244	CART PATH FEES	(23,121)	-	-	-	-	-	-
72000000	44245	DAILY CART RENTALS	(134,606)	(2,944)	-	-	-	-	-
72000000	44246	MERCHANDISE	(106,252)	(8,127)	-	-	-	-	-
72000000	44247	LESSONS	(825)	-	-	-	-	-	-
72000000	44825	SALES OF ASSETS	-	30,255	-	(500)	(6,000)	(6,000)	(6,000)
72000000	44830	REIMBURSABLE JOBS	-	(82,504)	(79,759)	(9,922)	-	-	-
72000000	46110	INTEREST ON INVESTMENTS	2,967	1,964	164	1,941	2,760	1,900	-
72000000	46380	GOLF LEASE	-	(72,269)	(65,162)	(69,457)	(75,000)	(68,500)	(65,000)
72000000	48110	MISCELLANEOUS RECEIPTS	-	(15,513)	(14,332)	(7,682)	(10,700)	(5,862)	(10,700)
72000000	48150	CASH OVER/SHORT	39	-	-	-	-	-	-
72000000 Total Operating Revenues			(912,705)	(162,425)	(159,089)	(85,621)	(88,940)	(78,462)	(81,700)
GOLF FUND OPERATING EXPENSES									
72022400	51110	REGULAR SALARIES & WAGES	184,911	105,888	64,735	23,664	19,535	23,996	16,834
72022400	51130	NON-REGULAR SALARIES & WAGES	215	-	2,590	2,057	2,245	2,245	2,160
72022400	51150	OVERTIME SALARIES & WAGES	1,534	2,424	3,061	63	-	500	500
72022400	51210	ACCRUED SALARIES & BENEFITS	3,858	-	1,179	(1,465)	-	-	-
72022400	51220	RETIREMENT (PERS)	43,185	26,595	16,408	5,725	5,887	7,227	5,420
72022400	51230	INSURANCE	50,832	29,543	16,040	1,899	1,656	2,038	2,282
72022400	51240	WORKERS COMPENSATION	7,841	5,686	4,610	1,178	987	1,192	1,020
72022400	51250	MEDICARE	2,663	1,571	899	452	336	405	305
72022400	51260	UNEMPLOYMENT	1,903	1,059	842	280	238	283	214
72022400	51290	FICA	-	-	301	160	134	134	134
72022400	52100	CELL PHONE STIPEND	-	-	659	315	255	252	114
72022400	52180	CONTRACTED SERVICES	403,289	(6,822)	95	500	1,000	600	1,000
72022400	54100	SECURITY SERVICES	341	-	-	-	-	-	-
72022400	54101	SUPPLIES	23,204	-	906	1,762	1,000	700	1,000
72022400	54102	POSTAGE	51	-	0	-	-	-	-
72022400	55100	SMALL TOOLS	887	4,000	-	-	-	-	-
72022400	55210	TELEPHONE	4,141	-	2,630	1,935	2,700	2,700	2,700
72022400	56110	UTILITIES	133,572	59,116	-	-	-	-	-
72022400	56111	CITY GARAGE - PARTS	247	-	-	-	-	-	-
72022400	56112	CITY GARAGE - LABOR	6,597	-	-	-	-	-	-
72022400	56120	EQUIPMENT MAINTENANCE & REPAIR	4,692	-	-	153	-	-	-
72022400	56130	EXTERNAL SERVICES	7,729	-	609	575	6,000	500	6,000
72022400	56210	FUEL & FLUIDS	10,975	-	11,093	1,556	-	-	-
72022400	56300	BUILDING MAINTENANCE & REPAIR	5,490	-	-	-	-	-	-
72022400	57100	CONFERENCE & TRAINING	210	-	125	-	-	-	-
72022400	58410	MEMBERSHIPS & SUBSCRIPTIONS	80	-	-	-	-	-	-
72022400	58510	GENERAL GOVERNMENT ALLOCATION	19,670	-	-	-	-	-	-
72022400	59100	PURCHASING ALLOCATION	1,114	-	-	-	-	-	-
72022400	59101	BILLING & COLLECTION ALLOCATION	2,617	-	-	231	412	412	310
72022400	59350	RENT ALLOCATION	-	-	-	-	-	-	-
72022400	61422	IT ALLOCATION	-	-	-	-	1,700	1,700	2,048
72022400	61500	INSURANCE ALLOCATION	6,767	-	-	-	2,389	2,389	2,139
72022400	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	15,995	-	-	4,432	3,606	3,606	3,949
72022400 Total Operating Expenses			944,610	229,060	126,782	45,471	50,080	50,879	48,129
GOLF OTHER USES AND TRANSFERS OUT TO OTHER FUNDS									
72022400	94400	DEPRECIATION	13,811	13,410	2,236	2,236	-	-	-
72022400	94500	LEASE PAYMENTS	68,494	-	-	-	38,860	-	-
72022400 Total Other Uses and Transfers Out To Other Funds			82,305	13,410	2,236	2,236	38,860	-	-
GOLF CAPITAL IMPROVEMENTS AND EQUIPMENT									
Capital improvements are administered through the Tayman Park Contract.									
72022400 Total Capital Improvements and Equipment									
Total Golf Expenses and Other Uses									
			\$ 1,026,915	\$ 242,470	\$ 129,018	\$ 47,707	\$ 88,940	\$ 50,879	\$ 48,129

[1] For information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

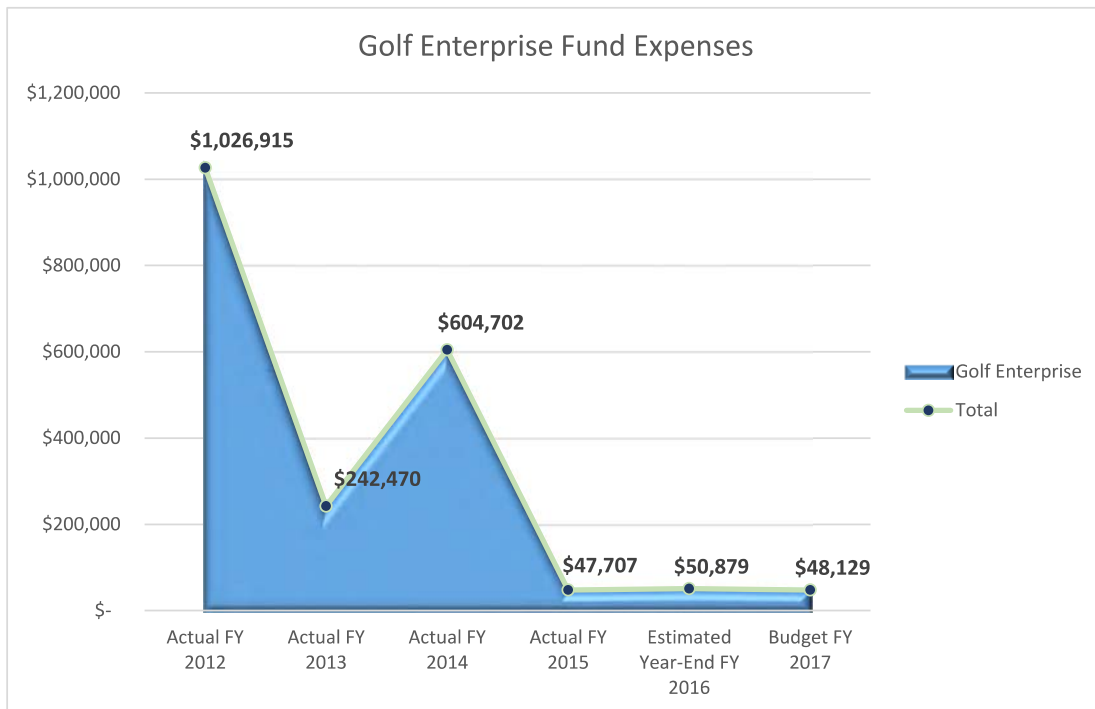
BUDGET DETAIL
GOLF ENTERPRISE FUND
FISCAL YEAR 2016-17

ACCOUNT NO. 72022400

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 16,834
	0.05	
Community Service Administrator (0.45 Recreation Admin., 0.30 Parks, 0.05 Museum, 0.05 Conference Center, 0.10 Building Maintenance)		
Golf/Park Superintendent (0.90 Parks)	0.10	
Golf Leadworker (0.90 Parks)	0.10	
Total FTE	0.25	
51120 Non-Regular Salaries		\$ 2,160
Community Services Assistant/960 hour (0.07 Recreation Admin., 0.07 Parks, 0.23 Admin. Support, 0.02 Building Maintenance)		0.07
51130 Salaries, Overtime		\$ 500
Employee Benefits		\$ 9,489
51210	Retirement (PERS)	\$5,420
51220	Insurance	\$2,282
51230	Workers Compensation Insurance	\$1,020
51240	Medicare	\$ 305
51250	Unemployment Insurance	\$ 214
51260	FICA	\$ 134
51290	Cell Phone Stipend	\$ 114
52100 Contractual Services		\$ 1,000
Reimbursable services for Tayman Park.		
54100 Supplies		\$ 1,000
Reimbursable supplies for Tayman Park.		
55100 Telephone		\$ 2,700
Reimbursable telephone for Tayman Park.		
56130 External Services		\$ 6,000
Reimbursable golf equipment repairs and maintenance for Tayman Park.		
61300 Billing and Collection Allocation		\$ 310
Charges for Billing and Collection functions.		
61422 IT Allocation		\$ 2,048
Share of Information Technology services.		
61500 Insurance Allocation		\$ 2,139
Share of the Citywide costs of: General liability, Liability claims & investigation, Property.		

62100 Administrative Services Allocation	\$ 3,949
Annual allocation for general government services.	
City Council	\$ 171
City Clerk	\$ 317
City Manager	\$ 579
Administrative Support	\$ 110
Miscellaneous General Government	\$ 171
Accounting	\$ 969
City Attorney	\$ 206
Human Resources/Risk Management	\$ 1,427
DEPARTMENT TOTAL 72022400	\$ 48,129



The decrease in expenditures beginning in FY 2015 is due to executing the full maintenance contract with Tayman Park.

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WATER ENTERPRISE FUND BUDGET

Fiscal Year 2016-17

82024410	Water Administration
82024411	Production and Distribution
82024414	Distribution Maintenance & Operations

BREIF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Water Division's budget is made up of three separate budgets including Administration, Production and Distribution. The Wastewater Collection budget is closely coordinated with the Water distribution budget as the amount of water distributed directly correlates to the amount of wastewater that needs to be collected. The same crew maintains both the collection and distribution systems. The cost of these operations is proportioned to the individual funds as calculated on the year prior and applied to the current year.

The water system is run by approximately 19 full and part time employees. Many of the part time employees are full time and funded by other budgets for other duties they perform.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Well #4 rehabilitation design complete and construction in progress.
- Well #9 design complete and construction in progress.
- Water Rate Study complete and new rates adopted.
- Initiated groundwater study with UC Davis for compliance with the Sustainable Groundwater Management Act (SGMA).

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Complete construction of Wells 4 and 9.
- Construction of 2016 summer water main replacement project.
- Initiate design for replacement of Zone 2 South Reservoir.
- Convert Treatment Plant from Chlorine Gas to Sodium Hypochlorite.
- Operate water supply system to maximize appropriative rights.

SIGNIFICANT CHANGES:

- None.

Water Enterprise Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
Revenues and Other Sources:									
Operations 820									
Charges for Services:									
Water Service Charges - Inside	\$ 3,572,532	\$ 4,375,343	\$ 5,442,999	\$ 5,092,400	\$ 5,218,853	\$ 5,444,067	\$ 5,417,357	\$ (26,710)	0%
Water Service Charges - Outside	8,906	9,526	6,723	(147)	-	-	-	-	0%
Water Service Charges - Fire	201,121	242,499	288,868	290,887	298,896	310,853	310,853	-	0%
Municipal Water	216,997	277,351	196,781	174,348	179,742	199,012	159,960	(39,052)	-20%
Water Service	11,604	-	11,930	11,475	11,896	12,500	12,372	(128)	-1%
Interest	9,983	6,362	67,464	45,815	68,262	68,262	70,992	2,730	4%
Other	914,549	931,115	48,460	25,878	10,955	10,955	26,602	15,647	143%
Total Revenues Operations 820	\$ 4,935,691	\$ 5,842,196	\$ 6,063,225	\$ 5,640,655	\$ 5,788,604	\$ 6,045,649	\$ 5,998,136	(47,513)	-1%
Connections, Capital Improvements & Debt 822									
Water Connection Fees	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,415	\$ 11,400	\$ 5,632	(5,768)	-51%
Interest	-	-	-	-	-	100	100	-	0%
Other	-	-	-	-	-	-	-	-	0%
Total Revenues 822	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,415	\$ 11,500	\$ 5,732	(5,768)	-50%
Other Sources 822	-	-	-	-	62,500	-	62,500	62,500	100%
Transfers In From Other Funds 822	-	-	-	-	125,000	-	152,000	152,000	100%
Total Revenues and Other Sources	4,935,691	5,847,196	6,063,225	5,640,655	5,981,519	6,057,149	6,218,368	161,219	3%
Expenses and Other Uses:									
Water:									
Water	679,507	911,218	875,574	869,901	1,115,183	947,142	1,121,427	174,285	18%
Production Operations & Management	1,100,661	1,293,571	1,146,816	1,170,437	1,273,226	1,288,022	1,163,665	(124,357)	-10%
Meter Reading [1]	84,724	108,177	95,367	95,666	-	-	-	-	0%
Distribution Operations & Maintenance	538,255	696,382	661,268	652,972	747,228	672,148	743,154	71,006	11%
Depreciation	591,947	591,738	640,945	647,781	-	-	-	-	-
Total Water Operating Expenses 820	2,995,094	3,601,085	3,419,970	3,436,757	3,135,637	2,907,312	3,028,246	120,934	4%
Transfers Out To Other Funds [2]	-	15,000	250,000	-	1,137,508	182,055	177,000	(5,055)	-
Debt Service 822	1,092,464	1,066,734	874,334	867,431	873,093	873,543	927,318	53,775	6%
Capital Improvements and Equipment									
Equipment Fund 820	109,696	68,733	72,146	290,237	302,000	5,412	312,000	-	-
Equipment Fund 822	-	-	-	-	15,000	10,792	-	-	-
Infrastructure Fund 822	-	-	-	230,656	4,175,000	70,400	6,688,700	-	-
Capital Improvements and Equipment	109,696	68,733	72,146	520,893	4,492,000	86,603	7,000,700	6,914,097	7984%
Total Water Expenses and Other Uses	\$ 4,197,254	\$ 4,751,552	\$ 4,616,450	\$ 4,825,081	\$ 9,638,238	\$ 4,049,513	\$ 11,133,264	\$ 7,083,751	175%
Total Net Surplus (Deficit)	\$ 738,437	\$ 1,095,644	\$ 1,446,775	\$ 815,575	\$ (3,656,719)	\$ 2,007,636	\$ (4,914,896)		
Beginning Net Position	7,917,591	9,441,067	11,254,429	13,350,590	-	12,703,548	14,711,183		
Adjustments	785,039	717,718	649,386	(1,462,617)	-	-	-		
Ending Net Positions	\$ 9,441,067	\$ 11,254,429	\$ 13,350,590	\$ 12,703,548	\$ (3,656,719)	\$ 14,711,183	\$ 9,796,287		
Allocation of Net Position									
Investment in Capital Assets (Non-Cash)	7,406,692	7,552,364	7,521,026	7,886,259	-	7,886,259	7,886,259	-	-
Deferred Noncurrent Liabilities	(545,833)	(913,367)	(911,056)	-	-	-	-	-	-
Advances and Due To Other Funds	745,000	745,000	745,000	745,000	-	745,000	745,000	-	-
Capital Reserve Fund 821	-	-	-	-	-	887,508	-	-	-
Working Capital	1,835,208	3,870,432	5,995,620	4,072,289	-	5,192,416	1,165,028	-	-
Total Net Position	9,441,067	11,254,429	13,350,590	12,703,548	-	14,711,183	9,796,287		

[1] Meter Reading has been moved Utility billing (20524412)

[2] Does not included internal transfers between Water Funds 820 and 822 OF \$6,508,278 to eliminate gross up.

Water Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
WATER FUND REVENUE FUND 820									
82000000	44745	WATER INSIDE-3/4" METER	(2,179,297)	(2,669,359)	(3,149,450)	(2,901,280)	(3,006,610)	(3,096,808)	(3,126,874)
82000000	44746	WATER INSIDE-1" METER	(276,592)	(338,670)	(390,504)	(381,430)	(380,092)	(387,694)	(395,296)
82000000	44747	WATER INSIDE-1 1/2" METER	(295,128)	(362,033)	(437,066)	(409,308)	(417,070)	(429,582)	(433,753)
82000000	44748	WATER INSIDE-2" METER	(389,755)	(474,856)	(595,469)	(563,923)	(584,050)	(593,395)	(607,412)
82000000	44749	WATER INSIDE-3" METER	(206,535)	(253,906)	(304,687)	(299,392)	(299,660)	(329,626)	(311,646)
82000000	44750	WATER INSIDE-4" METER	(143,936)	(179,032)	(416,661)	(389,836)	(394,213)	(453,345)	(399,732)
82000000	44751	WATER INSIDE-6" METER	(81,290)	(97,487)	(149,162)	(147,232)	(137,158)	(153,617)	(142,644)
		Total Inside	(3,572,532)	(4,375,343)	(5,442,999)	(5,092,400)	(5,218,853)	(5,444,067)	(5,417,357)
82000000	44752	WATER OUTSIDE-3/4" METER	(2,039)	(2,246)	(2,368)	-	-	-	-
82000000	44753	OUTSIDE WATER-1" METER	(3,049)	(3,073)	(2,862)	147	-	-	-
82000000	44754	OUTSIDE WATER-2" METER	(3,818)	(4,207)	(1,493)	-	-	-	-
		Total Outside	(8,906)	(9,526)	(6,723)	147	-	-	-
82000000	44755	FIRE SERVICE-2" METER	(3,545)	(4,454)	(5,740)	(6,625)	(6,621)	(6,886)	(6,886)
82000000	44756	FIRE SERVICE-4" METER	(76,496)	(95,523)	(113,152)	(114,346)	(117,757)	(122,467)	(122,467)
82000000	44757	FIRE SERVICE-6" METER	(121,080)	(142,522)	(169,975)	(169,916)	(174,519)	(181,500)	(181,500)
		Total Fire Service	(201,121)	(242,499)	(288,868)	(290,887)	(298,896)	(310,853)	(310,853)
82000000	44758	MUNICIPAL METERED	(56)	(78)	-	-	-	-	-
82000000	44759	MUNICIPAL WATER-3/4" METER	(9,653)	(12,738)	(20,179)	(15,637)	(18,175)	(17,266)	(16,760)
82000000	44760	MUNICIPAL WATER-1" METER	(4,282)	(5,648)	(5,366)	(4,428)	(4,754)	(4,944)	(4,944)
82000000	44761	MUNICIPAL WATER-1 1/2" METER	(10,035)	(13,422)	(11,749)	(10,112)	(9,806)	(10,590)	(8,740)
82000000	44762	MUNICIPAL WATER-2" METER	(21,020)	(30,385)	(49,147)	(36,401)	(38,951)	(42,846)	(36,580)
82000000	44763	MUNICIPAL WATER-3" METER	(29,321)	(33,351)	(46,044)	(48,761)	(47,835)	(55,967)	(39,890)
82000000	44764	MUNICIPAL WATER-4" METER	(131,974)	(166,716)	(48,449)	(42,779)	(43,993)	(49,712)	(36,170)
82000000	44765	MUNICIPAL WATER-6" METER	(10,657)	(15,013)	(15,847)	(16,230)	(16,227)	(17,687)	(16,876)
		Total Municipal Water	(216,997)	(277,351)	(196,781)	(174,348)	(179,742)	(199,012)	(159,960)
82000000	44170	PLAN CHECK FEES	(559)	(1,000)	3,269	(405)	-	-	(2,550)
82000000	44766	SERVICE CHARGES	(11,604)	-	(11,930)	(11,475)	(11,896)	(12,500)	(12,372)
82000000	44768	BACKFLOW PREVENTION	(4,815)	(4,635)	(5,205)	(5,190)	(5,300)	(5,300)	(5,512)
82000000	44830	REIMBURSABLE JOBS	(6,577)	(5,000)	(34,909)	(2,422)	(3,500)	(3,500)	(15,560)
82000000	46110	INTEREST ON INVESTMENTS	(9,983)	(6,362)	(67,464)	(45,815)	(68,262)	(68,262)	(70,992)
82000000	48110	MISCELLANEOUS RECEIPTS	(902,598)	(920,480)	(11,614)	(17,861)	(2,155)	(2,155)	(2,980)
		Total Water Other	(936,135)	(937,477)	(127,854)	(83,168)	(91,113)	(91,717)	(109,966)
82000000 Total Operating Revenues Fund 820			(4,935,691)	(5,842,196)	(6,063,225)	(5,640,655)	(5,788,604)	(6,045,649)	(5,998,136)
WATER FUND REVENUE FUND 822									
82200000	44767	SERVICE CHARGES - NEW SERVICE	-	(5,000)	-	-	(5,415)	(11,400)	(5,632)
82200000	46110	INTEREST ON INVESTMENTS	-	-	-	-	-	(100)	(100)
82200000	48110	MISCELLANEOUS RECEIPTS	-	-	-	-	-	-	-
82200000 Total Revenues Fund 822			-	(5,000)	-	-	(5,415)	(11,500)	(5,732)
Other Sources Fund 822									
Millview Water District project funding			-	-	-	-	(31,250)	-	(31,250)
Willow Water District project funding			-	-	-	-	(31,250)	-	(31,250)
Total Other Sources Fund 822			-	-	-	-	(62,500)	-	(62,500)
Transfer In from Other Funds to Fund 822									
Transfer in from Water Fund 820			-	-	-	-	-	-	-
Transfer in from Prop 84 Grant Fund 607			-	-	-	-	(125,000)	-	(125,000)
Transfer in from Special Project Reserve 251			-	-	-	-	-	-	(27,000)
Total Transfers In from other funds To Fund 822			-	-	-	-	(125,000)	-	(152,000)
Total Operating Revenues and Other Sources			(4,935,691)	(5,847,196)	(6,063,225)	(5,640,655)	(5,981,519)	(6,057,149)	(6,218,368)
WATER EXPENSES									
82024410	51110	REGULAR SALARIES & WAGES	72,612	136,045	128,686	161,883	241,972	190,283	184,870
82024410	51120	NON-REGULAR SALARIES & WAGES	-	-	-	3,076	-	1,409	-
82024410	51130	OVERTIME SALARIES & WAGES	11	157	269	1,915	1,500	1,500	1,500
82024410	51140	STAND-BY SALARIES & WAGES	-	-	-	-	-	-	-
82024410	51210	RETIREMENT (PERS)	16,953	34,867	32,537	45,934	69,960	56,523	57,648
82024410	51220	INSURANCE	12,062	21,600	12,170	11,535	16,411	18,521	21,458
82024410	51230	WORKERS COMPENSATION	3,240	7,151	7,729	7,533	10,631	8,829	9,885
82024410	51240	MEDICARE	1,074	1,977	1,847	2,393	3,638	3,060	2,951
82024410	51250	UNEMPLOYMENT	787	1,360	1,413	1,794	2,521	2,117	2,044
82024410	51260	FICA	20	-	-	-	-	-	-
82024410	51290	CELL PHONE STIPEND	-	-	522	769	679	679	458
82024410	52100	CONTRACTED SERVICES	81,447	210,050	147,279	260,278	150,000	75,000	120,000
82014000	52100	CONTRACTED SERVICES	-	-	-	-	-	100	-
82014000	52150	LEGAL SERVICES/EXPENSES	-	-	-	-	-	9,800	-

Water Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
82024410	52180	SECURITY SERVICES	344	-	343	343	-	-	-
82024410	54100	SUPPLIES	2,810	8,000	4,001	4,686	5,000	4,500	5,000
82024410	54101	POSTAGE	300	400	162	266	500	400	500
82024410	55100	TELEPHONE	3,904	4,000	3,988	4,949	4,200	4,200	4,000
82024410	55210	UTILITIES	5,060	-	4,666	4,523	-	-	-
82024410	56120	EQUIPMENT MAINTENANCE & REPAIR	-	500	-	-	300	250	300
82024410	56130	EXTERNAL SERVICES	14	-	-	-	200	150	200
82024410	56210	FUEL & FLUIDS	(55)	-	-	-	200	150	200
82024410	56300	BUILDING MAINTENANCE & REPAIR	2,174	-	-	-	-	-	-
82024410	57100	CONFERENCE & TRAINING	308	1,700	3,612	4,817	4,000	4,000	7,000
82024410	57300	MEMBERSHIPS & SUBSCRIPTIONS	1,896	4,000	3,342	1,283	2,200	2,000	2,000
82024410	58201	WATER PURCHASES	37,600	37,600	37,600	-	37,600	-	-
82024410	59101	FEES	6,438	10,000	1,907	7,433	10,000	10,000	10,000
82024410	59400	OTHER EXPENSES	33,891	6,000	23,109	23,964	12,000	12,000	25,000
82024410	61100	GENERAL GOVERNMENT ALLOCATION	117,581	158,577	167,929	-	-	-	-
82024410	61200	PURCHASING ALLOCATION	33,222	-	22,093	16,823	15,844	15,844	26,209
82024410	61300	BILLING & COLLECTION ALLOCATION	117,796	131,952	128,669	58,232	224,212	224,212	302,568
82024410	61410	RENT ALLOCATION	4,312	673	673	673	-	-	-
82024410	61420	BUILDING MAINTENANCE ALLOCATION	-	2,269	-	2,284	2,553	2,553	2,769
82024410	61422	IT ALLOCATION	-	-	-	-	47,681	47,681	57,449
82024410	61425	UTILITIES ALLOCATION	-	436	-	511	508	508	488
82024410	61430	CORP YARD ALLOCATION	7,937	-	-	-	11,797	11,797	13,309
82024410	61500	INSURANCE ALLOCATION	35,062	35,784	35,784	-	49,228	49,228	53,156
82024410	61700	DISPATCH ALLOCATION	10,000	10,000	10,000	10,000	10,000	10,000	14,597
82024410	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	65,437	86,120	95,243	232,002	179,848	179,848	195,868
82024410	94500	LEASE PAYMENTS	5,273	-	-	-	-	-	-
82024410 Total Water Operating Expenses			679,507	911,218	875,574	869,901	1,115,183	947,142	1,121,427
PRODUCTION OPERATIONS & MANAGEMENT EXPENSES									
82024411	51110	REGULAR SALARIES & WAGES	229,259	237,626	271,444	306,542	315,959	318,900	343,913
82024411	51120	NON-REGULAR SALARIES & WAGES	9,809	8,080	1,487	129	3,300	-	-
82024411	51130	OVERTIME SALARIES & WAGES	6,997	12,422	15,072	19,529	13,500	18,196	18,000
82024411	51140	STAND-BY SALARIES & WAGES	22,983	11,760	24,245	23,739	26,000	25,536	26,000
82024411	51210	RETIREMENT (PERS)	53,319	62,639	71,018	85,858	95,208	95,341	110,953
82024411	51220	INSURANCE	47,493	53,456	51,434	60,790	61,471	61,930	64,404
82024411	51230	WORKERS COMPENSATION	11,366	14,169	19,530	17,324	15,948	16,226	19,626
82024411	51240	MEDICARE	3,175	3,914	4,217	5,336	5,443	6,168	5,844
82024411	51250	UNEMPLOYMENT	2,759	2,575	3,571	4,132	3,766	4,270	4,042
82024411	51260	FICA	608	501	92	8	205	-	-
82024411	51290	CELL PHONE STIPEND	-	-	1,204	1,591	1,608	1,626	1,608
82024411	52100	CONTRACTED SERVICES	84,208	70,900	38,331	30,180	77,500	77,500	71,700
82024411	52180	SECURITY SERVICES	626	700	539	539	700	700	700
82024411	54100	SUPPLIES	9,781	15,000	18,257	23,332	20,000	23,000	20,000
82024411	54101	POSTAGE	4	500	190	57	300	300	150
82024411	54102	SMALL TOOLS	804	1,500	1,866	1,744	3,500	3,500	3,500
82024411	55100	TELEPHONE	1,669	5,500	2,151	2,251	2,300	2,300	2,300
82024411	55210	UTILITIES	305,351	378,000	318,988	259,223	300,000	300,000	310,000
82024411	56110	CITY GARAGE - PARTS	228	70	655	655	1,635	1,635	2,449
82024411	56111	CITY GARAGE - LABOR	6,075	1,858	17,493	23,493	8,370	8,370	7,476
82024411	56120	EQUIPMENT MAINTENANCE & REPAIR	48,426	116,565	39,423	50,889	60,000	60,000	60,000
82024411	56130	EXTERNAL SERVICES	2,641	3,000	4,218	4,342	6,000	6,000	6,000
82024411	56210	FUEL & FLUIDS	11,975	15,000	9,309	8,562	10,000	10,000	10,000
82024411	56300	BUILDING MAINTENANCE & REPAIR	2,273	8,000	1,797	6,007	6,000	6,000	10,000
82024411	57100	CONFERENCE & TRAINING	2,560	7,000	7,231	10,754	10,000	10,000	10,000
82024411	57300	MEMBERSHIPS & SUBSCRIPTIONS	1,853	3,500	2,930	2,975	3,500	3,500	4,000
82024411	58202	WATER TREATMENT PLANT CHEMICAL	33,042	40,000	22,179	26,103	30,000	35,000	36,000
82024411	59101	FEES	20,457	37,300	17,640	13,532	9,000	9,000	15,000
82024411	70101	LOAN PAYMENTS MADE	180,920	182,036	(1,731)	-	-	-	-
82024411	70102	BOND INTEREST PAYMENTS SWRF Loan	-	-	48,840	42,783	38,999	39,990	-
82024411	70202	BOND PRINCIPAL PAYMENTS SWRF Loan	-	-	133,196	138,037	143,014	143,034	-
82024411 Total Production and Management Operating Expenses			1,100,661	1,293,571	1,146,816	1,170,437	1,273,226	1,288,022	1,163,665
METER READING EXPENSES									
82024412	51110	REGULAR SALARIES & WAGES	48,469	53,993	51,416	51,425	-	-	-
82024412	51120	NON-REGULAR SALARIES & WAGES	5,902	14,616	8,970	7,193	-	-	-
82024412	51130	OVERTIME SALARIES & WAGES	70	-	6	-	-	-	-
82024412	51210	RETIREMENT (PERS)	11,366	13,562	11,780	15,816	-	-	-
82024412	51220	INSURANCE	9,641	13,674	11,561	12,302	-	-	-
82024412	51230	WORKERS COMPENSATION	2,326	3,602	3,845	2,991	-	-	-
82024412	51240	MEDICARE	813	995	774	943	-	-	-
82024412	51250	UNEMPLOYMENT	565	686	703	712	-	-	-
82024412	51260	FICA	366	906	463	-	-	-	-
82024412	51290	CELL PHONE STIPEND	-	-	152	272	-	-	-
82024412	54100	SUPPLIES	1,293	2,000	2,326	1,100	-	-	-

Water Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
82024412	55100	TELEPHONE	201	250	-	-	-	-	-
82024412	56110	CITY GARAGE - PARTS	39	21	-	-	-	-	-
82024412	56111	CITY GARAGE - LABOR	1,042	572	-	-	-	-	-
82024412	56120	EQUIPMENT MAINTENANCE & REPAIR	1,751	2,200	2,070	2,109	-	-	-
82024412	56130	EXTERNAL SERVICES	296	500	622	303	-	-	-
82024412	56210	FUEL & FLUIDS	584	600	679	501	-	-	-
82024412 Total Meter Reading Operating Expenses			84,724	108,177	95,367	95,666	-	-	-
*Meter Reading has moved to 20924412									
DISTRIBUTION OPERATIONS & MAINTENANCE EXPENSES									
82024414	51110	REGULAR SALARIES & WAGES	233,440	230,852	259,710	254,261	309,831	278,991	303,432
82024414	51120	NON-REGULAR SALARIES & WAGES	-	-	5,179	4,545	8,250	-	8,250
82024414	51130	OVERTIME SALARIES & WAGES	7,150	5,500	7,541	9,573	9,500	6,921	7,000
82024414	51140	STAND-BY SALARIES & WAGES	11,351	10,658	13,526	13,043	14,000	12,739	14,000
82024414	51150	ACCRUED SALARIES & BENEFITS	709	6,411	6,928	7,061	-	-	-
82024414	51210	RETIREMENT (PERS)	53,693	57,602	68,417	71,130	91,818	85,919	90,147
82024414	51220	INSURANCE	55,234	56,008	59,661	60,619	75,913	67,387	76,001
82024414	51230	WORKERS COMPENSATION	9,897	10,712	18,554	14,440	16,626	14,690	18,790
82024414	51240	MEDICARE	3,692	3,545	3,911	4,386	5,676	5,306	5,599
82024414	51250	UNEMPLOYMENT	2,598	2,529	3,380	3,442	3,923	3,683	3,869
82024414	51260	FICA	405	243	321	282	511	-	512
82024414	51290	CELL PHONE STIPEND	-	52	942	1,587	1,706	1,888	1,602
82024414	52100	CONTRACTED SERVICES	-	95	-	7,002	18,500	12,000	18,500
82024414	54100	SUPPLIES	110,916	189,450	105,109	111,764	95,000	95,000	95,000
82024414	54102	SMALL TOOLS	4,789	5,233	4,067	5,315	5,300	5,300	5,300
82024414	55100	TELEPHONE	238	259	40	25	200	200	200
82024414	55210	UTILITIES	-	-	-	-	-	-	-
82024414	56110	CITY GARAGE - PARTS	566	479	587	587	2,982	2,982	3,059
82024414	56111	CITY GARAGE - LABOR	15,102	12,796	15,683	15,683	20,642	20,642	23,243
82024414	56120	EQUIPMENT MAINTENANCE & REPAIR	1,000	1,119	-	1,333	1,500	1,500	1,500
82024414	56130	EXTERNAL SERVICES	4,377	11,175	9,493	10,288	7,000	6,000	7,000
82024414	56210	FUEL & FLUIDS	17,466	22,494	29,072	18,926	18,000	17,000	18,000
82024414	56410	EQUIPMENT RENTAL - PRIVATE	-	-	-	-	-	1,000	1,000
82024414	57100	CONFERENCE & TRAINING	5,033	3,008	3,580	5,704	6,650	5,000	6,650
82024414	57300	MEMBERSHIPS & SUBSCRIPTIONS	225	-	125	126	2,200	1,500	3,000
82024414	58510	REIMBURSABLE JOBS	-	-	9,926	2,187	30,000	25,000	30,000
82024414	59101	FEES	377	522	535	2,161	1,500	1,500	1,500
82024414	61200	PURCHASING ALLOCATION	-	39,536	15,781	-	-	-	-
82024414	61410	RENT ALLOCATION	-	4,312	4,312	4,312	-	-	-
82024414	61422	IT ALLOCATION	-	-	-	-	-	-	-
82024414	61430	CORP YARD ALLOCATION	-	21,793	14,889	23,194	-	-	-
82024414 Total Distribution and Maintenance Operating Expenses			538,255	696,382	661,268	652,972	747,228	672,148	743,154
82024414 Total Water Operating Expenses			2,403,147	3,009,347	2,779,025	2,788,976	3,135,637	2,907,312	3,028,246
CAPITAL IMPROVEMENTS AND EQUIPMENT									
82024410	80100	MACHINERY & EQUIPMENT	-	-	-	5,766	-	-	-
82024411	80100	MACHINERY & EQUIPMENT	24,090	16,600	19,781	60,874	-	-	-
82024411	80210	LAND ACQUISITION	70,126	-	-	-	-	-	-
82024412	80100	MACHINERY & EQUIPMENT	7,871	-	-	167,381	-	-	-
82024414	80100	MACHINERY & EQUIPMENT	7,609	52,133	52,365	56,216	-	5,412	-
82024414	80100	Truck Replacement	-	-	-	-	-	-	10,000
82024414	80100	15076 Service Truck – WTP 15076	-	-	-	-	45,000	-	45,000
82024414	80100	15059 Portion of Service Truck (50% Waste Water Fund) 15059	-	-	-	-	30,000	-	30,000
82024414	80100	15057 Vactor replacement (50% Waste Water Fund) 15057	-	-	-	-	200,000	-	200,000
82024414	80100	15051 Asset Management Software 15051	-	-	-	-	15,000	-	15,000
82024414	80100	Genie Lift	-	-	-	-	12,000	-	12,000
Total Fund 820			109,696	68,733	72,146	290,237	302,000	5,412	312,000
82224413	80100	15056 Air compressor	-	-	-	-	15,000	10,792	-
82224413	80230	INFRASTRUCTURE	-	-	-	230,656	-	64,004	-
82224413	80230	15070 Well #4 15070	-	-	-	-	1,400,000	2,172	1,397,900
82224413	80230	15074 Well #9 15074	-	-	-	-	1,500,000	4,224	1,635,800
82224413	80230	15069 Pipeline improvements 15069	-	-	-	-	450,000	-	1,150,000
82224413	80230	15071 Replace PZ2s Reservoir 15071	-	-	-	-	300,000	-	1,000,000
82224413	80230	15072 Millview/Ukiah intertie 15072	-	-	-	-	125,000	-	125,000
82224413	80230	15073 Willow/Ukiah intertie 15073	-	-	-	-	125,000	-	125,000
82224413	80230	15075 Connect Chlorine at WTP 15075	-	-	-	-	220,000	-	200,000
82224413	80230	15077 Water meter replacement 15077	-	-	-	-	40,000	-	1,040,000
82224413	80230	Well #3 roof	-	-	-	-	15,000	-	15,000
Total Fund 822			-	-	-	230,656	4,190,000	81,191	6,688,700
Total Capital Improvements and Equipment			109,696	68,733	72,146	520,893	4,492,000	86,603	7,000,700

Water Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
WATER OTHER USES AND TRANSFERS TO OTHER FUNDS									
82024410	95220	TRANSFER TO FIXED ASSET FUND	-	15,000	50,000	-	-	-	-
82024411	94301	TRANSFERS TO WATER CAPITAL/DEBT 822	-	-	-	-	-	-	-
82024411	95220	TRANSFER TO FIXED ASSET FUND	-	-	200,000	-	200,000	182,055	-
82024413	95822	TRANSFER TO WATER CONNECTION FEE	-	-	-	-	887,508	-	-
82024414	94301	TRANSFERS TO RESERVES	-	-	-	-	50,000	-	-
82024414	95220	TRANSFER TO TRANSFER STATION FUND	-	-	-	-	-	-	177,000
82024415	94400	DEPRECIATION	591,947	591,738	640,945	647,781	-	-	-
Total Other Uses and Transfers to Other Funds			591,947	606,738	890,945	647,781	1,137,508	182,055	177,000
DEBT SERVICE									
82224413	52500	TRUSTEE FEES	3,185	3,153	9,968	3,085	3,100	3,550	3,550
82224413	70102	BOND INTEREST PAYMENTS	645,380	609,949	529,366	514,346	509,993	509,993	448,768
82224413	70202	BOND PRINCIPAL PAYMENTS	443,899	453,632	335,000	350,000	360,000	360,000	475,000
Total Debt Service			1,092,464	1,066,734	874,334	867,431	873,093	873,543	927,318
Total Water Expenses and Other Uses			4,197,254	4,751,552	4,616,450	4,825,081	9,638,238	4,049,513	11,133,264

[1] For information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
WATER ADMINISTRATION
FISCAL YEAR 2016-17**

ACCOUNT NO. 82024410

DEPARTMENT
REQUEST

51110 Salaries, Regular		\$ 184,870
	Director of Public Works/City Engineer (0.10 Engineering, 0.05 Corp Yard, 0.10 Streets, 0.25 Landfill, 0.18 Wastewater Admin., 0.05 Garage, 0.05 Storm Water, 0.05 Recycled Water)	0.17
	Director of Water & Sewer Utilities (0.40 Wastewater 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 Wastewater Admin., 0.07 Storm Water)	0.15
	Senior Civil Engineer (0.10 Engineering, 0.10 Landfill, 0.35 Wastewater Admin., 0.10 Storm Water)	0.35
RECLASS	Public Works Management Analyst (0.05 Engineering, 0.20 Landfill, 0.25 Wastewater Admin., 0.05 Garage, 0.20 Recycled Water)	0.25
NEW	Engineering Analyst (0.10 Engineering, 0.20 Landfill, 0.20 Wastewater 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 Wastewater Admin., 0.10 Garage)	0.15
	Development Permit Coordinator (0.20 Engineering, 0.30 Building Inspection, 0.05 Planning, 0.15 Wastewater Admin., 0.15 Electric Admin.)	0.15
Total FTE		1.82
51130 Salaries, Overtime		\$ 1,500
Employee Benefits		\$ 94,444
51210	Retirement (PERS)	\$ 57,648
51220	Insurance	\$ 21,458
51230	Workers Compensation Insurance	\$ 9,885
51240	Medicare	\$ 2,951
51250	Unemployment Insurance	\$ 2,044
51290	Cell Phone Stipend	\$ 458
52100 Contract Services		\$ 120,000
	Russian River Watershed Association.	\$20,000
	Water Rights EIR Consultant.	\$50,000
	Water conservation services.	\$20,000
	Miscellaneous.	\$30,000
54100 Supplies		\$ 5,000
	Miscellaneous Office and Computer Supplies.	\$5,000
	Public Education Brochures (Water Conservation Brochures).	\$0
54101 Postage		\$ 500
	Conservation Letters, Miscellaneous Department Mailings.	
55100 Telephone		\$ 4,000
	Land line and Fax.	
56120 Equipment Maintenance and Repair		\$ 300
	Radios, Copy/Fax Machine, Printers, Plotter, GPS Equipment.	
56130 External Services		\$ 200
	Outside Vendor Labor and Parts.	
56210 Fuel & Fluids		\$ 200
	Fuel for Vehicles.	
57100 Conference and Training		\$ 7,000
	American Water Works Association (AWWA) Conferences, Water Reuse Conferences, California Water Rights Seminars, GIS Training, Safety Training.	
57300 Memberships & Subscriptions		\$ 2,000
	Underground Service Alert (USA) annual dues, CA Municipal Utilities Association, Western Water Magazine Subscription, CA Rural Water Association.	
58201 Russian River Flood Control District Water Purchase		\$ -
	Purchase 800 acre feet of water.	

59101 Fees	\$	10,000
State Board of Equalization Water Rights Fee	\$5,000	
CA Dept. of Health Services Water Permit Fee	\$5,000	
59400 Other Expenses	\$	25,000
Bad Debt		
61200 Purchasing Allocation	\$	26,209
Charge for Purchasing functions.		
61300 Billing and Collection Allocation	\$	302,568
Charge for Billing and Collection functions.		
61420 Building Maintenance Allocation	\$	2,769
Share of maintenance for Civic Center facility.		
61422 IT Allocation	\$	57,449
Share of Information Technology services.		
61425 Utilities Allocation	\$	488
Share of Civic Center Utilities.		
61430 Corporation Yard Allocation	\$	13,309
Share of Corporation Yard charges.		
61500 Insurance Allocation	\$	53,156
Share of the Citywide costs of liability and property insurance.		
61700 Dispatch charges	\$	14,597
Share of charges for Dispatch services.		
62100 Administrative Services Allocation	\$	195,868
Annual allocation for general government services.		
City Council	\$	9,459
City Clerk	\$	17,548
City Manager	\$	32,072
Administrative Support	\$	6,098
Miscellaneous General Government	\$	9,461
Accounting	\$	53,659
City Attorney	\$	11,426
Treasurer	\$	40,009
Human Resources/Risk Management	\$	16,135
DEPARTMENT TOTAL 82024410	\$	1,121,427

**BUDGET DETAIL
PRODUCTION OPERATIONS & MANAGEMENT
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 82024411</u>		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 343,913
	Water Treatment Plant Supervisor	1.00
	Senior Water Treatment Plant Operator/Mechanic (0.01 Wastewater)	0.99
	Water Treatment Plant Operator/Mechanic (3) (0.03 Wastewater)	2.97
	Environmental Lab Tech III (0.97 Wastewater)	0.03
NEW	Environmental Lab Tech I (0.97 Wastewater)	0.03
	Total FTE	5.02
51130 Salaries, Overtime		\$ 18,000
51140 Stand-by Salaries		\$ 26,000
Employee Benefits		\$ 206,477
51210	Retirement (PERS)	\$ 110,953
51220	Group Insurance	\$ 64,404
51230	Workers Compensation Insurance	\$ 19,626
51240	Medicare	\$ 5,844
51250	Unemployment Insurance	\$ 4,042
51260	FICA	\$ -
51290	Cell Phone Stipend	\$ 1,608
52100 Contract Services		\$ 71,700
	Laboratory Testing Services, Publish Consumer Confidence Report, Reservoir Inspection, SCADA Maintenance and Repair, Watershed Sanitary Survey, Emergency Generator Service.	
52180 Security Systems		\$ 700
	Additional Alarms for New Facilities.	
54100 Supplies		\$ 20,000
	Electrical, Plumbing, Lab Testing, Water Sampling, Training, Personal Protective Equipment and Miscellaneous Supplies.	
54101 Postage		\$ 150
54102 Small Tools		\$ 3,500
	Replacement of Shop Tools.	
55100 Telephone		\$ 2,300
	Telephones, Pagers, Auto-dialer, DSL line and Various Contract Communication Lines.	
55210 Utilities		\$ 310,000
	Electricity for Water Treatment Plant, Reservoirs, Wells, and Booster Pump Stations.	
56110 City Garage - Parts		\$ 2,449
	Annual allocation for City Garage parts for vehicles and equipment.	
56111 City Garage - Labor		\$ 7,476
	Annual allocation for City Garage labor for vehicles and equipment.	
56120 Equipment Maintenance and Repair		\$ 60,000
	Pumping Parts and Materials and Air Compressor Maintenance.	\$30,000
	Water Treatment Parts and Materials.	\$30,000
56130 External Services		\$ 6,000
	Outside Vendor Labor and Parts.	

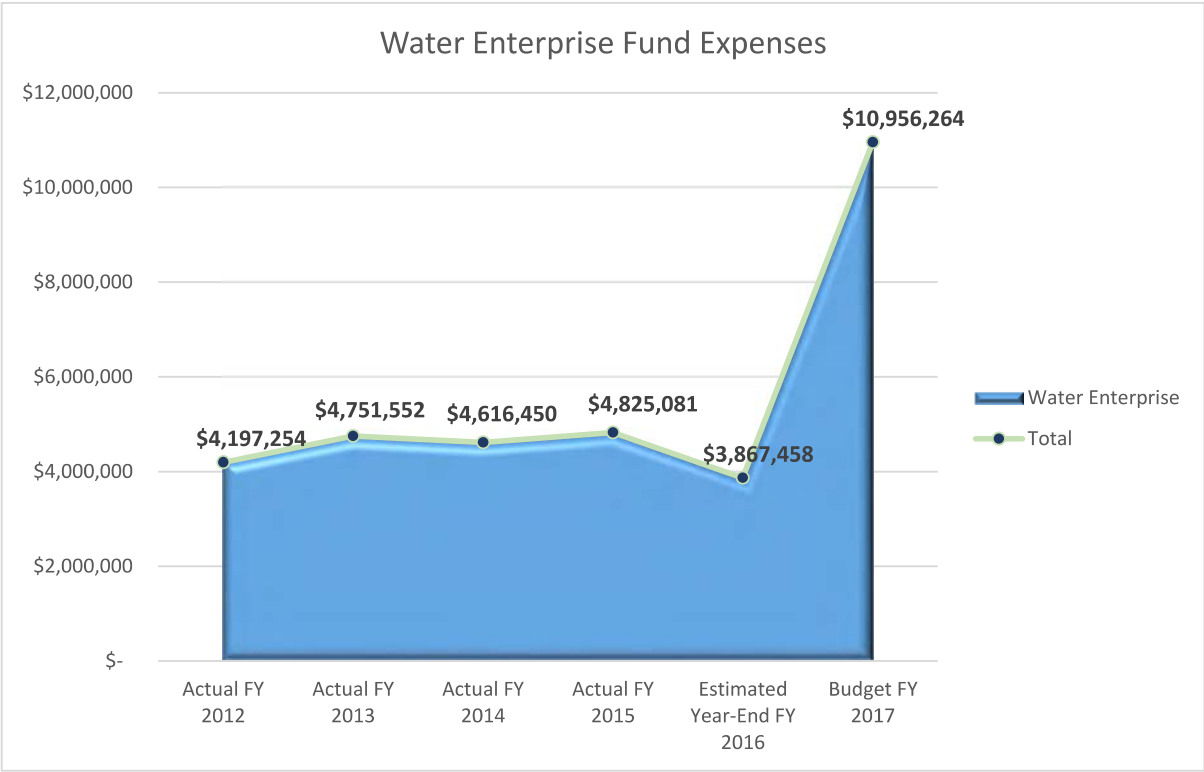
56210 Fuels and Fluids	\$	10,000
Fuel for Emergency Generator, Auxiliary Engines at Wells and Booster Pumps, and Vehicles.		
56300 Building Maintenance and Repair	\$	10,000
Building Maintenance and Repair for Water Treatment Plant and Wells.		
57100 Conference and Training	\$	10,000
Operator Certification CEUs, AWWA Conferences, Safety Training, Training for New EPA Regulations.		
57300 Memberships and Subscriptions	\$	4,000
AWWA Dues and CA Rural Water Association Dues.		
58202 Water Treatment Plant Chemicals	\$	36,000
Chemicals Used in the Water Treatment Process.		
59101 Fees	\$	15,000
State Water Resources Board Annual Water Rights Fee, Annual HazMat Business Plan Fee, CDOH Annual Permit Fee, MCAQMD Permit Fee, Certificate Exam and Renewal Fees.		
70102 Bond Interest Payments	\$	-
70202 Bond Principal Payments	\$	-
94301 Transfers to Fixed Asset Fund	\$	-
 DEPARTMENT TOTAL 82024411	 \$	 1,163,665

BUDGET DETAIL
DISTRIBUTION OPERATIONS & MAINTENANCE
FISCAL YEAR 2016-17

ACCOUNT NO. 82024414

51110 Salaries, Regular		\$ 303,432
Water, Sewer & Streets Supervisor (0.25 Landfill, 0.15 Streets, 0.25 Wastewater, 0.10 Storm Water)	0.25	
Water & Sewer Lead Worker (0.52 Wastewater)	0.48	
Water & Sewer Attendant II (4) (1.80 Wastewater)	2.20	
Water & Sewer Attendant I (3) (1.35 Wastewater)	1.65	
Water & Sewer Service Attendant (0.20 Wastewater)	0.80	
Total FTE	5.38	
51120 Non-Regular Salaries		\$ 8,250
Seasonal Water & Sewer Attendant (1,000 hour) (0.22 Wastewater)	0.26	
Total FTE	0.26	
51130 Salaries, Overtime		\$ 7,000
51140 Stand-by Salaries		\$ 14,000
Employee Benefits		\$ 196,520
51210 Retirement (PERS)	\$ 90,147	
51220 Insurance	\$ 76,001	
51230 Workers Compensation Insurance	\$ 18,790	
51240 Medicare	\$ 5,599	
51250 Unemployment Insurance	\$ 3,869	
51260 FICA	\$ 512	
51290 Cell Phone Stipend	\$ 1,602	
52100 Contract Services		\$ 18,500
Test and repair water meters; Pest Control Services, emergency repairs to system.		
54100 Supplies		\$ 95,000
Miscellaneous Office and Computer Supplies	\$28,000	
Water System Repair Materials (pipe, blacktop, fire hydrant repair parts)	\$62,700	
Uniforms	\$2,200	
Safety Supply	\$2,100	
54102 Small Tools		\$ 5,300
Pavement Cutter/Blades, Air Compressor Hoses/Bits, Welding Material, Cut-Off Blades, etc.		
55100 Telephone		\$ 200
Land line and Fax.		
56110 City Garage - Parts		\$ 3,059
Annual allocation for City Garage parts for vehicles and equipment.		
56111 City Garage - Labor		\$ 23,243
Annual allocation for City Garage labor for vehicles and equipment.		
56120 Equipment Maintenance and Repair		\$ 1,500
Water maintenance.		
56130 External Services		\$ 7,000
Outside Labor and Parts.		
56210 Fuels and Fluids		\$ 18,000
Fuel and Fluids for Vehicles.		
56410 Equipment Rental - Private		\$ 1,000

57100 Conference and Training	\$ 6,650
AWWA Conferences, Operator Certification CEUs, Underground Locator Training.	
57300 Memberships and Subscriptions	\$ 3,000
AWWA Dues and CA Rural Water Association Dues.	
58510 Reimbursable Jobs	\$ 30,000
59101 Fees	\$ 1,500
Operator Certification Renewal Fees, Charges for DOT Drug Testing and Driver Physicals.	
94301 Transfer to Reserves	\$ 50,000
DEPARTMENT TOTAL 82024414	<u>\$ 793,154</u>



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LANDFILL/SOLID WASTE ENTERPRISE FUND

Fiscal Year 2016-17

70024500	Landfill/ Solid Waste
70224500	Landfill Closure
70424500	Landfill Post Closure
70524500	Landfill Self-insured Trust Fund

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Landfill property, 283 acres, is maintained on a regular basis by the Street Maintenance Crew. Maintenance items include slopes, leachate collection system, gas extraction system, storm drain system, and sediment ponds.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Revised the final closure and post closure maintenance plan and circulated for comment.
- Completed California Environmental Quality Act (CEQA) mitigated negative declaration and circulated for comment.
- Continued to provide regular monitoring and maintenance of the landfill site.
- Identified and implemented funding mechanism for Landfill closure.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Award contract for construction of the landfill closure project with construction scheduled for summer 2017.

SIGNIFICANT CHANGES:

- None.

Landfill/Solid Waste Enterprise Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Landfill/Solid Waste Revenues and Other Sources:</u>									
<i>Charges for Services:</i>									
Transfer Station Surcharge	\$ 59,786	\$ 62,101	\$ (64,858)	\$ 65,963	\$ 64,900	\$ 65,800	\$ 215,000	\$ 149,200	227%
Franchise Fee	60,000	60,000	60,000	60,000	-	60,000	60,000	-	0%
Reimbursable Jobs	301	-	-	-	-	-	-	-	0%
Interest on Investments	204,083	108,705	112,408	63,956	68,508	88,800	76,000	(12,800)	-14%
Land Rental	7,141	7,001	(7,430)	7,578	7,578	7,700	3,800	(3,900)	-51%
	<u>\$ 331,311</u>	<u>\$ 237,807</u>	<u>\$ 100,121</u>	<u>\$ 197,498</u>	<u>\$ 140,986</u>	<u>\$ 222,300</u>	<u>\$ 354,800</u>	<u>132,500</u>	<u>60%</u>
Transfers in From Other Funds	-	-	-	-	-	-	317,000	317,000	100%
<i>Total Landfill/Solid Waste Revenues and Other Source</i>	\$ 331,311	\$ 237,807	\$ 100,121	\$ 197,498	\$ 140,986	\$ 222,300	\$ 671,800	\$ 449,500	202%
<u>Expenses and Other Uses:</u>									
<i>Landfill/Solid Waste:</i>									
Landfill/Solid Waste Expenses	147,077	268,670	284,161	244,493	427,389	315,112	629,124	314,012	100%
Legal Expenses	-	-	-	65	-	19,300	2,000	(17,300)	-90%
Other Expenses	12,748	-	12,747	11,595	-	43,750	43,750	-	0%
Landfill Closure Expenses	-	348,300	142,634	56,580	-	40,000	2,873,100	2,833,100	7083%
Amortization of Expenses	180,164	(72,021)	133,935	5,569,646	-	-	-	-	0%
<i>Total Landfill/Solid Waste Operating Expenses</i>	339,989	544,949	573,477	5,882,379	427,389	418,162	3,547,974	3,129,812	748%
Transfers Out To Other Funds	-	-	-	-	-	-	-	-	-
<i>Total Expenses and Other Uses</i>	339,989	544,949	573,477	5,882,379	427,389	418,162	3,547,974	3,129,812	748%
Total Net Surplus (Deficit)	\$ (8,678)	\$ (307,142)	\$ (473,357)	\$ (5,684,881)	\$ (286,403)	\$ (195,862)	\$ (2,876,174)		
Beginning Net Position	1,071,560	947,304	706,952	349,829	-	(5,408,004)	(5,603,866)		
Adjustments	(115,578)	66,790	116,233	(72,951)	-	-	-		
Ending Net Position	\$ 947,304	\$ 706,952	\$ 349,829	\$ (5,408,004)	\$ -	\$ (5,603,866)	\$ (8,480,040)		
<i>Allocation of Net Position</i>									
Investment in Capital Assets (Non-Cash)	873,950	861,202	848,455	867,111	-	867,111	867,111		
Deferred Noncurrent Liabilities					-				
Reserved for Closure/Post Closure	(8,775,386)	(8,928,942)	(9,062,877)	(14,700,370)	-	(14,700,370)	(14,700,370)		
Working Capital for Closure/Post Closure	8,848,740	8,774,692	8,564,251	8,425,255	-	8,229,393	5,353,219		
Total Net Position	\$ 947,304	\$ 706,952	\$ 349,829	\$ (5,408,004)	\$ -	\$ (5,603,866)	\$ (8,480,040)		

Landfill/Solid Waste Enterprise Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
LANDFILL/SOLID WASTE REVENUE 700									
70000000	44791	TRANSFER STATION \$2 SURCHARGE	(59,786)	(62,101)	64,858	(65,963)	(64,900)	(65,800)	(65,000)
70000000	44791	TRANSFER STATION ADDED CLOSURE SURCHARG	-	-	-	-	-	-	(150,000)
70000000		FRANCHISE AGREEMENT FEE FROM UWS	-	-	-	-	-	(60,000)	(60,000)
70000000	44830	REIMBURSABLE JOBS	(301)	-	-	-	-	-	-
70000000	46110	INTEREST ON INVESTMENTS	(88,841)	19,782	(14,171)	13,509	17,374	15,000	(1,000)
70000000	46210	LAND RENTAL	(7,141)	(7,001)	7,430	(7,578)	(7,578)	(7,700)	(3,800)
70000000 Total			(156,069)	(49,320)	58,117	(60,033)	(55,104)	(118,500)	(279,800)
LANDFILL CORRECTIVE REVENUE 701									
70100000	46110	INTEREST ON INVESTMENTS	(10,533)	(11,752)	(8,957)	(4,683)	(7,816)	-	-
70100000 Total			(10,533)	(11,752)	(8,957)	(4,683)	(7,816)	-	-
DISPOSAL CLOSURE RESERVE FUND REVENUE 702									
70200000	46110	INTEREST ON INVESTMENTS	(61,532)	(68,654)	(51,058)	(26,565)	(44,440)	(103,800)	(75,000)
70200000 Total			(61,532)	(68,654)	(51,058)	(26,565)	(44,440)	(103,800)	(75,000)
POST CLOSURE FUND - SOLID WASTE REVENUE 704									
70400000	44792	POST CLOSURE FUNDING FROM COLL	(60,000)	(60,000)	(60,000)	(60,000)	-	-	-
70400000	46110	INTEREST ON INVESTMENTS	(26,003)	(28,918)	(23,618)	(28,305)	(20,882)	-	-
70400000 Total			(86,003)	(88,918)	(83,618)	(88,305)	(20,882)	-	-
LANDFILL SELF-INSURED TRUST FUND REVENUE 705									
70500000	46110	INTEREST ON INVESTMENTS	(17,175)	(19,163)	(14,605)	(17,912)	(12,744)	-	-
70500000 Total			(17,175)	(19,163)	(14,605)	(17,912)	(12,744)	-	-
Total Operating Revenues - All Funds			(331,311)	(237,807)	(100,121)	(197,498)	(140,986)	(222,300)	(354,800)
Transfers In from Other Funds									
Transfer in from Transfer Station Fund 695			-	-	-	-	-	-	(317,000)
Total Operating Revenues			(331,311)	(237,807)	(100,121)	(197,498)	(140,986)	(222,300)	(671,800)
LANDFIILL/SOLID WASTE OPERATING EXPENSES									
70024500	51110	REGULAR SALARIES & WAGES	5,020	29,811	55,470	46,462	91,489	85,671	220,544
70024500	51130	OVERTIME SALARIES & WAGES	-	-	67	4	-	885	1,000
70024500	51150	ACCRUED SALARIES & BENEFITS	(689)	-	(139)	(1,859)	-	-	-
70024500	51210	RETIREMENT (PERS)	1,175	7,836	14,774	12,575	26,935	24,896	70,048
70024500	51220	INSURANCE	686	4,382	2,948	3,766	18,601	16,998	32,692
70024500	51230	WORKERS COMPENSATION	226	1,565	3,225	2,128	4,631	4,367	12,122
70024500	51240	MEDICARE	72	433	733	636	1,585	1,475	3,616
70024500	51250	UNEMPLOYMENT	55	298	590	507	1,106	1,041	2,512
70024500	51290	CELL PHONE STIPEND	-	-	200	160	442	379	890
70024500	52100	CONTRACTED SERVICES	111,553	146,000	153,759	114,305	200,000	125,000	200,000
70024500	54100	SUPPLIES	10,622	10,500	4,351	11,640	17,000	10,000	25,000
70024500	54101	POSTAGE	-	-	6	-	500	-	500
70024500	55100	TELEPHONE	320	500	266	280	400	-	400
70024500	55210	UTILITIES	9,284	17,500	7,561	11,706	17,500	12,000	12,000
70024500	56110	CITY GARAGE - PARTS	-	-	34	34	-	-	-
70024500	56111	CITY GARAGE - LABOR	-	-	905	905	-	-	-
70024500	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	-	-	-	-	250	300
70024500	59100	PROPERTY TAXES PAID	-	2,000	1,852	1,985	2,200	1,150	2,500
70024500	59101	FEES	8,754	47,845	37,560	39,261	45,000	31,000	45,000
70024500 Total Expenses			147,077	268,670	284,161	244,493	427,389	315,112	629,124
LANDFILL LEGAL SERVICES AND EXPENSES									
70014000	52150	LEGAL SERVICES AND EXPENSES	-	-	-	65	-	19,300	2,000
Total Legal Services and Expenses			-	-	-	65	-	19,300	2,000
OTHER EXPENSES									
	59101	LETTER OF CREDIT FEE	-	-	-	-	-	43,750	43,750
		LETTER OF CREDIT ISSUANCE COSTS	-	-	-	-	-	-	-
70024500	94400	DEPRECIATION	12,748	-	12,747	11,595	-	-	-
Total Other Expenses			12,748	-	12,747	11,595	-	43,750	43,750

Landfill/Solid Waste Enterprise Fund Detail for Fiscal Year 2016/2017

LANDFILL CLOSURE EXPENSES

70224500	52100	CONTRACTED SERVICES	-	348,300	142,634	56,580	-	40,000	2,873,100
70224500 Total Closure Expenses			-	348,300	142,634	56,580	-	40,000	2,873,100

Total Landfill/Solid Waste Operating Expenses	159,825	616,970	439,542	312,733	427,389	418,162	3,547,974
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LANDFILL/SOLID WASTE OTHER USES AND TRANSFERS OUT TO OTHER FUNDS

70124500	94401	AMORTIZATION	17,916	(871,052)	13,301	-	-	-	-
70224500	94401	AMORTIZATION	103,664	(5,056,365)	77,140	-	-	-	-
70424500	94401	AMORTIZATION	58,584	59,814	43,494	5,569,646	-	-	-
Total Other Uses and Transfers Out to Other Funds			180,164	(5,867,603)	133,935	5,569,646	-	-	-

LANDFILL/SOLID WASTE CAPITAL IMPROVEMENTS EQUIPMENT

70024500	80100	MACHINERY & EQUIPMENT	-	-	-	-	-	-	-
70124500	80230	INFRASTRUCTURE	-	889,344	-	-	-	-	-
70224500	80230	INFRASTRUCTURE	-	4,906,238	-	-	-	-	-
Total Capital Improvements and Equipment			-	5,795,582	-	-	-	-	-

Total Landfill/Solid Waste Expenses and Other Uses	\$ 487,066	\$ 1,161,919	\$ 1,000,273	\$ 6,183,517	\$ 854,778	\$ 792,574	\$ 3,547,974
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BUDGET DETAIL
LANDFILL/SOLID WASTE ENTERPRISE FUND
FISCAL YEAR 2016-17

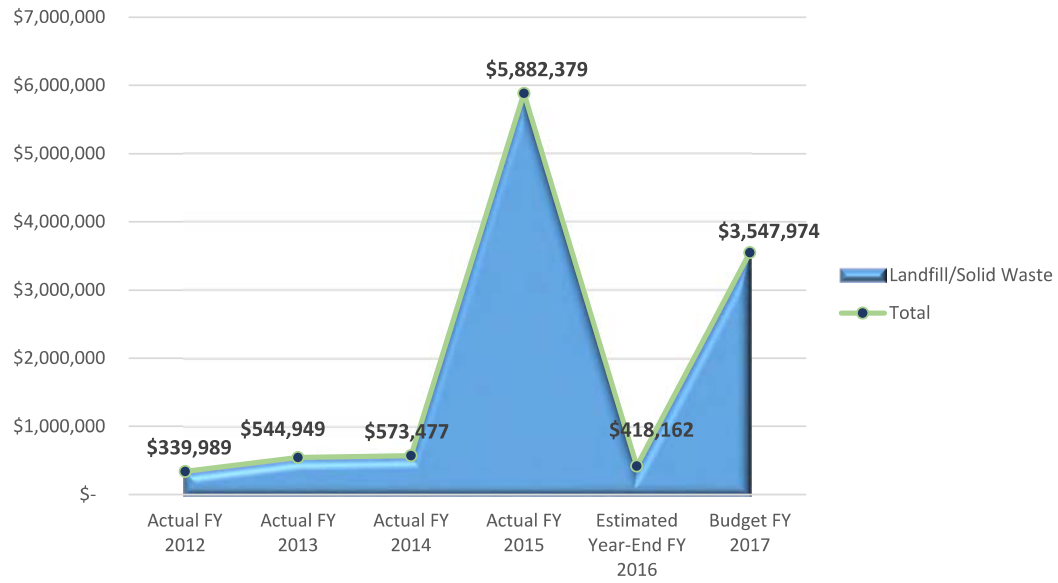
ACCOUNT NO. 70024500

DEPARTMENT
REQUEST

51110 Salaries, Regular		\$ 220,544
	Director of Public Works/City Engineer (0.10 Engineering, 0.05 Corp Yard, 0.10 Streets, 0.18 Wastewater Admin, 0.17 Water Admin, 0.05 Garage, 0.05 Storm Water, 0.05 Recycled Water)	0.25
	Deputy Public Works Director (0.10 Engineering, 0.05 Corp Yard, 0.08 Streets, 0.05 Garage, 0.15 Wastewater Admin, 0.15 Water Admin., 0.07 Storm Water)	0.35
	Senior Civil Engineer (0.10 Engineering, 0.35 Wastewater Admin., 0.35 Water Admin., 0.10 Storm Water)	0.10
RECLASS	Public Works Management Analyst (0.05 Engineering, 0.25 Wastewater Admin., 0.25 Water Admin., 0.05 Garage, 0.20 Recycled Water)	0.20
NEW	Engineering Analyst (0.10 Engineering, 0.20 Wastewater Admin, 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 Wastewater Admin., 0.15 Water Admin., 0.10 Garage)	0.15
	Water, Sewer & Streets Maintenance Supervisor (0.15 Streets, 0.25 Wastewater, 0.25 Water, 0.10 Storm Water)	0.25
	Public Works Maintenance II (0.75 Streets)	0.25
	Public Works Maintenance I (5) (3.50 Streets, 0.50 Storm Water)	1.00
	Street Sweeper (0.15 Streets, 0.80 Storm Water)	0.05
Total FTE		2.80
51130 Salaries, Overtime		\$ 1,000
Employee Benefits		\$ 121,880
51210	Retirement (PERS)	\$ 70,048
51220	Insurance	\$ 32,692
51230	Workers Compensation Insurance	\$ 12,122
51240	Medicare	\$ 3,616
51250	Unemployment Insurance	\$ 2,512
51290	Cell Phone Stipend	\$ 890
52100 Contract Services		\$ 200,000
	Re-seeding, erosion control, and repair of pump & control systems, Laboratory monitoring, reporting and testing of ground water, Annual landfill gas extraction system testing/reporting.	
54100 Supplies		\$ 25,000
	Drain rock and aggregate base, erosion control supplies, sand bags, leachate and drainage pipe, Leachate pump parts.	
54101 Postage		\$ 500
55100 Telephone		\$ 400
	Cellular and land line telephone usage.	

55210 Utilities	\$ 12,000
Leachate treatment cost at the Wastewater Treatment Plant.	
Electricity for leachate pumps and gas extraction blower system.	
Share of utilities at Civic Center.	
57300 Memberships & Subscriptions	\$ 300
59100 Property Taxes	\$ 2,500
59101 Fees	\$ 45,000
Regional Water Quality Control Board fees - WDR fee , Air Quality	
Management District (AQMD) fees for extraction system, Storm Water Permit	
Fee, Local Enforcement Agency (LEA) fees.	
DEPARTMENT TOTAL 70024500	\$ 629,124
ACCOUNT NO. 70014000	
52150 Legal Services/Expenses	\$ 2,000
ACCOUNT NO. 70224500	
59101 Letter of Credit Fee	\$ 43,750
52100 Contracted Services	\$ 2,873,100
FUND TOTAL	\$ 3,547,974

Landfill/Solid Waste Enterprise Fund Expenses



Internal Service Funds

Internal Service Funds are used to finance and account for the goods and services provided to other departments, or funds on a cost reimbursement basis. Departments were charged a percentage based on various principles. Each department has a list of charges for each allocation within the budget document. For detailed descriptions refer to the Cost Allocation Plan document. Uses for Internal Service Funds include:

- **Insurance Liability (202):** Accounts for the financial responsibilities or obligations of the City.
- **Garage (203):** Accounts for an efficient, productive repair and preventative maintenance facility to all city-owned-and-operated vehicles.
- **Purchasing (204):** Accounts for centralized purchasing for all City departments.
- **Billing & Collections (205):** Accounts for the billing and collection of water, wastewater, electric, garbage, and street lighting.
- **Dispatch Center (206):** Accounts for communication strategies that are used to route emergency services to relevant departments and organizations.
- **Building Maintenance (208):** Accounts for maintaining City buildings and grounds.
- **Corporation Yard (208):** Accounts for the base location for City crews as well as the maintenance of supplies and equipment.
- **Information Technology (209):** Accounts for City-wide system support, software costs and maintenance, as well as purchasing and maintaining equipment.

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GARAGE INTERNAL SERVICE FUND BUDGET

Fiscal Year 2016-17

20324100

Garage

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The City Garage provides maintenance to over 401 vehicles and equipment. The vehicles are serviced by three full time mechanics. Vehicles are serviced at regular intervals, depending on use. The City Garage mechanics ensure compliance with requirements of the California Highway Patrol, Bi-annual Terminal inspections (CHP BIT), Occupational Safety and Health Administration (OSHA) Aerial Inspections, California Air Resources Board (CARB), Mendocino County Air Quality Management District (MCAQMD), and Mendocino County Division of Environmental Health (MCDEH).

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continued to maintain the City fleet and comply with all regulatory requirements.
- Replaced all overhead doors on the Garage facility.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Maintain vehicle compliance with CHP BIT inspections as well as OSHA, CARB, MCAQMD and MCDEH requirements.
- Continue to provide service to all City departments, Ukiah Valley Fire Department and Fort Bragg Police Department, and Mendocino County District Attorney.
- Continue to maintain compliance with the generator set which provides emergency backup power to the Civic Center per National Fire Protection Association (NFPA) 110 standards.
- Replace pressurized overhead lubrication system.
- Replace heating system with a more efficient system.

SIGNIFICANT CHANGES:

- Recruit a 40 hour Mechanic Equipment Apprentice to assist the mechanics and make improvements to the Corporation Yard.

Garage Internal Service Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
<u>Charges for Services:</u>									
Charges to Other Funds - Labor	\$ 393,535	\$ 392,327	\$ 425,112	\$ 422,898	\$ 335,010	\$ 335,010	\$ 416,536	\$ 81,526	24%
Charges to Other Funds - Parts & Supplies	14,740	14,695	15,922	15,797	65,210	65,210	71,998	6,788	10%
Reimbursable Jobs	544	6,063	20,660	1,140	10,000	18,000	23,000	5,000	28%
Interest income	85	290	384	491	597	500	-	(500)	-100%
Miscellaneous	-	-	502	802	407	-	-	-	0%
	\$ 408,905	\$ 413,375	\$ 462,580	\$ 441,128	\$ 411,224	\$ 418,720	\$ 511,534	92,814	22%
Transfers In From Other Funds	-	-	-	-	-	-	34,030	34,030	100%
Total Revenues and Other Sources	\$ 408,905	\$ 413,375	\$ 462,580	\$ 441,128	\$ 411,224	\$ 418,720	\$ 545,564	\$ 126,844	30%
<u>Expenses and Other Uses:</u>									
<u>Garage:</u>									
Garage Expenses	353,474	410,969	405,921	405,031	401,224	424,831	439,536	14,705	3%
Depreciation	6,542	8,800	8,801	11,531	-	11,500	11,500	-	0%
Total Garage Operating Expenses	360,017	419,769	414,722	416,561	401,224	436,331	451,036	14,705	3%
Transfers Out To Other Funds	-	6,900	10,000	-	56,000	-	-	-	0%
Capital Improvements and Equipment	-	-	-	-	-	-	114,000	114,000	100%
Total Expenses and Other Uses	\$ 360,017	\$ 426,669	\$ 424,722	\$ 416,561	\$ 457,224	\$ 436,331	\$ 565,036	\$ 128,705	29%
Total Net Surplus (Deficit)	\$ 48,888	\$ (13,294)	\$ 37,858	\$ 24,567	\$ (46,000)	\$ (17,611)	\$ (19,472)		
Beginning Net Position			200,028	237,886	262,453	216,453	210,342		
Adjustments			-	-	-	11,500	11,500		
Ending Net Position			\$ 237,886	\$ 262,453	\$ 216,453	\$ 210,342	\$ 202,370		
<u>Allocation of Net Position</u>									
Investment in Capital Assets			231,109	219,579	219,579	219,579	219,579		
Deferred Noncurrent Liabilities			(26,774)	(27,586)	(28,000)	(28,000)	(29,000)		
Reserve for Garage			-	-	-	-	-		
Working Capital			33,551	70,460	24,874	18,763	11,791		
Total Net Position			\$ 237,886	\$ 262,453	\$ 216,453	\$ 210,342	\$ 202,370		

Garage Internal Service Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
GARAGE FUND REVENUE									
20300000	44296	GARAGE LABOR	(393,535)	(392,327)	(425,112)	(422,898)	(335,010)	(335,010)	(416,537)
20300000	44297	GARAGE PARTS & SUPPLIES	(14,740)	(14,695)	(15,922)	(15,797)	(65,210)	(65,210)	(71,998)
20300000	44830	REIMBURSABLE JOBS	(544)	(6,063)	(20,660)	(1,140)	(10,000)	(18,000)	(23,000)
20300000	46110	INTEREST ON INVESTMENTS	(85)	(290)	(384)	(491)	(597)	-	-
20300000	48110	MISCELLANEOUS RECEIPTS	-	-	(502)	(802)	(407)	-	-
20300000 Total Operating Revenues			(408,905)	(413,375)	(462,580)	(441,128)	(411,224)	(418,220)	(511,535)
TRANSFERS FROM EQUIPMENT FUND			-	-	-	-	-	-	(34,030)
Total Revenues & Transfers In			(408,905)	(413,375)	(462,580)	(441,128)	(411,224)	(418,220)	(545,565)
GARAGE OPERATING EXPENSES									
20324100	51110	REGULAR SALARIES & WAGES	175,958	205,484	200,009	198,009	189,927	187,569	198,894
20324100	51130	OVERTIME SALARIES & WAGES	4,110	1,640	4,974	5,966	5,000	15,500	6,000
20324100	51150	ACCRUED SALARIES & BENEFITS	3,548	-	3,818	811	-	-	-
20324100	51210	RETIREMENT (PERS)	40,609	51,766	50,521	53,612	57,110	56,433	64,479
20324100	51220	INSURANCE	36,510	47,707	38,789	39,479	35,640	36,111	40,190
20324100	51230	WORKERS COMPENSATION	7,682	10,874	12,676	9,970	9,548	9,505	15,277
20324100	51240	MEDICARE	2,679	3,006	2,892	3,125	3,261	3,509	3,468
20324100	51250	UNEMPLOYMENT	1,864	2,055	2,318	2,381	2,261	2,429	2,399
20324100	51260	FICA	10	-	3	-	-	-	-
20324100	51290	CELL PHONE STIPEND	-	-	627	939	897	896	357
20324100	52100	CONTRACTED SERVICES	4,611	6,300	5,225	7,323	8,000	7,500	8,000
20324100	52180	SECURITY SERVICES	336	336	341	336	550	-	-
20324100	54100	SUPPLIES	18,046	16,413	16,247	9,937	10,000	10,000	12,000
20324100	54101	POSTAGE	-	-	1	13	30	30	30
20324100	54102	SMALL TOOLS	2,704	3,500	3,864	1,868	4,100	3,800	4,000
20324100	55100	TELEPHONE	962	900	772	648	640	640	640
20324100	55210	UTILITIES	11,105	10,000	10,990	9,978	10,000	1,000	1,000
20324100	56112	EQUIPMENT PARTS FOR RESALE	4,334	5,000	5,082	5,733	5,000	1,400	5,000
20324100	56120	EQUIPMENT MAINTENANCE & REPAIR	856	1,000	3,244	6,866	7,000	5,000	7,000
20324100	56130	EXTERNAL SERVICES	1,446	3,544	1,772	1,067	2,000	2,000	2,000
20324100	56210	FUEL & FLUIDS	11,118	8,800	6,893	8,433	9,500	3,000	3,000
20324100	56300	BUILDING MAINTENANCE & REPAIR	-	-	-	23,094	12,000	6,100	12,000
20324100	57100	CONFERENCE & TRAINING	4,281	3,900	3,585	2,592	5,000	850	5,000
20324100	58410	GARAGE LUBRICANTS & PARTS	-	4,400	-	1,633	3,000	8,500	9,500
20324100	58510	REIMBRABLE JOBS	-	-	6,239	3,028	7,000	17,756	23,000
20324100	59100	PROPERTY TAXES PAID	-	1,100	-	238	-	-	-
20324100	59101	FEES	909	-	1,193	1,015	1,400	1,400	1,400
20324100	59350	PURCHASING DISCOUNT	-	-	(38)	(179)	(100)	(100)	(100)
20324100	61100	GENERAL GOVERNMENT ALLOCATION	8,466	11,468	12,705	-	-	-	-
20324100	61200	PURCHASING ALLOCATION	477	565	549	-	-	-	-
20324100	61410	RENT ALLOCATION	5,750	5,896	5,896	5,896	-	-	-
20324100	61420	BUILDING MAINTENANCE ALLOCATION	470	490	-	494	-	-	-
20324100	61422	IT ALLOCATION	-	-	-	-	12,279	12,279	14,795
20324100	61425	UTILITIES ALLOCATION	-	94	-	726	-	-	-
20324100	61430	CORP YARD ALLOCATION	-	-	-	-	-	-	-
20324100	61500	INSURANCE ALLOCATION	4,633	4,731	4,731	-	181	181	207
20324100 Total Garage Operations			353,474	410,969	405,920	405,030	401,224	393,288	439,536
For information on the allocation methods used, refer to the City's Cost Allocation Plan document located under the "Other" tab.									
GARAGE OTHER AND TRANSFERS OUT									
20324100	94301	TRANSFERS TO RESERVES	-	-	-	-	-	-	-
20324100	94400	DEPRECIATION	6,542	8,800	8,801	11,531	-	11,500	11,500
20324100	95220	TRANSFER TO EQUIPMENT FUND	-	6,900	10,000	-	56,000	-	-
20324100 Total Other & Transfers Out			6,542	15,700	18,801	11,531	56,000	11,500	11,500
CAPITAL IMPROVEMENTS AND EQUIPMENT									
Truck									
			-	-	-	-	-	-	114,000
20324100 Total Capital Improvements and Equipment			-	-	-	-	-	-	114,000
Total Garage Expenses			\$ 360,016	\$ 426,669	\$ 424,721	\$ 416,561	\$ 457,224	\$ 404,788	\$ 565,036

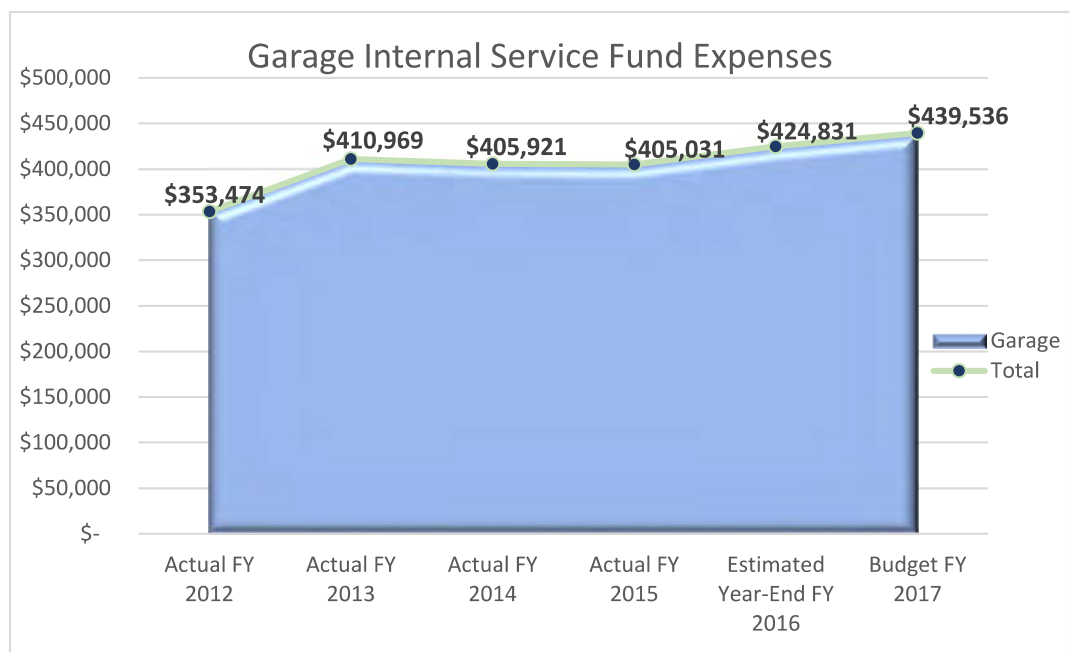
**BUDGET DETAIL
GARAGE FUND
FISCAL YEAR 2016-17**

ACCOUNT NO. 20324100

		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 198,894
	Director of Public Works/City Engineer (0.10 Engineering, 0.05 Corp Yard, 0.10 Streets, 0.25 Landfill, 0.18 Wastewater Admin, 0.17 Water Admin. 0.05 Storm Water, 0.05 Recycled Water)	0.05
	Deputy Public Works Director (0.10 Engineering, 0.05 Corp Yard, 0.08 Streets, 0.35 Landfill, 0.15 Wastewater Admin, 0.15 Water Admin., 0.07 Storm Water)	0.05
RECLASS	Public Works Management Analyst (0.05 Engineering, 0.20 Landfill, 0.25 Wastewater Admin., 0.25 Water Admin., 0.20 Recycled Water)	0.05
	Administrative Secretary/Human Resources Assistant (0.45 Human Resources, 0.15 Landfill, 0.15 Wastewater Admin., 0.15 Water Admin.)	0.10
RECLASS	Fleet Maintenance Supervisor (0.15 Corp Yard)	0.85
	Equipment Mechanics (2)	2.00
Total FTE		3.10
51130 Salaries, Overtime		\$ 6,000
Employee Benefits		\$ 126,170
51210	Retirement (PERS)	\$ 64,479
51220	Group Insurance	\$ 40,190
51230	Workers Compensation Insurance	\$ 15,277
51240	Medicare	\$ 3,468
51250	Unemployment Insurance	\$ 2,399
51290	Cell Phone Stipend	\$ 357
52100 Contract Services		\$ 8,000
	Laundry services, Parts Washer Service, Fire Extinguisher Service, Anti-frees/Waste Oil disposal	
52180 Security Services		\$ -
	Annual security system Contract.	
54100 Supplies		\$ 12,000
	Janitorial/Shop materials including soaps, welding rods, safety equipment and garage maintenance items.	
54101 Postage		\$ 30
54102 Small Tools		\$ 4,000
	Miscellaneous special service tools and hand tools.	
55100 Telephone		\$ 640
	Annual telephone operations, wide area network, phone system repair.	
55210 Utilities		\$ 1,000
	Garage facility utilities.	
56112 Equipment Parts For Resale		\$ 5,000
	Parts purchased for other departments and agencies.	
56120 Equipment Maintenance and Repair		\$ 7,000

Garage equipment maintenance and repair.

56130 External Services	\$ 2,000
Outside Vendor Labor and Parts.	
56210 Fuel and Fluids	\$ 3,000
Bulk purchase of City lubricants.	
56300 Building Maintenance and Repair	\$ 12,000
Replace Overhead Lube System.	
57100 Conference and Training	\$ 5,000
Training to comply with new regulations, provide for certifications and Special training for CNG sweeper and hybrid vehicles.	
58410 Garage Lubricants and Parts	\$ 9,500
58510 Reimbursable jobs	\$ 23,000
Tayman Park Golf, Ft Bragg Police, UVFD.	
59101 Fees	\$ 1,400
Fees for Department of Toxic Substance Control and DOT Fees.	
59350 Purchase Discounts Taken	\$ (100)
61422 IT Allocation	\$ 14,795
Share of Information Technology services.	
61500 Insurance Allocation	\$ 207
Share of the Citywide costs of liability and property insurance.	
94301 Transfers to Reserves	\$ -
DEPARTMENT TOTAL 20324100	<u>\$ 439,536</u>





PURCHASING INTERNAL SERVICE FUND BUDGET

Fiscal Year 2016-17

20413500

Purchasing

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Purchasing Division, of the Finance Department, coordinates and executes the procurement of equipment, supplies, construction contracts, and contractual services for all City departments, which includes maintaining the warehouse inventory for the electric, water, and wastewater utilities. In addition, Purchasing facilitates the sale and/or disposal of surplus supplies and equipment.

MAJOR ACCOMPLISHMENTS OF FY 2015-16:

- Generated revenue in the sale of surplus property.
- Performed key procurement activities in support of major projects, including: the Grace Hudson Museum Nature Education construction project; Utility Billing outsourced statement processing; installation and site development of Wells 4 & 9; aviation fuel tank purchase and installation; tree trimming contract for Electric Utility; replacement of major fleet vehicles including vector, utility, and service vehicles; Hastings electric utility department (EUD) relocation project; hydro-electric tainter valve repair; information technology infrastructure upgrades; and system control and data acquisition systems (SCADA) support for Water/Sewer Utilities.
- Facilitated more than \$13 million in purchases.
- Centralized all construction bidding within the Purchasing Department for increased process consistency and efficiencies.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Complete design and installation of EUD inventory warehouse.
- Move EUD inventory and organize new warehouse facility at Hasting property.
- Convert to Munis inventory module and implement barcode system.
- Expand on-line bidding capabilities.
- Utilize Munis Requisition module.
- Continue procurement support for all departments.
- Conduct purchasing training for employees.
- Facilitate more outreach and education to local vendors.

SIGNIFICANT CHANGES:

- None.

Purchasing Internal Service Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
<i>Charges for Services:</i>									
Charges to General Fund	74,778	89,854	82,060	54,288	43,871	43,871	\$ 58,217	\$ 14,346	33%
Charges to Parking Enforcement Fund	477	565	549	3,723	3,479	3,479	5,758	2,279	66%
Charges to Conference Center Fund	1,114	1,319	1,372	2,426	2,267	2,267	3,602	1,335	59%
Charges to Garage Fund	477	565	549	-	-	-	-	-	0%
Charges to Airport Fund	1,750	2,072	1,921	1,437	1,343	1,343	1,222	(121)	-9%
Charges to Wastewater Fund	20,176	23,772	23,877	40,827	38,273	38,273	26,043	(12,230)	-32%
Charges to Dispatch Fund	955	1,130	1,098	-	-	-	-	-	0%
Charges to Golf Fund	1,114	-	-	-	-	-	-	-	0%
Charges to Billing & Collection Fund	16,626	19,685	18,114	-	-	-	-	-	0%
Charges to Electric Fund	72,053	83,447	106,486	108,603	106,223	106,223	124,926	18,703	18%
Charges to Public Benefits Fund	318	377	549	-	-	-	-	-	0%
Charges to Water Fund	33,222	39,219	37,874	16,823	15,844	15,844	26,209	10,365	65%
Charges to Redevelopment Fund	1,114	-	-	-	-	-	-	-	0%
Charges to Downtown Business Improvement Fund	-	-	-	503	470	470	906	436	93%
Charges to Fire	-	-	-	-	280	280	3,643	3,363	1201%
Charges to Police	-	-	-	-	6,575	6,575	9,842	3,267	50%
Charges to ARRC	-	-	-	838	783	783	821	38	5%
Charges to Museum	-	-	-	496	463	463	533	70	15%
Interest on Investments	77	782	463	240	-	250	250	-	0%
Miscellaneous	650	800	52	1,208	-	2,100	2,000	(100)	-5%
Total Revenues and Other Sources	\$ 224,901	\$ 263,587	\$ 274,964	\$ 231,412	\$ 219,871	\$ 222,221	\$ 263,972	\$ 41,751	19%
<u>Expenses and Other Uses:</u>									
<i>Purchasing:</i>									
Purchasing Expenses	231,807	280,818	280,694	230,106	219,871	267,399	272,672	5,273	2%
Depreciation	596	-	-	-	-	-	-	-	0%
Total Expenses and Other Sources	231,807	280,818	280,694	230,106	219,871	267,399	272,672	5,273	2%
Total Net Surplus (Deficit)	\$ (6,906)	\$ (17,231)	\$ (5,730)	\$ 1,306	\$ -	\$ (45,178)	\$ (8,700)		
Beginning Net Position			\$ 34,800	\$ 29,070		\$ 30,376	\$ (14,802)		
Adjustments									
Ending Net Position			\$ 29,070	\$ 30,376		\$ (14,802)	\$ (23,502)		
Allocation of Net Position									
Investment in Capital Assets (Non-Cash)			-	-	-	-	-		
Deferred Noncurrent Liabilities			(14,716)	(15,526)	-	(15,526)	(15,526)		
Reserve			-	-	-	-	-		
Working Capital			43,786	45,902	-	724	(7,976)		
Total Net Position			29,070	30,376	-	(14,802)	(23,502)		

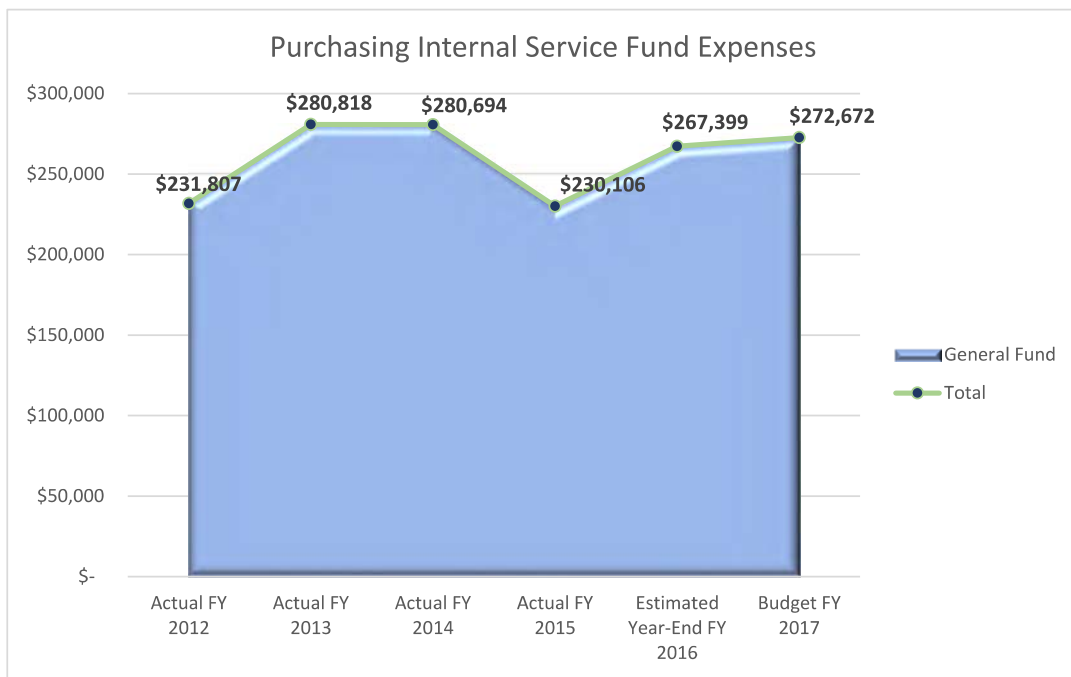
Purchasing Internal Service Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year End FY 2016	Budget FY 2017
PURCHASING FUND REVENUE									
20400000	44261	CHARGES TO GENERAL FUND	(74,778)	(89,854)	(82,060)	(54,288)	(43,871)	(43,871)	(58,217)
20400000	44262	CHARGES TO PARKING ENFORCEMENT FUND	(477)	(565)	(549)	(3,723)	(3,479)	(3,479)	(5,758)
20400000	44263	CHARGES TO CONFERENCE CENTER FUND	(1,114)	(1,319)	(1,372)	(2,426)	(2,267)	(2,267)	(3,602)
20400000	44264	CHARGES TO GARAGE FUND	(477)	(565)	(549)	-	-	-	-
20400000	44265	CHARGES TO AIRPORT FUND	(1,750)	(2,072)	(1,921)	(1,437)	(1,343)	(1,343)	(1,222)
20400000	44266	CHARGES TO WASTEWATER FUND	(20,176)	(23,772)	(23,877)	(40,827)	(38,273)	(38,273)	(26,043)
20400000	44267	CHARGES TO DISPATCH FUND	(955)	(1,130)	(1,098)	-	-	-	-
20400000	44268	CHARGES TO GOLF FUND	(1,114)	-	-	-	-	-	-
20400000	44269	CHARGES TO BILLING & COLLECTION FUND	(16,626)	(19,685)	(18,114)	-	-	-	-
20400000	44270	CHARGES TO ELECTRIC FUND	(72,053)	(83,447)	(106,486)	(108,603)	(106,223)	(106,223)	(124,926)
20400000	44271	CHARGES TO PUBLIC BENEFITS FUND	(318)	(377)	(549)	-	-	-	-
20400000	44272	CHARGES TO WATER FUND	(33,222)	(39,219)	(37,874)	(16,823)	(15,844)	(15,844)	(26,209)
20400000	44273	CHARGES TO REDEVELOPMENT FUND	(1,114)	-	-	-	-	-	-
20400000	44274	CHARGES TO DOWNTOWN BUSINESS IMPROVEMENT FUND	-	-	-	(503)	(470)	(470)	(906)
20400000	44276	CHARGES TO FIRE	-	-	-	-	(280)	(280)	(3,643)
20400000	44279	CHARGES TO POLICE	-	-	-	-	(6,575)	(6,575)	(9,842)
20400000	44284	CHARGES TO ARRC	-	-	-	(838)	(783)	(783)	(821)
20400000	44285	CHARGES TO MUSEUM	-	-	-	(496)	(463)	(463)	(533)
20400000	46110	INTEREST ON INVESTMENTS	(77)	(782)	(463)	(240)	-	(250)	(250)
20400000	48110	MISCELLANEOUS RECEIPTS	(650)	(800)	(52)	(1,208)	-	(2,100)	(2,000)
20400000 Total Operating Revenues [1]			(224,901)	(263,587)	(274,964)	(231,412)	(219,871)	(222,221)	(263,972)
PURCHASING OPERATING EXPENSES									
20413500	51110	REGULAR SALARIES & WAGES	112,952	125,049	124,529	129,147	122,774	127,500	138,252
20413500	51120	NON-REGULAR SALARIES & WAGES	-	-	2,341	70	-	-	-
20413500	51130	OVERTIME SALARIES & WAGES	11	-	-	-	-	-	-
20413500	51150	ACCRUED SALARIES & BENEFITS	3,831	-	1,041	811	-	-	-
20413500	51210	RETIREMENT (PERS)	27,006	31,584	32,452	35,365	36,887	35,976	44,057
20413500	51220	INSURANCE	22,474	27,453	19,293	18,673	17,498	28,356	32,388
20413500	51230	WORKERS COMPENSATION	4,995	6,565	7,829	6,241	5,794	6,480	8,320
20413500	51240	MEDICARE	1,575	1,813	1,558	1,857	1,978	2,204	2,474
20413500	51250	UNEMPLOYMENT	1,213	1,251	1,432	1,486	1,372	1,532	1,719
20413500	51260	FICA	-	-	145	4	-	-	-
20413500	51290	CELL PHONE STIPEND	-	-	11	673	593	1,170	1,145
20413500	52100	CONTRACTED SERVICES	2,604	12,592	9,197	6,527	9,900	40,481	18,530
20414000	52150	LEGAL SERVICES	-	-	-	6,163	-	5,800	6,000
20413500	54100	SUPPLIES	1,748	2,000	4,364	5,279	10,375	4,000	6,000
20413500	54101	POSTAGE	294	1,000	147	201	300	400	700
20413500	55100	TELEPHONE	439	450	906	477	900	500	500
20413500	55210	UTILITIES	1,669	-	-	-	-	-	-
20413500	56110	CITY GARAGE - PARTS	-	-	-	-	-	-	-
20413500	56111	CITY GARAGE - LABOR	-	-	-	-	-	-	-
20413500	56120	EQUIPMENT MAINTENANCE & REPAIR	-	2,767	-	-	500	500	500
20413500	56210	FUEL & FLUIDS	-	700	-	-	-	-	-
20413500	56300	BUILDING MAINTENANCE & REPAIR	8,424	50	-	-	-	-	-
20413500	57100	CONFERENCE & TRAINING	1,827	1,800	5,843	2,939	2,500	4,000	2,000
20413500	57300	MEMBERSHIPS & SUBSCRIPTIONS	260	260	755	755	755	755	755
20413500	61100	GENERAL GOVERNMENT ALLOCATION	37,709	50,145	53,340	-	-	-	-
20413500	61410	RENT ALLOCATION	-	2,609	2,609	2,609	-	-	-
20413500	61420	BUILDING MAINTENANCE ALLOCATION	-	8,789	8,960	8,847	-	-	-
20413500	61422	IT ALLOCATION	-	-	-	-	7,745	7,745	9,332
20413500	61425	UTILITIES ALLOCATION	-	1,690	1,690	1,982	-	-	-
20413500	61500	INSURANCE ALLOCATION	2,180	2,251	2,251	-	-	-	-
20413500 Total Purchasing Operating Revenues			231,211	280,818	280,694	230,106	219,871	267,399	272,672
PURCHASING OTHER USES AND TRANSFERS OUT TO OTHER FUNDS									
20413500	94400	DEPRECIATION	596	-	-	-	-	-	-
20413500 Total Other Uses and Transfers Out To Other Funds			596	-	-	-	-	-	-
20413500 Total Expenses and Other Uses									
			231,807	280,818	280,694	230,106	219,871	267,399	272,672

[1] For information on the allocation methods used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
PURCHASING FUND
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 20413500</u>		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 138,252
	Finance Director (0.475 Accounting, 0.475 Billing & Collections)	0.05
	Finance Controller (0.475 Accounting, 0.475 Billing & Collections)	0.05
RECLASS	Purchasing Supervisor	1.00
	Buyer	1.00
Total FTE		2.10
Employee Benefits		\$ 90,103
51210	Retirement (PERS)	\$ 44,057
51220	Insurance	\$ 32,388
51230	Workers Compensation Insurance	\$ 8,320
51240	Medicare	\$ 2,474
51250	Unemployment Insurance	\$ 1,719
51290	Cell Phone Stipend	\$ 1,145
52100 Contractual Services		\$ 18,530
	Tyler Munis Maintenance Fee.	\$ 12,100
	Temporary services.	\$ 6,430
52150 Legal Services		\$ 6,000
54100 Supplies		\$ 6,000
	Blue Print Production.	\$ 1,500
	Office supplies, printer cartridges, miscellaneous supplies.	\$ 2,000
	Replacement computer.	\$ 2,500
54101 Postage		\$ 700
55100 Telephone		\$ 500
	Land line and Fax.	
56120 Equipment Maintenance & Repair		\$ 500
	Office machine maintenance and repair.	
57100 Conference & Training		\$ 2,000
	CAPPO Conference	\$ 2,000
57300 Memberships & Subscriptions		\$ 755
	CAPPO dues	\$ 260
	Periscope	\$ 495
61422 IT Allocations		\$ 9,332
	Share of Information Technology Services.	
DEPARTMENT TOTAL 20413500		<u>\$ 272,672</u>



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BILLING & COLLECTIONS INTERNAL SERVICE FUND BUDGET Fiscal Year 2016-17

20513300

Billing and Collections

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Billing and Collection Division, of the Finance Department, produces bills for over 10,000 customer accounts each month, consisting of 4 utility cycles and one Ukiah Valley Sanitation District (UVSD) cycle totaling 60 cycles per year. Utilities billed include electric, water, sewer and garbage. In addition, the City processes 150-200 billings for airport hangar rentals, parking permits, insurance claims, retiree benefits, booking fees, driving under the influence (DUI) fees and miscellaneous job cost recoveries. Further, the Billing and Collections Division issues Business Licenses to over 1,400 businesses per year. This process involves close inter-departmental coordination between Planning, Building Inspection, and Fire Inspection divisions of the City.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Maintained low levels of past due accounts by working closely with City customers.
- Successfully opened over 1200 new utility accounts using the ONLINE Credit reporting system.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Complete implementation of Tyler Munis software.
- Complete update of desk manuals for Munis Software.
- Re-evaluate the Division's operational needs upon full implementation of Tyler Munis software. Expand credit card services to miscellaneous payments (Parking Permits, Parks & Recreation, Employee Health Premiums, etc.).
- Outsource, printing and mailing of utility billings, and delinquent notices through Infosend. This will also include the printing of billing inserts that go out with monthly billings.

SIGNIFICANT CHANGES:

- None.

Billing and Collections Internal Service Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016 \$ %	
<u>Revenues and Other Sources:</u>									
<i>Charges for Services:</i>									
Charges to Other Funds	\$ 603,809	\$ 664,865	\$ 656,889	\$ 350,764	\$ 886,692	\$ 974,646	\$ 1,321,100	\$ 346,454	36%
Final Notice Charges	30,240	27,000	28,760	30,205	26,811	27,800	30,205	2,405	9%
Disconnect Charges	12,685	11,500	11,390	7,975	7,543	8,800	8,580	(220)	-3%
Delinquent Notice Charges	68,215	58,035	64,220	67,680	59,406	64,500	70,780	6,280	10%
Disconnect Notice Charge	36,400	35,000	29,850	42,575	37,086	30,800	37,086	6,286	20%
Bad Check Charges	3,461	800	2,592	1,620	1,577	2,000	1,800	(200)	-10%
Reimbursable Jobs	2,736	-	1,652	34	-	-	-	-	0%
Interest on Investments	3,426	3,964	4,912	2,502	-	6,900	3,000	(3,900)	-57%
Miscellaneous	85	-	-	-	-	-	-	-	0%
Collection of Bad Debts	26,895	-	27,853	29,454	-	26,700	26,000	(700)	-3%
Water Meter Reading Direct Cost [1]	84,724	108,177	95,367	95,666	-	-	-	-	0%
Electric Meter Reading Direct Cost [1]	243,173	270,245	197,435	198,499	-	-	-	-	0%
<i>Total Revenues</i>	\$ 1,115,849	\$ 1,179,586	\$ 1,120,920	\$ 826,973	\$ 1,019,115	\$ 1,142,146	\$ 1,498,551	\$ 356,405	31%
Transfers In from Other funds [2]	-	-	-	-	-	130,458	-		
<i>Total Revenues and Other Sources</i>	\$ 1,115,849	\$ 1,179,586	\$ 1,120,920	\$ 826,973	\$ 1,019,115	\$ 1,272,604	\$ 1,498,551	\$ 356,405	28%
<u>Expenses and Other Uses:</u>									
Utility Billing	701,613	793,363	839,405	513,974	719,578	728,610	998,596	269,986	37%
Depreciation	3,922	3,922	3,922	3,922	-	3,922	3,922	-	0%
Legal Services	-	25,000	10,215	10,513	-	12,200	10,000	(2,200)	-18%
Water Meter Reading Direct Cost [1]	84,724	108,177	95,367	95,666	120,348	110,050	128,490	18,440	17%
Electric Meter Reading Direct Cost [1]	243,173	270,245	197,435	198,499	179,189	159,741	188,128	28,387	18%
<i>Total Billing and Collections</i>									
<i>Operating Expenses</i>	1,033,434	1,200,707	1,146,344	822,573	1,019,115	1,014,523	1,329,136	314,613	31%
Transfers Out to Other Funds	-	-	-	-	120,684	-	-		0%
<i>Total Expenses and Other Uses</i>	\$ 1,033,434	\$ 1,200,707	\$ 1,146,344	\$ 822,573	\$ 1,139,799	\$ 1,014,523	\$ 1,329,136	\$ 314,613	31%
Capital Improvements									
Total Net Surplus (Deficit)	\$ 82,416	\$ (21,121)	\$ (25,424)	\$ 4,400	\$ (120,684)	\$ 258,081	\$ 169,415		
Beginning Net Position			454,174	428,750	433,151	433,151	691,232		
Adjustments			-	-	-	-	-		
Ending Net Position			\$ 428,750	\$ 433,151	\$ 312,467	\$ 691,232	\$ 860,647		
Allocation of Net Position									
Investment in Capital Assets			14,888	10,966	-	7,044	3,122		
Unrestricted			(29,097)	(28,030)	-	(28,030)	(28,030)		
Capital Equipment Reserve [2]						251,158	251,158		
Working Capital			442,959	450,214	-	461,060	634,397		
Total Net Position			\$ 428,750	\$ 433,150	\$ -	\$ 691,232	\$ 860,647		

[1] For FY 2012 to 2015, the meter reading costs for Water and Electric meters were charged directly to the respective departments. They are shown in gray shading to better reflect the cost of utility billing and comparison to the updated cost allocation plan in FY 2016 and 2017

[2] Funds held in the Equipment Fund (220) are being transferred back to the respective enterprise and internal services funds to comply with proper accounting for fixed assets in the respective funds and provide a better management of the fund activities

Billing and Collections Internal Service Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
BILLING AND COLLECTIONS FUND REVENUE									
20500000	44261	CHARGES TO GENERAL FUND	(82,565)	(95,419)	(93,054)	(1,587)	(2,815)	(3,209)	(2,893)
20500000	44262	CHARGES TO PARKING ENFORCEMENT FUND	(18,866)	(21,133)	(20,607)	(649)	(746)	(746)	-
20500000	44263	CHARGES TO CONFERENCE CENTER FUND	(557)	(624)	(608)	-	-	-	-
20500000	44265	CHARGES TO AIRPORT FUND	(10,228)	(11,457)	(11,172)	(144,576)	(9,652)	(11,001)	(10,141)
20500000	44266	CHARGES TO WASTEWATER FUND	(119,331)	(133,671)	(130,345)	-	(185,434)	(211,461)	(320,669)
20500000	44268	CHARGES TO GOLF FUND	(2,617)	-	-	(5,411)	(412)	(470)	(310)
20500000	44270	CHARGES TO ELECTRIC FUND	(207,408)	(232,332)	(228,724)	(58,232)	(437,061)	(472,773)	(657,371)
20500000	44271	CHARGES TO PUBLIC BENEFITS FUND	(3,409)	(3,819)	(3,724)	-	-	-	-
20500000	44272	CHARGES TO WATER FUND	(117,796)	(131,952)	(128,669)	(103,964)	(224,212)	(238,732)	(302,568)
20500000	44273	CHARGES TO REDEVELOPMENT FUND	(1,989)	-	-	-	-	-	-
20500000	44274	CHARGES TO DOWNTOWN BID	(3,466)	(3,883)	(3,786)	-	-	-	-
20500000	44275	CHARGES TO GARBAGE FUND	(35,577)	(30,575)	(36,200)	(36,345)	(26,345)	(36,236)	(26,345)
20500000	44279	CHARGES TO POLICE	-	-	-	-	(15)	(18)	(803)
Total Charges to Other Funds			(603,809)	(664,865)	(656,889)	(350,764)	(886,692)	(974,646)	(1,321,100)
20500000	44255	FINAL NOTICE CHARGES	(30,240)	(27,000)	(28,760)	(30,205)	(26,811)	(27,800)	(30,205)
20500000	44256	DISCONNECT CHARGES	(12,685)	(11,500)	(11,390)	(7,975)	(7,543)	(8,800)	(8,580)
20500000	44257	DELINQUENT NOTICE CHARGES	(68,215)	(58,035)	(64,220)	(67,680)	(59,406)	(64,500)	(70,780)
20500000	44258	48 HOUR NOTICE CHARGES	(36,400)	(35,000)	(29,850)	(42,575)	(37,086)	(30,800)	(37,086)
20500000	44259	BAD CHECK CHARGE	(3,461)	(800)	(2,592)	(1,620)	(1,577)	(2,000)	(1,800)
20500000	44830	REIMBURSABLE JOBS	(2,736)	-	(1,652)	(34)	-	-	-
20500000	46110	INTEREST ON INVESTMENTS	(3,426)	(3,964)	(4,912)	(2,502)	-	(6,900)	(3,000)
20500000	48110	MISCELLANEOUS RECEIPTS	(85)	-	-	-	-	-	-
20500000	48130	COLLECTION OF BAD DEBTS	(26,895)	-	(27,853)	(29,454)	-	(26,700)	(26,000)
		Water Meter Reading Direct Cost	(84,724)	(108,177)	(95,367)	(95,666)			
		Electric Meter Reading Direct Cost	(243,173)	(270,245)	(197,435)	(198,499)			
20500000 Total Operating Revenues [1]			(1,115,849)	(1,179,586)	(1,120,920)	(826,973)	(1,019,115)	(1,142,146)	(1,498,551)
Transfers and Other Sources									
		Transfer In from Equipment fund	-	-	-	-	-	(130,458)	-
20500000 Total Revenues and Other Sources			(1,115,849)	(1,179,586)	(1,120,920)	(826,973)	(1,019,115)	(1,272,604)	(1,498,551)
BILLING AND COLLECTIONS FUND EXPENSES									
20514000	52150	LEGAL SERVICES/EXPENSES	-	25,000	10,215	10,513	-	12,200	10,000
20500000 Total			-	25,000	10,215	10,513	-	12,200	10,000
UTILITY BILLING EXPENSES									
20513300	51110	REGULAR SALARIES & WAGES	263,580	230,315	277,233	192,649	301,605	331,712	461,706
20513300	51120	NON-REGULAR SALARIES & WAGES	90	19,234	-	-	-	-	-
20513300	51130	OVERTIME SALARIES & WAGES	78	7,077	3,953	4,621	10,000	5,178	5,000
20513300	51150	ACCRUED SALARIES & BENEFITS	5,752	-	3,540	(1,068)	-	-	-
20513300	51210	RETIREMENT (PERS)	62,316	66,090	67,496	53,584	89,219	96,017	149,996
20513300	51220	INSURANCE	60,078	71,089	64,914	59,997	58,240	67,924	100,058
20513300	51230	WORKERS COMPENSATION	11,567	13,923	18,405	10,820	15,020	16,385	27,149
20513300	51240	MEDICARE	3,943	3,845	3,903	3,319	5,142	5,683	8,114
20513300	51250	UNEMPLOYMENT	2,808	2,631	3,368	2,576	3,553	3,925	5,606
20513300	51260	FICA	6	-	32	-	-	-	-
20513300	51290	CELL PHONE STIPEND	-	-	70	76	588	591	418
20513300	52100	CONTRACTED SERVICES	32,339	61,387	58,825	71,847	144,165	100,325	107,900
20513300	54100	SUPPLIES	23,967	25,443	18,675	15,049	10,000	20,000	14,500
20513300	54101	POSTAGE	54,697	55,500	61,543	67,354	45,000	50,000	46,000
20513300	55100	TELEPHONE	2,565	2,700	2,755	2,890	2,700	2,700	2,900
20513300	56120	EQUIPMENT MAINTENANCE & REPAIR	7,369	8,863	6,904	6,523	7,176	5,000	500
20513300	57100	CONFERENCE & TRAINING	242	-	2,390	(16)	4,500	500	2,000
20513300	61100	GENERAL GOVERNMENT ALLOCATION	128,074	174,637	196,139	-	-	-	-
20513300	61200	PURCHASING ALLOCATION	16,626	19,685	18,114	-	-	-	-
20513300	61410	RENT ALLOCATION	-	4,611	4,611	4,611	-	-	-
20513300	61420	BUILDING MAINTENANCE ALLOCATION	14,891	15,536	15,737	15,638	-	-	18,978
20513300	61422	IT ALLOCATION	-	-	-	-	22,670	22,670	44,429
20513300	61425	UTILITIES ALLOCATION	2,951	2,988	2,988	3,504	-	-	3,342
20513300	61500	INSURANCE ALLOCATION	7,676	7,809	7,809	-	-	-	-
20513300 Total			701,613	793,363	839,405	513,974	719,578	728,610	998,596
WATER METER READING EXPENSES									
20524412	51110	REGULAR SALARIES & WAGES	48,469	53,993	51,416	51,425	54,073	54,042	56,173
20524412	51120	NON-REGULAR SALARIES & WAGES	5,902	14,616	8,970	7,193	15,056	7,876	15,056
20524412	51130	OVERTIME SALARIES & WAGES	70	-	6	-	-	-	-

Billing and Collections Internal Service Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
20524412	51210	RETIREMENT (PERS)	11,366	13,562	11,780	15,816	20,502	17,595	23,140
20524412	51220	INSURANCE	9,641	13,674	11,561	12,302	12,260	12,658	13,463
20524412	51230	WORKERS COMPENSATION	2,326	3,602	3,845	2,991	3,450	3,164	4,116
20524412	51240	MEDICARE	813	995	774	943	1,178	1,031	1,226
20524412	51250	UNEMPLOYMENT	565	686	703	712	814	748	846
20524412	51260	FICA	366	906	463	-	-	-	-
20524412	51290	CELL PHONE STIPEND	-	-	152	272	212	214	212
20524412	54100	SUPPLIES	1,293	2,000	2,326	1,100	2,000	2,000	2,000
20524412	55100	TELEPHONE	201	250	-	-	-	-	-
20524412	56110	CITY GARAGE - PARTS	39	21	-	-	-	-	-
20524412	56111	CITY GARAGE - LABOR	1,042	572	-	-	-	-	-
20524412	56120	EQUIPMENT MAINTENANCE & REPAIR	1,751	2,200	2,070	2,109	2,500	2,500	2,500
20524412	56130	EXTERNAL SERVICES	296	500	622	303	600	600	600
20524412	56210	FUEL & FLUIDS	584	600	679	501	600	519	600
20524412	61422	IT ALLOCATION	-	-	-	-	7,103	7,103	8,558
20524412 Total			84,724	108,177	95,367	95,666	120,348	110,050	128,490
ELECTRIC METER READING EXPENSES									
20526430	51110	REGULAR SALARIES & WAGES	83,976	91,756	88,642	89,834	81,107	80,654	84,259
20526430	51120	NON-REGULAR SALARIES & WAGES	8,854	21,924	13,455	10,790	22,584	11,815	22,584
20526430	51130	OVERTIME SALARIES & WAGES	104	-	9	-	-	-	-
20526430	51210	RETIREMENT (PERS)	19,728	23,046	20,693	27,601	30,755	26,273	34,712
20526430	51220	INSURANCE	16,329	22,216	17,637	18,454	18,389	18,988	20,194
20526430	51230	WORKERS COMPENSATION	4,022	5,968	6,419	5,023	5,181	4,728	6,180
20526430	51240	MEDICARE	1,407	1,648	1,335	1,522	1,774	1,540	1,845
20526430	51250	UNEMPLOYMENT	976	1,138	1,174	1,196	1,228	1,118	1,278
20526430	51260	FICA	549	1,360	695	-	-	-	-
20526430	51290	CELL PHONE STIPEND	-	-	313	493	318	322	318
20526430	55100	TELEPHONE	667	850	-	-	-	-	-
20526430	55210	UTILITIES	1,593	-	-	-	-	-	-
20526430	56110	CITY GARAGE - PARTS	1,625	1,451	1,627	1,500	-	-	-
20526430	56111	CITY GARAGE - LABOR	43,399	38,738	43,431	40,000	-	-	-
20526430	56120	EQUIPMENT MAINTENANCE & REPAIR	-	2,500	2,005	2,086	2,500	1,000	2,000
20526430	56130	EXTERNAL SERVICES	24,169	20,088	-	-	750	500	500
20526430	56210	FUEL & FLUIDS	30,423	32,000	-	-	2,000	200	200
20526430	57100	CONFERENCE & TRAINING	5,352	5,562	-	-	5,500	5,500	5,500
20526430	61422	IT ALLOCATION	-	-	-	-	7,103	7,103	8,558
20526430 Total			243,173	270,245	197,435	198,499	179,189	159,741	188,128
UTILITY BILLING TRANSFERS									
20513300	94400	DEPRECIATION	3,922	3,922	3,922	3,922	-	3,922	3,922
20513300	95220	TRANSFER TO FIXED ASSET FUND	-	-	-	-	120,684	-	-
20513300 Total			3,922	3,922	3,922	3,922	120,684	3,922	3,922
Total Billing and Collections			\$ 1,033,434	\$ 1,200,707	\$ 1,146,344	\$ 822,573	\$ 1,139,799	\$ 1,014,523	\$ 1,329,136

[1] For information on the allocation methods used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
BILLING & COLLECTIONS
FISCAL YEAR 2016-17**

ACCOUNT NO. 20513300

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 461,706
Finance Director (0.475 Accounting, 0.05 Purchasing)	0.475	
Finance Controller (0.475 Accounting, 0.05 Purchasing)	0.475	
Revenue Manager (0.10 Accounting)	0.90	
Customer Service Representative III (2)	2.00	
Customer Service Representative II (3)	3.00	
Customer Service Representative I	1.00	
Total FTE	7.85	
51130 Salaries, Overtime		\$ 5,000
Employee Benefits		\$ 291,341
51210 Retirement (PERS)	\$ 149,996	
51220 Insurance	\$ 100,058	
51230 Workers Compensation Insurance	\$ 27,149	
51240 Medicare	\$ 8,114	
51250 Unemployment Insurance	\$ 5,606	
51290 Cell Phone Stipend	\$ 418	
52100 Contractual Services		\$ 107,900
System maintenance fees.	\$ 63,000	
Business license services.	\$ 28,000	
Printing and mailing services.	\$ 14,000	
Credit reporting services.	\$ 2,800	
Shredding services.	\$ 100	
54100 Supplies		\$ 14,500
Computer paper and pre-printed forms (business licenses, utility billing statement, final notices, applications and envelopes) and printer and miscellaneous supplies.		
54101 Postage		\$ 46,000
55100 Telephone		\$ 2,900
Land line and Fax.		
56120 Equipment Maintenance & Repair		\$ 500
Miscellaneous repairs of office equipment.		
57100 Conference & Training		\$ 2,000
61420 Building Maintenance Allocation		\$ 18,978
Share of maintenance for Civic Center facility.		
61422 IT Allocation		\$ 44,429
Share of Information Technology Services.		
61425 Utilities Allocation		\$ 3,342
Share of Civic Center Utilities.		
DEPARTMENT TOTAL 20513300		<u>\$ 998,596</u>

ACCOUNT NO. 20514000

52150 Legal Services/Expenses	\$ 10,000
FUND TOTAL	<u><u>\$ 1,008,596</u></u>

**BUDGET DETAIL
WATER METER READING
FISCAL YEAR 2016-17**

ACCOUNT NO. 20524412

**DEPARTMENT
REQUEST**

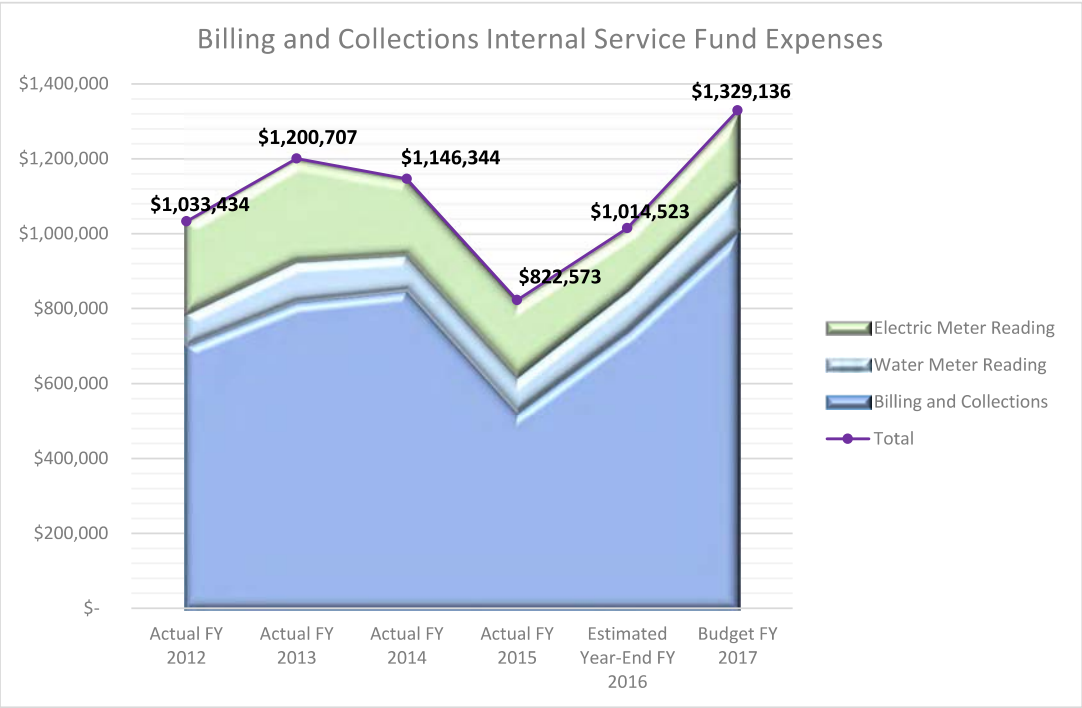
51110 Salaries, Regular		\$ 56,173
Utility Services Team Leader (0.60 Electric Meter Reading)	0.40	
Meter Reader (0.60 Electric Meter Reading)	0.40	
Meter Reader - Part-time, 32-Hour (0.48 Electric Meter Reading)	0.32	
Total FTE	1.12	
51120 Non-Regular Salaries		\$ 15,056
Meter Readers/On-Call (2,000 Hours) (0.58 Electric Meter Reading)	0.38	
Total FTE	0.38	
Employee Benefits		\$ 43,003
51210 Retirement (PERS)	\$ 23,140	
51220 Insurance	\$ 13,463	
51230 Workers Compensation Insurance	\$ 4,116	
51240 Medicare	\$ 1,226	
51250 Unemployment Insurance	\$ 846	
51290 Cell Phone Stipend	\$ 212	
54100 Supplies		\$ 2,000
56120 Equipment Maintenance & Repair		\$ 2,500
Miscellaneous repairs.	\$ 2,500	
56130 External Services		\$ 600
56210 Fuel & Fluids		\$ 600
61422 IT Allocation		\$ 8,558
DEPARTMENT TOTAL 20524412		<u>\$ 128,490</u>

**BUDGET DETAIL
ELECTRIC METER READING
FISCAL YEAR 2016-17**

ACCOUNT NO. 20526430

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 84,259
	Utility Services Team Leader (0.40 Water Meter Reading)	0.60
	Meter Reader (0.40 Water Meter Reading)	0.60
	Meter Reader - Part-time, 32-Hour (0.32 Water Meter Reading)	0.48
	Total FTE	1.68
51120 Non-Regular Salaries		\$ 22,584
	Meter Readers/On-Call (2,000 Hours) (0.38 Water Meter Reading)	0.58
	Total FTE	0.58
Employee Benefits		\$ 64,527
51210	Retirement (PERS)	\$ 34,712
51220	Insurance	\$ 20,194
51230	Workers Compensation Insurance	\$ 6,180
51240	Medicare	\$ 1,845
51250	Unemployment Insurance	\$ 1,278
51290	Cell Phone Stipend	\$ 318
56120 Equipment Maintenance & Repair		\$ 2,000
	Miscellaneous repairs.	\$ 2,000
56130 External Services		\$ 500
56210 Fuel & Fluids		\$ 200
57100 Conference and Training		\$ 5,500
61422 IT Allocation		\$ 8,558
DEPARTMENT TOTAL 20526430		<u>\$ 188,128</u>





DISPATCH CENTER INTERNAL SERVICE FUND

Fiscal Year 2016-17

20620231 Ukiah Dispatch Center
20620232 Ft. Bragg Dispatch Center

BREIF DEPARTMENT AND/OR DIVISION OVERVIEW:

Provide dispatching services for Police, Fire, Emergency (911), Electric, Water, Sewer and other City of Ukiah functions.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continued Priority Dispatching System.
- Continued Supporting City of Fort Bragg Dispatching Contract.
- Continued Supporting Cal Fire Dispatching Contract.
- Finished Implementation of Cloud-Base 911 System and County-wide Regional Radio System.
- Worked with new expanded City Video Network and Child Exchange Location.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Begin planning phase of text to 911 implementation.
- Continue Fort Bragg and Cal Fire Dispatch Contracts.
- Replace 2 Dispatch Chairs and Supervisor Computer.

SIGNIFICANT CHANGES:

- None.

Dispatch Center Internal Service Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
Revenues and Other Sources:									
<i>Charges for Services:</i>									
Fort Bragg	296,415	318,079	341,637	309,785	324,975	324,975	327,386	2,411	1%
Sewer Fund	10,000	10,000	10,000	10,000	10,000	10,000	14,597	4,597	46%
Electric Fund	20,000	20,000	20,000	20,000	20,000	20,000	43,004	23,004	115%
Water Fund	10,000	10,000	10,000	10,000	10,000	10,000	14,597	4,597	46%
Public Safety	768,514	833,727	793,473	799,026	687,987	687,987	657,646	(30,341)	-4%
Interest on Investments	1,605	1,722	3,085	288	-	-	-	-	0%
Total Revenues	1,106,534	1,193,528	1,178,195	1,149,099	1,052,962	1,052,962	1,057,230	4,268	0%
Transfer from Fixed Asset Fund	-	-	-	36,370	-	5,630	-	(5,630)	0%
Total Revenues and Other Sources	1,106,534	1,193,528	1,178,195	1,185,469	1,052,962	1,058,592	1,057,230	\$ (1,362)	0%
Expenses and Other Uses:									
<i>Dispatch:</i>									
Ukiah Dispatch Operations	790,762	872,539	841,680	765,090	618,533	823,986	786,243	\$ (37,743)	-5%
Ukiah Dispatch Depreciation	22,871	-	22,871	22,871	-	22,900	49,400	26,500	116%
Ukiah Dispatch Lease Payments	410	420	370	367	420	432	420	(12)	-3%
Fort Bragg Dispatch	318,177	291,905	287,681	302,808	301,540	312,418	320,386	7,968	3%
Total Dispatch Center Operating Expenses	1,132,220	1,164,864	1,152,602	1,091,136	920,493	1,159,736	1,156,449	\$ (3,287)	0%
<i>Capital Equipment</i>	-	-	-	46,148	-	186,000	-	(186,000)	-100%
Transfers - To Equipment fund Ft Bragg Dispatch	7,000	7,000	7,000	7,000	7,000	-	-	\$ -	#DIV/0!
Total Expenses and Other Uses	1,139,220	1,171,864	1,159,602	1,144,284	927,493	1,345,736	1,156,449	\$ (189,287)	-14%
Total Net Surplus (Deficit)	\$ (32,686)	\$ 21,664	\$ 18,592	\$ 41,184	\$ 125,469	\$ (287,144)	\$ (99,219)		
Beginning Net Position			262,680	281,272	322,457	322,457	35,313		
Adjustments			-	-	-				
Ending Net Position			\$ 281,272	\$ 322,457	\$ 447,926	\$ 35,313	\$ (63,906)		
Allocation of Net Position									
Investment in Capital Assets			114,813	91,942	-	255,042	205,642		
Deferred Noncurrent Liabilities			(47,285)	(53,177)	-	(53,177)	(53,177)		
Reserve Ft Bragg			-	-	-	12,630	19,630		
Working Capital			213,744	283,691	-	(179,182)	(236,001)		
Total Net Position			\$ 281,272	\$ 322,456	\$ -	\$ 35,313	\$ (63,906)		

Dispatch Center Internal Service Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
DISPATCH FUND REVENUE									
20600000	44221	CHARGES TO FORT BRAGG	(296,415)	(318,079)	(341,637)	(309,785)	(324,975)	(324,975)	(327,386)
20600000	44266	CHARGES TO SEWER FUND	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(14,597)
20600000	44270	CHARGES TO ELECTRIC FUND	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(43,004)
20600000	44272	CHARGES TO WATER FUND	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(14,597)
20600000	44279	CHARGES TO PUBLIC SAFETY	(768,514)	(833,727)	(793,473)	(799,026)	(687,987)	(687,987)	(657,646)
20600000	46110	INTEREST ON INVESTMENTS	(1,605)	(1,722)	(3,085)	(288)	-	-	-
20600000	91220	TRANSFER FROM FIXED ASSET FUND	-	-	-	(36,370)	-	(5,630)	-
20600000 Total Operating Revenues [1]			(1,106,534)	(1,193,528)	(1,178,195)	(1,185,469)	(1,052,962)	(1,058,592)	(1,057,230)
UKIAH DISPATCH EXPENSES									
20620231	51110	REGULAR SALARIES & WAGES	414,639	437,726	292,433	295,587	340,252	377,678	363,753
20620231	51130	OVERTIME SALARIES & WAGES	63,469	24,768	58,758	59,231	60,000	82,700	57,500
20620231	51150	ACCRUED SALARIES & BENEFITS	(23,867)	-	(760)	4,487	-	-	-
20620231	51210	RETIREMENT (PERS)	126,148	146,063	103,911	109,720	-	145,000	127,855
20620231	51220	INSURANCE	84,353	120,230	54,569	54,638	65,808	74,966	78,013
20620231	51230	WORKERS COMPENSATION	20,197	24,281	21,632	17,106	17,196	19,458	21,429
20620231	51240	MEDICARE	6,026	6,704	4,686	5,221	5,890	7,704	6,408
20620231	51250	UNEMPLOYMENT	4,902	4,379	3,961	4,095	4,068	5,485	4,419
20620231	51270	UNIFORM ALLOWANCE	222	500	102	100	-	100	-
20620231	51290	CELL PHONE STIPEND	-	-	45	42	420	41	-
20620231	52100	CONTRACTED SERVICES	34,745	31,400	216,211	162,927	67,245	53,200	67,246
20620231	54100	SUPPLIES	4,134	4,000	4,673	39,306	4,000	4,000	4,000
20620231	54320	SOFTWARE	-	-	5,000	5,000	5,000	5,000	-
20620231	55100	TELEPHONE	5,851	5,000	4,405	5,676	5,000	5,000	5,000
20620231	55210	UTILITIES	559	1,200	584	675	1,200	1,200	1,200
20620231	56120	EQUIPMENT MAINTENANCE & REPAIR	-	1,000	985	922	4,200	4,200	4,200
20620231	57100	CONFERENCE & TRAINING	2,272	4,000	3,908	125	4,000	4,000	4,000
20620231	57300	MEMBERSHIPS & SUBSCRIPTIONS	228	250	232	232	250	250	250
20620231	61100	GENERAL GOVERNMENT ALLOCATION	39,570	53,431	58,771	-	-	-	-
20620231	61200	PURCHASING ALLOCATION	955	1,130	1,098	-	-	-	-
20620231	61500	INSURANCE ALLOCATION	6,358	6,477	6,477	-	-	-	-
20620231	62100	IT ALLOCATION	-	-	-	-	34,004	34,004	40,970
20620231 Total			790,762	872,539	841,680	765,090	618,533	823,986	786,243
UKIAH DISPATCH FIXED ASSETS									
20620231	80100	MACHINERY & EQUIPMENT	-	-	-	46,148	-	186,000	-
20620231 Total			-	-	-	46,148	-	186,000	-
UKIAH DISPATCH OTHER AND TRANSFERS									
20620231	94400	DEPRECIATION	22,871	-	22,871	22,871	-	22,900	49,400
20620231	94500	LEASE PAYMENTS	410	420	370	367	420	432	420
20620231	95220	TRANSFER TO FIXED ASSET FUND	-	-	-	-	-	-	-
20620231 Total			23,281	420	23,241	23,238	420	23,332	49,820
Total Ukiah Dispatch Expenses			814,043	872,959	864,921	834,476	618,953	1,033,318	836,063
FT BRAGG DISPATCH EXPENSES									
20620232	51110	REGULAR SALARIES & WAGES	177,762	162,761	163,641	169,577	169,271	187,382	183,720
20620232	51130	OVERTIME SALARIES & WAGES	23,995	11,386	15,451	22,664	25,000	21,278	34,500
20620232	51140	STAND-BY SALARIES & WAGES	-	-	-	74	-	-	-
20620232	51150	ACCRUED SALARIES & BENEFITS	-	-	3,317	1,406	-	-	-
20620232	51210	RETIREMENT (PERS)	57,023	53,838	56,051	61,330	64,553	68,171	64,575
20620232	51220	INSURANCE	41,239	46,125	31,189	31,145	26,212	17,796	19,320
20620232	51230	WORKERS COMPENSATION	8,630	9,143	11,224	9,395	8,288	8,777	9,869
20620232	51240	MEDICARE	2,950	2,524	2,533	2,977	2,836	3,305	2,946
20620232	51250	UNEMPLOYMENT	2,095	1,628	2,056	2,243	1,960	2,284	2,036
20620232	51290	CELL PHONE STIPEND	-	-	843	843	420	425	420
20620232	55100	TELEPHONE	1,535	1,500	1,200	-	-	-	-
20620232	57100	CONFERENCE & TRAINING	2,949	3,000	177	1,155	3,000	3,000	3,000
20620232 Total			318,177	291,905	287,681	302,808	301,540	312,418	320,386
FT BRAGG DISPATCH OTHER AND TRANSFERS									
20620232	94301	TRANSFERS TO RESERVES	7,000	7,000	7,000	-	-	-	-
20620232	95220	TRANSFER TO EQUIP FUND-FT BRAGG	-	-	-	7,000	7,000	-	-
20620232 Total			7,000	7,000	7,000	7,000	7,000	-	-
Total Ft. Bragg Dispatch Expenses			325,177	298,905	294,681	309,808	308,540	312,418	320,386
Total Dispatch Expenses			1,139,220	1,171,864	1,159,602	1,144,284	927,493	1,345,736	1,156,449

[1] For information on the allocation methods used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

Ft Bragg Surplus (Deficit)	(28,762)	19,174	46,955	(23)	16,435	12,557	7,000
Cummulative		(9,588)	37,367	37,344	53,779	66,336	73,336

**BUDGET DETAIL
DISPATCH CENTER FUND - UKIAH
FISCAL YEAR 2016-17**

ACCOUNT NO. 20620231

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 363,753
	Communications and Records Manager	1.00
	Senior/Clerk Dispatchers (5)	5.00
	Total FTE	6.00
51130 Salaries, Overtime		\$ 57,500
Employee Benefits		\$ 238,124
51210	Retirement (PERS)	\$ 127,855
51220	Insurance	\$ 78,013
51230	Workers Compensation Insurance	\$ 21,429
51240	Medicare	\$ 6,408
51250	Unemployment Insurance	\$ 4,419
51290	Cell Phone Stipend	\$ -
52100 Contractual Services		\$ 67,246
	Maintenance and repairs to printers, copiers & other equipment	\$ 16,900
	SLA Agreement	\$ 4,620
	Tritech	\$ 31,686
	Annual CLIPS support	\$ 7,683
	Voice Recorder maintenance	\$ 700
	911 System maintenance	\$ 3,804
	Cloud router	\$ 868
	Annual maintenance of MDTs	\$ 985
54100 Supplies		\$ 4,000
	Operational supplies, printing supplies, document shredding & computer maintenance.	
55100 CLETS & Telephone		\$ 5,000
	CLETS line fees, wide area network access, allocated telephone costs.	
55210 Utilities		\$ 1,200
	Dispatch's share of radio room/antenna utilities.	
56120 Equipment Maintenance & Repair		\$ 4,200
	Repair and maintenance of telephones, radio equipment, headsets & printers.	
	One time purchase of wireless headsets.	
57100 Conference & Training		\$ 4,000
	Emergency Dispatch bi-annual recertification, annual user conference, miscellaneous training including POST require courses.	
57300 Memberships & Subscriptions		\$ 250
	Publications, Lake/Mendocino Haines Directory.	
61422 IT Allocation		\$ 40,970
	Share of Information Technology services.	
94500 Lease Payments		\$ 420
	Dispatch's share of photocopier purchase and maintenance.	
DEPARTMENT TOTAL 20620231		\$ 786,663

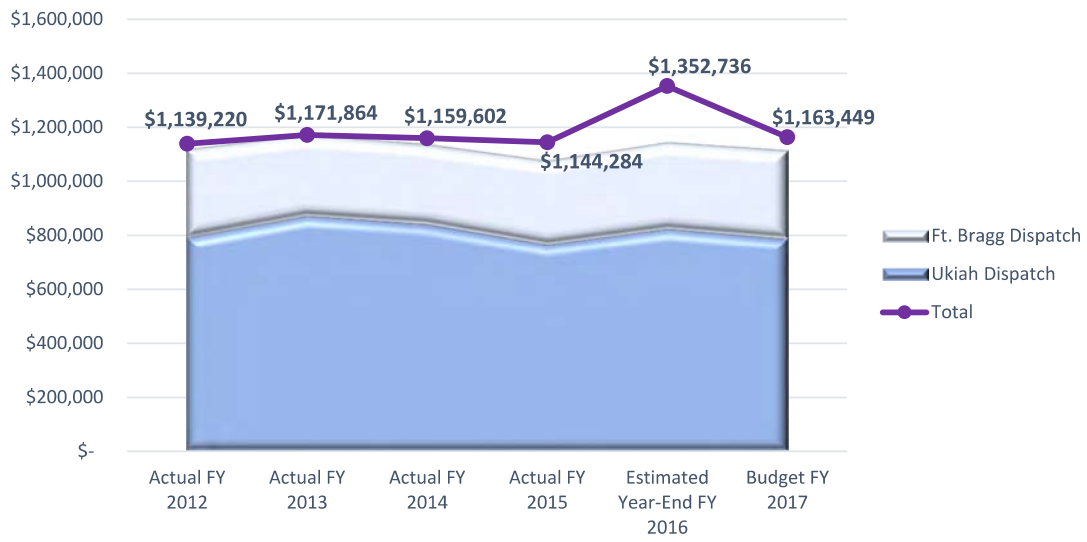
**BUDGET DETAIL
DISPATCH CENTER FUND - FT. BRAGG
FISCAL YEAR 2016-17**

ACCOUNT NO. 20620232

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 183,720
	Senior/Clerk Dispatchers (3)	3.00
	Total FTE	3.00
51130 Salaries, Overtime		\$ 34,500
Employee Benefits		\$ 99,166
51210	Retirement (PERS)	\$ 64,575
51220	Insurance	\$ 19,320
51230	Workers Compensation Insurance	\$ 9,869
51240	Medicare	\$ 2,946
51250	Unemployment Insurance	\$ 2,036
51290	Cell Phone Stipend	\$ 420
57100 Conference & Training		\$ 3,000
	Emergency Dispatch bi-annual recertification, annual user conference, miscellaneous	
95220 Transfer to Fixed Asset Account		\$ 7,000
DEPARTMENT TOTAL 20620232		<u>\$ 327,386</u>

Dispatch Center Internal Service Fund Expenses



Building Maintenance and Corporation Yard Internal Service Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources: [1]</u>									
<i>Charges for Services [2]</i>									
Allocated Utility Costs	\$ -	\$ 79,161	\$ 90,547	\$ 91,982	\$ -	\$ -	\$ -	\$ -	0%
Allocated Grounds Maintenance	394,567	-	417,313	409,876	-	-	-	-	0%
Charges to General Fund	78,186	411,650	-	-	180,003	180,003	166,109	(13,894)	-8%
Charges to Wastewater Fund	-	-	-	-	14,926	14,926	15,925	999	7%
Charges to Billing & Collections	-	-	-	-	-	-	18,978	18,978	100%
Charges to Electric Fund	-	-	-	-	47,703	47,703	50,660	2,957	6%
Charges to Water Fund	-	-	-	-	14,858	14,858	16,078	1,220	8%
Charges Public Safety Fund	-	-	-	-	283,417	283,417	294,498	11,081	4%
Miscellaneous Receipts	-	-	-	-	42,000	-	-	-	0%
	\$ 472,753	\$ 490,811	\$ 507,860	\$ 501,858	\$ 582,907	\$ 540,907	\$ 562,248	\$ 21,341	4%
Transfers In From Other Funds									
From Equipment Fund	-	-	-	-	-	-	120,000	120,000	100%
Total Revenues and Other Sources	\$ 472,753	\$ 490,811	\$ 507,860	\$ 501,858	\$ 582,907	\$ 540,907	\$ 682,248	\$ 141,341	26%
<u>Expenses and Other Uses: [1]</u>									
Building Maintenance	\$ 476,576	\$ 615,820	\$ 508,705	\$ 467,556	\$ 512,357	\$ 497,027	\$ 567,656	\$ 70,629	14%
Corporation Yard	27,428	50,331	42,906	60,035	70,550	93,416	79,412	(14,004)	-15%
Total Building Maintenance Operating	504,004	666,151	551,611	527,590	582,907	590,443	647,068	56,625	10%
Transfers Out to Other funds	-	-	-	-	-	-	-	-	0%
Capital Improvements and equipment	-	-	-	-	-	-	120,000	120,000	100%
Total Expenses and Other Uses	\$ 504,004	\$ 666,151	\$ 551,611	\$ 527,590	\$ 582,907	\$ 590,443	\$ 767,068	\$ 176,625	30%
Total Net Surplus (Deficit)	\$ (31,251)	\$ (175,340)	\$ (43,751)	\$ (25,732)	\$ -	\$ (49,536)	\$ (84,820)		
Beginning Net Position					-	-	(49,536)		
Adjustments					-	-	-		
Ending Net Position					\$ -	\$ (49,536)	\$ (134,356)		
Allocation of Net Position									
Investment in Capital Assets					-	-	-		
Deferred Noncurrent Liabilities					-	-	-		
Reserve					-	-	-		
Working Capital					-	(49,536)	(134,356)		
Total Net Position					\$ -	\$ (49,536)	\$ (134,356)		

[1] Building Maintenance is an Internal Services Fund as part of the City's Cost Allocation Plan. This includes maintenance of all City facilities and the Corporation Yard. Costs are allocated to other funds on the basis of square footage use of the departments for the Civic Center and Corporation Yard. Prior to FY FY 2016, these costs were included in the General Fund and the gray highlights those years are included on this schedule for comparison purposes only.

[2] Charges to the various funds are combined From the detail for the Building Maintenance and Corporation Yard activities



BUILDING MAINTENANCE INTERNAL SERVICE FUND BUDGET

Fiscal Year 2016-17

20822500

Building & Maintenance

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Building maintenance operations for Civic Center and Annex Facility, including ongoing preventative, emergency repair, and maintenance services. Division also provides general support for other buildings and facilities under the operation of the City.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continue to maintain all City buildings and facilities.
- Supported special events and community activities.
- Provided support services for various departments as needed.
- Completed emergency power backup project for emergency operation of the Civic Center.
- Implemented an online facility maintenance program to enhance service and track jobs.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Provide building and facility maintenance.
- Coordinate and assist with Capital Improvement Projects as listed in the budget.
- Provide staffing for special events as needed.
- Develop schedule for major Capital Projects.
- Develop schedule for routine maintenance procedures.
- Evaluate HVAC systems and replace any failing units.

SIGNIFICANT CHANGES:

- No significant operational changes.
- Capital Projects for the year including Annex facia, front entry repair (tile), and front lobby counter/workspace.

Building Maintenance Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
BUILDING MAINTENANCE REVENUES									
20822500	44294	ALLOCATED UTILITY COSTS	-	(79,161)	(90,547)	(91,982)	-	-	-
20822500	44295	ALLOCATED GROUNDS MAINTENANCE	(394,567)	-	(417,313)	(409,876)	-	-	-
20822500	44261	CHARGES TO GENERAL FUND	(78,186)	(411,650)	-	-	(165,637)	(165,637)	(149,901)
20822500	44266	CHARGES TO WASTEWATER FUND	-	-	-	-	(4,097)	(4,097)	(3,708)
20822500	44269	CHARGES TO BILLING & COLLECTIONS	-	-	-	-	-	-	(18,978)
20822500	44270	CHARGES TO ELECTRIC FUND	-	-	-	-	(14,145)	(14,145)	(12,801)
20822500	44272	CHARGES TO WATER FUND	-	-	-	-	(3,061)	(3,061)	(2,769)
20822500	44279	CHARGES TO PUBLIC SAFETY	-	-	-	-	(283,417)	(283,417)	(294,498)
20822500	48110	MISCELLANEOUS RECEIPTS	-	-	-	-	(42,000)	-	-
20822500 Total Operating Revenues [1]			(472,753)	(490,811)	(507,860)	(501,858)	(512,357)	(470,357)	(482,655)

OTHER SOURCES AND TRANSFERS IN FROM OTHER FUNDS

		TRANSFER IN FROM EQUIPMENT FUND	-	-	-	-	-	-	(120,000)
TOTAL REVENUES AND TRANSFERS IN			(472,753)	(490,811)	(507,860)	(501,858)	(512,357)	(470,357)	(602,655)

BUILDING MAINTENANCE EXPENSES

20822500	51110	REGULAR SALARIES & WAGES	167,315	177,757	173,970	162,190	179,936	183,613	209,964
20822500	51120	NON-REGULAR SALARIES & WAGES	-	-	518	679	749	614	720
20822500	51130	OVERTIME SALARIES & WAGES	2,973	5,145	4,017	4,584	5,000	4,526	5,000
20822500	51150	ACCRUED SALARIES & BENEFITS	3,823	-	3,345	4,855	-	-	-
20822500	51210	RETIREMENT (PERS)	39,388	44,647	44,936	45,404	54,008	51,060	63,425
20822500	51220	INSURANCE	40,376	45,541	41,571	39,780	42,825	43,795	40,267
20822500	51230	WORKERS COMP	7,273	9,602	11,677	8,747	9,420	9,704	12,237
20822500	51240	MEDICARE	2,474	2,653	2,380	2,667	3,215	3,372	3,642
20822500	51250	UNEMPLOYMENT	1,765	1,778	2,136	2,084	2,230	2,339	2,525
20822500	51260	FICA	10	-	66	48	45	46	45
20822500	51290	CELL PHONE STIPEND	-	-	1,318	1,157	1,174	1,354	1,311
20822500	52100	CONTRACTED SERVICES	21,358	32,000	15,892	15,844	16,000	35,000	16,000
20822500	52180	SECURITY SERVICES	748	800	690	968	1,200	1,200	1,200
20822500	54100	SUPPLIES	21,267	19,000	31,864	17,197	26,000	20,000	26,000
20822500	54102	SMALL TOOLS	2,117	7,000	8,278	3,073	4,000	2,000	4,000
20822500	55100	TELEPHONE	1,694	2,000	465	576	401	700	700
20822500	55210	UTILITIES	-	81,000	94,266	82,378	85,000	66,000	85,000
20822500	56110	CITY GARAGE - PARTS	130	305	299	301	-	-	2,204
20822500	56111	CITY GARAGE - LABOR	3,472	8,148	7,993	12,592	-	-	8,835
20822500	56120	EQUIPMENT MAINTENANCE & REPAIR	1,414	1,500	10,388	5,312	13,000	5,000	13,000
20822500	56130	EXTERNAL SERVICES	3,203	3,000	2,771	5,601	4,000	4,000	4,000
20822500	56210	FUEL & FLUIDS	6,770	5,000	3,926	3,206	5,000	5,000	5,000
20822500	56300	BUILDING MAINTENANCE & REPAIR	31,701	27,000	28,391	45,323	30,000	30,000	30,000
20822500	57100	CONFERENCE & TRAINING	-	500	961	-	1,500	200	1,500
20822500	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	-	150	150	150	-	150
20822500	61410	RENT ALLOCATION	-	2,838	2,838	2,838	-	-	-
20822500	61425	UTILITIES ALLOCATION	67,985	-	-	-	-	-	-
20822500	61422	IT ALLOCATION	-	-	-	-	18,060	18,060	21,759
20822500	61500	INSURANCE ALLOCATION	13,307	13,597	13,597	-	9,444	9,444	9,172
20822500	94500	LEASE PAYMENTS	5,230	-	-	-	-	-	-
20822500	95220	TRANSFER TO FIXED ASSET FUND	30,784	125,009	-	-	-	-	-
20822500 Total Operating Expenses			476,576	615,820	508,705	467,556	512,357	497,027	567,656

CAPTIAL IMPROVEMENTS AND EQUIPMENT

		Civic Center Facility Improvements	-	-	-	-	-	-	120,000
Total Capital Improvements and Equipment			-	-	-	-	-	-	120,000

Total Building Maintenance Expenses			476,576	615,820	508,705	467,556	512,357	497,027	687,656
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[1] For information on the allocation methods used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
BUILDING MAINTENANCE
FISCAL YEAR 2016-17**

ACCOUNT NO. 20822500		DEPARTMENT REQUEST
51110 Salaries, Regular		\$ 209,964
Community Service Administrator (0.45 Recreation Admin., 0.30 Parks, 0.05 Museum, 0.05 Conference Center, 0.05 Golf)	0.10	
Facilities Administrator (0.025 Economic Dev., 0.475 Conference Center)	0.50	
Building/Facilities Leadworker	1.00	
Building & Grounds Specialist	1.00	
Facility Attendant - Part-time, 32-Hour (0.10 Museum)	0.70	
Facility Attendant - Part-time, 32-Hour	0.80	
Receptionist/Clerk (0.30 Admin Support, 0.10 Parks, 0.30 Recreation Admin.)	0.30	
Total FTE	4.40	
51120 Non-Regular Salaries		\$ 720
Community Services Assistant (960 Hours) (0.23 Admin Support, 0.07 Recreation Admin., 0.07 Parks, 0.07 Golf)	0.02	
Total FTE	0.02	
51130 Salaries, Overtime		\$ 5,000
Employee Benefits		\$ 123,452
51210 Retirement (PERS)	\$ 63,425	
51220 Insurance	\$ 40,267	
51230 Workers Compensation Insurance	\$ 12,237	
51240 Medicare	\$ 3,642	
51250 Unemployment Insurance	\$ 2,525	
51260 FICA	\$ 45	
51290 Cell Phone Stipend	\$ 1,311	
52100 Contractual Services		\$ 16,000
Contract services for building operations; contract for carpet cleaning services, and other various maintenance services.	\$ 15,000	
Recreation software cost (Total cost shared with Recreation, UVCC, ARRC).	\$ 1,000	
52180 Security Services		\$ 1,200
Security alarms, fire alarms, vault/halon system, and appropriate monitoring services.		
54100 Supplies		\$ 26,000
Routine maintenance requirements and janitorial operation of the Civic Center.		
Building and facilities maintenance; general custodial maintenance supplies, including cleaning materials, paper goods, light bulbs, floor cleaners, and miscellaneous building supplies.		
54102 Small Tools		\$ 4,000
Small tools such as drills, saws, small electrical hand tools and bits generally under \$500.		
55100 Telephone		\$ 700
Land line and Fax.		
55210 Utilities		\$ 85,000
Civic Center utilities; major portion distributed through Reimbursable Credit to departments and funds located within the Civic Center.		
56110 City Garage - Parts		\$ 2,204
Annual allocation for City Garage parts for building maintenance vehicles and equipment.		
56111 City Garage - Labor		\$ 8,835

Annual allocation for City Garage labor for building maintenance vehicles and equipment.

56120 Equipment Maintenance & Repair	\$ 13,000
Ongoing maintenance of Civic Center equipment including HVAC systems, alarm systems, generator and electrical systems.	
56130 External Services	\$ 4,000
External services and outside parts for vehicles/equipment.	
56120 Fuel & Fluids	\$ 5,000
Fuel for vehicles and equipment.	
56300 Building Maintenance & Repair	\$ 30,000
Maintenance and repairs for the Civic Center building systems such as HVAC, repairs to building interior and exterior, pest control services, repairs to security systems, fire suppression, and other various repairs.	
57100 Conference & Training	\$ 1,500
Bucket truck training and other training programs.	
57300 Memberships & Subscriptions	\$ 150
61422 IT Allocation	\$ 21,759
Share of Information Technology services.	
61500 Insurance Allocation	\$ 9,172
Share of the Citywide costs of: General Liability, Liability claims & investigation, Property.	
DEPARTMENT TOTAL 20822500	<u>\$ 567,656</u>



CORPORATION YARD INTERNAL SERVICE FUND BUDGET Fiscal Year 2016-17

20824300

Corporation Yard

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Corporation Yard is the base of operations for Public Works field crews, Electric crews as well as

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continue to operate the Corporation Yard in an efficient manner to serve the Water, Sewer, Garage, Street Maintenance, and Electric Utility crews.
- Replaced both gates at the Corporation Yard.
- Completed enrollment of the Corporation Yard into the California Environmental Reporting System (CERS).

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue major repairs to the Corporation Yard including fixing broken windows, replacing trim boards, painting buildings, cleaning up debris and general maintenance of the grounds and facilities. Janitorial Services will no longer be contracted as a result of the new position being recommended.
- After the proposed North Coast Regional Water Quality Control Board (NCRWQCB) Low Threat Case Closure is approved, decommission and remove the dual phase extraction and ozone sparge remediation system, abandon monitoring wells, and abandon extraction wells.
- Replace a section of fence on the East Side of the Corporation Yard to prevent future break-ins.
- Pave over the south end of the Corporation Yard to meet requirements of NCRWQCB.

SIGNIFICANT CHANGES:

- Recruit for a 40 hour Mechanic Equipment Apprentice to assist the Mechanics and make improvement to the Corporation Yard.

Corporation Yard Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
CORPORATION YARD REVENUES									
20824300	44293	ALLOCATED CORP YARD COSTS [1]	-	-	(69,867)	(92,776)	-	-	-
20824300	44299	GENERAL GOVERNMENT CHARGES [1]	(32,156)	(100,799)	-	-	-	-	-
20824300	44261	CHARGES TO GENERAL FUND	-	-	-	-	(14,366)	(14,366)	(16,208)
20824300	44264	CHARGES TO GARAGE FUND	-	-	-	-	-	-	-
20824300	44266	CHARGES TO WASTEWATER FUND	-	-	-	-	(10,829)	(10,829)	(12,217)
20824300	44270	CHARGES TO ELECTRIC FUND	-	-	-	-	(33,558)	(33,558)	(37,859)
20824300	44272	CHARGES TO WATER FUND	-	-	-	-	(11,797)	(11,797)	(13,309)
20824300 Total Operating Revenues [2]			(32,156)	(100,799)	(69,867)	(92,776)	(70,550)	(70,550)	(79,593)
CORPORATION YARD EXPENSES									
20824300	51110	REGULAR SALARIES & WAGES	4,532	10,464	10,703	19,006	27,119	30,403	25,363
20824300	51130	OVERTIME SALARIES & WAGES	-	-	-	190	-	1,673	1,400
20824300	51150	ACCRUED SALARIES & BENEFITS	(48)	-	48	(329)	-	-	-
20824300	51210	RETIREMENT (PERS)	1,063	2,744	2,828	5,336	8,123	9,101	8,102
20824300	51220	INSURANCE	606	1,381	338	1,848	2,763	3,823	3,855
20824300	51230	WORKERS COMPENSATION	203	549	611	890	1,250	1,458	2,057
20824300	51240	MEDICARE	65	152	139	269	427	521	422
20824300	51250	UNEMPLOYMENT	49	104	112	212	299	361	294
20824300	51290	CELL PHONE STIPEND	-	-	44	92	165	172	43
20824300	52100	CONTRACTED SERVICES	5,708	24,380	5,147	14,901	5,000	6,000	2,000
20824300	52180	SECURITY SERVICES	-	-	245	327	3,000	7,000	5,000
20824300	54100	SUPPLIES	7,142	2,700	13,538	9,934	8,500	8,500	6,000
20824300	54102	SMALL TOOLS	-	-	-	-	1,500	1,500	1,500
20824300	55100	TELEPHONE	2,142	2,000	2,148	2,166	2,200	2,200	2,200
20824300	55210	UTILITIES	2,003	2,000	1,844	1,870	1,900	12,400	12,000
20824300	56110	CITY GARAGE - PARTS	59	43	79	79	-	-	-
20824300	56111	CITY GARAGE - LABOR	1,562	1,143	2,111	2,111	-	-	136
20824300	56130	EXTERNAL SERVICES	344	250	787	745	600	600	1,400
20824300	56210	FUEL & FLUIDS	-	400	165	388	2,000	2,000	2,000
20824300	56300	BUILDING MAINTENANCE & REPAIR	-	-	-	-	-	-	-
20824300	59101	FEES	-	-	-	-	-	-	-
20824300	61422	IT ALLOCATION	-	-	-	-	1,209	1,209	1,457
20824300	61500	INSURANCE ALLOCATION	1,998	2,021	2,021	-	4,495	4,495	4,183
20824300 Total			27,428	50,331	42,906	60,035	70,550	93,416	79,412
Total Corporation Yard Expenses			27,428	50,331	42,906	60,035	70,550	93,416	79,412

[1] Utility costs and grounds maintenance were previous allocations that are no longer used.

[2] For information on the allocation methods used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
CORPORATION YARD
FISCAL YEAR 2016-17**

ACCOUNT NO. 20824300

		DEPARTMENT REQUEST
51110 Salaries - Regular		\$ 25,363
	Director of Public Works/City Engineer (0.10 Engineering, 0.10 Streets, 0.25 Landfill, 0.18 Wastewater Admin, 0.17 Water Admin, 0.05 Garage, 0.05 Storm Water, 0.05 Recycled Water)	0.05
	Deputy Public Works Director (0.10 Engineering, 0.08 Streets, 0.35 Landfill, 0.05 Garage, 0.15 Wastewater Admin, 0.15 Water Admin., 0.07 Storm Water)	0.05
RECLASS	Fleet Maintenance Supervisor (0.85 Garage)	0.15
Total FTE		0.25
51130 Overtime Salaries		\$ 1,400
Employee Benefits		\$ 14,773
51210	Retirement (PERS)	\$8,102
51220	Group Insurance	\$3,855
51230	Workers Compensation Insurance	\$2,057
51240	Medicare	\$422
51250	Unemployment Insurance	\$294
51290	Cell Phone Stipend	\$43
52100 Contract Services		\$ 2,000
	Sludge removal from wash rack.	
52180 Security Services		\$ 5,000
	New burglar alarm system monitoring for all corporation yard.	
54100 Supplies		\$ 6,000
	Miscellaneous tools and materials to repair Corporation Yard facilities.	
54102 Small Tools		\$ 1,500
	Replacement of Small Tools.	
55100 Telephone		\$ 2,200
	Access to the City wide-area network from the Corporation Yard.	
55210 Utilities		\$ 12,000
	Usage of one metered security light at Corporation Yard.	
56111 City Garage Labor		\$ 136
	Annual allocation for City Garage labor for vehicles and equipment.	
56130 External Services		\$ 1,400
	Outside Vendor Labor and Parts.	
56210 Fuel and Fluids		\$ 2,000
	Fuel and Fluids for Vehicles and Forklift.	
61422 IT Allocation		\$ 1,457
	Share of Information Technology services.	
61500 Insurance Allocation		\$ 4,183
	Share of the Citywide costs of liability and property insurance.	
DEPARTMENT TOTAL 20824300		\$ 79,412

FY 16-17 Capital Improvement Budget Continuing and New Projects

Project	Project #	Funding Source	Budget FY 2017
Building Maintenance			
Civic Center Annex facia renovation		Equipment Reserve 220	30,000
Civic Center Front Lobby redesign		Equipment Reserve 220	45,000
Civic Center entryway renovation		Equipment Reserve 220	25,000
Civic Center HVAC		Equipment Reserve 220	20,000
Building Maintenance Total			\$ 120,000

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INFORMATION TECHNOLOGY INTERNAL SERVICE FUND BUDGET

Fiscal Year 2016-17

20922900

Information Technology

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Information Technology Department provides management and technical services for the City's computer, network and telephone systems. These systems provide all of the City's computer services, including standardized desktop applications, business applications, databases, electronic mail, remote access, mapping and other services. IT services include system planning, maintenance, network security, systems back-up, internet access and oversight of user applications. The IT Department provides direct customer support to employees through desktop installation, configuration, maintenance, repair, and network access services. In addition, the IT Department oversees the development, continuing enhancement, and maintenance of the City's internet and intranet sites. The IT Department provides end user technology training to all departments either through in-house training and/or outside service providers. Our goal is to provide solutions that enable our employees to become more efficient in their daily tasks. When our employees are productive and efficient, we are accomplishing our goal.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Access Point Wi-Fi Upgrade – Civic Center and Annex.
- Card Lock – Access Control System Installation – Main Civic Center and Annex - (still in process).
- CheckPoint – Highly Available cluster for redundant switch-over of Firewall.
- Switch / Router end of life replacement – (still in process) - Completion over 6 month span.
- Wireless WAN Point / Multi-point External site connectivity to Civic Center - (Site Survey in process).
- Verification / Creation of all employees access to email.
- Mandatory Upgrade of Video Storage - Pursuant to Government Regulation.
- Council Chamber technology upgrade - Planning - (still in process).
- Mobile Data Computers have been installed in twelve Police Cars and are now functional.
- Email (Cloud Service) SPAM filter has been configured to add another level of email security for our users.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Card Lock (Phase 2) – Access Control System Installation – Selective Police Department Doors and PD IT Server Room / CC IT Server Room / IT Office Doors
- Veeam Backup and Replication Enterprise – 5 Hosts.
- Provide Ongoing IT Operational Training Sessions for all new employees, as well as existing employees. This will help all employees become better aware of IT solutions and procedures.
- Proceed with network architecture plan, to provide Disaster Recovery for our Network at an off-site location.
- (2 CPU Sockets Per Host) – 1 additional Cluster Server VM-Host
- Begin creation of an IT Master Plan - Reflective of IT Operations and Maintenance
- Begin IT training/assimilation of IT/Project Management for Munis enterprise resource planning (ERP) Operations - Provide new tech support triage model between Users, IT

and Operating System and Database Administration (OSDBA).

- Continue Project related training and knowledge transfer from Portola Systems, for hand-off of technical support as related to PD Car mobiles, Verus Video Storage Server, Netmotion Server.
- Continue Project related training and knowledge transfer from Portola Systems, for hand-off of technical support as related to "Change Management" our new Checkpoint Firewall.

SIGNIFICANT CHANGES:

- Employees and the Public have excellent on-premise coverage of Wi-Fi services in the Civic Center and Annex facilities. In addition, employees have secure access to the City of Ukiah network with their notebook computers anywhere in the Civic Center and Annex.
- With our Cardlock secure access system, employees and the Public have more secure physical access to City facilities.
- All employees have access to email and the City of Ukiah network - Use of email application training is ongoing.
- In addition to our current Firewall, our network now has a backup firewall in place, should any failures occur. In addition, new virtual private network (VPN) services are available to our employees for offsite connection to our network.
- When our Point-Multipoint system is completed, our outward facing sites will have reliable network connections to the Civic Center.
- The IT Department will take on additional workload to cover technical support of our ERP Munis Operations and Police Mobile and Verus Camera/Isilon Storage technology, Point-Multipoint Wireless Network System and New Council Chamber Technology.

Information Technology Internal Service Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
Revenues and Other Sources:									
Charges for Services:									
General Government Charge Allocation	\$ 392,799	\$ 566,448	\$ 607,635	\$ -	\$ -	\$ -	-	-	0%
Charges to General Fund	87,364	-	-	365,243	190,463	190,463	\$ 229,476	39,013	20%
Charges to Other Funds	-	-	-	-	410,583	410,583	492,409	81,826	20%
Charges to Internal Services Funds	-	-	-	-	110,173	110,173	132,742	22,569	20%
Interest on Investments	-	-	-	-	-	2,500	-	(2,500)	-100%
Miscellaneous Receipts	-	-	-	-	-	-	-	-	0%
Total Revenues	\$ 480,163	\$ 566,448	\$ 607,635	\$ 365,243	\$ 711,219	\$ 713,719	\$ 854,627	140,908	20%
Transfers In from Other Funds	-	-	-	-	-	123,000	268,300	145,300	118%
Total Revenues and Other Sources	\$ 480,163	\$ 566,448	\$ 607,635	\$ 365,243	\$ 711,219	\$ 836,719	\$ 1,122,927	\$ 286,208	34%
Expenses and Other Uses:									
Information Technology:									
Information Technology	\$ 480,163	\$ 661,535	\$ 717,781	\$ 365,243	\$ 711,219	\$ 698,427	\$ 854,627	\$ 156,200	22%
Depreciation									
Total Expenses	\$ 480,163	\$ 661,535	\$ 717,781	\$ 365,243	\$ 711,219	\$ 698,427	\$ 854,627	\$ 156,200	22%
Transfers Out to Other Funds	-	-	-	-	-	-	-		
Capital Improvements and Equipment	-	-	-	-	-	123,000	268,300	\$ 145,300	118%
Total Expenses and Other Uses	480,163	661,535	717,781	365,243	711,219	821,427	1,122,927	\$ 301,500	37%
Total Net Surplus (Deficit)	\$ 0	\$ (95,087)	\$ (110,146)	\$ (0)	\$ -	\$ 15,292	\$ -	\$ (15,292)	100%
Beginning Net Position						-	15,292		
Adjustments						-	-		
Ending Net Position						\$ -	\$ 15,292		
Allocation of Net Position									
Investment in Capital Assets						-	-		
Deferred Noncurrent Liabilities						-	-		
Reserve						-	-		
Working Capital						-	15,292		
Total Net Position						\$ -	\$ 15,292		

Information Technology Internal Service Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Unaudited FY 2015 Budget	Budget FY 2016	Estimated Year-End FY 2016	Budget 2017
INFORMATION TECHNOLOGY REVENUE									
20922900	44299	GENERAL GOVERNMENT CHARGES [1]	(392,799)	(566,448)	(607,635)	-	-	-	-
20922900	44261	CHARGES TO GENERAL FUND [1]	(87,364)	-	-	(365,243)	(190,463)	(190,463)	(229,476)
20922900	44265	CHARGES TO AIRPORT FUND	-	-	-	-	(16,020)	(16,020)	(19,301)
20922900	44266	CHARGES TO WASTEWATER FUND	-	-	-	-	(52,404)	(52,404)	(63,139)
20922900	44268	CHARGES TO GOLF FUND	-	-	-	-	(1,700)	(1,700)	(2,048)
20922900	44270	CHARGES TO ELECTRIC FUND	-	-	-	-	(69,483)	(69,483)	(83,715)
20922900	44272	CHARGES TO WATER FUND	-	-	-	-	(47,681)	(47,681)	(57,449)
20922900	44276	CHARGES TO FIRE	-	-	-	-	(42,128)	(42,128)	(50,757)
20922900	44279	CHARGES TO POLICE	-	-	-	-	(153,586)	(153,586)	(185,046)
20922900	44283	CHARGES TO CONFERENCE CENTER FUND	-	-	-	-	(10,239)	(10,239)	(12,336)
20922900	44284	CHARGES TO ARRC FUND	-	-	-	-	(869)	(869)	(1,047)
20922900	44285	CHARGES TO MUSEUM FUND	-	-	-	-	(14,584)	(14,584)	(17,571)
20922900	44289	CHARGES TO VISIT UKIAH FUND	-	-	-	-	(1,889)	(1,889)	-
		Total Charges to Other Funds	-	-	-	-	(410,583)	(410,583)	(492,409)
20922900	44267	CHARGES TO DISPATCH CENTER FUND	-	-	-	-	(34,004)	(34,004)	(40,970)
20922900	44269	CHARGES TO BILLING & COLLECTION FUND	-	-	-	-	(36,876)	(36,876)	(44,429)
20922900	44281	CHARGES TO PURCHASING FUND	-	-	-	-	(7,745)	(7,745)	(9,332)
20922900	44286	CHARGES TO BUILDING MAINTENANCE FUND	-	-	-	-	(18,060)	(18,060)	(21,759)
20922900	44287	CHARGES TO CORPORATION YARD FUND	-	-	-	-	(1,209)	(1,209)	(1,457)
20922900	44264	CHARGES TO GARAGE FUND	-	-	-	-	(12,279)	(12,279)	(14,795)
		Total Charges to Internal Service Funds					(110,173)	(110,173)	(132,742)
		INTEREST ON INVESTMENTS						(2,500)	
		MISCELLANEOUS REVENUES							
20922900 Total Operating Revenues [2]			(480,163)	(566,448)	(607,635)	(365,243)	(711,219)	(713,719)	(854,627)
Transfers In From Other Funds									
		Equipment Reserve 250						(123,000)	(193,300)
		Special Projects Reserve 251							(75,000)
		Total Transfers In from Other Funds						(123,000)	(268,300)
Total Revenues and Other Sources			(480,163)	(566,448)	(607,635)	(365,243)	(711,219)	(836,719)	(1,122,927)
INFORMATION TECHNOLOGY EXPENSES									
20922900	51110	REGULAR SALARIES & WAGES	167,993	179,520	132,478	84,429	162,825	162,758	235,923
20922900	51120	NON-REGULAR SALARIES & WAGES	-	-	56,912	19,355	60,540	45,690	45,000
20922900	51130	OVERTIME SALARIES & WAGES	2,191	1,932	5,960	6,039	12,000	9,661	10,000
20922900	51140	STAND-BY SALARIES & WAGES	24,430	47,272	25,351	15,594	21,000	25,599	25,600
20922900	51150	ACCRUED SALARIES & BENEFITS	2,039	-	(10,130)	191	-	-	-
20922900	51210	RETIREMENT (PERS)	39,425	56,963	33,220	23,790	48,192	49,055	75,631
20922900	51220	INSURANCE	34,971	39,378	30,134	25,011	41,995	42,594	58,298
20922900	51230	WORKERS COMP	8,416	12,008	13,550	6,346	11,299	10,693	14,354
20922900	51240	MEDICARE	2,938	3,315	3,160	2,096	3,850	4,152	4,268
20922900	51250	UNEMPLOYMENT	2,043	2,269	2,478	1,517	2,672	2,880	2,961
20922900	51260	FICA	-	-	3,176	1,102	3,754	2,826	-
20922900	51290	CELL PHONE	-	-	1,259	1,008	1,692	1,719	1,692
20922900	52100	CONTRACTED SERVICES	133,504	77,601	169,219	75,657	85,000	92,300	115,000
20922900	54100	SUPPLIES	16,725	49,346	26,610	11,014	13,400	11,100	15,600
20922900	54101	POSTAGE	3	250	39	7	200	100	200
20922900	54320	SOFTWARE	-	125,097	177,850	73,718	200,000	200,000	203,800
20922900	55100	TELEPHONE	5,369	6,250	2,992	2,624	5,000	4,500	5,000
20922900	56120	EQUIPMENT MAINTENANCE & REPAIR	18,767	28,600	24,585	11,098	26,000	26,000	26,000
20922900	57100	CONFERENCE & TRAINING	10,366	17,500	3,200	692	11,000	6,000	14,500
20922900	57300	MEMBERSHIPS & SUBSCRIPTIONS	302	500	1,534	533	800	800	800
20922900	61410	RENT ALLOCATION	-	2,655	2,655	664	-	-	-
20922900	61420	BUILDING MAINTENANCE ALLOCATION	8,574	8,946	9,119	2,251	-	-	-
20922900	61425	UTILITIES ALLOCATION	1,699	1,720	2,018	505	-	-	-

Information Technology Internal Service Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Unaudited FY 2015 Budget	Budget FY 2016	Estimated Year-End FY 2016	Budget 2017
20922900	61500	INSURANCE ALLOCATION	409	413	413	-	-	-	-
2092290 Total			480,163	661,535	717,781	365,243	711,219	698,427	854,627
Transfers Out to Other Funds									
Capital Improvements and Equipment								123,000	268,300
Total Expenses and Other Uses			480,163	661,535	717,781	365,243	711,219	821,427	1,122,927

[1] General Government charges and charges to the General Fund were previous allocations that are no longer used.

[2] For information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

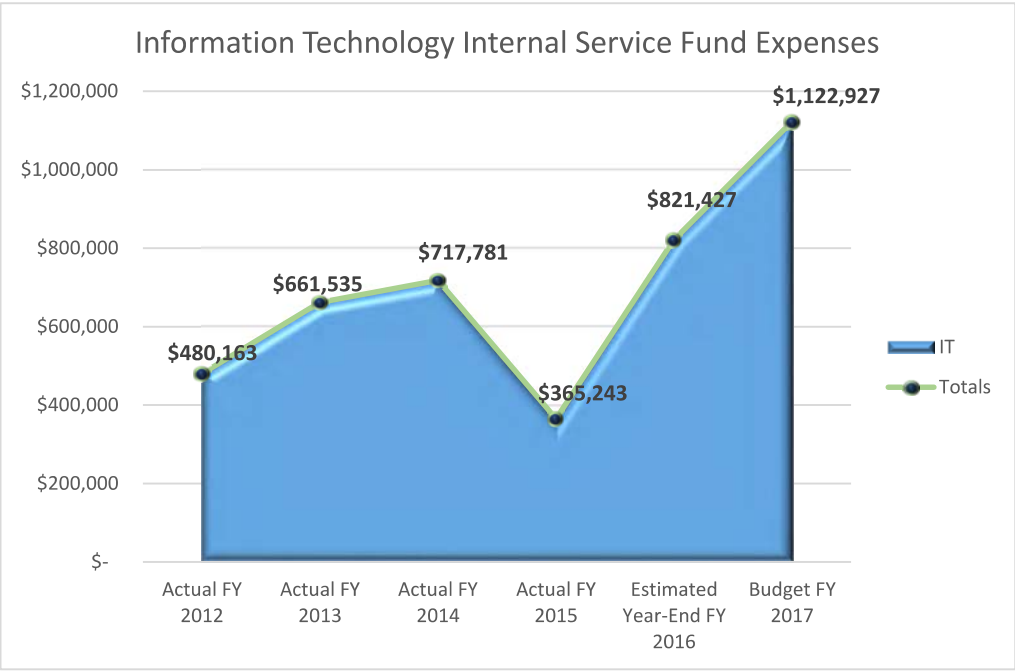
BUDGET DETAIL
INFORMATION TECHNOLOGY FUND
FISCAL YEAR 2016-17

ACCOUNT NO. 20922900

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 235,923
RECLASS	Information Technology Administrator	1.00
	Information Technology Network Specialist	1.00
ADD 1	Information Technology Specialist I (2)	2.00
Total FTE		4.00
51120 Non-Regular Salaries		\$ 45,000
	Web Development Specialist (1,000 hours)	0.48
Total FTE		0.48
51130 Salaries, Overtime		\$ 10,000
51140 Stand-By Salaries		\$ 25,600
Employee Benefits		\$ 157,204
51210	Retirement (PERS)	\$ 75,631
51220	Insurance	\$ 58,298
51230	Workers Compensation Insurance	\$ 14,354
51240	Medicare	\$ 4,268
51250	Unemployment Insurance	\$ 2,961
51260	FICA	\$ -
51290	Cell Phone Stipend	\$ 1,692
52100 Contractual Services		\$ 115,000
	Portola	\$ 40,000
	Telecom	\$ 15,000
	Chouinard & Myhre	\$ 5,000
	Steven Butler Enterprises	\$ 5,000
	Convergent Computing	\$ 30,000
	Interwest	\$ 6,000
	Microsoft Azure	\$ 10,000
	Novacoast	\$ 4,000
54100 Supplies		\$ 15,600
	Replacement computers (two for IT)	\$ 7,600
	Replacement network hardware and phone system components	\$ 2,000
	Computer back up media, computer cleaning supplies and small tools	\$ 3,000
	Miscellaneous office supplies	\$ 3,000
54101 Postage		\$ 200
54320 Software		\$ 203,800
	Microsoft Licensing - EA (Dell)	\$ 70,000
	Box	\$ 25,000
	City Sourced	\$ 3,600
	Checkpoint Firewall - License and maintenance (Portola)	\$ 24,500
	Laserfishe (ESC Imaging)	\$ 6,500
	Granicus	\$ 24,000

Parcel Quest	\$ 8,500	
Solar Winds	\$ 15,000	
Gaynor	\$ 7,200	
Nixel	\$ 8,500	
Symantec	\$ 2,800	
Miscellaneous Software	\$ 8,200	
55100 Telephone		\$ 5,000
Land line and Fax.		
56120 Equipment Maintenance & Repair		\$ 26,000
Network System maintenance and repairs-server hard drives, network printers.		
57100 Conference & Training		\$ 14,500
Staff trainings; \$2,500 per person/ per training	\$ 7,500	
Conference &/or webinars (2 team members)	\$ 7,000	
57300 Memberships & Subscriptions		\$ 800
Professional membership and technical manuals.		
DEPARTMENT TOTAL 20922900		\$ 854,627



FY 2016-17 Capital Improvement Budget Continuing and New Projects

Project	Project #	Funding Source	Fund #	Budget 2017
Information Technology				
Council Chambers Electronic Renovation	<i>IT03</i>	Special Project Reserve	251	75,000
Access Point Wi-Fi and Switches	<i>IT04</i>	Equipment Reserve	220	30,000
Cardlock System Phase II	<i>IT05</i>	Equipment Reserve	220	85,000
Veeam Backup and Replication		Equipment Reserve	220	18,300
Host Cluster Server VM-Host		Equipment Reserve	220	10,000
Point-Multipoint Communications		Equipment Reserve	220	50,000
Information Technology Total				\$ 268,300

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LIABILITY INSURANCE INTERNAL SERVICE FUND BUDGET

Fiscal Year FY 2016-17

20212400 Liability Insurance

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The City of Ukiah is part of the Redwood Empire Municipal Insurance Fund (REMIF) Pooled Liability (self-insured) Program. General Liability and Auto Liability coverage extends to all third parties suffering bodily injury or property damage caused by the Agency.

SIGNIFICANT CHANGES:

- None.

Liability, Property, Workers Compensation and Unemployment Internal Service Fund Summary for FY 2016-17

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
Revenues and Other Sources:									
Liability and Property Insurance Fund 202									
Charges for Services:									
Insurance Refunds	70,645	-	59,408	-	-	-	-	-	0%
Transfer from Payroll	-	-	-	-	-	-	-	-	0%
General Government Charges	454,126	459,314	463,345	663,582	-	-	-	-	0%
Charges to General Fund	-	-	-	-	61,994	61,994	75,054	13,060	21%
Charges to Other Funds	-	-	-	-	493,427	493,427	565,146	71,719	15%
Total Liability and Property Insurance	524,771	459,314	522,753	663,582	555,421	555,421	640,200	84,779	15%
Workers Compensation and Unemployment Fund 201									
WC CHARGES THROUGH PAYROLL TO OTHER FUNDS	542,728	674,576	781,798	759,300	605,584	605,584	709,500		
UI CHARGES THROUGH PAYROLL TO OTHER FUNDS	-	-	-	-	-	-	-		
Total Workers Compensation and Unemployment	542,728	674,576	781,798	759,300	605,584	605,584	709,500	103,916	17%
Total Revenues and Other Sources	\$ 1,067,499	\$ 1,133,890	\$ 1,304,551	\$ 1,422,882	\$ 1,161,005	\$ 1,161,005	1,349,700	188,695	16%
Expenses and Other Uses:									
Liability and Property Insurance Fund 202									
Liability	651,829	593,887	601,074	530,748	555,419	606,435	640,202	33,767	6%
Workers Compensation and Unemployment Fund 201									
Workers Comp and Unemployment	625,682	688,550	652,426	688,846	710,628	696,200	803,953	107,753	15%
Total Expenses and Other Uses	1,277,511	1,282,437	1,253,500	1,219,594	1,266,047	1,302,635	1,444,155	33,767	6%
Total Net Surplus (Deficit)	\$ (210,012)	\$ (148,547)	\$ 51,050	\$ 203,288	\$ (105,042)	\$ (141,630)	\$ (94,455)		
Beginning Net Position			1,573,516	1,624,566		2,176,491	2,034,861		
Adjustments				348,637					
Ending Net Position			\$ 1,624,566	\$ 2,176,491		\$ 2,034,861	\$ 1,940,406		
Allocation of Net Position									
Advances to Other Funds From Liability Fund [1]			930,203	930,203		930,203	930,203		
Reserve for Liability and Property			284,327	417,161		366,147	366,145		
Reserve for Workers Comp and Unemployment			410,036	829,127		738,511	644,058		
Total Net Position			1,624,566	2,176,491	-	2,034,861	1,940,406		

[1] Advances have been made from the Liability fund to other Funds for cash flow and improvements. Some of the funds do not have the capacity to repay the advances. There is no schedule for paying the advance from the funds below

Water Operations Fund 820	745,000
Swimming Pool Fund 304	148,000
Golf Fund 720	37,203
Total	930,203

Liability Insurance Internal Service Fund Detail for Fiscal Year 2016/2017

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
LIABILITY INSURANCE REVENUE									
20200000	48170	INSURANCE REFUNDS	(70,645)	-	(59,408)	-	-	-	-
20212400	44299	GENERAL GOVERNMENT CHARGES	(454,126)	(459,314)	(463,345)	(663,582)	-	-	-
20212400	44261	CHARGES TO GENERAL FUND	-	-	-	-	(61,994)	(61,994)	(75,054)
20212400	44262	CHARGES TO PARKING ENFORCEMENT	-	-	-	-	(365)	(365)	(459)
20212400	44263	CHARGES TO CONFERNECE CENTER	-	-	-	-	(13,535)	(13,535)	(18,267)
20212400	44264	CHARGES TO GARAGE FUND	-	-	-	-	(181)	(181)	(207)
20212400	44265	CHARGES TO AIRPORT FUND	-	-	-	-	(10,088)	(10,088)	(10,703)
20212400	44266	CHARGES TO WASTEWATER FUND	-	-	-	-	(223,201)	(223,201)	(243,125)
20212400	44268	CHARGES TO GOLF FUND	-	-	-	-	(2,389)	(2,389)	(2,139)
20212400	44270	CHARGES TO ELECTRIC FUND	-	-	-	-	(67,346)	(67,346)	(84,371)
20212400	44271	CHARGES TO PUBLIC BENEFITS FUND	-	-	-	-	(1,456)	(1,456)	(2,035)
20212400	44272	CHARGES TO WATER FUND	-	-	-	-	(49,228)	(49,228)	(53,153)
20212400	44276	CHARGES TO FIRE CAPTIAL FUND	-	-	-	-	(16,388)	(16,388)	(21,059)
20212400	44279	CHARGES TO POLICE	-	-	-	-	(69,621)	(69,621)	(92,156)
20212400	44284	CHARGES TO ARRC	-	-	-	-	(4,902)	(4,902)	(3,674)
20212400	44285	CHARGES TO MUSEUM	-	-	-	-	(19,379)	(19,379)	(19,163)
20212400	44286	CHARGES TO BUILDING MAINTENANCE	-	-	-	-	(9,444)	(9,444)	(9,172)
20212400	44287	CHARGES TO CORPORATION YARD	-	-	-	-	(4,495)	(4,495)	(4,183)
20212400	44288	CHARGES TO STREET LIGHTING	-	-	-	-	(1,052)	(1,052)	(907)
20212400	44289	CHARGES TO VISIT UKIAH	-	-	-	-	(314)	(314)	(305)
20212400	44290	CHARGES TO DOWNTOWN BUSINESS IMPROVEMENT FUNI	-	-	-	-	(43)	(43)	(68)
20200000 Total Operating Revenues [1]			(524,771)	(459,314)	(522,753)	(663,582)	(555,421)	(555,421)	(640,200)
LIABILITY INSURANCE OPERATING EXPENSES									
20212400	52100	CONTRACTED SERVICES	410	-	-	-	-	-	-
20212400	52521	LIABILITY INSURANCE	274,132	230,288	230,546	190,330	207,810	207,810	297,183
20212400	52522	LIABILITY INSURANCE CLAIMS	97,765	82,044	89,451	77,720	79,275	130,291	79,275
20212400	52523	BOILER/MACHINERY PREMIUMS	7,295	8,453	7,561	7,794	7,950	7,950	-
20212400	52524	PROPERTY INSURANCE	72,653	72,653	72,653	73,098	74,560	74,560	80,860
20212400	52526	FRAUD INVESTIGATION ASSESSMENT	-	875.00	-	-	928	928	928
20212400	52527	A.D.P. PREMIUM & DEDUCTIBLE	22,431	22,431	24,263	23,921	24,400	24,400	27,790
20212400	52529	EARTHQUAKE & FLOOD PREMIUMS	177,143	177,143	176,600	130,555	133,166	133,166	133,166
20212400	52530	POLLUTION-ENVIRONMENT INSURANCE PREMIUM	-	-	-	27,330	27,330	27,330	14,000
20212400	52532	SAFETY & TRAINING SUPPORT	-	-	-	-	-	-	7,000
20212400 Total Liability Insurance Operating Expenses			651,829	593,887	601,074	530,748	555,419	606,435	640,202
Total Net Surplus (Deficit)			\$ (127,058)	\$ (134,573)	\$ (78,322)	\$ 132,834	\$ 2	\$ (51,014)	\$ (2)

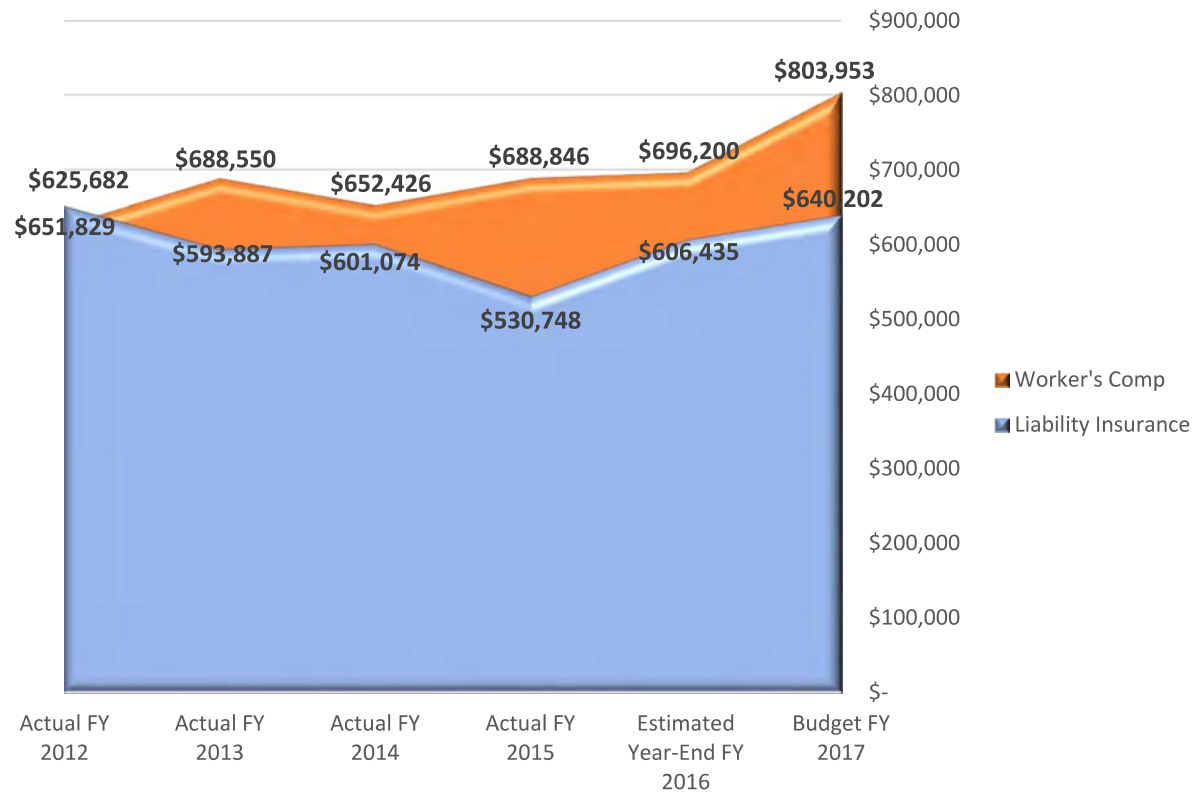
[1] For information on the allocation methods used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

Workers Compensation and Unemployment Internal Service Fund Detail for Fiscal Year 2016/2017

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
WORKERS COMPENSATION AND UNEMPLOYMENT REVENUE									
20100000	44280	WC CHARGES THROUGH PAYROLL TO OTHER FUNDS	(542,728)	(674,576)	(781,798)	(759,300)	(605,584)	(605,584)	(709,500)
20100000	44280	UI CHARGES THROUGH PAYROLL TO OTHER FUNDS	-	-	-	-	-	-	-
20100000	48170	INSURANCE REFUNDS	-	-	-	-	-	-	-
		MISCELLANEOUS RECIEPTS	-	-	-	-	-	-	-
20200000 Total Operating Revenues			(542,728)	(674,576)	(781,798)	(759,300)	(605,584)	(605,584)	(709,500)
WORKERS COMPENSATION AND UNEMPLOYMENT EXPENSES									
20100000	52100	CONTRACTED SERVICES	-	-	-	-	-	-	-
20100000	52525	WORKER'S COMPENSATION PREMIUM	625,682	688,550	652,426	688,846	710,628	545,849	653,602
20100000	52525	WORKER'S COMPENSATION DEDUCTIBLE	-	-	-	-	-	124,261	124,261
20100000	52525	WORKER'S COMPENSATION ASSESSMENT FEE	-	-	-	-	-	26,090	26,090
20100000	52525	UNEMPLOYMENT CLAIMS	-	-	-	-	-	-	-
20100000	52532	SAFETY & TRAINING SUPPORT	-	-	-	-	-	-	-
20212400 Total Operating Expenses			625,682	688,550	652,426	688,846	710,628	696,200	803,953
Total Net Surplus (Deficit)			\$ (82,954)	\$ (13,974)	\$ 129,372	\$ 70,454	\$ (105,044)	\$ (90,616)	\$ (94,453)

[1] Worker's Compensation Expense is charged directly to department budgets.

Liability, Property, Worker's Comp and Unemployment Internal Service Fund Expenses



Special Funds

Special Funds are established to collect money that must be used for a specific purpose to simulate activities, efficiency, and product development. Uses for Special Funds include:

- **Successor Agency (100):** Accounts for facilitation the winding down process of the Ukiah Redevelopment Agency.
- **Alex Rorabaugh Recreation Center (311):** Accounts for costs associated with operating the facility in an effective manor for the success of this community resource.
- **Downtown Business Improvement District (312):** Accounts for the management and development of the downtown area.
- **Low and Moderate Income Housing (313):** Accounts for establishing affordable housing to those with a median household income as rated by a recognized housing affordability index.
- **Gas Tax (500):** Accounts for improving streets through gas tax funds received by the State of California.
- **Signalization (505):** Accounts for maintaining traffic signals, stop signs, and access management.
- **Streets (506-510):** Accounts for maintaining signs, street trees, weed maintenance, street marking, and stencil painting.
- **Housing and Economic Development (605-609):** Accounts for supporting business and economic development.
- **Museum (691):** Accounts for providing programs, publications, and educational exhibitions for visitors.
- **Supplemental Law Enforcement Grant (635):** Accounts for law enforcement activities within a community through the State of California COPS grant program.
- **Visit Ukiah (750):** Accounts for creating partnerships and promoting local tourism.
- **Transfer Station (695):** Accounts for oversight of the transfer station operations.
- **Parks and Recreation Facilities (300-307):**
- **Prop 84 (607):**
- **FEMA Special Revenue:**
- **Asset Seizure and Forfeiture Related Funds (630-638):**
- **Museum Grant Special Funds (310):**
- **Special Revenue Reserve Fund (250):**
- **Special Projects Reserve Fund (251):**
- **Equipment Reserve Fund (220):**
- **Successor Agency Low and Moderate Income Housing Fund (249):**



ALEX RORABAUGH RECREATION CENTER FUND BUDGET

Fiscal Year 2016-17

31122870

Alex Rorabaugh Recreation Center

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Alex Rorabaugh Recreation Center (the ARRC) is a community center with accommodations to host a large variety of activities and events. The ARRC is managed by the Ukiah Valley Conference Center and the ARRC's Board of Directors.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Continued to provide rental facility for the Ukiah Boys and Girls Club and First 5 Mendocino.
- Focused on increased events at venue.
- Maintained staffing levels to manage the facility.
- Implemented safety protocol at the facility in conjunction with the ARRC board.
- Renewed the Management Agreement for the facility with the ARRC board.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Increase facility rentals and usage, thereby increasing revenues. Both private rental and usage is increasing along with tenant usage and sporting activities.
- Continued to maximize rental of all tenant/office space.
- Host additional major events and work towards securing events previously hosted at the site.

SIGNIFICANT CHANGES:

- None.

Alex Rorabaugh Recreation Center Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End 2016	Budget FY 2017	Estimated Year-End 2016 \$	%
<u>Revenues and Other Sources:</u>									
<i>Charges for Services:</i>									
Other Program Revenue	\$ -	\$ 7,000	\$ -	\$ 24,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0%
Other Revenues from City Programs	-	12,000	8,004	8,004	8,000	7,300	8,000	700	10%
Interest on Investments	55	63	(110)	(104)	216	216	100	(116)	-54%
Tenant Rental	32,100	41,000	41,300	42,300	46,000	56,000	56,000	-	0%
Other Rental	4,990	9,000	17,155	22,710	21,800	10,600	20,000	9,400	89%
Miscellaneous Receipts	-	5,000	0	-	-	-	-	-	0%
Total Revenues and Other Sources	\$ 37,145	\$ 74,063	\$ 66,350	\$ 96,910	\$ 88,016	\$ 86,116	\$ 96,100	9,984	12%
<u>Expenses and Other Uses:</u>									
<i>Alex Rorabaugh Recreation Center:</i>									
Alex Rorabaugh Recreation Center	37,792	72,951	79,228	94,135	88,016	96,563	110,562	13,999	14%
Total ARRC Expenses and Other Uses	37,792	72,951	79,228	94,135	88,016	96,563	110,562	13,999	14%
Total Net Surplus (Deficit)	\$ (647)	\$ 1,112	\$ (12,878)	\$ 2,775	\$ -	\$ (10,447)	\$ (14,462)		
Beginning Fund Balance			(14,035)	(26,913)		(24,138)	(34,585)		
Adjustments			-	-		-	-		
Ending Fund Balance			\$ (26,913)	\$ (24,138)		\$ (34,585)	\$ (49,047)		

Alex Rorabaugh Recreation Center Fund Detail for Fiscal Year 2016/2017

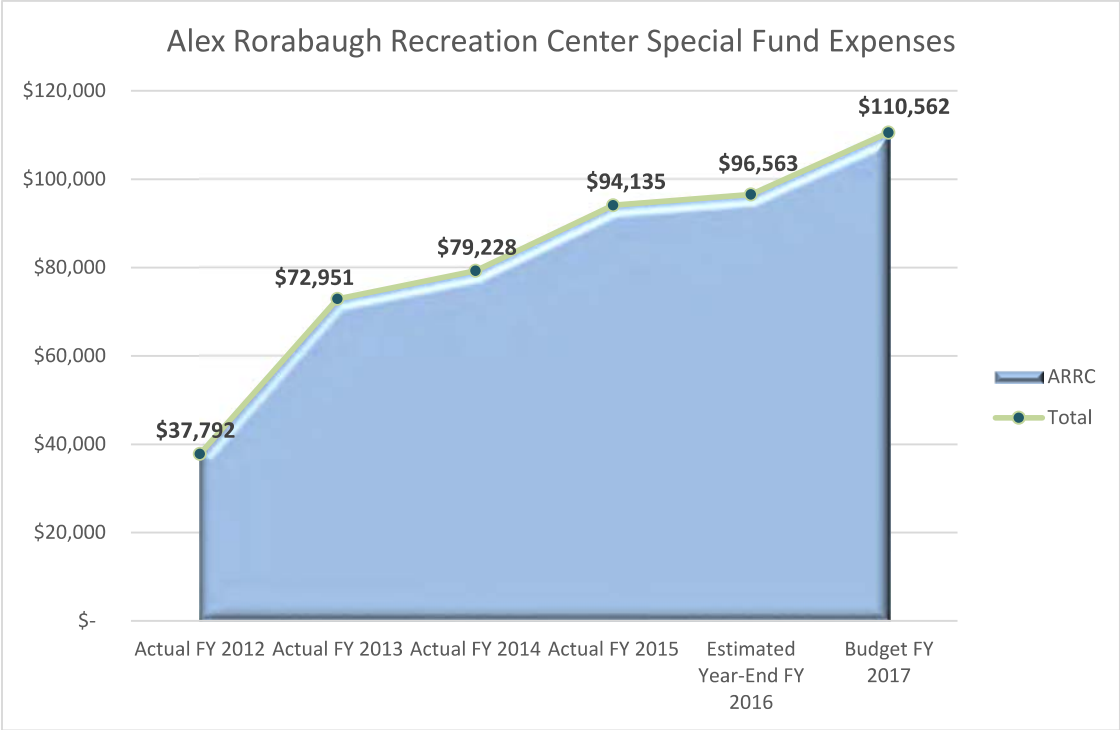
ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
ALEX RORABAUGH RECREATION CENTER REVENUE									
31100000	44940	OTHER PROGRAM REVENUE	-	(7,000)	-	(24,000)	(12,000)	(12,000)	(12,000)
31100000	44941	OTHER REVENUES FROM CITY PROGRAMS	-	(12,000)	(8,004)	(8,004)	(8,000)	(7,300)	(8,000)
31100000	46110	INTEREST ON INVESTMENTS	(55)	(63)	110	104	(216)	(216)	(100)
31100000	46740	TENANT RENTAL	(32,100)	(41,000)	(41,300)	(42,300)	(46,000)	(56,000)	(56,000)
31100000	46741	OTHER RENTAL	(4,990)	(9,000)	(17,155)	(22,710)	(21,800)	(10,600)	(20,000)
31100000	48110	MISCELLANEOUS RECEIPTS	-	(5,000)	(0)	-	-	-	-
Total Operating Expenses			(37,145)	(74,063)	(66,350)	(96,910)	(88,016)	(86,116)	(96,100)
Alex Rorabaugh Recreation Center Operating Expenses									
31122870	51110	REGULAR SALARIES & WAGES	-	-	1,315	2,491	9,236	10,389	10,750
31122870	51120	NON-REGULAR SALARIES & WAGES	7,895	16,640	11,295	9,150	5,200	8,885	8,200
31122870	51130	OVERTIME SALARIES & WAGES	-	-	4	201	-	355	-
31122870	51210	RETIREMENT (PERS)	-	-	448	1,092	2,582	3,131	3,492
31122870	51220	INSURANCE	-	-	1,077	2,768	2,927	2,945	3,190
31122870	51230	WORKERS COMP	325	874	672	614	734	940	1,074
31122870	51240	MEDICARE	114	240	182	226	251	327	321
31122870	51250	UNEMPLOYMENT	79	166	123	146	173	226	220
31122870	51260	FICA	490	1,031	669	567	323	551	509
31122870	52100	CONTRACTED SERVICES	987	13,000	10,000	12,961	10,676	1,750	15,145
31122870	54100	SUPPLIES	2,328	5,000	6,661	2,878	6,000	2,000	4,025
31122870	55100	TELEPHONE	-	-	-	-	-	-	-
31122870	55210	UTILITIES	23,789	31,000	37,867	46,633	30,000	46,300	48,000
31122870	56120	EQUIPMENT MAINTENANCE & REPAIR	1,785	3,000	2,990	3,307	3,000	2,500	2,000
31122870	56300	BUILDING MAINTENANCE & REPAIR	-	2,000	3,466	3,749	3,000	2,350	2,000
31122870	61200	PURCHASING ALLOCATION	-	-	-	838	783	783	821
31122870	61420	BUILDING MAINTENANCE ALLOCATION	-	-	-	-	-	-	-
31122870	61422	IT ALLOCATION	-	-	-	-	869	869	1,047
31122870	61500	INSURANCE ALLOCATION	-	-	2,460	-	4,902	4,902	3,674
31122870	62100	ADMINISTRATIVE SERVICES ALLOCATION [1]	-	-	-	6,513	7,360	7,360	6,094
31122870 Total Operating Expenses			37,792	72,951	79,228	94,135	88,016	96,563	110,562
Total Alex Rorabaugh Recreation Center Operating Expenses									
			37,792	72,951	79,228	94,135	88,016	96,563	110,562
[1] For information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.									

BUDGET DETAIL
ALEX RORABAUG RECREATION CENTER
FISCAL YEAR 2016-17

ACCOUNT NO. 31122870

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 10,750
RECLASS	Event Coordinator Assistant - Part-time, 32-Hour (.50 Conference Center)	0.30
Total FTE		0.30
51120 Salaries, Non-Regular		\$ 8,200
	Facility Attendant (800 hours)	0.38
Total FTE		0.38
Employee Benefits		\$ 8,806
51210	Retirement (PERS)	\$ 3,492
51220	Insurance	\$ 3,190
51230	Workers Compensation Insurance	\$ 1,074
51240	Medicare	\$ 321
51250	Unemployment Insurance	\$ 220
51260	FICA	\$ 509
52100 Contractual Services		\$ 15,145
	Pest control, floor mats, towels, Comcast for WiFi, carpet cleaning and contribution to Capital Improvement Fund (up to \$10,000 if funds allow).	\$ 15,145
54100 Supplies & Equipment		\$ 4,025
	Routine maintenance requirements and janitorial operation including cleaning materials, paper goods, light bulbs, floor cleaners, and miscellaneous building supplies. Other various operational supplies such as replacement keys, temporary signage, marketing materials and so forth.	
55210 Utilities		\$ 48,000
	Electric, water, and sewer.	
56120 Equipment Maintenance and Repairs		\$ 2,000
	Ongoing maintenance equipment including HVAC systems, electrical systems, audio equipment, door equipment and various equipment.	
56300 Building Maintenance & Repair		\$ 2,000
	Maintenance and repairs such as HVAC, repairs to building interior and exterior, pest control services, carpet, flooring, fixtures, and other various repairs.	
61200 Purchasing Allocation		\$ 821
	Charge for Purchasing functions.	
61422 IT Allocation		\$ 1,047
	Share of Information Technology services.	
61500 Insurance Allocation		\$ 3,674
	Share of the Citywide costs of liability and property insurance.	
62100 Administrative Services Allocation		\$ 6,094
	Annual allocation for general government services.	
	City Council	\$ 363
	City Clerk	\$ 674
	City Manager	\$ 1,231
	Administrative Support	\$ 234
	Miscellaneous General Government	\$ 363
	Accounting	\$ 2,060
	City Attorney	\$ 439
	Human Resources/Risk Management	\$ 729
DEPARTMENT TOTAL 31122870		\$ 110,562



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DOWNTOWN BUSINESS IMPROVEMENT DISTRICT FUND BUDGET

Fiscal Year 2016-17

31217100 Downtown Business Improvement District

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The fund contains restricted monies that are collected from business license fees within the Downtown Business Improvement District and transferred to the Ukiah Main Street Program as the administrative agency.

Resolution 97-31, dated October 16, 1996 appointed the Ukiah Main Street Board of Directors as the Advisory Board for the Parking Improvement District within the City of Ukiah to oversee the uses of revenue for:

- Decoration of any public place in the area.
- Promotion of public events which are to take place in public places in the area.
- The general promotion of business in the area.

The Ukiah Main Street Program shall be required to provide an annual report of their activities and goals to the City Council.

SIGNIFICANT CHANGES:

- None.

Downtown Business Improvement District Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources</u>									
<i>Charges for Services:</i>									
Special Business Improvement Fee	21,860	22,116	18,239	17,602	18,466	18,900	18,000	(900)	-5%
Interest on investments	19	15	(4)	17	6	2	-	(2)	-100%
Total Revenues and Other Sources	\$ 21,880	\$ 22,131	\$ 18,236	\$ 17,620	\$ 18,472	\$ 18,902	\$ 18,000	\$ (902)	-5%
<u>Expenses and Other Uses:</u>									
<i>Downtown Business Improvement District</i>									
Downtown Business Improvement District	21,923	22,021	17,521	19,132	16,307	16,308	17,054	746	5%
Total Downtown Business Improvement Fund Expenses and Other Uses	21,923	22,021	17,521	19,132	16,307	16,308	17,054	746	5%
Total Net Surplus (Deficit)	\$ (43)	\$ 110	\$ 715	\$ (1,513)	\$ 2,165	\$ 2,594	\$ 946		
Beginning Fund Balance			618	1,333	-	(180)	2,414		
Adjustments			-	-	-	-	-		
Ending Fund Balance			\$ 1,333	\$ (180)		\$ 2,414	\$ 3,360		

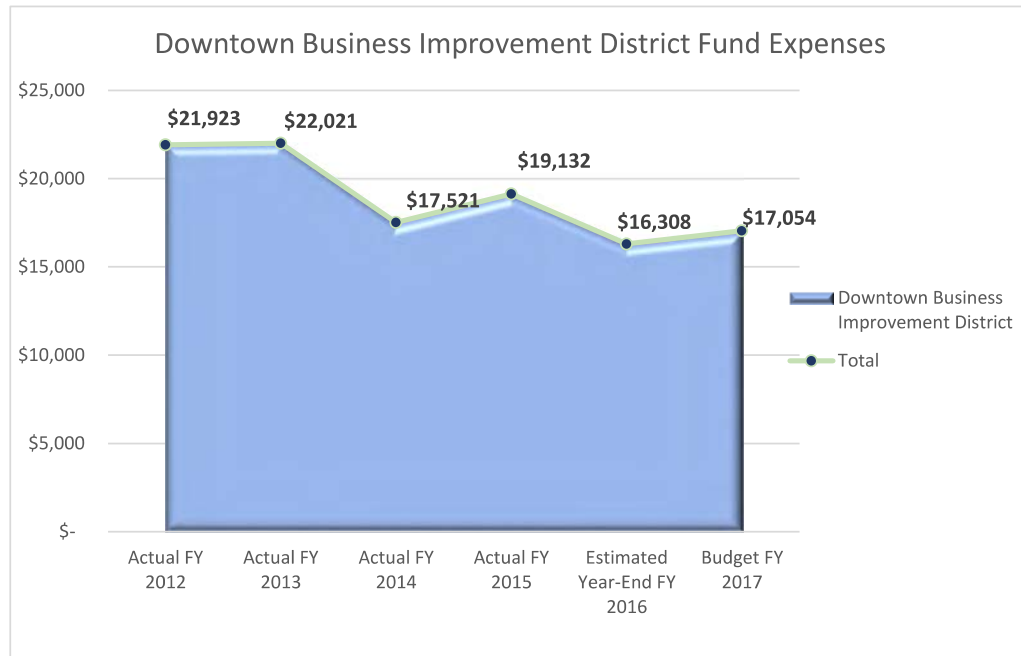
Downtown Business Improvement District Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
DOWNTOWN BUSINESS IMPROVEMENT REVENUE									
31200000	41440	BUSINESS IMPROVEMENT DISTRICT FEE [1]	(21,860)	(22,116)	(18,239)	(17,602)	(18,466)	(18,900)	(18,000)
31200000	46110	INTEREST ON INVESTMENTS	(19)	(15)	4	(17)	(6)	(2)	-
31200000 Total Operating Revenue			(21,880)	(22,131)	(18,236)	(17,620)	(18,472)	(18,902)	(18,000)
DOWNTOWN BUSINESS IMPROVEMENT EXPENSES									
31217100	52100	CONTRACTED SERVICES	18,457	18,233	13,735	17,470	15,000	15,000	15,000
31217100	61200	PURCHASING ALLOCATION	-	-	-	503	470	470	906
31217100	61300	BILLING & COLLECTION ALLOCATION	3,466	3,788	3,786	-	-	-	-
31217100	61500	INSURANCE ALLOCATION	-	-	-	-	43	43	68
31217100	62100	ADMINISTRATIVE SERVICES ALLOCATION	-	-	-	1,159	794	795	1,080
31217100 Total Operating Expenses			21,923	22,021	17,521	19,132	16,307	16,308	17,054

[1] The Business Improvement District fees are collected from business license fees within the Downtown Business Improvement District.

**BUDGET DETAIL
DOWNTOWN BUSINESS IMPROVEMENT DISTRICT FUND
FISCAL YEAR 2016-17**

<u>ACCOUNT NO. 31217100</u>		DEPARTMENT REQUEST	
52100 Contractual Services		\$	15,000
61200 Purchasing Allocation		\$	906
Charge for Purchasing functions.			
61500 Insurance Allocation		\$	68
Share of the Citywide costs of liability and property insurance.			
62100 Administrative Services Allocation		\$	1,080
Annual allocation for general government services.			
City Council	\$	73	
City Clerk	\$	136	
City Manager	\$	248	
Administrative Support	\$	47	
Miscellaneous General Government	\$	73	
Accounting	\$	415	
City Attorney	\$	88	
DEPARTMENT TOTAL 31217100		\$	17,054



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GRACE HUDSON MUSEUM SPECIAL FUND BUDGET Fiscal Year 2016-17

69122700

Grace Hudson Museum & Sun House

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The Grace Hudson Museum's collections consist of more than 30,000 inter-related objects, with significant holdings of Pomo Indian artifacts, Grace Hudson's artwork, historic photographs and glass plate negatives, ethnographic field-notes and historic manuscripts. Regularly changing exhibitions and public programs are thematically shaped by, and linked to, its collections with their focus on American Indian art and culture, early California art, and Western history.

The Sun House, the Hudson's home, adjacent to the Museum, is a charming example of Craftsman architecture. This 1911 redwood bungalow contains its original furnishings and is open for docent-led tours. The Sun House, California Historical Landmark #296, is listed in the National Register of Historic Places, and is a founding member of the National Trust for Historic Preservation's Historic Artists' Homes and Studios program.

The Grace Hudson Museum is visited by more than 2,000 students every year, and has an annual attendance of approximately 12,000, including significant numbers of out of state and international museum-goers.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Organized, designed and installed three large exhibitions – *“Gold Fever: Untold Stories of the California Gold Rush,” “In the Construction Zone: Mendocino County Assemblage Art,”* and *“She Sang Me A Good Luck Song: The California Indian Photographs of Dugan Aguilar,”* and organized public educational programs to accompany each exhibit. In addition, staff created and installed an exhibit on Grace Hudson's life and art at the Cloverdale History Museum in the fall of 2015.
- Made the loan, travel, and insurance arrangements, and packed up the paintings, photographs and artifacts for shipping to Honolulu, so that the Museum's *“Days of Grace: California Artist Grace Hudson in Hawaii”* exhibit could open to the public at the Honolulu Museum of Art for viewing from November 2015- March 2016.
- Received a national 2015 Leadership in History Award from the American Association of State and Local History for the staff authored Museum publication *Days of Grace: California Artist Grace Hudson in Hawaii* catalog. Was the only California recipient of this peer-reviewed award of excellence.
- Worked with the project design team, consultants, and others to create and finalize the public bid documents for the Grace Hudson Nature Education Project in four consecutive phases. Staff successfully awarded construction contracts to the lowest responsible bidders for all four construction phases comprising the Grace Hudson Nature Education Project.
- Carefully monitored the selected contractors' work product and performance for three of these construction phases including the interior Museum renovations, the new Tsiwish Stormwater Retention Basin, the new parking lot and bioswale, the Outdoor Classroom, the Pomo Brush Arbor, and the construction of the raised boardwalk.

- Successfully awarded contracts to selected artists for various interpretive elements and artworks for the Grace Hudson Nature Education Project.
- Worked with a graphic designer to develop and produce a variety of fundraising materials to launch a significant fundraising effort in association with the on-going construction of the Grace Hudson Nature Education Project.
- Prepared plans and specs and awarded a contract for Museum's roof repair and replacement.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Carefully monitor the selected contractor's work product and performance for the fourth, and final, construction phase of the Grace Hudson Nature Education Project which will include a large recirculating water feature modeling a section of a salmon stream, construction of perimeter fencing, walls and gates, installation of an outdoor security system, installation of irrigation and outside lighting, and landscaping with native plants.
- Continue to award and monitor contracts to selected artists for various interpretive elements and artworks for the Grace Hudson Nature Education Project.
- Assist grant writer and Sun House Guild and Grace Hudson Museum Endowment Board members in raising at least \$500,000 in gifts and donations, primarily for the Grace Hudson Nature Education Project.
- Finalize the interpretive design and text for the Grace Hudson Nature Education Project.
- Monitor the selected contractor's work product and performance for the Museum's roof repair and replacement project.

The Sun House Guild:

Financial support of the Grace Hudson Museum in partnership with the City of Ukiah for FY 2015/2016.

In FY 2015/16 the Sun House Guild raised and spent a total of \$94,690. Overall, close to 80% of the Sun House Guild's spending went directly to offset Museum-related expenses, along with paying for insurance, supplies, membership materials, and other organizational overhead. The Guild's contribution supplements the City's funding for the Museum appropriated in this document.

1. \$32,000 Exhibition production and related exhibit public programming.
2. \$18,400 Community outreach, marketing and advertising.
3. \$27,420 Museum operational support.

SIGNIFICANT CHANGES:

- Museum's Public Room will not be rented out for most of the year, due to on-site construction, resulting in the reduction of rental revenue.
- Proposal of elimination of part-time Museum Registrar position and the incorporation of those duties into the current full-time Museum Curator position.
- Proposal of the addition of another full-time Museum Curator position, focused on public programming and education, to ready the Museum for the successful operation and programming of the Museum's new Outdoor Education Project, scheduled to open to the public in June, 2017.

GRACE HUDSON MUSEUM SPECIAL FUND SUMMARY

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimate Year-End 2016 \$ %	
<u>Revenues and Other Sources:</u>									
<i>Charges for Services:</i>									
Reimbursable Jobs	\$ 17,379	\$ 8,349	\$ 39,551	\$ 31,920	\$ 17,000	\$ 20,800	\$ 29,000	\$ 8,200	39%
Museum Grant Reimbursements	-	-	-	-	-	-	-	-	0%
Interest on Investments	-	(41)	(1,225)	(1,294)	-	-	-	-	0%
Attendance, Donations	9,198	6,435	3,116	4,963	12,000	7,000	12,000	5,000	71%
Education Programs	-	-	-	-	-	-	10,000	10,000	100%
Museum Meeting Rentals	4,900	1,815	1,015	3,265	-	500	4,000	3,500	700%
RDA Contribution	55,000	-	-	-	-	-	-	-	0%
	\$ 86,477	\$ 16,558	\$ 42,458	\$ 38,854	\$ 29,000	\$ 28,300	\$ 55,000	26,700	94%
Sun House Guild & Endowment Contribution	\$ 45,000	\$ -	\$ -	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,500	500	1%
Transfers in From Other Funds	175,263	484,344	-	461,800	291,293	291,293	360,564	69,271	24%
<i>Total Revenues and Other Sources</i>	\$ 306,740	\$ 500,902	\$ 42,458	\$ 545,655	\$ 370,293	\$ 369,593	\$ 466,064	\$ 96,471	26%
<u>Expenses and Other Uses:</u>									
<i>Grace Hudson Museum:</i>									
Museum Operations	\$ 306,741	\$ 343,712	\$ 367,784	\$ 400,960	\$ 370,293	\$ 389,570	\$ 437,926	\$ 48,356	12%
<i>Total Expenses and Other Uses</i>	306,741	343,712	367,784	400,960	370,293	389,570	437,926	48,356	12%
Total Net Surplus (Deficit)	\$ (1)	\$ 157,190	\$ (325,327)	\$ 144,695	\$ -	\$ (19,977)	\$ 28,138		
Beginning Fund Balance			157,190	(168,137)	-	(23,442)	(43,419)		
Adjustments									
Ending Fund Balance			\$ (168,137)	\$ (23,442)	\$ -	\$ (43,419)	\$ (15,281)		
Allocation of Net Position									
Deferred Noncurrent Liabilities			-	-	-	-	-		
Due To Other funds from 691			(168,137)	(9,819)	-	-	-		
Working Capital			0	(13,623)	-	(43,419)	(15,281)		
Total Net Position			(168,137)	(23,442)	-	(43,419)	(15,281)		

Grace Hudson Museum Special Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
GRACE HUDSON MUSEUM FUND REVENUE									
69100000	44830	REIMBURSABLE JOBS	(17,379)	(8,349)	(39,551)	(31,920)	(17,000)	(20,800)	(29,000)
69100000	44850	MUSEUM GRANT REIMBURSEMENTS	-	-	-	-	-	-	-
69100000	46110	INTEREST ON INVESTMENTS	-	41	1,225	1,294	-	-	-
69100000	46510	ATTENDANCE, DONATIONS	(9,198)	(6,435)	(3,116)	(4,963)	(12,000)	(7,000)	(12,000)
69100000		EDUCATION PROGRAMS							(10,000)
69100000	46530	MUSEUM MEETING RENTALS	(4,900)	(1,815)	(1,015)	(3,265)	-	(500)	(4,000)
69100000		RDA Contribution	(55,000)	-	-	-	-	-	-
69100000 Total Operating Revenue			(86,477)	(16,558)	(42,458)	(38,854)	(29,000)	(28,300)	(55,000)
OTHER SOURCES AND TRANSFERS IN FROM OTHER FUNDS									
69122700	46520	SUN HOUSE GUILD & ENDOWMENT [1]	(45,000)	-	-	(45,000)	(50,000)	(50,000)	(50,500)
69100000	91100	TRANSFER FROM GENERAL FUND	(175,263)	(484,344)	-	(461,800)	(196,293)	(172,893)	(245,564)
69100000	91100	TRANSFER FROM GENERAL FUND (TOT) [2]	-	-	-	-	(95,000)	(118,400)	(115,000)
		Total Transfers In from other funds	(175,263)	(484,344)	-	(461,800)	(291,293)	(291,293)	(360,564)
69122700 Total Operating Revenue and Transfers in From Other Fund:			(306,740)	(500,902)	(42,458)	(545,655)	(370,293)	(369,593)	(466,064)
GRACE HUDSON MUSEUM OPERATING EXPENSES									
69122700	51110	REGULAR SALARIES & WAGES	124,335	126,399	180,438	178,041	168,027	146,061	177,755
69122700	51120	NON-REGULAR SALARIES & WAGES	40,099	33,371	8,924	18,588	10,120	44,171	19,924
69122700	51130	OVERTIME SALARIES & WAGES	-	528	-	32	-	11	-
69122700	51150	ACCRUED SALARIES & BENEFITS	(2,156)	-	-	(3,948)	-	-	-
69122700	51210	RETIREMENT (PERS)	33,988	35,927	43,161	45,171	38,876	44,137	58,040
69122700	51220	INSURANCE	44,421	25,880	39,697	35,808	27,990	35,967	49,148
69122700	51230	WORKERS COMP	7,194	8,416	12,160	9,778	8,132	9,581	11,787
69122700	51240	MEDICARE	2,476	2,325	2,713	2,972	2,785	3,280	3,522
69122700	51250	UNEMPLOYMENT	1,747	1,597	2,225	2,328	1,926	2,265	2,436
69122700	51260	FICA	1,110	1,038	1,169	1,986	3,400	4,107	2,240
69122700	51290	CELL PHONE STIPEND	-	-	298	298	297	300	297
69122700	52100	CONTRACTED SERVICES	-	-	-	2,852	-	2,100	2,000
69122700	52180	SECURITY SERVICES	1,693	1,600	1,031	1,193	1,300	1,500	1,800
69122700	54100	SUPPLIES	5,174	8,000	7,593	7,430	7,000	2,800	5,000
69122700	54101	POSTAGE	889	1,200	599	1,539	1,000	1,300	1,000
69122700	55100	TELEPHONE	5,273	5,000	3,263	6,361	6,000	5,300	6,000
69122700	55210	UTILITIES	19,889	19,000	24,577	23,844	23,000	17,700	22,000
69122700	56120	EQUIPMENT MAINTENANCE & REPAIR	2,555	2,000	3,064	2,355	1,500	100	-
69122700	56300	BUILDING MAINTENANCE & REPAIR	3,617	1,500	6,916	4,986	5,000	5,400	3,000
69122700	57100	CONFERENCE & TRAINING	-	-	633	62	1,000	900	1,000
69122700	57300	MEMBERSHIPS & SUBSCRIPTIONS	310	320	-	-	350	-	350
69122700	61100	GENERAL GOVERNMENT ALLOCATION	-	59,877	14,946	9,819	-	-	-
69122700	61200	PURCHASING ALLOCATION	-	-	-	496	463	463	533
69122700	61422	IT ALLOCATION	-	-	-	-	14,584	14,584	17,571
69122700	61500	INSURANCE ALLOCATION	14,125	9,734	14,378	15,000	19,379	19,379	19,163
69122700	62100	ADMINISTRATIVE SERVICES ALLOCATION [3]	-	-	-	33,969	28,164	28,164	33,360
69122700 Total Operating Expenses			306,741	343,712	367,784	400,960	370,293	389,570	437,926

[1] The Guild contribution supplements the City's funding for the Museum.

[2] 1% of the TOT is transferred from the General Fund.

[3] For information on the allocation method used, refer to the City's Cost Allocation Plan document located under the "Other" tab.

**BUDGET DETAIL
GRACE HUDSON MUSEUM SPECIAL FUND
FISCAL YEAR 2016-17**

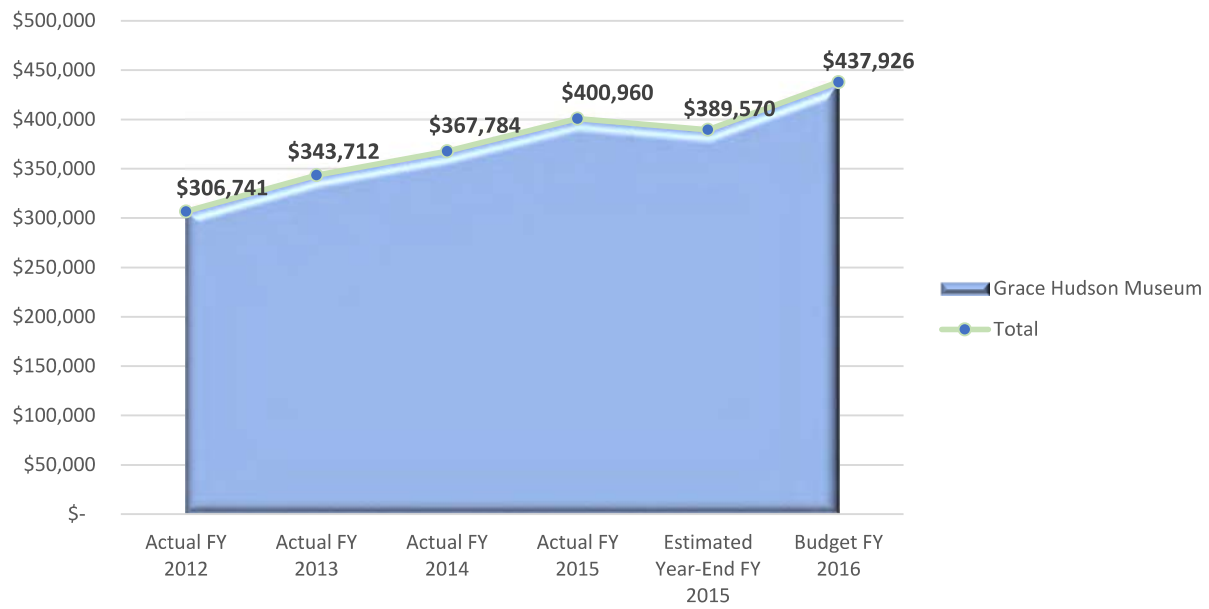
ACCOUNT NO. 69122700

**DEPARTMENT
REQUEST**

51110 Salaries, Regular		\$ 177,755
Community Service Administrator (0.45 Recreation Admin., 0.30 Parks, 0.05 Conference Center, 0.05 Golf, 0.10 Building Maintenance)	0.05	
Museum Director	1.00	
Museum Curator	1.00	
Museum Receptionists (2) (16.5 hours per week each - 1,716 hours)	0.83	
Museum Educator (formerly Museum Registrar)	1.00	
Facility Attendant - Part-time, 32-Hour (0.70 Building Maintenance)	0.10	
Total FTE	3.93	
51120 Salaries, Non-Regular		\$ 19,924
Substitute Receptionists (On-Call, as needed)	-	
Project Analyst (500 hours) (Reimbursed by State grant)	0.14	
Total FTE	0.14	
Employee Benefits		\$ 127,470
51210 Retirement (PERS)	\$ 58,040	
51220 Insurance	\$ 49,148	
51230 Workers Compensation Insurance	\$ 11,787	
51240 Medicare	\$ 3,522	
51250 Unemployment Insurance	\$ 2,436	
51260 FICA	\$ 2,240	
51290 Cell Phone Stipend	\$ 297	
52100 Contractual Services		\$ 2,000
Contract for copier/printer.		
52180 Security Services		\$ 1,800
Contract for Museum & Sun House security system includes semi-annual system testing, monitoring fees, and service calls.		
54100 Supplies		\$ 5,000
Supplies, paint for exhibit display walls and other supplies.		
54101 Postage		\$ 1,000
Museum mailings and packages. Guild pays for exhibit related bulk mailings.		
55100 Telephone		\$ 6,000
Fax, seven telephones, two outside lines, one internal City line, Yellow Page listing.		
55210 Utilities		\$ 22,000
Electric, water, and sewer.		
56300 Building Maintenance & Repair		\$ 3,000
Service/testing of fire suppression system, service contract for HVAC units, service contract for pest control, carpet cleaning and other routine maintenance services.		
57100 Conference & Training		\$ 1,000
Attend professional meetings to learn new skills, programs, and potential funding opportunities.		
57300 Memberships & Subscriptions		\$ 350
For membership in professional organizations such as the American Association of Museums, the American Association for State and Local History, and the National Collaborative for Women's History Sites.		

61422 Purchasing Allocation	\$ 533
Charge for Purchasing functions.	
61422 IT Allocation	\$ 17,571
Share of Information Technology services.	
61500 Insurance Allocation	\$ 19,163
Museum's share of general liability, property, and earthquake and flood insurance costs; coverage of items on loan to the Museum for exhibit and research purposes; coverage of Museum collections.	
62100 Administrative Services Allocation	\$ 33,360
Annual allocation for general government services.	
City Council	\$ 1,430
City Clerk	\$ 2,653
City Manager	\$ 4,849
Administrative Support	\$ 922
Miscellaneous General Government	\$ 1,430
Accounting	\$ 8,112
City Attorney	\$ 1,727
Human Resources/Risk Management	\$ 12,237
DEPARTMENT TOTAL 69122700	<u>\$ 437,926</u>

Grace Hudson Museum Special Fund Expenses



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VISIT UKIAH BUDGET

Fiscal Year 2016-17

75017110

Visit Ukiah

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The mission of Ukiah's Transient Occupancy Tax Program (TOT) is to responsibly administer a continuously improving promotional program for the Greater Ukiah Area utilizing Measure X funds. The Program will leverage partnerships with key groups and organizations, foster community pride, and increase tourism.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

- Increased TOT revenue/program income by 19% over the prior year, for a cumulative increase of 77% since 2010.
- Continued to develop and promote the Visit Ukiah brand, which captures the spirit of Ukiah and creates a unique position for marketing.
- Maintained a comprehensive visitor-based website, which includes the area's most comprehensive event calendar; over 50,000 views to website, successfully reaching the target areas of the Bay Area and the Sacramento Valley.
- Expanded distribution of the Visit Ukiah brochure to include the Sonoma County Airport and the California Welcome Centers in Santa Rosa and Eureka.
- Represented Ukiah at Sunset Celebration Weekend, Taste of Mendocino, the Modern Bridal Luxury Wedding Event, and the Bay Area Travel and Adventure Show.
- Strategically placed ads in Sunset Magazine, VIA Magazine, 101 Things to Do in Mendocino County, the Visit Mendocino Travel Guide, and local hotel directories.
- Partnered with Ukiah-area businesses for advertising in the Mendocino Travelers Guide in order to expand Ukiah's presence in this magazine.
- Received over 2,500 leads from readers of Sunset and VIA Magazines, each answered with a personalized direct mail piece.
- Partnered with Visit Mendocino, Destination Hopland, and other local businesses to promote the Ukiah area.
- Maintained regular Visitor Center staffing that corresponds with peak travel times.
- Developed the "Live Like a Local" program, which crowd-sourced favorite Ukiah-area activities and attractions.
- Developed the Visit Ukiah retail store at the Visitor Center, selling branded merchandise.
- Worked with CalTrans to improve directional signage along the Hwy 101 corridor.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Continue to evolve the Visit Ukiah brand to ensure relevancy and effectiveness.
- Continue to increase awareness of Visit Ukiah brand, both locally and in target markets through marketing, press releases, and word of mouth.
- Continue to develop the resources at the Visitor Center by networking with other visitor centers and local hospitality-related businesses.
- Continue to increase awareness of Ukiah as a destination wedding location.
- Complete gateway signage project.
- Develop hospitality training resources to improve level of service.
- Increase Visitor Center staffing to include Saturdays (during peak season) and

additional weekday hours.

- Increase distribution of Visit Ukiah brochures.

SIGNIFICANT CHANGES:

- No significant budget changes; Visit Ukiah is completely funded with transient occupancy tax.

Visit Ukiah Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
Revenues and Other Sources [1]									
<i>Charges for Services:</i>									
Reimbursable Jobs	-	3,600	10,000	10,000	-	-	-	-	0%
Use of TOT 1% Funding	16,078	92,598	75,250	78,195	-	-	-	-	0%
Transfer from General Fund for Past TOT 1% Unspent [2]	-	-	-	-	-	91,562	-	(91,562)	100%
Transfer from General Fund for Current TOT 1% [3]	-	-	-	-	119,563	117,338	110,884	(6,454)	-6%
Total Revenues and Other Sources	\$ 16,078	\$ 96,198	\$ 85,250	\$ 88,195	\$ 119,563	\$ 208,900	\$ 110,884	\$ (98,016)	-47%
Expenses and Other Uses[1]									
Visit Ukiah	16,078	96,199	85,249	88,195	119,563	94,193	157,426	63,233	67%
Total Expenses and Other Uses	16,078	96,199	85,249	88,195	119,563	94,193	157,426	63,233	67%
Total Net Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,707	\$ (46,542)		
Beginning Fund Balance	-	-	-	-	-	-	114,707		
Adjustments									
Ending Fund Balance	-	-	-	-	-	114,707	68,165		

[1] Visit Ukiah promotion programs are funded from 50% of the additional 2% Transient Occupancy Tax (TOT) approved by the voters in November 2006 as Measure X. Prior to FY 2016, the Visit Ukiah programs were reported in the General Fund (#100) and are shown above, in a gray highlight, for illustrative purposes only. The TOT revenues are recorded in the General Fund and transferred to Visit Ukiah (#750) to fund the promotional programs.

[2] This amount reflects the unspent portion of 50% of the 2% TOT revenue since 2010 and transferred to the Visit Ukiah fund.

[3]As of FY 2017, the 50% of the 2% TOT revenue, less 10% for Administrative costs, is to be transferred to the Visit Ukiah Fund from the General Fund.

Visit Ukiah Fund Detail for Fiscal Year 2016/2017

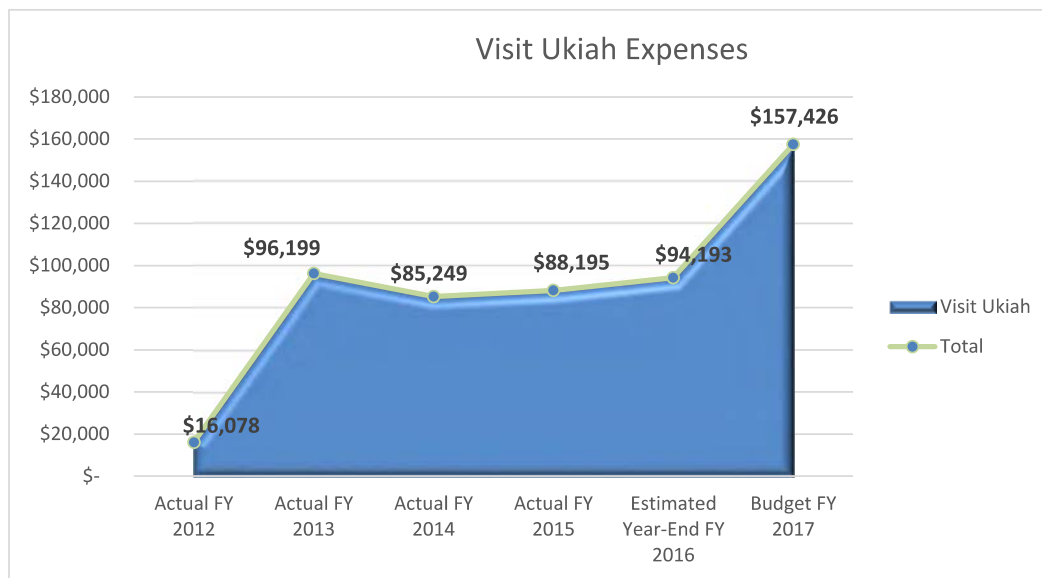
ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget 2016	Estimated Year-End 2016	Budget FY 2017
VISIT UKIAH REVENUE [1]									
10017110	44830	REIMBURSABLE JOBS	-	(3,600)	(10,000)	(10,000)			
10017110		1% TOT Revenue	(16,078)	(92,598)	(75,250)	(78,195)			
75000000	91100	TRANSFER FROM GENERAL FUND [2]						(91,562)	
75000000	91100	TRANSFER FROM GENERAL FUND [3]					(119,563)	(117,338)	(110,884)
Total Operating Revenue			(16,078)	(96,198)	(85,250)	(88,195)	(119,563)	(208,900)	(110,884)
VISIT UKIAH EXPENSES									
75017110	51110	REGULAR SALARIES & WAGES	-	6,526	55	-	6,322	6,322	9,699
75017110	51120	NON-REGULAR SALARIES & WAGES	(4,000)	3,737	11,555	15,016	13,000	13,000	11,960
75017110	51130	OVERTIME SALARIES & WAGES	-	-	-	-	-	-	-
75017110	51210	RETIREMENT (PERS)	-	1,989	14	-	3,013	3,013	-
75017110	51220	INSURANCE	-	201	-	-	-	-	-
75017110	51230	WORKERS COMP	-	530	633	631	858	858	581
75017110	51240	MEDICARE	-	165	168	218	297	297	175
75017110	51250	UNEMPLOYMENT	-	122	116	150	204	204	120
75017110	51260	FICA	-	257	716	888	646	646	743
75017110	51290	CELL PHONE STIPEND	-	15	2	-	-	-	-
75017110	52100	CONTRACTED SERVICES	1,831	68,934	36,333	1,000	10,000	4,600	72,190
75017110	52515	ADVERTISING & PUBLICATION	9,531	4,193	26,581	49,448	62,620	43,000	35,265
75017110	52600	RENT	-	-	3,960	4,020	4,140	4,140	4,235
75017110	54100	SUPPLIES	1,784	1,165	1,237	414	1,200	1,200	6,200
75017110	54101	POSTAGE	690	863	1,450	1,643	2,500	2,200	1,500
75017110	55100	TELEPHONE	-	52	-	-	-	-	-
75017110	57100	CONFERENCE & TRAINING	4,941	3,399	2,428	4,949	5,000	5,000	6,000
75017110	57300	MEMBERSHIPS & SUBSCRIPTIONS	-	-	-	-	200	150	200
75017110	61410	RENT ALLOCATION	1,300	4,050	-	-	-	-	-
75017110	61422	IT ALLOCATION	-	-	-	-	1,889	1,889	-
75017110	61500	INSURANCE ALLOCATION	-	-	-	-	314	314	305
75017110	62100	ADMINISTRATIVE SERVICES ALLOCATION	-	-	-	9,819	7,360	7,360	8,253
10017100 Total Operating Expenses			16,078	96,199	85,249	88,195	119,563	94,193	157,426

[1] Visit Ukiah promotion programs are funded from 50% of the additional 2% Transient Occupancy Tax (TOT) approved by the voters in November 2006 as Measure X. Prior to FY 2016, the Visit Ukiah programs were reported in the General Fund (#100) and are shown above, in a gray highlight, for illustrative purposes only. The TOT revenues are recorded in the General Fund and transferred to Visit Ukiah (#750) to fund [2] This amount reflects the unspent portion of 50% of the 2% TOT revenue since 2010 and transferred to the Visit Ukiah fund.

[3]As of FY 2017, the 50% of the 2% TOT revenue, less 10% for Administrative costs, is to be transferred to the Visit Ukiah Fund from the Gene

**BUDGET DETAIL
VISIT UKIAH
FISCAL YEAR 2016-17**

ACCOUNT NO. 75017110		DEPARTMENT REQUEST	
51110 Salaries, Regular		\$ 9,699	
Facility Administrator & Senior Management Analyst - 10% of Visit Ukiah prior year actual allocated in regular salary and benefits			
51120 Salaries, Non-Regular		\$ 11,960	
Visitor's Desk Receptionists (2) (1,040 hours)		0.50	
Total FTE		0.50	
Employee Benefits		\$ 1,619	
51210	Retirement (PERS)	\$ -	
51220	Insurance	\$ -	
51230	Workers Compensation Insurance	\$ 581	
51240	Medicare	\$ 175	
51250	Unemployment Insurance	\$ 120	
51260	FICA	\$ 743	
52100 Contractual Services		\$ 72,190	
Website Design and Construction, Maintenance, Social Media & Marketing,		\$ 5,000	
Brochure Design and Printing; Photography		\$ 5,000	
Miscellaneous		\$ 20,000	
Sunset Magazine		\$ 32,190	
CBRE Feasibility Contract		\$ 10,000	
52515 Advertising & Publication		\$ 35,265	
Marketing and promotional opportunities; design and purchase of print and online advertisements, social media, direct mail projects, email marketing, and other opportunities.			
52600 Rent		\$ 4,235	
Rental of office space at the Ukiah Valley Conference Center			
54100 Supplies		\$ 6,200	
Office supplies and equipment, printing of brochures, business cards, letterhead, etc.			
54101 Postage		\$ 1,500	
57100 Conference & Training		\$ 6,000	
Taste of Mendocino 2017		\$ 500	
Sunset Celebration Weekend		\$ 3,000	
Travel and Adventure Shows		\$ 1,500	
Miscellaneous Wedding Faires		\$ 1,000	
57300 Memberships & Subscriptions		\$ 200	
Subscriptions to Sunset, VIA, Wine Spectator, and other misc. magazines relevant to Ukiah-area travel			
61500 Insurance Allocation		\$ 305	
Share of the Citywide costs of liability and property insurance.			
62100 Administrative Services Allocation		\$ 8,253	
Annual allocation for general government services.			
City Council		\$ 328	
City Clerk		\$ 854	
City Manager		\$ 1,561	
Administrative Support		\$ 297	
Miscellaneous General Government		\$ 460	
Accounting		\$ 2,612	
City Attorney		\$ 556	
Human Resources/Risk Management		\$ 1,585	
DEPARTMENT TOTAL 75017110		\$ 157,426	





TRANSFER STATION SPECIAL REVENUE FUND BUDGET

Fiscal Year 2016-17

69524500

Transfer Station

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

The private transfer station will be transferred to the City of Ukiah as of January 1, 2017 under the franchise agreement. The franchisee will continue to operate the transfer station and pay to the City a rental fee based on \$10 per ton. The City, as the owner of the transfer station, will continue to provide oversight of the transfer station operations under the franchise agreement.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

None.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- To provide oversight of the rental of the Transfer Station to franchisee.
- To provide supplemental funding of the Sanitary Landfill closure and post closure project.

SIGNIFICANT CHANGES:

- None.

Transfer Station Special Revenue Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
Transfer Station Rental	-	-	-	-	-	-	-		
Interest	-	-	-	-	-	-	-		
Miscellaneous Receipts	-	-	-	-	-	-	150,000	\$ 150,000	100%
Total Revenues	-	-	-	-	-	-	150,000		
Transfer In From Other Funds	-	-	-	-	-	-	177,000	\$ 177,000	100%
Total Revenues and Other Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	327,000	\$ -	100%
<u>Transfer Station Operating Expenses:</u>									
Transfer Station:									
Transfer Station Expenses	-	-	-	-	-	-	10,000	\$ 10,000	100%
Transfers Out to Other Funds	-	-	-	-	-	-	317,000	\$ 317,000	100%
Total Transfer Station Operating Expenses	-	-	-	-	-	-	327,000	327,000	100%
Total Net Surplus (Deficit)							-		
Beginning Fund Balance									
Adjustments									
Ending Fund Balance							-		

Transfer Station Special Revenue Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
TRANSFER STATION REVENUE									
69500000		TRANSFER STATION RENTAL [1]	-	-	-	-	-	-	(150,000)
69500000		INTEREST ON INVESTMENTS	-	-	-	-	-	-	-
Total Operating Revenues			-	-	-	-	-	-	(150,000)
Transfers In from Other Funds									
Transfer in from Other Funds [2]			-	-	-	-	-	-	(177,000)
Total Operating Revenues and Other Sources			-	-	-	-	-	-	(327,000)
TRANSFER STATION EXPENSES									
69524500		ADMINISTRATIVE OVERSIGHT	-	-	-	-	-	-	10,000
69524500		FEES	-	-	-	-	-	-	-
69524500 Total Operating Expenses			-	-	-	-	-	-	10,000
Transfers Out To Other Funds									
Transfer Out To Sanitary Disposal Site Fund 700 [3]			-						317,000
69524500 Total Operating Expenses and Other Uses			-	-	-	-	-	-	327,000

[1] Under the Franchise agreement with _____, the Transfer Station facility will be turned over to the City and _____ will continue to operate the Transfer Station and pay a rental fee to the City starting on January 1, 2017.

[2] During the next two years of the Transfer Station funding, under the franchise agreement, there will be a cash flow shortfall as part of the funding plan for the Sanitary landfill closure project. It is planned to use temporary advances from other City funds estimated at \$400,000 over the next two years to cover the short fall. these advances are planned to be repaid from the Transfer Station rental fees in FY 2019 and FY 2020 once the closure project is completed and post closure monitoring is implemented

[3] The State Integrated Waste Management Board (CIWMB) requires an extensive remediation project to limit environmental damage from the closed Sanitary Landfill owned by the City. Since the facility was closed in 2001, funds have been reserved to provide for the closure and post closure monitoring costs over the next 30 years. A financing plan has been developed to complete the funding of the remediation project over the next two years, monitoring over the following 28 years and provide for necessary repairs to the remediation.

**BUDGET DETAIL
TRANSFER STATION SPECIAL REVENUE FUND
FISCAL YEAR 2016-17**

ACCOUNT NO. 69524500

DEPARTMENT
REQUEST

Administrative Oversight Costs

\$ 10,000

59101 Fees

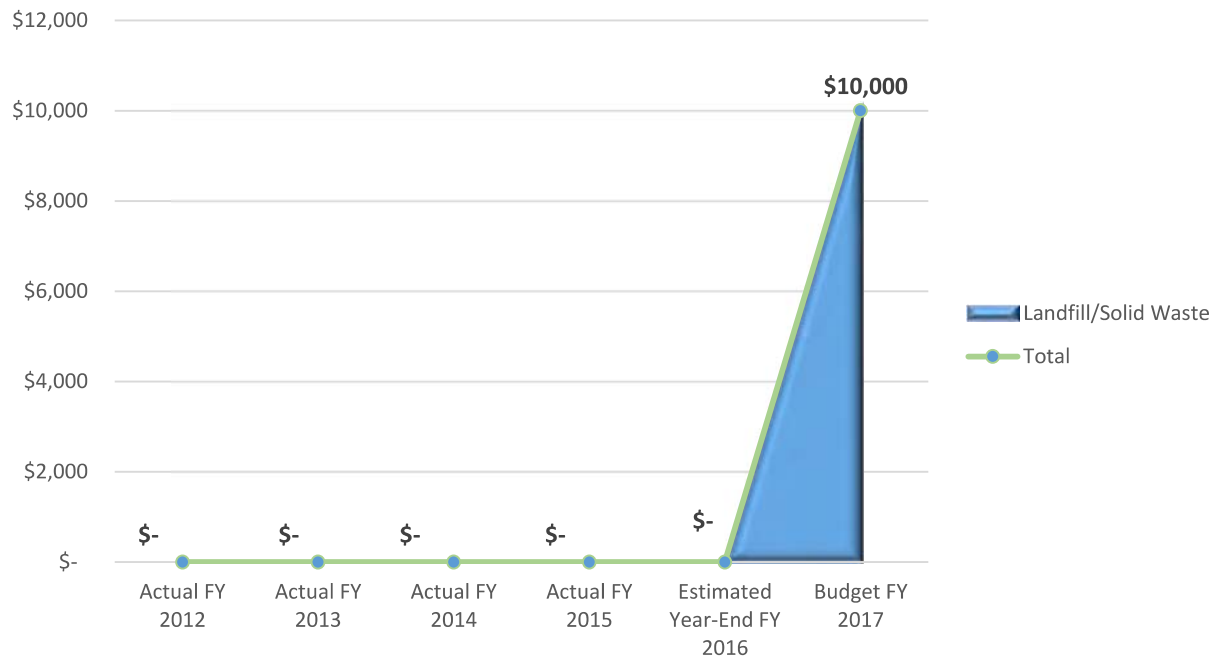
\$ -

Regional Water Quality Control Board fees - WDR fee , Air Quality
Management District (AQMD) fees for extraction system, Storm Water Permit
Fee, Local Enforcement Agency (LEA) fees.

DEPARTMENT TOTAL 69524500

\$ 10,000

Transfer Station Special Revenue Fund Expenses



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SUCCESSOR AGENCY BUDGET Fiscal Year 2016-17

Ukiah Successor Agency

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

To help facilitate the winding down process at the local level, Successor Agencies, have been established to manage redevelopment projects currently underway, make payments on enforceable obligations, and dispose of redevelopment assets and properties. Each Successor Agency has an oversight board that supervises its work. The oversight board is comprised of representatives of the local agencies that serve the redevelopment project area: the city, county, special districts, and K-14 educational agencies. Oversight Board members have a fiduciary responsibility to holders of enforceable obligations, as well as to the local agencies that would benefit from property tax distributions from the former redevelopment project area.

MAJOR ACCOMPLISHMENTS FOR FY 2015-16:

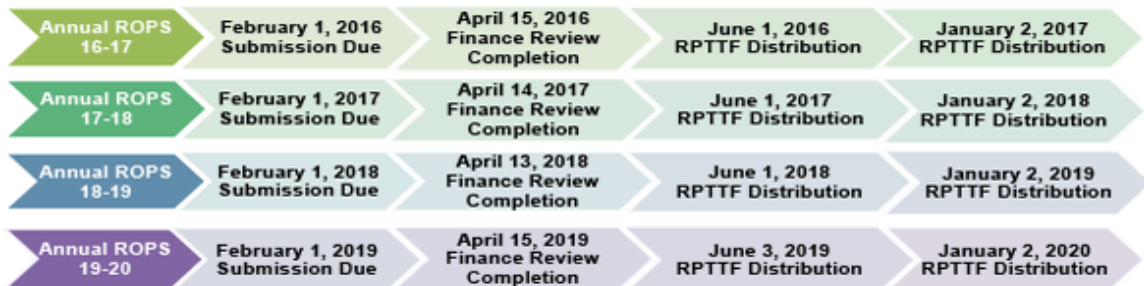
- Completed and received Department of Finance approval for the FY 16-17 Annual Recognized Obligation Payment Schedule.
- Implemented the Recognized Obligation Payment Schedules for 15-16A & 15-16B.

PERFORMANCE GOALS AND OBJECTIVES FOR FY 2016-17:

- Implemented the Recognized Obligation Payment Schedules for 16-17.
- Explore the possible development of a last and final recognized obligation payment schedule.
- Continue with the implementation of the approved Long Range Property Management Plan.

SIGNIFICANT CHANGES:

- None.



Successor Agency Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016 \$ %	
<u>Revenues and Other Sources:</u>									
RPTTF Enforceable Obligations				\$ 535,794	\$ 1,776,944	\$ 1,456,184	\$ 1,080,920	\$ (375,264)	-26%
Successor Agency Administrative Allocation				250,000	250,000	250,000	250,000	-	0%
Interest for Fund 966				742	-	3,279	3,300	21	1%
Interest for Fund 963				266	-	1,182	1,200	18	2%
Interest for Fund 968				1,767	-	5,628	6,000	372	7%
Other Revenues									
Total Successor Agency Revenue				\$ 788,568	\$ 2,026,944	\$ 1,716,273	\$ 1,341,420	\$ (374,853)	-22%
<u>Expenses and Other Uses:</u>									
Successor Agency:									
Successor Agency Enforceable Obligations				\$ 81,762	\$ 356,900	\$ 42,612	\$ 44,000	\$ 1,388	3%
Debt Service for 2007 and 2011A Non-Housing Bonds & Trustee Fees				1,244,682	2,125,520	1,246,689	1,257,704	11,015	1%
Debt Service for 2011B Housing Bonds				353,125	-	362,050	374,225	12,175	3%
Transfer Out To General Fund for Administrative Allocation				180,049	250,000	250,000	250,000	-	0%
Total Successor Agency Operating Expenses				\$ 1,859,618	\$ 2,732,420	\$ 1,901,351	\$ 1,925,929	\$ 24,578	1%
Total Net Surplus (Deficit)				\$ (1,071,049)	\$ (705,476)	\$ (185,078)	\$ (584,509)		
Beginning Net Position				10,161,858		9,090,809	8,905,731		
Adjustments				-		-	-		
Ending Net Position				\$ 9,090,809		\$ 8,905,731	\$ 8,321,222		
Allocation of Net Position									
Reserve 2011 A Bond Proceeds for Projects 968				4,415,829		4,421,457	4,427,457		
Reserve for 2011 B Debt Service Fiscal Agent 963				328,616		329,798	298,000		
Reserve for 2007 Debt Service with Fiscal Agent 966				497,247		453,745	307,500		
Reserve for 2011 A Debt Service with Fiscal Agent 966				523,764		525,648	301,500		
RESERVE FOR PROJECTS				1,862,298		1,862,298	1,862,298		
ALLOCATION COMMITTEE RESERVE 2				450,532		450,532	450,532		
RESERVE FOR MAJOR PROJECTS 50%				1,030,607		1,030,607	1,030,607		
Unassigned				(18,084)		(168,354)	(356,672)		
Total Net Position				\$ 9,090,809		\$ 8,905,731	\$ 8,321,222		

Successor Agency Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
SUCCESSOR AGENCY REVENUE									
969XXXXX	44841	RPTTF Enforceable Obligations				(535,794)	(1,610,844)	(1,456,184)	(1,080,920)
969XXXXX	44841	SUCCESSOR AGENCY ADMIN				(250,000)	(250,000)	(250,000)	(250,000)
969XXXXX		Interest							
969XXXXX		Other							
96900000 Total Operating Revenues						(785,794)	(1,860,844)	(1,706,184)	(1,330,920)
Transfers In from Other Funds									
Total Transfers in from Other Funds						-	-	-	-
96900000 Total Operating Revenues and Other Sources						(785,794)	(1,860,844)	(1,706,184)	(1,330,920)
SUCCESSOR AGENCY EXPENSES									
969XXXXX		Property Maintenance				20,421	30,000	19,999	30,000
969XXXXX		Audit Services				-	8,000	5,000	4,000
969XXXXX		Legal Services				55,647	100,000	7,410	-
969XXXXX		Legal Services				-	200,000	-	-
969XXXXX		Fiscal consulting				5,695	18,900	10,203	10,000
96900000 Total Enforceable Obligations						81,762	356,900	42,612	44,000
SUCCESSOR AGENCY ADMINISTRATIVE ALLOCATION									
969XXXXX		TRANSFER OUT TO GENERAL FUND 100				180,049	250,000	250,000	250,000
		TRANSFER OUT TO SA Debt 966				1,243,558	-	1,205,217	884,011
		TRANSFER OUT TO Housing Debt 963				353,125	-	361,600	341,220
96900000 Total Enforceable Obligations and Administrative						1,776,732	250,000	1,816,817	1,475,231
96900000 Total Enforceable Obligations and Other Uses						1,858,494	606,900	1,859,428	1,519,231
Net Positon Surplus (Deficit)						(1,072,700)	1,253,944	(153,244)	(188,311)
Beginning Net Position						4,401,020		3,328,320	3,175,076
Adjustments						-		-	-
Ending Net Position						\$ 3,328,320		\$ 3,175,076	\$ 2,986,765
Allocation of Net Position									
RESERVE FOR PROJECTS						1,862,298		1,862,298	1,862,298
ALLOCATION COMMITTEE RESERVE 2						450,532		450,532	450,532
RESERVE FOR MAJOR PROJECTS 50%						1,030,607		1,030,607	1,030,607
Unassigned						(15,116)		(168,361)	(356,672)
Total Net Position						\$ 3,328,320		\$ 3,175,076	\$ 2,986,765

**SUCCESSOR AGENCY NON-HOUSING DEBT SERVICE
FY 2016-17 BUDGET**

ORG	OBJ	PRJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
SUCCESSOR AGENCY REVENUE										
966XXXXX			Interest	-	-	-	(742)	-	(3,279)	(3,300)
966XXXXX			Other	-	-	-	-	-	-	-
96600000 Total Operating Revenues				-	-	-	(742)	-	(3,279)	(3,300)
Transfers In from Other Funds										
966XXXXX			Transfer In from Suc Agency Fund 969				(1,243,558)	-	(1,205,217)	(884,011)
Total Transfers in from Other Funds							(1,243,558)	-	(1,205,217)	(884,011)
96600000 Total Operating Revenues and Other Sources							(1,244,299)	-	(1,208,496)	(887,311)
SUCCESSOR AGENCY EXPENSES										
			Non-Housing Bonds payment Series A 2011				-	1,337,550	-	-
966XXXXX	70102	6102/7102	Interest				216,144	-	194,413	168,525
966XXXXX	70202	6102	Principal				555,000	-	580,000	620,000
			Tax Allocation Refunding Bonds, Series 2007				-	775,570	-	-
966XXXXX	70102	6106/7106	Interest				159,089	-	145,728	131,779
966XXXXX	70202	6106	Principal				305,000	-	320,000	325,000
966XXXXX			Trustee services				9,449	12,400	6,549	12,400
96600000 Total Enforceable Obligations						-	1,244,682	2,125,520	1,246,689	1,257,704
SUCCESSOR AGENCY OTHER USES										
96600000 Total Transfers and Other Uses				-	-	-	-	-	-	-
96600000 Total Enforceable Obligations and Other Uses							1,244,682	2,125,520	1,246,689	1,257,704
Net Positon Surplus (Deficit)							(382)	(2,125,520)	(38,194)	(370,393)
Beginning Net Position							1,017,969	-	1,017,586	979,393
Adjustments							-	-	-	-
Ending Net Position							1,017,586	-	979,393	609,000
Allocation of Net Position										
Reserve for 2007 Debt Service with Fiscal Agent 966							497,247	-	453,745	307,500
Reserve for 2011 A Debt Service with Fiscal Agent 966							523,764	-	525,648	301,500
Unassigned							(3,425)	-	-	-
Total Net Position							1,017,586	-	979,393	609,000

**SUCCESSOR AGENCY HOUSING DEBT SERVICE
FY 2016-17 BUDGET**

ORG	OBJ	PRJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
SUCCESSOR AGENCY REVENUE										
963XXXX			Interest	-	-	-	(266)	-	(1,182)	(1,200)
963XXXX			Other	-	-	-	-	-	-	-
96300000 Total Operating Revenues				-	-	-	(266)	-	(1,182)	(1,200)
Transfers In from Other Funds										
963XXXX			Transfer In from Suc Agency Fund 969				(353,125)	-	(361,600)	(341,220)
							-	-	-	-
Total Transfers in from Other Funds							(353,125)	-	(361,600)	(341,220)
96300000 Total Operating Revenues and Other Sources							(353,391)	-	(362,782)	(342,420)
SUCCESSOR AGENCY EXPENSES										
			Housing Bonds payment Series B 2011							
96395602	70102	6104/7104	Interest				248,125	-	242,050	234,225
96395602	70202	6104	Principal				105,000	-	120,000	140,000
96300000 Total Enforceable Obligations							353,125	-	362,050	374,225
Transfers and Other Uses										
				-	-	-	-	-	-	-
96300000 Total Transfers and Other Uses				-	-	-	-	-	-	-
96300000 Total Enforceable Obligations and Other Uses				-	-	-	353,125	-	362,050	374,225
Net Positon Surplus (Deficit)				-	-	-	266	-	732	(31,805)
Beginning Net Position							328,807	-	329,073	329,805
Adjustments							-	-	-	-
Ending Net Position							\$ 329,073	\$ -	\$ 329,805	\$ 298,000
Allocation of Net Position										
Investment in Capital Assets (Non-Cash)							-	-	-	-
Deferred Noncurrent Liabilities							-	-	-	-
Reserve for 2011 B Debt Service Fiscal Agent 963							328,616	-	329,798	298,000
Unassigned							457	-	7	-
Total Net Position							\$ 329,073	\$ -	\$ 329,805	\$ 298,000

**SUCCESSOR AGENCY NON-HOUSING BOND PROCEEDS
FY 2016-17 BUDGET**

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
SUCCESSOR AGENCY REVENUE									
968XXXXX	Interest		-	-	-	(1,767)	-	(5,628)	(6,000)
968XXXXX	Other		-	-	-	-	-	-	-
96800000 Total Operating Revenues			-	-	-	(1,767)	-	(5,628)	(6,000)
Transfers In from Other Funds									
Total Transfers in from Other Funds						-	-	-	-
96800000 Total Operating Revenues and Other Sources						(1,767)	-	(5,628)	(6,000)
SUCCESSOR AGENCY EXPENSES									
96800000 Total Enforceable Obligations			-	-	-	-	-	-	-
96800000 Total Enforceable Obligations and Administrative									
96800000 Total Enforceable Obligations and Other Uses			-	-	-	-	-	-	-
Net Position Surplus (Deficit)						1,767	-	5,628	6,000
Beginning Net Position						4,414,062	-	4,415,829	4,421,457
Adjustments						-	-	-	-
Ending Net Position						\$ 4,415,829	\$ -	\$ 4,421,457	\$ 4,427,457
Allocation of Net Position									
Reserve 2011 A Bond Proceeds for Projects						4,415,829	-	4,421,457	4,427,457
Unassigned						-	-	-	-
Total Net Position						\$ 4,415,829	\$ -	\$ 4,421,457	\$ 4,427,457



LOW AND MODERATE INCOME HOUSING FUND BUDGET

Fiscal Year 2016-17

31300000 Low and Moderate Income Housing

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

This fund contains restricted monies that are the proceeds of properties purchased by the Ukiah Redevelopment Agency ("Agency") with affordable housing set-aside funds and were transferred to the City of Ukiah, as the Housing Successor to the former Agency, pursuant to Health and Safety Code Section 34176(a). The money in this fund must be utilized to benefit low-and moderate-income residents.

SIGNIFICANT CHANGES:

- None.

Low and Moderate Income Housing Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
<i>Charges for Services:</i>									
Interest on Investments	-	-	210	172	239	272	250	(22)	-8%
225 Norton Street Rental	-	-	12,000	12,000	12,000	12,000	12,000	-	0%
Loan Payment	-	-	500	-	-	-	-	-	-
Total Revenues and Other Sources	\$ -	\$ -	\$ 12,710	\$ 12,172	\$ 12,239	\$ 12,272	\$ 12,250	\$ (22)	0%
<u>Expenses and Other Uses:</u>									
<i>LMIHF Housing:</i>									
LMIHF Housing Operations	-	-	-	-	-	-	-	-	0%
Total LMIHF Housing Expenses and Other Uses	-	-	-	-	-	-	-	-	0%
Total Net Surplus (Deficit)	\$ -	\$ -	\$ 12,710	\$ 12,172	\$ 12,239	\$ 12,272	\$ 12,250		
Beginning Fund Balance			12,550	25,260		37,431	49,703		
Adjustments	-	-	-	-		-	-		
Ending Fund Balance	\$ -	\$ -	\$ 25,260	\$ 37,431		\$ 49,703	\$ 61,953		
Loans Outstanding			1,706,485	1,738,156		1,738,156	1,738,156		

Low and Moderate Income Housing Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual Budget	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
LMIHF HOUSING REVENUE									
31300000	46110	INTEREST ON INVESTMENTS	-	-	(210)	(172)	(239)	(272)	(250)
31300000	46331	225 NORTON STREET RENTAL	-	-	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
31300000	90101	LOAN PAYMENT RECEIVED	-	-	(500)				
31300000 Total Operating Revenues			-	-	(12,710)	(12,172)	(12,239)	(12,272)	(12,250)
LMIHF HOUSING OTHER USES AND TRANSFERS OUT TO OTHER FUNDS									
			-	-		-	-	-	-
31300000 Total Other Uses and Transfers Out To Other Funds			-	-	-	-	-	-	-

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HOUSING AND ECONOMIC DEVELOPMENT FUND BUDGET

Fiscal Year 2016-17

60517461	First Time Homebuyer Program
60517462	First Time Homebuyer Active Delivery
60517463	General Administration
60617451	General Administration
60617452	AD ED Direct Financial Assistance
60617453	ED Direct Financial Assistance
60617455	CDBG 10-EDEF-7261 Program Income
60917458	13-CDBG-8940

Housing and Economic Development

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

This fund includes grant monies that have been secured to assist, develop and enhance both housing accessibility and the economic viability of our community.

SIGNIFICANT CHANGES:

- None.

Community Development and Affordable Housing Grant Funds Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
Revenues and Other Sources:									
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 600									
Interest			1,086	568	0	765	600		
Total Revenues and Other Sources 600			1,086	568	0	765	600	(165)	-22%
CDBG FUND 602									
Interest			383	200	0	308	300		
HOME Grant			0	9,811	0	0	0		
Total Revenues and Other Sources 602			383	10,011	0	308	300	(8)	-3%
HOME 11-7654 FUND 605									
First time homebuyer program			204,415	287,488	-	-	-		
FTHB activity delivery			13,286	13,812	-	-	-		
General administration			6,230	-	-	-	-		
FTHB-PIR			-	-	-	-	-		
Interest			-	(529)	-	-	-		
Total Revenues and Other Sources 605			223,931	300,771	-	-	-	-	0%
CDBG 10-EDEF-7261 FUND 606									
FEDERAL GRANTS			106,170	243,286	-	(44,917)	-		
LOAN INTEREST			2,216	-	-	7,294	-		
CDBG grant 10-EDEF-7261			-	1,999	-	-	-		
General administration			1,200	-	19,720	19,720	-		
AD ED direct financial assistance			-	43,286	64,620	64,620	-		
ED direct financial assistance			-	(5,519)	259,275	259,275	-		
CDBG 10-EDEF-7261 program income			10,758	10,975	-	-	-		
INTEREST			143	(743)	-	193	-		
MISCELLANEOUS RECEIPTS			-	-	-	10	-		
Total Revenues and Other Sources 606			120,487	293,284	343,615	306,195	-	(306,195)	-100%
CDBG 13-8940 FUND 609									
13-CDBG-8940			-	18,792	-	-	-		
Sewer lateral grant program (rehab: single-unit res)			-	-	200,000	200,000	-		
Rehab work at Creekside Village (rehab: mutli-unit res)			-	-	547,196	547,196	-		
General administration (general program administration RCHDC)			-	-	69,767	69,767	-		
SF housing rehab activity delivery			-	-	38,000	38,000	-		
MF housing rehab activity delivery (rehab multi-unit)			-	-	103,967	103,967	-		
INTEREST			-	(48)	-	-	-		
Total Revenues and Other Sources 609			-	18,744	958,930	958,930	-	(958,930)	-100%
Total Revenues and Other Sources			345,886.65	623,378.16	1,302,545.00	1,266,197.64	900.00	(1,265,297.64)	-100%
Expenses and Other Uses:									
HOME 11-7654 FUND 605									
FIRST TIME HOMEBUYER PROGRAM			204,415	-	-	-	-		
FTHB ACTIVITY DELIVERY			13,286	8,280	-	-	-		
GENERAL ADMINISTRATION			6,230	(10,255)	-	-	-		
LOANS MADE			-	303,275	-	-	-		
			223,931	301,300	-	-	-	-	0%
CDBG 10-EDEF-7261 FUND 606									
GENERAL ADMINISTRATION			1,200	4,090	84,340	84,340	-		
ED DIRECT FINANCIAL ASSIST			-	-	259,275	259,275	-		
CDBG 10-EDEF-7261			10,758	-	-	-	-		
LOANS MADE			104,970	195,108	-	(13,969)	-		
			116,928	199,198	343,615	329,646	-	(329,646)	-100%
CDBG 13-8940 FUND 609									
CONTRACT SERVICES - PROGRAM GE892			-	-	-	467,163	-		
CONTRACT SERVICES - PROGRAM GE894			-	-	-	100,038	-		
GENERAL ADMINISTRATION			-	-	-	-	-		
CONTRACT SERVICES - PROGRAM GE893			-	18,733	958,930	391,729	-		
			-	18,733	958,930	958,930	-	(958,930)	-100%
Total Expenses and Other Uses	-	-	340,859	519,230	1,302,545	1,288,576	-	(1,288,576)	-100%
Total Net Surplus (Deficit)			\$ 5,028	\$ 104,148	\$ -	\$ (22,379)	\$ 900		
Beginning Net Position			168,119	173,146		277,294	254,916		
Adjustments			-	-		-	-		
Ending Net Position			\$ 173,146	\$ 277,294		\$ 254,916	\$ 255,816		
Outstanding Loans			\$ 2,925,428	\$ 3,483,452		\$ 3,459,072	\$ 3,459,072		

Community Development and Affordable Housing Grant Funds
Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 600									
REVENUES									
60000000	46110	INTEREST			(1,086)	(568)		(765)	(600)
Total Revenues and Other Sources 600			-	-	(1,086)	(568)	-	(765)	(600)
EXPENSES									
Total Expenses and Other Uses 600			-	-	-	-	-	-	-
Total Net Surplus (Deficit)			-	-	1,086	568	-	765	600
Beginning Net Position					116,810	117,896		118,464	119,229
Adjustments					-				
Ending Net Position					\$ 117,896	\$ 118,464		\$ 119,229	\$ 119,829
CDBG FUND 602									
REVENUES									
60200000	46110	INTEREST			(383)	(200)		(308)	(300)
60200000	43296	FEDERAL HOME 0452				(9,811)			
Total Revenues and Other Sources 602			-	-	(383)	(10,011)	-	(308)	(300)
EXPENSES									
Total Expenses and Other Uses 602			-	-	-	-	-	-	-
Total Net Surplus (Deficit)			-	-	383	10,011	-	308	300
Beginning Net Position					41,222	41,605		51,616	51,924
Adjustments					-				
Ending Net Position					\$ 41,605	\$ 51,616		\$ 51,924	\$ 52,224
Outstanding Loans Receivable not included in Net Position					1,608,311	1,646,406		1,646,406	1,646,406
HOME 08-4088 FUND 603									
REVENUES									
Total Revenues and Other Sources 603			-	-	-	-	-	-	-
EXPENSES									
Total Expenses and Other Uses 603			-	-	-	-	-	-	-
Total Net Surplus (Deficit)			-	-	-	-	-	-	-
Beginning Net Position					6,356	6,356		6,356	6,356
Adjustments					-				
Ending Net Position					\$ 6,356	\$ 6,356		\$ 6,356	\$ 6,356
Outstanding Loans Receivable not included in Net Position					798,798	820,344		820,344	820,344
HOME 11-7654 FUND 605									
REVENUES									
60517461	43290	FIRST TIME HOMEBUYER PROGRAM	-	-	(204,415)	(287,488)	-	-	-
60517462	43290	FTHB ACTIVITY DELIVERY	-	-	(13,286)	(13,812)	-	-	-
60517463	43290	GENERAL ADMINISTRATION	-	-	(6,230)	-	-	-	-
60517467	43290	FTHB-PIR	-	-	-	-	-	-	-
605XXXXX	46110	INTEREST				529			
Total Revenues and Other Sources 605			-	-	(223,931)	(300,771)	-	-	-
EXPENSES									
60517461	52100	FIRST TIME HOMEBUYER PROGRAM	-	-	204,415	-	-	-	-
60517462	52100	FTHB ACTIVITY DELIVERY	-	-	13,286	8,280	-	-	-
60517463	52100	GENERAL ADMINISTRATION	-	-	6,230	(10,255)	-	-	-
605XXXXX	52100	LOANS MADE				303,275			
Total Expenses and Other Uses 605			-	-	223,931	301,300	-	-	-
Total Net Surplus (Deficit)			-	-	-	(529)	-	-	-
Beginning Net Position					508	508		(21)	(21)
Adjustments					-				
Ending Net Position					\$ 508	\$ (21)		\$ (21)	\$ (21)
Outstanding Loans Receivable not included in Net Position					413,349	716,624		716,624	716,624
CDBG 10-EDEF-7261 FUND 606									
REVENUES									
606XXXXX	43290	FEDERAL GRANTS			(106,170)	(243,286)		44,917	
606XXXXX	46114	LOAN INTEREST			(2,216)			(7,294)	
60600000	46110	CDBG GRANT 10-EDEF-7261	-	-	-	-	-	-	-

Community Development and Affordable Housing Grant Funds
Detail for Fiscal Year 2016/2017

60600000	46114	CDBG GRANT 10-EDEF-7261	-	-	-	(1,999)	-	-	-
60617451	43290	GENERAL ADMINISTRATION	-	-	(1,200)	-	(19,720)	(19,720)	-
60617452	43290	AD ED DIRECT FINANCIAL ASSIST	-	-	-	(43,286)	(64,620)	(64,620)	-
60617453	43290	ED DIRECT FINANCIAL ASSIST	-	-	-	5,519	(259,275)	(259,275)	-
60617455	43304	CDBG 10-EDEF-7261 PROGRAM INCOME	-	-	(10,758)	(10,975)	-	-	-
606XXXXX	46110	INTEREST	-	-	(143)	743	-	(193)	-
606XXXXX	48110	MISCELLANEOUS RECEIPTS	-	-	-	-	-	(10)	-
Total Revenues and Other Sources 606			-	-	(120,487)	(293,284)	(343,615)	(306,195)	-

EXPENSES									
60617451	52100	GENERAL ADMINISTRATION	-	-	1,200	890	19,720	19,720	-
60617452	52100	GENERAL ADMINISTRATION	-	-	-	3,200	64,620	64,620	-
60617453	52100	ED DIRECT FINANCIAL ASSIST	-	-	-	-	259,275	259,275	-
60617455	52100	CDBG 10-EDEF-7261	-	-	10,758	-	-	-	-
606XXXXX	52100	LOANS MADE	-	-	104,970	195,108	-	(13,969)	-
Total Expenses and Other Uses 606			-	-	116,928	199,198	343,615	329,646	-

Total Net Surplus (Deficit)	-	-	3,559	94,086	-	(23,451)	-
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Beginning Net Position	3,223	6,782	100,868	77,416
Adjustments	-	-	-	-
Ending Net Position	\$ 6,782	\$ 100,868	\$ 77,416	\$ 77,416

Outstanding Loans Receivable not included in Net Position	104,970	300,078	275,698	275,698
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CDBG 13-8940 FUND 609

REVENUES									
60917458	43290	13-CDBG-8940	-	-	-	(18,792)	-	-	-
60917458	GR891	SEWER LATERAL GRANT PROGRAM (REHAB: SINGLE-UNIT RES)	-	-	-	-	(200,000)	(200,000)	-
60917458	GR892	REHAB WORK AT CREEKSIDE VILLAGE (REHAB: MULTI-UNIT RES)	-	-	-	-	(547,196)	(547,196)	-
60917458	GR893	GENERAL ADMINISTRATION (GENERAL PROGRAM ADMIN RCHDC)	-	-	-	-	(69,767)	(69,767)	-
60917458	GR894	SF HOUSING REHAB ACTIVITY DELIVERY (REHAB ACTIVITY DELIVERY)	-	-	-	-	(38,000)	(38,000)	-
60917458	GR895	MF HOUSING REHAB ACTIVITY DELIVERY (REHAB MULTI UNIT)	-	-	-	-	(103,967)	(103,967)	-
609XXXXX	46110	INTEREST	-	-	-	48	-	-	-
Total Revenues and Other Sources 609			-	-	-	(18,744)	(958,930)	(958,930)	-

EXPENSES									
609XXXXX	52100	CONTRACT SERVICES - PROGRAM GE892	-	-	-	-	-	467,163	-
609XXXXX	52100	CONTRACT SERVICES - PROGRAM GE894	-	-	-	-	-	100,038	-
609XXXXX	52100	GENERAL ADMINISTRATION	-	-	-	-	-	-	-
60917458	52100	CONTRACT SERVICES - PROGRAM GE893	-	-	-	18,733	958,930	391,729	-
609XXXXX	52100	LOANS MADE	-	-	-	-	-	-	-
Total Expenses and Other Uses 609			-	-	-	18,733	958,930	958,930	-

Total Net Surplus (Deficit)	-	-	-	11	-	(0)	-
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Beginning Net Position	-	11	11
Adjustments	-	-	-
Ending Net Position	\$ -	\$ 11	\$ 11

Outstanding Loans Receivable not included in Net Position			
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GAS TAX FUND BUDGET

Fiscal Year 2016-17

Gas Tax

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Gas Tax #2106 (50000000)

Gas Tax #2107 (50100000)

Gas Tax #2107.5 (50200000):

Records the receipt and expenditure of gas tax funds allocated from the State of California.

Gas Tax #2105 (50300000)

Records the receipt and expenditure of gas tax funds allocated from the State of California. Funds must be used for engineering administration expenses. Funds have historically been transferred to the General Fund to partially fund the Engineering budget (10024210).

SIGNIFICANT CHANGES:

- None.

Gas Tax Funds Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
Revenues and Other Sources:									
2106 GAS TAX FUND 500	62,824	56,393	64,086	65,534	52,897	66,126	53,806	(12,320)	-19%
2107 GAS TAX FUND 501	106,092	111,185	116,285	112,247	126,505	117,689	139,420	21,731	18%
2107.5 GAS TAX FUND 502	4,054	4,000	4,000	4,001	4,000	4,001	4,000	(1)	0%
2105 GAS TAX FUND 503	73,450	77,237	108,691	87,576	92,490	90,655	100,399	9,744	11%
CONGESTION RELIEF (2013 Gas Tax) FUND 510	218,205	174,856	228,648	153,268	100,979	90,564	60,936	(29,628)	-33%
Total Revenues and Other Sources	\$ 464,624	\$ 423,671	\$ 521,710	422,626	376,871	\$ 369,035	\$ 358,561	\$ 31,474	9%
Expenses and Other Uses:									
2106 GAS TAX FUND 500									
GENERAL GOVERNMENT ALLOCATION	39,490	37,219	-	-	-	-	-		
ENGINEERING	70,000	19,174	-	-	-	-	-		
Curb/Gutter/Sidewalk Repair	-	-	1,318	-	-	-	-		
TRANSFER TO GENERAL FUND	-	-	24,687	108,947	52,473	52,276	53,806		
TOTAL 2106 GAS TAX FUNDS	109,490	56,393	26,005	108,947	52,473	52,276	53,806	1,530	3%
2107 GAS TAX FUND 501									
CONTRACTED SERVICES	30,000	1,944	-	-	-	-	-		
BUILDING MAINT. & REPAIR	-	30,000	-	-	-	-	-		
INFRASTRUCTURE [15100]	-	-	-	-	-	24,244	-		
Crosswalk on State Street 15100	-	-	-	-	-	81,114	-		
TRANSFER TO GENERAL FUND	-	-	112,040	126,053	126,422	135,077	139,420		
TOTAL 2107 GAS TAX FUNDS	30,000	31,944	112,040	126,053	126,422	240,435	139,420	(101,015)	-42%
2107.5 GAS TAX FUND 502									
	4,000	-	4,000	4,000	4,000	4,000	4,000		
TOTAL 2107.5 GAS TAX FUNDS	4,000	-	4,000	4,000	4,000	4,000	4,000	-	0%
2105 GAS TAX FUND 503									
GENERAL GOVERNMENT ALLOCATION	-	77,237	-	-	-	-	-		
TRANSFER TO GENERAL FUND	50,073	-	75,254	-	92,469	97,383	100,399		
TRANSFER TO 1998 STIP FD507	-	-	-	49,576	-	-	-		
TOTAL 2105 GAS TAX FUNDS	50,073	77,237	75,254	49,576	92,469	97,383	100,399	3,016	3%
CONGESTION RELIEF (2013 Gas Tax) FUND 510									
CONTRACTED SERVICES	-	-	-	41,423	-	-	-		
Slurry Seal 2014 Project 2 15001	-	-	-	86,986	-	-	-		
Slurry Seal Various Streets 15027	-	-	-	-	200,000	137,564	200,000		
NWP Rail Trail Phase 1 13004	-	-	-	-	-	66,267	-		
Overlay Streets	-	-	-	-	200,000	-	200,000		
Smith Street sidewalk/curb/gutter/pavement	-	-	-	-	21,951	-	250,000		
TOTAL CONGESTION RELIEF (2013 Gas Tax) FUND 510	-	-	-	128,409	421,951	203,831	650,000	446,169	219%
Total Gas Tax Expenses	193,563	165,574	217,299	416,985	697,315	597,925	947,625	(96,469)	-16%
Total Net Surplus (Deficit)	\$ 271,061	\$ 258,097	\$ 304,411	\$ 5,640	\$ (320,444)	\$ (228,890)	\$ (589,064)		
Beginning Fund Balance			521,891	826,302		831,943	603,053		
Adjustments			-	-		-	-		
Ending Fund Balance			\$ 826,302	\$ 831,943		\$ 603,053	\$ 13,989		
Allocation of Net Position									
2106 GAS TAX FUND 500			42,873	(540)		13,310	13,310		
2107 GAS TAX FUND 501			22,254	8,448		(114,298)	(114,298)		
2107.5 GAS TAX FUND 502			196	197		198	198		
2105 GAS TAX FUND 503			28,008	66,007		59,279	59,279		
CONGESTION RELIEF (2013 Gas Tax) FUND 510			732,971	757,830		644,563	55,499		
Total Net Position			\$ 826,302	\$ 831,942		\$ 603,052	\$ 13,988		

Gas Tax Funds Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
2106 GAS TAX FUND 500									
50000000	43170	HUT 2106 GAS TAX FUNDS	(62,748)	-	-	(65,178)	-	-	-
50000000	43190	HUT 2106 GAS TAX FUNDS	-	(56,393)	(63,815)	-	(52,473)	(66,106)	(53,806)
50000000	46110	INTEREST ON INVESTMENTS	(76)	-	(271)	(356)	(424)	(20)	-
TOTAL 2106 GAS TAX FUND 500			(62,824)	(56,393)	(64,086)	(65,534)	(52,897)	(66,126)	(53,806)
2107 GAS TAX FUND 501									
50100000	43170	HUT 2107 GAS TAX FUNDS	(105,205)	-	-	-	-	-	-
50100000	43190	HUT 2107 GAS TAX FUNDS	-	(110,703)	(116,194)	(112,199)	(126,422)	(117,522)	(139,420)
50100000	46110	INTEREST ON INVESTMENTS	(887)	(482)	(91)	(48)	(83)	(167)	-
50100000		TRANSFER IN FROM FUND 510							-
TOTAL 2107 GAS TAX FUND 501			(106,092)	(111,185)	(116,285)	(112,247)	(126,505)	(117,689)	(139,420)
2107.5 GAS TAX FUND 502									
50200000	43190	HUT 2107.5 GAS TAX FUNDS	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
50200000	46110	INTEREST ON INVESTMENTS	(54)	-	(0)	(1)	-	(1)	-
TOTAL 2107.5 GAS TAX FUND 502			(4,054)	(4,000)	(4,000)	(4,001)	(4,000)	(4,001)	(4,000)
2105 GAS TAX FUND 503									
50300000	43170	HUT 2105 GAS TAX FUNDS	(73,296)	-	-	-	-	-	-
50300000	43190	HUT 2105 GAS TAX FUNDS	-	(77,137)	(108,608)	(87,668)	(92,469)	(90,253)	(100,399)
50300000	46110	INTEREST ON INVESTMENTS	(153)	(100)	(82)	92	(21)	(402)	-
TOTAL 2105 GAS TAX FUND 503			(73,450)	(77,237)	(108,691)	(87,576)	(92,490)	(90,655)	(100,399)
CONGESTION RELIEF (2013 Gas Tax) FUND 510									
51000000	43170	HUT 2103 GAS TAX FUNDS	(216,621)	(173,229)	(222,499)	(149,828)	(73,311)	(82,577)	(38,985)
51000000	44830	REIMBURSABLE JOBS 13004						(3,534)	-
51000000	46110	INTEREST ON INVESTMENTS	(1,584)	(1,627)	(6,148)	(3,440)	(5,717)	(4,453)	-
51000000		TRANSFER IN FROM 251 Rsv 3902					(21,951)		(21,951)
TOTAL CONGESTION RELIEF (2013 Gas Tax) FUND 510			(218,205)	(174,856)	(228,648)	(153,268)	(100,979)	(90,564)	(60,936)
500-503 and 510 Total Operating Revenues			(464,624)	(423,671)	(521,710)	(422,626)	(376,871)	(369,035)	(358,561)
GAS TAX EXPENSES, OTHER USES AND TRANSFERS OUT TO OTHER FUNDS									
2106 GAS TAX FUND 500									
50024210	61800	GENERAL GOVERNMENT ALLOCATION	39,490	37,219	-	-	-	-	-
50024220	61800	ENGINEERING	70,000	19,174	-	-	-	-	-
50024220	80230	Curb/Gutter/Sidewalk Repair			1,318				
50000000	95100	TRANSFER TO GENERAL FUND	-	-	24,687	108,947	52,473	52,276	53,806
TOTAL 2106 GAS TAX FUNDS			109,490	56,393	26,005	108,947	52,473	52,276	53,806
2107 GAS TAX FUND 501									
50124210	52100	CONTRACTED SERVICES	30,000	1,944	-	-	-	-	-
50124210	61800	BUILDING MAINT. & REPAIR	-	30,000	-	-	-	-	-
50124220	80230	INFRASTRUCTURE [15100]						24,244	
50124220	80230	Crosswalk on State Street 15100						81,114	
50100000	95100	TRANSFER TO GENERAL FUND	-	-	112,040	126,053	126,422	135,077	139,420
TOTAL 2107 GAS TAX FUNDS			30,000	31,944	112,040	126,053	126,422	240,435	139,420
2107.5 GAS TAX FUND 502									
50200000	95100	TRANSFER TO GENERAL FUND	4,000	-	4,000	4,000	4,000	4,000	4,000
TOTAL 2107.5 GAS TAX FUNDS			4,000	0	4,000	4,000	4,000	4,000	4,000
2105 GAS TAX FUND 503									
50324220	61800	GENERAL GOVERNMENT ALLOCATION	-	77,237	-	-	-	-	-
50300000	95100	TRANSFER TO GENERAL FUND	50,073	-	75,254	-	92,469	97,383	100,399
50300000	95507	TRANSFER TO 1998 STIP FD507	-	-	-	49,576			
TOTAL 2105 GAS TAX FUNDS			50,073	77,237	75,254	49,576	92,469	97,383	100,399
CONGESTION RELIEF (2013 Gas Tax) FUND 510									
51024220	52100	CONTRACTED SERVICES				41,423			
51024220	52100	Slurry Seal 2014 Project 2 15001				86,986			
51024220	52100	Slurry Seal Various Streets 15027					200,000	137,564	200,000
51024220	80230	NWP Rail Trail Phase 1 13004						66,267	
51024220	80230	Overlay Streets					200,000		200,000
51024220		Smith Street							250,000
51024220	80230	sidewalk/curb/gutter/pavement					21,951		
TOTAL CONGESTION RELIEF (2013 Gas Tax) FUND 510			-	-	-	128,409	421,951	203,831	650,000
500-503 and 510 Total Expenses, Other Uses and Transfers Out To Other Funds			193,563	165,574	217,299	416,985	697,315	597,925	947,625
Total Net Surplus (Deficit)			271,061	258,097	304,411	5,640	(320,444)	(228,890)	(589,064)

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SIGNALIZATION FUND BUDGET

Fiscal Year 2016-17

50500000 Signalization

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

Accounts for development project revenue and expenses pursuant to Government Code Section 66000 et. seq.

SIGNIFICANT CHANGES:

- None.

Signalization Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
Revenues and Other Sources:									
Charges for Services:									
Interest on Investments	2,766	3,086	3,864	2,020	3,372	2,700	2,500	(200)	-7%
Orchard Ave Project	-	242,026	-	-	-	-	-	-	0%
AIP Capital Improvement Fees	-	220,119	-	48	-	-	-	-	0%
Perkins St SB Ramp	-	-	-	-	-	7,245	-	(7,245)	-100%
Total Signalization Revenues and Other Sources	\$ 2,766	\$ 465,231	\$ 3,864	2,068	3,372.00	\$ 9,945	\$ 2,500	\$ (7,445)	-75%
Expenses and Other Uses:									
Capital Improvements and Equipment	-	462,144	-	-	-	-	-	-	0%
Total Expenses and Other Uses	-	462,144	-	-	-	-	-	-	0%
Total Net Surplus (Deficit)	\$ 2,766	\$ 3,087	\$ 3,864	\$ 2,068	\$ 3,372	\$ 9,945	\$ 2,500		
Beginning Net Position			415,784	419,648		421,716	431,661		
Adjustments			-	-		-	-		
Ending Net Position			\$ 419,648	\$ 421,716		\$ 431,661	\$ 434,161		
Allocation of Net Position									
Reserved for Low Gap/Bush			4,899	4,930		4,954	4,954		
Reserved for Orchard Avenue			145,867	146,767		154,733	154,733		
Reserved for A.I.P. Capital Improvements			266,489	268,161		269,433	269,433		
Reserved for Perkins St/SB 101			157,110	158,026		158,743	158,743		
Reserved for Perkins St/NB 101			10,945	10,964		18,224	18,224		
Unassigned			(165,662)	(167,132)		(174,425)	(171,925)		
Total Net Position			\$ 419,648	\$ 421,716		\$ 431,661	\$ 434,161		

Signalization Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
SIGNALIZATION REVENUE									
50500000	46110	INTEREST ON INVESTMENTS	(2,766)	(3,086)	(3,864)	(2,020)	(3,372)	(2,700)	(2,500)
50500000	49001	ORCHARD AVE PROJECT	-	(242,026)	-	-	-	-	-
50500000	49002	AIP CAPITAL IMPROVEMENT FEES	-	(220,119)	-	(48)	-	-	-
50500000	49003	PERKINS ST SB RAMP	(149,000)	-	-	-	-	-	-
50500000	49005	CAP IMPROVE PERKINS SIGNAL	-	-	-	-	-	(7,245)	-
50500000 Total Operating Revenues			(151,766)	(465,231)	(3,864)	(2,068)	(3,372)	(9,945)	(2,500)
SIGNALIZATION EXPENSES									
50524210	80230	INFRASTRUCTURE	-	462,144	-	-	-	-	-
50524210 Total Operating Expenses			-	462,144	-	-	-	-	-

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STREETS FUND BUDGET

Fiscal Year 2016-17

Streets

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

- **Engineering Capital (50600000):**

Record capital project costs for construction of the Orchard Avenue Bridge which are not funded from other sources.

- **STIP Augmentation Fund (50700000):**

Improvement of local streets allocated by the State of California through Mendocino Council of Governments.

- **Local Transportation Fund (50800000):**

Record revenue and expenses of eligible streets, roads, pedestrian and bicycle related projects as approved through the Mendocino Council of Governments.

- **Traffic Congestion Relief (51000000):**

Record revenues and expenses for authorized street, storm drain, curb, gutter, and sidewalk projects.

SIGNIFICANT CHANGES:

- None.

Streets Funds Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
CAPITAL IMPROVEMENTS FUND 506	303,242	-	-	51,322	-	-	-	-	0%
STIP AUGMENTATION FUND 507	-	-	-	49,576	227,000	-	112,000	112,000	100%
SB325 REIMBURSEMENT FUND 508	53,879	56,393	73,482	101,702	-	64,019	40,000	(24,019)	-38%
STATE STP FUND 509	-	120,000	2,394	-	350,000	-	-	-	0%
Total Revenues and Other Sources	\$ 357,122	\$ 176,393	\$ 75,876	\$ 202,601	\$ 577,000	\$ 64,019	\$ 152,000	\$ 87,981	137%
<u>Expenses and Other Uses:</u>									
CAPITAL IMPROVEMENTS FUND 506	50,467	2,030	4,219	2,189	-	-	-	-	0%
STIP AUGMENTATION FUND 507									
Gobbi/Waugh Traffic Signal	-	-	-	-	112,000	-	112,000		
Low Gap/Bush Roundabout	-	-	-	-	115,000	-	-		
TOTAL STIP AUGMENTATION FUND 507	-	-	-	-	227,000	-	112,000	112,000	100%
SB325 REIMBURSEMENT FUND 508									
CONTRACTED SERVICES	47,576	79,472	74,354	101,712	-	-	40,000		
ADA Curb Ramp 15010	-	-	-	-	-	64,019	-		
TOTAL SB325 REIMBURSEMENT 508	47,576	79,472	74,354	101,712	-	64,019	40,000	(24,019)	-38%
STATE STP FUND 509									
N. State St. & Empire Dr. / Ford Rd. Signal Coordination	-	-	-	-	-	-	25,000		
Transfer out to Fund 250	-	-	-	-	350,000	-	-		
N. State St., Low Gap Rd. - SHN Contract	-	-	-	-	-	-	32,380		
TOTAL STATE STP 509	-	-	-	-	350,000	-	57,380	57,380	100%
Total Streets Expenses and Other Sources	98,043	81,502	78,574	103,901	577,000	64,019	209,380	145,361	227%
Total Net Surplus (Deficit)	\$ 259,079	\$ 94,891	\$ (2,698)	\$ 98,700	\$ -	\$ -	\$ (57,380)		
Beginning Fund Balance			120,851	118,153	-	216,853	216,853		
Adjustments			-	-	-	-	-		
Ending Fund Balance		\$ 118,153	\$ 216,853	\$ -	\$ 216,853	\$ 159,473			
Allocation of Net Position									
CAPITAL IMPROVEMENTS FUND 506			(49,133)	-	-	-	-		
STIP AUGMENTATION FUND 507			(49,576)	-	-	-	-		
SB325 REIMBURSEMENT FUND 508			108,535	108,525	-	108,525	108,525		
STATE STP FUND 509			108,327	108,327	-	108,327	50,947		
Total Net Position		\$ 118,153	\$ 216,852	\$ -	\$ 216,852	\$ 159,472			

Streets Funds Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
CAPITAL IMPROVEMENTS FUND 506									
REVENUES									
50600000	46110	INTEREST ON INVESTMENTS	979	-	-	316	-	-	-
50600000	49004	ORCHARD AVENUE BRIDGE	(304,221)	-	-	-	-	-	-
50600000		TRANSFER FROM SPECAIL PROJECTS TO 506	-	-	-	(51,638)	-	-	-
Total Revenues and Other Sources 506			(303,242)	-	-	(51,322)	-	-	-
EXPENSES									
50624210	52100	CONTRACTED SERVICES	-	-	3,772	2,189	-	-	-
50624210	61100	GENERAL GOVERNMENT ALLOCATION	2,729	470	447	-	-	-	-
50624225	52100	CONTRACTED SERVICES	47,738	1,560	-	-	-	-	-
Total Expenses and Other Uses 506			50,467	2,030	4,219	2,189	-	-	-
Total Net Surplus (Deficit)			252,775	(2,030)	(4,219)	49,133	-	-	-
Beginning Fund Balance					(44,914)	(49,133)	-	-	-
Adjustments					-	-	-	-	-
Ending Fund Balance					\$ (49,133)	\$ 0	\$ -	\$ -	\$ -

STIP AUGMENTATION FUND 507									
REVENUES									
50700000	43190	STATE OTHER	-	-	-	-	-	-	-
50700000	43391	MCOG REVENUES	-	-	-	-	(227,000)	-	(112,000)
50700000		TRANSFER FROM 2105 GAS TAX FUND TO 507	-	-	-	(49,576)	-	-	-
Total Revenues and Other Sources 507			-	-	-	(49,576)	(227,000)	-	(112,000)
EXPENSES									
50724210	52100	CONTRACTED SERVICES	-	-	-	-	-	-	-
50724210	80320	Gobbi/Waugh Traffic Signal	-	-	-	-	112,000	-	112,000
50724210	80320	Low Gap/Bush Roundabout	-	-	-	-	115,000	-	-
Total Expenses and Other Uses 507			-	-	-	-	227,000	-	112,000
Total Net Surplus (Deficit)			-	-	-	49,576	-	-	-
Beginning Fund Balance					(49,576)	(49,576)	-	-	-
Adjustments					-	-	-	-	-
Ending Fund Balance					\$ (49,576)	\$ -	\$ -	\$ -	\$ -

SB325 REIMBURSEMENT FUND 508									
REVENUES									
50800000	43190	STATE OTHER	(2,970)	-	-	-	-	-	-
50800000	43391	MCOG REVENUES	(50,909)	(56,393)	(73,482)	(101,702)	-	(64,019)	(40,000)
Total Revenues and Other Sources 508			(53,879)	(56,393)	(73,482)	(101,702)	-	(64,019)	(40,000)
EXPENSES									
50824210	52100	CONTRACTED SERVICES	47,576	79,472	74,354	101,712	-	-	40,000
50824220	80320	ADA Curb Ramp 15010	-	-	-	-	-	64,019	-
Total Expenses and Other Uses 508			47,576	79,472	74,354	101,712	-	64,019	40,000
Total Net Surplus (Deficit)			6,303	(23,079)	(873)	(10)	-	-	-
Beginning Fund Balance					109,408	108,535	-	108,525	108,525
Adjustments					-	-	-	-	-
Ending Fund Balance					\$ 108,535	\$ 108,525	\$ -	\$ 108,525	\$ 108,525

State STP FUND 509									
REVENUES									
50900000	43391	MCOG REVENUES	-	(120,000)	-	-	(350,000)	-	-
50900000		OTHER REVENUES	-	-	(2,394)	-	-	-	-
Total Revenues and Other Sources 509			-	(120,000)	(2,394)	-	(350,000)	-	-
EXPENSES									
N. State St. & Empire Dr. / Ford Rd. Signal									
50924210	80320	Coordination	-	-	-	-	-	-	25,000
50924210		Transfer out to Fund 250	-	-	-	-	350,000	-	-

Streets Funds Detail for Fiscal Year 2016/2017

50924220	80230	N. State ST., Low Gap Rd - SHN Contract	0	-	-	-	-	-	32,380
Total Expenses and Other Uses 508			-	-	-	-	350,000	-	57,380
Total Net Surplus (Deficit)			-	120,000	2,394	-	-	-	(57,380)
Beginning Fund Balance					105,933	108,327		108,327	108,327
Adjustments					-				
Ending Fund Balance					\$ 108,327	\$ 108,327		\$ 108,327	\$ 50,947

Parks and Recreation Facilities Related Funds Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
PARK DEVELOPMENT FUND 300			9,203	103	-	146,266	-	(146,266)	-100%
ANTON STADIUM FUND 301			16,141	131,587	-	224	-	(224)	-100%
OBSERVATORY PARK FUND 302			(116)	36,686	-	(1)	-	1	-100%
PARKS AND PLAYGROUNDS FUND 303			263	78	-	16	-	(16)	-100%
SWIMMING POOL FUND 304			182	102	-	824	-	(824)	-100%
RIVERSIDE PARK FUND 305			574,839	5,418	-	(72)	-	72	-100%
SKATE PARK FUND 306			200	1,151	-	72	-	(72)	-100%
SOFTBALL COMPLEX FUND 307			58	30	-	41	-	(41)	-100%
Total Revenues and Other Sources			\$ 600,770	\$ 175,155	\$ -	\$ 147,370	\$ -	\$ (147,370)	-100%
<u>Expenses and Other Uses:</u>									
PARK DEVELOPMENT FUND 300			-	5,439	-	142,421	-	(142,421)	-100%
ANTON STADIUM FUND 301			52,685	-	-	4,015	18,000	13,985	348%
OBSERVATORY PARK FUND 302			1,527	-	-	-	-	-	0%
PARKS AND PLAYGROUNDS FUND 303			-	26,135	-	-	-	-	0%
SWIMMING POOL FUND 304			31,431	8,017	-	-	-	-	0%
RIVERSIDE PARK FUND 305			-	-	-	-	-	-	0%
SKATE PARK FUND 306			386	2,843	-	-	-	-	0%
SOFTBALL COMPLEX FUND 307			-	-	-	-	-	-	0%
Total Expenses and Other Sources			86,029	42,434	-	146,436	18,000	(142,421)	-97%
Total Net Surplus (Deficit)			\$ 514,741	\$ 132,721	\$ -	\$ 934	\$ (18,000)		
Beginning Net Position			(671,538)	(156,797)		(24,076)	(23,142)		
Adjustments			-	-		-	-		
Ending Net Position			\$ (156,797)	\$ (24,076)		\$ (23,142)	\$ (41,142)		
<u>Allocation of Net Position</u>									
PARK DEVELOPMENT FUND 300			27,175	21,839		25,684	25,684		
ANTON STADIUM FUND 301			(60,104)	71,483		67,692	49,692		
OBSERVATORY PARK FUND 302			(36,822)	(136)		(137)	(137)		
PARKS AND PLAYGROUNDS FUND 303			28,555	2,498		2,514	2,514		
SWIMMING POOL FUND 304			(129,254)	(137,169)		(136,345)	(136,345)		
RIVERSIDE PARK FUND 305			(5,439)	(21)		(93)	(93)		
SKATE PARK FUND 306			12,759	11,067		11,139	11,139		
SOFTBALL COMPLEX FUND 307			6,333	6,363		6,404	6,404		
Total Net Position			\$ (156,797)	\$ (24,076)	\$ -	\$ (23,142)	\$ (41,142)		

Parks and Recreation Facilities Related Funds Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
PARK DEVELOPMENT FUND 300									
REVENUES									
30000000	43395	PARK DEVELOPMENT FEES			(8,902)			(3,399)	
30000000	43190	STATE OTHER						(142,800)	
30000000	46110	INTEREST			(301)	(103)		(67)	
Total Revenues and Other Sources 300			-	-	(9,203)	(103)	-	(146,266)	-
EXPENSES									
30022200	52100	CONTRACTED SERVICES OKMAN						14,957	
30022200	54100	SUPPLIES OKMAN						36,384	
30022200	80230	INFRASTRUCTURE OKMAN						91,080	
30000000	95305	TRANSFER OUT TO FUND 305				5,439			
Total Expenses and Other Uses 300			-	-	-	5,439	-	142,421	-
Total Net Surplus (Deficit)			-	-	9,203	(5,336)	-	3,845	-
Beginning Fund Balance					17,972	27,175		21,839	25,684
Adjustments					-				
Ending Fund Balance					\$ 27,175	\$ 21,839	\$ -	\$ 25,684	\$ 25,684

ANTON STADIUM FUND 301									
REVENUES									
30100000	47110	CONTRIBUTIONS AND DONATIONS			(16,355)	(2,609)			
30100000	43190	STATE OTHER				(100,000)			
30100000	46110	INTEREST			214	(197)		(224)	
30100000	91251	TRANSFER IN FROM FUND 251				(28,781)			
Total Revenues and Other Sources 301			-	-	(16,141)	(131,587)	-	(224)	-
EXPENSES									
30122210	54100	SUPPLIES						3,670	
30122210	80230	INFRASTRUCTURE			52,685			345	18,000
Total Expenses and Other Uses 301			-	-	52,685	-	-	4,015	18,000
Total Net Surplus (Deficit)			-	-	(36,544)	131,587	-	(3,791)	(18,000)
Beginning Fund Balance					(23,560)	(60,104)		71,483	67,692
Adjustments					-				
Ending Fund Balance					(60,104)	71,483		67,692	49,692

OBSERVATORY PARK FUND 302									
REVENUES									
30200000	47110	CONTRIBUTIONS AND DONATIONS				(4,000)			
30200000	43190	STATE OTHER							
30200000	46110	INTEREST			116	136		1	
30200000	91303	TRANSFER IN FROM FUND 303				(26,135)			
30200000	91251	TRANSFER IN FROM FUND 251				(6,687)			
Total Revenues and Other Sources 302			-	-	116	(36,686)	-	1	-
EXPENSES									
3022220	80230	INFRASTRUCTURE			1,527				
Total Expenses and Other Uses 302			-	-	1,527	-	-	-	-
Total Net Surplus (Deficit)			-	-	(1,643)	36,686	-	(1)	-
Beginning Fund Balance					(35,179)	(36,822)		(136)	(137)
Adjustments					-				
Ending Fund Balance					\$ (36,822)	\$ (136)	\$ -	\$ (137)	\$ (137)

Parks and Recreation Facilities Related Funds Detail for Fiscal Year 2016/2017

PARKS AND PLAYGROUNDS FUND 303

REVENUES

30300000	46110	INTEREST	(263)	(78)		(16)	
Total Revenues and Other Sources 303			(263)	(78)	-	(16)	-

EXPENSES

30200000	92303	TRANSFER OUT TO FUND 303		26,135			
Total Expenses and Other Uses 303			-	26,135	-	-	-

Total Net Surplus (Deficit)			-	263	(26,057)	-	16	-
Beginning Fund Balance				28,292	28,555		2,498	2,514
Adjustments				-				
Ending Fund Balance				\$ 28,555	\$ 2,498		\$ 2,514	\$ 2,514

SWIMMING POOL FUND 304

REVENUES

30400000	47110	CONTRIBUTIONS AND DONATIONS	(16)	(20)	(750)	
30400000	46110	INTEREST	(166)	(82)	(74)	
		Total Revenues and Other Sources 304	-	-	(182)	(102) - (824) -

EXPENSES

3042240	80230	INFRASTRUCTURE		31,431	8,017			
Total Expenses and Other Uses 304			-	31,431	8,017	-	-	-
Total Net Surplus (Deficit)			-	(31,249)	(7,915)	-	824	-
Beginning Fund Balance				(98,005)	(129,254)		(137,169)	(136,345)
Adjustments				-				
Ending Fund Balance				\$ (129,254)	\$ (137,169)		\$ (136,345)	\$ (136,345)

RIVERSIDE PARK FUND 305

REVENUES

30500000	47110	CONTRIBUTIONS AND DONATIONS					
30500000	43190	STATE OTHER	(574,048)				
30500000	46110	INTEREST	(791)	21		72	
30200000	91300	TRANSFER IN FROM FUND 300		(5,439)			
Total Revenues and Other Sources 305			-	-	(574,839)	(5,418)	-
						72	-

EXPENSES

Total Expenses and Other Uses 305			-	-	-	-	-	-
Total Net Surplus (Deficit)			-	574,839	5,418	-	(72)	-
Beginning Fund Balance				(580,278)	(5,439)		(21)	(93)
Adjustments				-				
Ending Fund Balance				\$ (5,439)	\$ (21)		\$ (93)	\$ (93)

SKATE PARK FUND 306

REVENUES

30600000	47110	CONTRIBUTIONS AND DONATIONS	(81)	(1,098)		
30600000	43190	STATE OTHER				
30600000	46110	INTEREST	(119)	(53)	(72)	
Total Revenues and Other Sources 306			-	-	(200)	(1,151)
			-	-	(72)	-

EXPENSES

30622250	80230	INFRASTRUCTURE		386	2,843			
Total Expenses and Other Uses 306			-	386	2,843	-	-	-
Total Net Surplus (Deficit)			-	(186)	(1,692)	-	72	-
Beginning Fund Balance				12,945	12,759		11,067	11,139
Adjustments				-				
Ending Fund Balance				\$ 12,759	\$ 11,067		\$ 11,139	\$ 11,139

Parks and Recreation Facilities Related Funds Detail for Fiscal Year 2016/2017

SOFTBALL COMPLEX FUND 307

REVENUES

30700000	47110	CONTRIBUTIONS AND DONATIONS					
30700000	43190	STATE OTHER					
30700000	46110	INTEREST	(58)	(30)		(41)	
Total Revenues and Other Sources 307			-	-	(58)	(30)	- (41) -

EXPENSES

Total Expenses and Other Uses 307			-	-	-	-	- -
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Total Net Surplus (Deficit)	-	-	58	30	-	41	-
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Beginning Fund Balance			6,275	6,333		6,363	6,404
Adjustments							
Ending Fund Balance			<u>\$ 6,333</u>	<u>\$ 6,363</u>		<u>\$ 6,404</u>	<u>\$ 6,404</u>

Prop 84 Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
Prop 84 Grant	-	-	15,913	-	-	-	125,000	125,000	100%
Prop 84 Grant Round 2			-	-	400,000	-	400,000	400,000	100%
Prop 84 Grant Drought			-	-	1,690,191	-	1,690,191	1,690,191	100%
Interest on Investments	-	-	(19)	-	-	-	-		
Total Revenues and Other Sources	\$ -	\$ -	\$ 15,894	\$ -	\$ 2,090,191	\$ -	\$ 2,215,191	2,215,191	100%
<u>Expenses and Other Uses:</u>									
Contract Services			1,145	-	-	-	-		
Transfer Out to Fund 822			-	-	-	-	125,000		
Transfer Out to Fund 830			-	-	400,000	-	400,000		
Transfer Out to Fund 830			-	-	1,690,191	-	1,690,191		
Total Expenses and Other Uses	-	-	1,145	-	2,090,191	-	2,215,191	2,215,191	100%
Total Net Surplus (Deficit)	\$ -	\$ -	\$ 14,749	\$ -	\$ -	\$ -	\$ -		
Beginning Fund Balance	-	-	(14,731)	18		18	18		
Adjustments	-	-	-	-		-	-		
Ending Fund Balance	\$ -	\$ -	\$ 18	\$ 18		\$ 18	\$ 18		

Prop 84 Grant Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
PROP 84 REVENUE									
60700000	43190	PROP 84 GRANTS	-	-	(15,913)				(125,000)
60700000	43190	PROP 84 GRANTS Round 2					(400,000)		(400,000)
60700000	43190	PROP 84 GRANTS Drought					(1,690,191)		(1,690,191)
60700000	46110	INTEREST	-	-	19				
60700000 Total Operating Revenues			-	-	(15,894)	-	(2,090,191)	-	(2,215,191)
PROP 84 OTHER USES AND TRANSFERS OUT TO OTHER FUNDS									
607XXXXX		CONTRACT SERVICES			1145				
607XXXXX		TRANSFER OUT TO FUND 822							125,000
607XXXXX		TRANSFER OUT TO FUND 830					400,000		400,000
607XXXXX		TRANSFER OUT TO FUND 830					1,690,191		1,690,191
			-	-		-	-		-
60700000 Total Other Uses and Transfers Out To Other Funds			-	-	1,145	-	2,090,191	-	2,215,191

FEMA Special Revenue Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
FEMA Shelter Program Fund 905									
FEMA Reimbursement Grants				19,608		6,749			
State OES Reimbursement Grants				8,016		6,124			
Interest			66						
Total Revenues and Other Sources			\$ 66	\$ 27,624	\$ -	\$ 12,873	\$ -	\$ (12,873)	-100%
<u>Expenses and Other Uses:</u>									
FEMA Expenses:									
FEMA			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Expenses and Other Uses			66	27,624	-	12,873	-	(12,873)	-100%
Total Net Surplus (Deficit)			\$ 66	\$ 27,624	\$ -	\$ 12,873	\$ -		
Beginning Fund Balance			-12806	\$ (12,740)		\$ 14,884	\$ 27,757		
Adjustments									
Ending Fund Balance			\$ (12,740)	\$ 14,884	\$ -	\$ 27,757	\$ 27,757		

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Asset Seizure and Forfeiture Related Funds Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
ASSET SEIZURE FUND 630			125,995	142,169	-	58,442	50,500	(7,942)	-14%
ASSET SEIZURE (DRUG ALCOHOL) FUND 631			9	1	-	-	-	-	0%
FEDERAL ASSET SEIZURE FUND 634			2,013	610	-	22,676	-	(22,676)	-100%
ASSET FORFEITURE 11470.2 FUND 638			46,856	9,559	-	10,910	10,200	(710)	-7%
<u>Total Revenues and Other Sources</u>			\$ 174,873	\$ 152,339	\$ -	\$ 92,028	\$ 60,700	\$ (31,328)	-34%
<u>Expenses and Other Uses:</u>									
ASSET SEIZURE FUND 630			230,610	-	-	96,400	-	(96,400)	-100%
ASSET SEIZURE (DRUG ALCOHOL) FUND 631			-	930	-	-	-	-	0%
FEDERAL ASSET SEIZURE FUND 634			-	1,900	-	-	-	-	0%
ASSET FORFEITURE 11470.2 FUND 638			83,118	154,702	-	18,897	41,684	22,787	121%
<u>Total Expenses and Other Sources</u>			313,728	157,532	-	115,297	41,684	(73,613)	-64%
Total Net Surplus (Deficit)			\$ (138,855)	\$ (5,193)	\$ -	\$ (23,269)	\$ 19,016		
Beginning Net Position			385,468	246,613	-	241,420	218,151		
Adjustments			-	-	-	-	-		
Ending Net Position			\$ 246,613	\$ 241,420	\$ -	\$ 218,151	\$ 237,167		
<u>Allocation of Net Position</u>									
ASSET SEIZURE FUND 630			53,435	195,604	-	157,646	208,146		
ASSET SEIZURE (DRUG ALCOHOL) FUND 631			937	8	-	8	8		
FEDERAL ASSET SEIZURE FUND 634			2,084	794	-	23,470	23,470		
ASSET FORFEITURE 11470.2 FUND 638			190,157	45,014	-	37,027	5,543		
Total Net Position			\$ 246,613	\$ 241,420	\$ -	\$ 218,151	\$ 237,167		

Asset Seizure and Forfeiture Related Funds Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
ASSET SEIZURE FUND 630									
REVENUES									
63000000	43190	ASSET SEIZURES	-	-	(125,340)	(142,018)	-	(58,006)	(50,000)
63000000	46110	INTEREST	-	-	(656)	(151)	-	(436)	(500)
Total Revenues and Other Sources 630			-	-	(125,995)	(142,169)	-	(58,442)	(50,500)
EXPENSES									
63020210		SALARIES AND BENEFITS	-	-	54	-	-	2,500	-
63020210	52100	CONTRACT SERVICES	-	-	36,118	-	-	26,800	-
63020210	54100	SPECIAL SUPPLIES	-	-	71,343	-	-	44,500	-
63020210	57100	CONFERENCES AND TRAINING	-	-	58,681	-	-	22,600	-
63020210	80100	EQUIPMENT	-	-	64,414	-	-	-	-
Total Expenses and Other Uses 630			-	-	230,610	-	-	96,400	-
Total Net Surplus (Deficit)			-	-	(104,615)	142,169	-	(37,958)	50,500
Beginning Fund Balance					158,050	53,435		195,604	157,646
Adjustments					-				
Ending Fund Balance					\$ 53,435	\$ 195,604	\$ -	\$ 157,646	\$ 208,146
ASSET SEIZURE (DRUG ALCOHOL) FUND 631									
REVENUES									
63100000	43190	ASSET SEIZURES	-	-			-	-	-
63100000	46110	INTEREST	-	-	(9)	(1)	-	-	-
Total Revenues and Other Sources 631			-	-	(9)	(1)	-	-	-
EXPENSES									
63120210	52100	CONTRACT SERVICES	-	-	-	930	-	-	-
Total Expenses and Other Uses 631			-	-	-	930	-	-	-
Total Net Surplus (Deficit)			-	-	9	(929)	-	-	-
Beginning Fund Balance					928	937	-	8	8
Adjustments					-				
Ending Fund Balance					937	8	-	8	8
FEDERAL ASSET SEIZURE FUND 634									
REVENUES									
63400000	43190	ASSET SEIZURES			(2,000)	(606)	-	(22,542)	-
63400000	46110	INTEREST			(13)	(4)	-	(134)	-
Total Revenues and Other Sources 634			-	-	(2,013)	(610)	-	(22,676)	-
EXPENSES									
63420210	52100	CONTRACT SERVICES	-	-	-	1,500	-	-	-
63420210	54100	SPECIAL SUPPLIES	-	-	-	400	-	-	-
Total Expenses and Other Uses 634			-	-	-	1,900	-	-	-
Total Net Surplus (Deficit)			-	-	2,013	(1,290)	-	22,676	-
Beginning Fund Balance					71	2,084	-	794	23,470
Adjustments					-	-	-	-	-
Ending Fund Balance					\$ 2,084	\$ 794	\$ -	\$ 23,470	\$ 23,470
ASSET FORFEITURE 11470.2 FUND 638									
REVENUES									
63800000	43190	ASSET SEIZURES	-	-	(44,980)	(8,575)	-	(10,575)	(10,000)
63800000	46110	INTEREST	-	-	(1,876)	(984)	-	(335)	(200)
Total Revenues and Other Sources 638			-	-	(46,856)	(9,559)	-	(10,910)	(10,200)
EXPENSES									
63820215		SALARIES AND BENEFITS	-	-	73,738	(1,231)	-	-	-
63820215	80100	EQUIPMENT	-	-	-	-	-	-	21,684
63820210	52100	CONTRACT SERVICES	-	-	-	-	-	-	20,000
63820210	54100	SPECIAL SUPPLIES	-	-	9,380	155,933	-	18,897	-
Total Expenses and Other Uses 638			-	-	83,118	154,702	-	18,897	41,684
Total Net Surplus (Deficit)			-	-	(36,262)	(145,143)	-	(7,987)	(31,484)
Beginning Fund Balance					226,419	190,157	-	45,014	37,027
Adjustments					-	-	-	-	-
Ending Fund Balance					\$ 190,157	\$ 45,014	\$ -	\$ 37,027	\$ 5,543

MUSEUM GRANT SPECIAL FUNDS SUMMARY

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimate Year-End 2016 \$ %	
<u>Revenues and Other Sources:</u>									
Museum Grant Prop 84	\$ 30,026	\$ 52,981	\$ 68,213	\$ 445,905	\$ 2,300,000	\$ 1,107,615	\$ 1,432,385		
Habitat Conservation Fund Grant	-	-	-	-	140,000	-	80,000		
Interest	(18)	(168)	(747)	(962)	-	(1,157)	-		
Total Revenues	\$ 30,008	\$ 52,813	\$ 67,466	\$ 444,943	\$ 2,440,000	\$ 1,106,458	\$ 1,512,385	405,927	37%
Transfers in From Other Funds	-	-	-	-	160,000	160,000	-	(160,000)	-100%
Total Revenues and Other Sources	\$ 30,008	\$ 52,813	\$ 67,466	\$ 444,943	\$ 2,600,000	\$ 1,266,458	\$ 1,512,385	\$ 245,927	19%
<u>Expenses and Other Uses:</u>									
CONTRACTED SERVICES	30,026	52,981	215,174	274,145	-	22,807	-		
LABOR CHARGES FROM OTHER DEPARTMENTS	-	-	-	31,920	-	15,962	-		
INFRASTRUCTURE	-	-	-	-	2,600,000	1,232,220	1,509,011	\$ 276,791	22%
Total Expenses and Other Uses	30,026	52,981	215,174	306,065	2,600,000	1,270,989	1,509,011	238,022	19%
Total Net Surplus (Deficit)	\$ (18)	\$ (168)	\$ (147,708)	\$ 138,878	\$ -	\$ (4,531)	\$ 3,374		
Beginning Fund Balance			(14,917)	(162,625)	-	(23,747)	(28,278)		
Adjustments									
Ending Fund Balance			\$ (162,625)	\$ (23,747)	\$ -	\$ (28,278)	\$ (24,904)		

Museum Grant Special Funds Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017
GRACE HUDSON MUSEUM FUND REVENUE									
31000000	43190	MUSEUM GRANT PROP 84	(30,026.00)	(52,981)	(68,213)	(445,905)	(2,300,000)	(1,107,615)	(1,192,385)
31000000	43190	MUSEUM GRANT PROP 84							(240,000)
31000000	43190	HFC GRANT					(140,000)		(80,000)
31000000	46110	INTEREST ON INVESTMENTS	18	168	747	962		1,157	-
31000000 Total Operating Revenue			(30,008)	(52,813)	(67,466)	(444,943)	(2,440,000)	(1,106,458)	(1,512,385)
OTHER SOURCES AND TRANSFERS IN FROM OTHER FUNDS									
31000000		TRANSFER FROM FUND 251 #39031					(160,000)	(160,000)	
		Total Transfers In from other funds	-	-	-	-	(160,000)	(160,000)	-
31022700 Total Operating Revenue and Transfers in From Other Fund:			(30,008)	(52,813)	(67,466)	(444,943)	(2,600,000)	(1,266,458)	(1,512,385)
MUSEUM EXPENSES									
31022700	52100	CONTRACTED SERVICES	30,026	52,981	215,174	274,145		22,807	
31022700	52120	LABOR CHARGES FROM OTHER DEPARTMENTS				31,920		15,962	
31022700	80230	INFRASTRUCTURE					2,600,000	1,232,220	1,509,011
31022700 Total Operating Expenses			30,026	52,981	215,174	306,065	2,600,000	1,270,989	1,509,011

Special Revenue Reserve Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
INTEREST ON INVESTMENTS			10,908	1,896	-	876	-		
State Grants			403,786	712,356	-	106,133	-		
Total Revenues			414,694	714,252	-	107,009	-	-	
Transfers In From Other Funds			27,068	-	-	54,850	-	-	
<u>Total Equipment Revenues and Other Sources</u>			441,762	714,252	-	161,859	-	-	0%
<u>Expenditures and Other Uses</u>									
Total Capital Expenditures			813,769	1,361,845	2,422,754	570,261	-		
Transfers Out to Other Funds			-	-	-	-	-		
<u>Total Expenses and Other Uses</u>			813,769	1,361,845	2,422,754	570,261	-	(570,261)	-100%
Total Net Surplus (Deficit)			(372,007)	(647,593)	(2,422,754)	(408,402)	-		
Beginning Net Position			1,428,032	1,056,025		408,432	31		
Adjustments			-	-		-	-		
Ending Net Position			1,056,025	408,432		31	31		
<u>Allocation of Net Position</u>									
Reserved for Public Works Capital Projects			1,056,025	408,432					
Unassigned			(0)	0		31	31		
Total Net Position			1,056,025	408,432		31	31		

Special Revenue Reserve Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	PROJ	RESRV	DESCRIPTION	Actual FY 2012	Actual FY 2012	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
REVENUE											
25000000	46110			INTEREST ON INVESTMENTS			(10,908)	(1,896)		(876)	
25000000	43168	613		CA SWRCB Underground Storage			(124,805)	(252,664)		(30,473)	
25000000	43190	13004		Cal Trans Bicycle Grant NWP Ph1			(112,863)				
25000000	43190	13004		LTF NWP Ph1			(13,934)	(459,692)		(75,661)	
25000000	43190	14014		Oak Manor			(152,184)				
Total Revenues							(414,694)	(714,252)	-	(107,009)	-
TRANSFERS IN FROM OTHER FUNDS											
				Transfer In from Spec Proj 251 #			(27,068)			(54,850)	
Total Transfers In From Other Funds							(27,068)	-	-	(54,850)	-
Total Revenues and Other Sources							(441,762)	(714,252)	-	(161,859)	-
EXPENDITURES											
25024210	80230			Infrastructure			154,516	93,049		693	
25024210	80230	14014		Oak Manor Trail			163,780				
25024210	80230	13004		New Pacific Trail			110,483	1,048,446	201,601	192,992	
25024210	80230	14021		Talmage Road Corridor			18,128	36,020	17,153	57,614	
25024210	80230	13045		State 18 Local Streets			65,110	29,870			
25024300	52100			Contact Services UST			291,197	107,771		36,550	
25024300	55210			Utilities			10,555	4,681		393	
25024210	80230	13001		Redwood Bus Park				3,120		12,309	
25024210	80230	15005		Cleveland Lane Drainage				38,889		269,710	
25024210	80230	15026		Downtown Streetscape Construction					1,951,500	-	
25024210	80230	15052		Downtown Streetscape Design Ph 1					252,500	-	
Total Expenditures							813,769	1,361,845	2,422,754	570,261	-
TRANSFERS OUT TO OTHER FUNDS											
Total Transfer Out to Other Funds							-	-	-	-	-
Total Expenditures and Other Uses							813,769	1,361,845	2,422,754	570,261	-

Special Projects Reserve Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
INTEREST ON INVESTMENTS			21,677	11,019	18,835	17,781	10,000	-	-
			-	-	-	-	-	-	-
Total Revenues			21,677	11,019	18,835	17,781	10,000	-	-
Transfers In From Other Funds			-	-	-	-	-	-	-
<u>Total Equipment Revenues and Other Sources</u>			21,677	11,019	18,835	17,781	10,000	-	0%
<u>Expenditures and Other Uses</u>									
Total Expenditures			45,355	96,310	1,042,658	264,238	682,970		
Transfers Out to Other Funds			27,068	87,107	250,000	-	156,850		
<u>Total Expenses and Other Uses</u>			72,423	183,416	1,292,658	264,238	839,820	575,582	218%
Total Net Surplus (Deficit)			(50,746)	(172,397)	(1,273,823)	(246,457)	(829,820)		
Beginning Net Position			2,404,695	2,353,950		2,181,552	1,935,095		
Adjustments			-	-		-	-		
Ending Net Position			2,353,950	2,181,552		1,935,095	1,105,275		
Allocation of Net Position									
RESERVED FOR GRANT MATCH FUND			51,900	51,900		51,900	51,900		
RESERVED-FINANCIAL SOFTWARE FU			100,000	100,000		100,000	100,000		
RESERVED-OBSERV PARK BLDGS FUN			6,687	-		-	-		
RESERVED ADA RAMPs FUND BALANC			143,978	96,563		1,331	1,331		
RESERVED-BRIDGE REPLACEMENTS F			254,438	254,438		254,438	254,438		
RESERVED-TALMAGE RD BIKE/PED F			22,932	22,932		22,932	22,932		
RESERVED-OPEN SPACE ACQUISIT F			66,735	66,735		66,735	66,735		
SMITH STREET REPAIRS FUND BALA			21,951	21,951		20,951	-		
GASB IMPLEMENTATION FUND BALAN			4,925	4,925		4,925	4,925		
BENCHMARK VERIFICATION FUND BA			2,905	2,905		2,905	2,905		
STORM DRAIN REPLACEMENTS FUND			50,618	50,618		50,618	50,618		
UPGRADE TRAFFIC LOOP/SIGNALS F			50,000	50,000		50,000	50,000		
ORCHARD AVE EXTENSION FUND BAL			115,000	63,362		63,362	63,362		
CLEVELAND LANE DRAINAGE FUND B			190,785	190,785		190,785	135,935		
ORR CREEK IMPROVEMENTS FUND BA			4,985	4,985		4,586	4,586		
ASSET MANAGEMENT SYSTEM FUND B			109,304	81,699		56,711	29,711		
FACILITY NEEDS STUDY FUND BALA			50,000	50,000		50,000	50,000		
PARK MAINT. YARD DEVELOPMENT F			13,018	13,018		13,018	13,018		
DNTWN/PERKINS FORM CODE PROJ F			925	925		925	925		
TODD GRIVE PICNIC AREA FUND BA			50,000	50,000		50,000	50,000		
VINEWOOD PARK PICNIC AREA FUND			28,781	-		-	-		
IT DEPT UPGRADES FUND BALANCE			81,979	81,979		74,096	-		
SPHERE OF INFLUENCE FUND BALAN			57,000	27,000		22,000	22,000		
RESERVED-UN-FEDERALIZED FR 601			313,250	313,250		210,282	-		
RESERVED-UN-FEDERALIZED FR 603			347,770	347,770		347,770	0		
PERKINS ST STORM DRAIN PROJ FU			12,141	12,141		12,141	12,141		
Unassigned			201,945	221,674		212,687	117,815		
Total Net Position			2,353,950	2,181,552		1,935,095	1,105,275		

Special Projects Reserve Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	PROJ	RESRV	ORG DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
REVENUE											
25100000	46110			INTEREST ON INVESTMENTS			(21,677)	(11,019)	(18,835)	(17,781)	(10,000)
Total Revenues							(21,677)	(11,019)	(18,835)	(17,781)	(10,000)
TRANSFERS IN FROM OTHER FUNDS											
Total Transfers In From Other Funds							-	-	-	-	-
Total Revenues and Other Sources							(21,677)	(11,019)	(18,835)	(17,781)	(10,000)
EXPENDITURES											
12400				General Govt Charges			3,614				
23100	52100			Contract Services Planning			3,000				
24210	54320		39046	Software Engineering			5,000				
24220	80230			Infrastructure Streets			18,741				
24410	80230		39046	Software Water			5,000				
24421	54320		39046	Software Wastewater			5,000				
24410	54320		39046	Software Electric			5,000				
23100	52100			CONTRACTED SERVICES				30,000			
24210	52100			CONTRACTED SERVICES				33,037			
24210	54320		39046	SOFTWARE				6,253			
24410	54320		39046	SOFTWARE				8,117			
24421	54320		39046	SOFTWARE				8,117			
26410	54320		39046	SOFTWARE				5,118			
24220	80230			INFRASTRUCTURE				5,668			
22900	80100	15022	39046	Checkpoint appliance HA Cluster					6,978	7,883	
23100	52100		39047	Comm Planning - LAFCO Shere of Influnce fee						5,000	
24210	52100	15048		Railroad Center Ph 1 & 2 Engineering					21,963	27,166	
24210	54320	15051	39046	Engineering					15,000	7,817	
24210	80230	15048		NWP Rail Trail Ph 2					19,000		
24210	80230	15049	39010	ADA Ramps					50,000	41,670	
24220	80230	15010	39010	ADA Curb Ramp					41,747	53,563	
24410	54320	15051	39038	Water					15,000	6,270	
24421	54320	15051	39038	City WW O&M					15,000	5,901	
26410	54320	15051	39038	Elec Gen Admin					15,000	5,000	
24210	80230	15030	39021	Smith St Sidewalk, Curb, gutter, pavement					21,951	1,000	21,951
24421	80230	15031	39049	Street Reconstruction					160,000	76,508	
24210	80230	15031	39049	Street Reconstruction					313,249	26,460	313,249
24210	80230	15031	39050	Street Reconstruction					347,770		347,770
Total Expenditures							45,355	96,310	1,042,658	264,238	682,970
TRANSFERS OUT TO OTHER FUNDS											
25100000				Transfer Out to Special Rev 250			27,068				
				Transfer Out to Anton 301				28,781			
				Transfer Out to Observatory Park 302				6,687			
				Transfer Out to Capital Improvements 506				51,638			
				Transfer Out to General Fund 100					50,000	-	
	15057			Transfer Out to Equipment Reserve 220					200,000	-	
		39046		Transfer Out to Information Technology 209							75,000
	15051	39038		Transfer Out to Water 822							27,000
	15005	39031		Transfer Out to Special Revenue Resv 250							54,850
Total Transfer Out to Other Funds							27,068	87,107	250,000	-	156,850
Total Expenditures and Other Uses							72,423	183,416	1,292,658	264,238	839,820
RESERVES ENDING BALANCE											
			39001	RESERVED FOR GRANT MATCH FUND			2,353,949	2,181,551	-	1,935,095	1,105,275
			39002	RESERVED-FINANCIAL SOFTWARE FU			51,900	51,900		51,900	51,900
			39007	RESERVED-OBSERV PARK BLDGS FUN			100,000	100,000		100,000	100,000
							6,687	-		-	-
			39010	RESERVED ADA RAMPS FUND BALANC			143,978	96,563		1,331	1,331
			39011	RESERVED-BRIDGE REPLACEMENTS F			254,438	254,438		254,438	254,438
			39013	RESERVED-TALMAGE RD BIKE/PED F			22,932	22,932		22,932	22,932
			39015	RESERVED-OPEN SPACE ACQUISIT F			66,735	66,735		66,735	66,735
			39021	SMITH STREET REPAIRS FUND BALA			21,951	21,951		20,951	-

Special Projects Reserve Fund Detail for Fiscal Year 2016/2017

39024	GASB IMPLEMENTATION FUND BALAN	4,925	4,925	4,925	4,925
39026	BENCHMARK VERIFICATION FUND BA	2,905	2,905	2,905	2,905
39027	STORM DRAIN REPLACEMENTS FUND	50,618	50,618	50,618	50,618
39028	UPGRADE TRAFFIC LOOP/SIGNALS F	50,000	50,000	50,000	50,000
39029	ORCHARD AVE EXTENSION FUND BAL	115,000	63,362	63,362	63,362
39031	CLEVELAND LANE DRAINAGE FUND B	190,785	190,785	190,785	135,935
39032	ORR CREEK IMPROVEMENTS FUND BA	4,985	4,985	4,586	4,586
39038	ASSET MANAGEMENT SYSTEM FUND B	109,304	81,699	56,711	29,711
39039	FACILITY NEEDS STUDY FUND BALA	50,000	50,000	50,000	50,000
39041	PARK MAINT. YARD DEVELOPMENT F	13,018	13,018	13,018	13,018
39042	DNTWN/PERKINS FORM CODE PROJ F	925	925	925	925
39044	TODD GRIVE PICNIC AREA FUND BA	50,000	50,000	50,000	50,000
39045	VINEWOOD PARK PICNIC AREA FUND	28,781	-	-	-
39046	IT DEPT UPGRADES FUND BALANCE	81,979	81,979	74,096	-
39047	SPHERE OF INFLUENCE FUND BALAN	57,000	27,000	22,000	22,000
39049	RESERVED-UN-FEDERALIZED FR 601	313,250	313,250	210,282	-
39050	RESERVED-UN-FEDERALIZED FR 603	347,770	347,770	347,770	0
39280	PERKINS ST STORM DRAIN PROJ FU	12,141	12,141	12,141	12,141
Unassigned to Reserve		201,944	221,672	-	212,687
		2,353,949	2,181,551	-	1,935,095
					117,815
					1,105,275

Equipment Reserve Fund Summary

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
						\$	%
<u>Revenues and Other Sources:</u>							
INTEREST ON INVESTMENTS	21,749	13,488	21,403	16,000	5,000	(11,000)	-220%
Charges To General Fund for Rent	125,009	78,652	-	-	-	-	0%
						-	0%
Total Revenues	146,758	92,140	21,403	16,000	5,000	(11,000)	-220%
Transfers In From Other Funds	335,000	7,000	599,684	256,055	-	(256,055)	100%
<u>Total Equipment Revenues and Other Sources</u>	481,758	99,140	621,087	272,055	5,000	(267,055)	-98%
<u>Expenditures and Other Uses</u>							
Building Maintenance Reserve	7,490	-	116,000	48,852	-	(48,852)	100%
Computer Support Reserve	-	25,114	-	140,869	-	(140,869)	100%
Police Reserve	-	-	120,000	14,103	180,000	165,897	92%
Fire Equipment Reserve	41,348	-	65,000	42,973	365,000	322,027	88%
Garage Reserve	-	-	110,000	-	-	-	0%
Sewer Reserve	-	-	202,313	213,798	-	(213,798)	100%
Utility Billing Reserve	157,186	6,750	137,374	19,752	-	(19,752)	100%
Water Reserve	-	-	477,313	259,741	-	(259,741)	100%
Total Expenditures	206,024	31,864	1,228,000	740,089	545,000	(195,089)	-36%
Transfers Out to Other Funds	-	509,521	-	5,630	347,330	341,700	98%
<u>Total Expenses and Other Uses</u>	206,024	541,385	1,228,000	745,719	892,330	(259,741)	-29%
Total Net Surplus (Deficit)	275,734	(442,245)	(606,913)	(473,664)	(887,330)		
Beginning Net Position	2,380,580	2,656,314	-	2,214,069	1,740,405		
Adjustments	-	-	-	-	-		
Ending Net Position	2,656,314	2,214,069	-	1,740,405	853,075		
<u>Allocation of Net Position</u>							
EQUIP. RES. (CITY CLERK) FUND	5,750	5,750	-	5,750	5,750		
EQUIP. RES. (FINANCE DEPT.) FU	5,558	-	-	-	-		
EQUIP. RES. (BUILD. MAINT.) FU	565,190	590,692	-	541,840	336,840		
EQUIP. RES. COMPUTER SUPPORT F	22,338	22,338	-	-	-		
EQUIP. RES. (POLICE DEPT.) FUN	41,030	41,030	-	26,927	-		
FIRE - AMBULANCE REPLACEMENT F	82,538	82,538	-	82,538	82,538		
FIRE - APPARATUS REPLACE S" F"	440,656	656	-	656	-		
EQUIP. RES. (PARKING DEPT.) FU	30,000	30,000	-	30,000	30,000		
EQUIP. RES. (ENGINEERING) FUND	88,245	88,245	-	88,245	88,245		
FIRE - EQUIPMENT REPLACE S" F"	72,261	72,261	-	29,288	-		
EQUIP. RES. - CORP. YARD FUND	114,038	114,038	-	114,038	114,038		
RESERVE-GARAGE FUND BALANCE	34,030	34,030	-	34,030	-		
SEWER FUND BALANCE	403,461	201,148	-	-	-		
EQUIP. RES. (DISPATCH) FUND BA	35,000	5,630	-	-	-		
UTILITY BILLING FUND BALANCE	36,511	130,458	-	110,706	110,706		
ELECTRIC FUND BALANCE	140,000	140,000	-	140,000	140,000		
WATER FUND BALANCE	280,000	77,687	-	-	-		
Unassigned	259,708	577,569	-	536,388	(55,042)		
Total Net Position	2,656,314	2,214,069	-	1,740,405	853,075		

Equipment Reserve Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	PROJ	RESRV	DESCRIPTION	Actual FY 2012	Actual FY 2012	Actual FY 2014	Actual FY 2015	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
REVENUE											
22000000	46110			INTEREST ON INVESTMENTS			(21,749)	(13,488)	(21,403)	(16,000)	(5,000)
22000000	44261		38195	Charges To General Fund for Rent			(125,009)	(78,652)	-	-	-
Total Revenues							(146,758)	(92,140)	(21,403)	(16,000)	(5,000)
TRANSFERS IN FROM OTHER FUNDS											
				Transfer In from Spec Proj 251 #			-	-	(200,000)	-	-
			38196	Transfer In from Spec Proj 251 #39046			-	-	-	(74,000)	-
			38697	Transfer In from Utility Billing 205			-	-	(120,684)	-	-
			38678	Transfer In from Dispatch 206			(7,000)	(7,000)	(7,000)	-	-
			38195	Transfer In from Museum 691			-	-	(16,000)	-	-
			38575	Transfer In from Garage 203			(10,000)	-	(56,000)	-	-
			38612	Transfer In from Sewer 840			(68,000)	-	-	-	-
			38820	Transfer In from Water 820			(250,000)	-	(200,000)	(182,055)	-
Total Transfers In From Other Funds							(335,000)	(7,000)	(599,684)	(256,055)	-
Total Revenues and Other Sources							(481,758)	(99,140)	(621,087)	(272,055)	(5,000)
EXPENDITURES											
22500	80100	15019	38195	CardLock System			-	-	-	17,979	-
22900	80100	15019	38195	CardLock System			-	-	-	15,715	-
22900	80100		38195	Miscellaneous			7,490	-	-	-	-
22500	80220	15037	38195	Civic Ctr Annex Facia Repair			-	-	30,000	1,050	-
		15038	38195	Civic Center Front Lobby Renovation			-	-	45,000	-	-
		15039	38195	Civic Center Entryway Renovation			-	-	25,000	-	-
			38195	Civic Center HVAC Renovation			-	-	-	-	-
22700	80220	16006	38195	Grace Hudson Roof			-	-	16,000	14,107	-
Total Building Maintenance Reserve							7,490	-	116,000	48,852	-
22900	54100	15017		ERP Implementation			-	25,114	-	-	-
22900	54100	15017	38196	Access Point WiFi CC			-	-	-	1,960	-
22900	80100	15017	38196	Access Point WiFi CC			-	-	-	19,160	-
22900	54100	15021	38196	Switch/Routers Repl			-	-	-	101,905	-
22900	54100	15022	38196	Checkpoint Appl HA Cluster			-	-	-	1,132	-
22900	80100	15022	38196	Checkpoint Appl HA Cluster			-	-	-	16,712	-
Total Computer Support Reserve							-	25,114	-	140,869	-
20200	80100	15043	38201	Police Patrol Vehicles			-	-	120,000	14,103	120,000
20200	80100		38201	Police Portable Radios			-	-	-	-	60,000
Total Police Reserve							-	-	120,000	14,103	180,000
21210	54100	15034	38313	Replace SCBA Air			-	-	15,000	14,962	15,000
21210	80100	15035	38313	Replace defibrillator			-	-	30,000	28,010	25,000
21210	80100		38313	Fire Equipment			41,348	-	-	-	-
21210	80100		38313	Type 1 Engine			-	-	-	-	325,000
21210	80100	15036	38313	Replace Fire Hose			-	-	20,000	-	-
Total Fire Equipment Reserve							41,348	-	65,000	42,973	365,000
24100	80100	15044	38575	Replace Overhead Lube			-	-	10,000	-	-
24421	80100	15045	38575	Service Truck			-	-	100,000	-	-
Total Garage Reserve							-	-	110,000	-	-
24413	80100	15059	38612	W/WW Service Truck			-	-	-	11,485	-
24421	80100		38612	W/WW O& M			-	-	202,313	202,313	-
Total Sewer Reserve							-	-	202,313	213,798	-
13300	52100		38697	Utility billing			157,186	6,750	-	4,500	-
13300	80100		38697	Utility billing			-	-	137,374	15,252	-
Total Utility Billing Reserve							157,186	6,750	137,374	19,752	-
		15057	38820	Vactor Replacement			-	-	200,000	-	-
24413	80100	15059	38820	W/WW Service Truck			-	-	30,000	11,485	-
24413	80100	15076	38820	Water Service Truck			-	-	45,000	45,943	-
24414	80100		38820	W/WW O& M			-	-	202,313	202,313	-
Total Water Reserve							-	-	477,313	259,741	-
Total Expenditures							206,024	31,864	1,228,000	740,089	545,000
TRANSFERS OUT TO OTHER FUNDS											
22000000	95100			Transfer Out to General Fund 100			-	473,151	-	-	-
22000000	95206		38678	Transfer Out to Dispatch 206			-	36,370	-	5,630	-
			38195	Transfer Out to Info Tech 209			-	-	-	-	85,000
				Transfer Out to Info Tech 209			-	-	-	-	108,300
			38575	Transfer Out to Garage 203			-	-	-	-	34,030
			38195	Transfer Out to Building Mtn 208			-	-	-	-	120,000
							-	-	-	-	-

Equipment Reserve Fund Detail for Fiscal Year 2016/2017

Total Transfer Out to Other Funds		-	509,521	-	5,630	347,330
Total Expenditures and Other Uses		206,024	541,385	1,228,000	745,719	892,330
RESERVES ENDING BALANCE		2,656,314	2,214,069	-	1,740,405	853,075
38110	EQUIP. RES. (CITY CLERK) FUND	5,750	5,750	-	5,750	5,750
38130	EQUIP. RES. (FINANCE DEPT.) FU	5,558	-	-	-	-
38195	EQUIP. RES. (BUILD. MAINT.) FU	565,190	590,692	-	541,840	336,840
38196	EQUIP. RES. COMPUTER SUPPORT F	22,338	22,338	-	-	-
38201	EQUIP. RES. (POLICE DEPT.) FUN	41,030	41,030	-	26,927	-
38211	FIRE - AMBULANCE REPLACEMENT F	82,538	82,538	-	82,538	82,538
38212	FIRE - APPARATUS REPLACE S" F"	440,656	656	-	656	-
38220	EQUIP. RES. (PARKING DEPT.) FU	30,000	30,000	-	30,000	30,000
38301	EQUIP. RES. (ENGINEERING) FUND	88,245	88,245	-	88,245	88,245
38313	FIRE - EQUIPMENT REPLACE S" F"	72,261	72,261	-	29,288	-
38330	EQUIP. RES. - CORP. YARD FUND	114,038	114,038	-	114,038	114,038
38575	RESERVE-GARAGE FUND BALANCE	34,030	34,030	-	34,030	-
38612	SEWER FUND BALANCE	403,461	201,148	-	-	-
38678	EQUIP. RES. (DISPATCH) FUND BA	35,000	5,630	-	-	-
38697	UTILITY BILLING FUND BALANCE	36,511	130,458	-	110,706	110,706
38800	ELECTRIC FUND BALANCE	140,000	140,000	-	140,000	140,000
38820	WATER FUND BALANCE	280,000	77,687	-	-	-
	Unassigned to Reserve	259,708	577,569	-	536,388	(55,042)
		2,656,314	2,214,069	-	1,740,405	853,075



SUCCESSOR AGENCY LOW AND MODERATE INCOME HOUSING FUND BUDGET Fiscal Year 2016-17

24900000 Low and Moderate Income Housing

BRIEF DEPARTMENT AND/OR DIVISION OVERVIEW:

This fund contains restricted monies that are the proceeds of properties purchased by the Ukiah Redevelopment Agency ("Agency") with affordable housing set-aside funds and were transferred to the City of Ukiah, as the Housing Successor to the former Agency, pursuant to Health and Safety Code Section 34176(a). The money in this fund must be utilized to benefit low-and moderate-income residents.

SIGNIFICANT CHANGES:

- None.

Successor Agency Low and Moderate Income Housing Fund Summary

	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual FY 2015	Budget FY 2016	Estimated Year-End FY 2016	Budget FY 2017	Difference from Estimated Year-End 2016	
								\$	%
<u>Revenues and Other Sources:</u>									
<i>Charges for Services:</i>									
Interest on Investments	-	-	-	1,099	-	3,499	3,600	101	3%
<i>Total Revenues and Other Sources</i>	\$ -	\$ -	\$ -	\$ 1,099	\$ -	\$ 3,499	\$ 3,600	\$ 101	3%
<u>Expenses and Other Uses:</u>									
<i>LMIHF Housing:</i>									
LMIHF Housing Projects	-	-	-	-	-	-	-	-	0%
<i>Total LMIHF Housing Expenses and Other Uses</i>	-	-	-	-	-	-	-	-	0%
Total Net Surplus (Deficit)				\$ 1,099	\$ -	\$ 3,499	\$ 3,600		
Beginning Fund Balance				2,744,308		2,745,407	2,748,906		
Adjustments				-		-	-		
Ending Fund Balance				\$ 2,745,407		\$ 2,748,906	\$ 2,752,506		
<u>Allocation of Net Position</u>									
Reserve 2011B Bond Proceeds for Housing Projects				2,745,407	-	2,748,906	2,752,506		
Unassigned				-	-	-	-		
Total Net Position				\$ 2,745,407	\$ -	\$ 2,748,906	\$ 2,752,506		

Successor Agency Low and Moderate Income Housing Fund Detail for Fiscal Year 2016/2017

ORG	OBJ	DESCRIPTION	Actual FY 2012	Actual FY 2013	Actual FY 2014	Actual Budget	FY 2016 BUDGET	Estimated Year-End FY 2016	Budget FY 2017
LMIHF HOUSING REVENUE									
24900000	46110	INTEREST ON INVESTMENTS	-	-		(1,099)		(3,499)	(3,600)
			-	-					
24900000 Total Operating Revenues			-	-	-	(1,099)	-	(3,499)	(3,600)
LMIHF HOUSING OTHER USES AND TRANSFERS OUT TO OTHER FUNDS									
			-	-		-	-	-	-
24900000 Total Other Uses and Transfers Out To Other Funds			-	-	-	-	-	-	-



COST ALLOCATION PLAN

Fiscal Year 2016-2017

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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

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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.

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.

City Internal Service Funds

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

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.

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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.

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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.

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- **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		Direct Costs	
General Fund		General Fund	
City Council	137,759	Business, Economic, Grant & Housing	197,957
City Clerk	256,611	Community Outreach	27,450
City Manager	468,992	Parks	1,180,633
Administrative Support	89,167	Recreation Administration (includes all activities)	1,012,255
Misc. General Government	138,352	Community Development & Planning	499,104
Accounting	784,662	Building Inspection	307,671
City Attorney	167,087	Engineering (includes Landfill/Solid Waste)	786,133
Treasury Management	91,454	Traffic Signal Operations	28,590
Human Resources/Risk Mgmt.	496,408	Streets	826,476
		Storm Water	198,268
Internal Service Funds		Animal Control	78,500
Insurance Liability	640,203	Police Patrol	7,067,428
Garage	488,561	Police Major Crimes	173,964
Purchasing	261,722	Community Service Officers (includes Code Enf. & SLESF)	569,033
Billing & Collections	1,294,756	Fire	3,044,849
Dispatch	729,843	Enterprise Funds	
Building Maintenance	567,656	Parking District	146,298
Corporation Yard	79,592	Golf	74,226
Information Technology	854,627	Conference Center	367,860
Total Interest Costs	7,547,452	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 Management	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%

Indirect Cost Allocations by Program

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%

Indirect Cost Allocations by Program

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%

Indirect Cost Allocations by Program

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%

Indirect Cost Allocations by Program

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

Internal Service Fund Allocations

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	Distribution	No.	Percent	Distribution	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

Internal Service Fund Allocations

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

Distribution is based on property valuation

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

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

Internal Service Fund Allocations

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) \$	Building Utilities FY 2016/2017 \$	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

Internal Service Fund Allocations

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 reimbursement 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 distribution 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

Internal Service Fund Allocations

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

Internal Service Fund Allocations

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

Internal Service Fund Allocations

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

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%

[1] new cost center in FY 2015/16

CITY OF UKIAH

FINANCIAL MANAGEMENT POLICIES

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A. General Financial Goals

The general financial goals of the City of Ukiah are:

1. To maintain a financially viable City that provides an adequate level of municipal services.
2. To maintain financial flexibility in order to be able to continually adapt to local and regional economic changes.
3. To maintain and enhance the sound fiscal condition of the City.

B. Budget Administration

1. The City will strive to adopt a balanced budget by June 30 preceding the budget period. A balanced budget means that operating revenues must fully cover operating expenditures, including debt service, as set forth in B.6. below. A balanced budget allows for total expenditures to exceed revenues; however, beginning fund balance and strategic reserve funds can only be used to fund capital improvement projects or other one-time, non-recurring expenditures, as set forth in B.10. below.
2. The City will prepare a budget calendar no later than January 15 preceding the budget period.
3. The City will use a budget development process that emphasizes long-range planning and effective program management. The process will:
 - a. Reinforce the importance of long-range planning in managing the City's fiscal affairs.
 - b. Focus on developing and budgeting for the accomplishment of significant goals.
 - c. Establish realistic timeframes for achieving goals.
 - d. Create a proactive budget that provides for stable operations and assures the City's long-term fiscal health.
 - e. Promote orderly spending patterns.
4. During the budget development process, the existing budget will be thoroughly examined to assure removal or reduction of any services or programs that could be eliminated or reduced in cost.

5. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.
6. The City will strive to support current operating expenditures, including debt service, with current revenues.
7. The City will forecast its revenues and expenditures for each of the succeeding five years and will update this forecast at least annually.
8. The status of major program goals will be formally reported to the City Council on a periodic, ongoing basis.
9. The City Council will review and amend appropriations, if necessary, on a periodic, ongoing basis.
10. The City will strive to preserve the spending of fund balance and strategic reserve funds for capital improvement projects, or other one-time, non-recurring expenditures.
11. Unspent, unencumbered operating and capital improvement program appropriations will lapse at the end of the budget period. Requests for lapsed program appropriations may be resubmitted for inclusion in the subsequent budget period. Unspent but encumbered appropriations at the end of the budget period shall amend the budget of the subsequent period by means of a budget amendment approved by the City Council.

C. General Revenue Management

1. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.
2. To emphasize and facilitate long-range financial planning, the City will maintain current projections of revenues for the succeeding five years.
3. Because revenues, especially those of the General Fund, are sensitive to both local and regional economic conditions, revenue estimates adopted by the City Council must be conservative.

4. The City will annually review the General Fund operating position (revenues less expenditures) to determine if funds are available to operate and maintain future capital facilities. If funding is not available for operations and maintenance expenses, the City will evaluate all viable options.
5. User fees will be reviewed and updated on a periodic basis to recover the full cost of services provided, except when the City Council determines that a subsidy from the General Fund is within the cost recovery policy adopted by the Council. The City will strive to establish a master fee schedule that will encompass all fees and charges of the City.
6. Any transfers between funds for operating purposes shall be clearly set forth in the Adopted Budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons and are not intended to result in a transfer of financial resources by the end of the fiscal year. From time to time, interfund borrowings may be appropriate but are subject to the following criteria:
 - a. The Finance Director is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 60 days. The most common use of interfund borrowing under this circumstance is for grant programs where costs are incurred before drawdowns are initiated and received.
 - b. Any other interfund borrowings for cash flow or other purposes require approval by the City Council.

D. Utility Rates and Fees

1. The City will set utility rates and user fees at levels that fully recover the total direct and indirect costs of the activity. Indirect costs include the costs of operations, capital outlay, debt service and annual depreciation of capital assets.
2. The City will review and adjust utility rates and user charges as required to ensure that they remain appropriate and equitable.

E. Investments

1. The Finance Director will annually submit an investment policy to the City Council for review and adoption.
2. Under the guidance of the City's Investment Oversight Committee, the Finance Director will invest the City's idle monies with an outside investment advisor in accordance with applicable law and adopted investment policies and direct the investment of bond or note monies on deposit with a trustee or fiscal agent in accordance with the applicable indenture or issuance document.

F. Expenditures

1. The City will maintain a level of expenditures that will provide for the public well-being and safety of the residents of the community.
2. The City will provide a level of expenditures that will maintain the public assets.
3. The City will maintain purchasing methods, in accordance with law and the City's adopted purchasing policies and procedures, to secure the lowest price consistent with the quality desirable for use intended and the needs of the City.
4. The City Council will annually adopt a resolution establishing the City's appropriations limit calculated in accordance with Article XIII-B of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affects the City's appropriations limit. The Council will generally consider this resolution in connection with final approval of the City's budget.

G. Equipment Replacement Funds

1. The City will maintain a General Government Equipment Replacement Fund and a Utilities Equipment Replacement Fund for each utility to provide for the timely replacement of vehicles, information technology, and other short-lived capital equipment.
2. The City will strive to make an annual contribution to these funds based on the annual use allowance, which is determined by the estimated life of the vehicles or equipment to be replaced and their original purchase costs.

3. Interest earnings and sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the Equipment Replacement Funds.

H. Capital Improvement Program

1. The City will develop a five-year capital improvement program (CIP) each budget cycle. The purpose of the CIP is to systematically plan, schedule and finance capital projects to ensure cost-effectiveness as well as conformance with the City's established policies.
2. Questions to consider when prioritizing a capital project include:
 - a. Is it mandated?
 - b. Is there an emergency need?
 - c. Is there a direct or indirect economic benefit?
 - d. Is there full or partial funding?
 - e. Does it dovetail with other capital projects that are a priority for other reasons?
 - f. How does it fit in with the City Council's strategic goals?
3. The City will identify the estimated costs, potential funding sources, and project schedule for each capital project proposal in the CIP before it is submitted to the City Council for approval.
4. The City will coordinate the development of the CIP with the development of the operating budget.
5. Construction projects that cost \$20,000 or more and equipment purchases that cost \$10,000 or more will be included in the CIP, except for replacements of police squad cars which are included in the operating program budget. Minor capital construction outlays of less than \$20,000 and minor equipment purchases of less than \$10,000 will be included in the operating program budgets.
6. The City will make all capital improvements in accordance with an adopted and funded CIP.
7. Cost tracking procedures for current-period components of the CIP will be implemented and updated quarterly to ensure project completion is within budget and established timelines.

I. Debt Management

1. The City will consider the use of debt financing only for high-priority, one-time capital improvement projects and only under the following circumstances:
 - a. When the project's useful life will exceed the term of financing, and;
 - b. When project revenues or specific resources will be sufficient to service the long-term debt.
2. Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax or bond anticipation notes is excluded from this limitation.
3. The City will carefully monitor its level of debt because debt capacity is limited. Funds borrowed for a project today are not available to fund other projects tomorrow, and funds committed for debt repayment today are not available to fund operations tomorrow.
4. A feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
5. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
6. The City will maintain good, ongoing communications with bond rating agencies about the City's financial condition.
7. Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. Refinancings will be considered under the following conditions:
 - a. There is a net economic benefit.
 - b. It is needed to modernize covenants that are adversely affecting the City's financial position or operations.
 - c. The City wants to reduce the principal outstanding in order to achieve future debt service savings, and it has available working capital to do so from other sources.

J. Fund Balance and Reserves

1. The City will strive to maintain a fund balance in the General Fund, including the General Fund's Strategic Reserve Fund, of at least 25 percent of General Fund operating expenditures. A 25-percent fund balance is equivalent to approximately three months of operating expenditures. The primary purpose of this minimum fund balance is to meet cash flow requirements, to protect the City's essential service programs and funding requirements during periods of economic uncertainty, local disasters, other financial hardships or downturns in the local economy, and to provide for unforeseen operating or capital needs. Additionally, a fund balance of 25 percent is considered the minimum level necessary to maintain the City's credit worthiness.
2. The City Council may assign specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interests of the City.
3. The City's enterprise funds will strive to maintain a minimum working capital balance of at least 25 percent of operating expenses. The primary purpose of this balance is to set aside funds to maintain cash balances sufficient to pay expenses as needed and to provide for unanticipated or emergency expenses that could not be reasonably foreseen during the preparation of the budget.
4. In addition to the assigned balances noted above, levels of fund balance and retained earnings will be sufficient to meet:
 - a. Debt service reserve requirements.
 - b. Reserves for encumbrances.
 - c. Established rate stabilization reserves.
 - d. Funding requirements for projects approved in prior years that are carried forward.
 - e. Other assignments required by contractual obligations, state law or generally accepted accounting principles.

K. Accounting, Auditing and Financial Reporting

1. The City's accounting and financial reporting systems will be maintained in conformance with generally accepted accounting principles and standards of the Governmental Accounting Standards Board.

2. A fixed assets system will be maintained to identify all City assets, their historical cost, and useful life. Consistent with the accompanying policies set forth for the City's Capital Improvement Program, the dollar threshold for fixed assets will increase from \$5,000 to \$10,000 effective July 1, 2014.
3. At the beginning of the annual budget preparation cycle, a financial review will be submitted to the City Council and will be made available to the public.
4. Full and continuing disclosure will be provided in the general financial statements and bond representations.
5. An annual audit will be performed by an independent public accounting firm with the subsequent issue of, at a minimum, General Purpose Financial Statements that include an audit opinion. The City will strive to issue audited financial statements within 180 days after year-end.

L. Human Resources Management

1. The City Council will authorize all regular positions, including part-time and extra-help regular positions.
2. The budget will fully appropriate the resources needed for authorized regular positions and will limit programs to the regular staffing authorized.
3. The City will strive to provide competitive compensation and benefits for its authorized regular employees.
4. All requests for additional regular positions will include evaluations of:
 - a. The necessity, benefits, term and expected results of the proposed activity.
 - b. Staffing and materials costs including salary, benefits, equipment, uniforms, support and facilities.
 - c. Alternative means of service delivery, with consideration given to quality of service.
 - d. Additional revenues or cost savings that may be realized.

POLICY RESOLUTION NO. 39

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH
ESTABLISHING FINANCIAL MANAGEMENT POLICIES**

WHEREAS, the City Council of the City of Ukiah approves an annual operating budget, requiring a long-term perspective and emphasis on a policy-oriented budget process, and;

WHEREAS, clear direction on basic financial policy issues can assist in setting and prioritizing City goals and in clarifying direction on budget issues, and;

WHEREAS, the City Council has identified a number of policy areas in which it can document basic financial management principles.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Ukiah approves the attached Financial Management Policies for the City of Ukiah (Exhibit A).

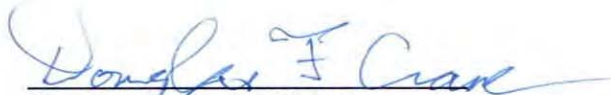
PASSED AND ADOPTED on November 20, 2013, by the following Roll Call Vote:

AYES: Councilmembers Landis, Thomas, and Mayor Crane

NOES: Councilmember Baldwin

ABSTAIN: None

ABSENT: None



Douglas F. Crane, Mayor

ATTEST:



Kristine Lawler, City Clerk

CITY OF UKIAH

READERS GUIDE TO THE BUDGET

GLOSSARY OF COMMON BUDGET AND FINANCIAL TERMS

ACCOUNT	Financial reporting unit for budget, management, or accounting purposes.
ACCOUNTS PAYABLE	The amounts owed to others for goods and services received.
ACCOUNTS RECEIVABLE	Amounts due from others for goods furnished and services rendered.
ACCURAL BASIS	The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid.
ACTUAL PRIOR YEAR	Actual amounts for the fiscal year preceding the current fiscal year which precedes the budget fiscal year.
ALLOCATION	Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.
ALLOTMENT	That portion of an appropriation which may be encumbered or spend during a specified period.
AMORTIZATION	Payment of a debt by regular intervals over a specific period of time.
APPROPRIATION	An authorization by a legislative body (e.g. City Council) that provides legal permission to make expenditures and incur obligations for specific purposes. ¹
ASSET	Resources owned or held by a government which have monetary value.
ASSESSED VALUATION	Official government value placed upon real estate or other property as a basis for levying taxes.
BOND	A written promise to pay a specific amount of money at a specific date in the future together with a periodic interest as a special rate. Two types are used: General Obligation and Revenue.
BONDED INDEBTEDNESS	Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.

¹ Appropriation subject to limitation," for purposes of each agency's Gann Limit, means "any authorization to expend during a fiscal year the proceeds of taxes levied by or for that agency and the proceeds of state subventions to that agency." Cal. Const. Art. XIII B, section 8(b).

BUDGET AMENDMENT	A procedure authorized by some City Councils that allows the City Manager to make adjustments to expenditures within or between departmental budgets by revising budget appropriations. Note: City Council approval is always required for additional appropriations from a fund balance or new revenue sources.
BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
CAPITAL IMPROVEMENT PROGRAM	Annual appropriations in a City's budget for capital improvement projects such as street or park improvements, building construction and various kinds of major facility maintenance. Capital improvement projects are often multi-year projects that require funding beyond the one-year periods of the annual budget.
CAPITALIZATION THRESHOLD	The dollar value at which government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
DEBT SERVICE; DEBT SERVICE FUND	The payment of principal and interest on borrowed funds such as bonds. A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes a debt service fund is referred to as a sinking fund. Debt financing is most commonly used to address temporary short-term cash flow problems and to provide funding for improvements with long lives. The practice of borrowing long-term for operational or short-term capital needs is not advised. ²
ENCUMBRANCE	Prior to actual spending, an obligation charged against a budget indicating that a commitment has been made or an order placed for goods and services not yet received or paid for. After an encumbrance has been made, the money is not available for other transactions.

² Be aware that Article XVI, section 18 of the California Constitution prohibits a City from borrowing more money than it can repay in a single fiscal year from its general fund without a two-thirds vote of the electorate. Common exceptions to this borrowing restriction are the special fund doctrine and the lease purchase agreement.

ENTERPRISE FUND	A fund established by a government entity to account for operations of an enterprise activity. Enterprise funds generally are segregated as to purpose and use from other funds and accounts of the governmental entity with the intent that revenues generated by the enterprise activity and deposited to the enterprise fund will be devoted principally to funding all operations of the enterprise activity, including payment of debt service on securities issued to finance such activity.
EQUITY FUNDING	Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.
EXPENDITURE	A decrease in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service and capital outlays.
EXPENSE	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
FIDUCIARY FUNDS	Trust and Agency Funds
FISCAL POLICY	A government's policies with respect to revenues, spending and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.
FISCAL YEAR	The 12-month period used by the City of Ukiah begins with July 1, and end with June 30 of the designated fiscal year (i.e., FY 2011-12 end June 30, 2012).
FIXED ASSETS	Assets of long-term character which are intended to be held or used for more than one fiscal year. Examples are land, buildings, machinery, and furniture.
FORCE ACCOUNT	Construction of maintenance activities performed by the City's own personnel, rather than by outside labor.
FULL-TIME EQUIVALENT (FTE)	Number of Positions calculated on the basis that one FTE equates to a 40-hour work week for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.
FUNCTION	Group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or major service.

FUND	A fiscal and accounting entity with a self-balancing set of accounts in which cash or other financial resources, all related liabilities or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.
FUND BALANCE	A term used to express the excess of assets over liabilities (equity). It also represents the accumulated net resources of a fund available for reservation, designation, or for appropriation.
GENERAL FUND	General operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
GENERAL OBLIGATION BONDS	Bonds where the City pledges its full faith and credit to the repayment of bonds. These bonds are secured by the General Fund of the City.
GOVERNMENTAL FUNDS	General, Special Revenue, Debt Services, and Capital Project funds.
GRANTS	Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.
INTERNAL SERVICE FUND	Established to finance, administer, and account for departments or agencies of a government whose exclusive or nearly exclusive purpose is to provide goods or services to the government's other departments on a cost-reimbursement basis.
LEASE PURCHASE	Contractual agreements which are termed leases, but whose lease amount is applied to the purchase.
LONG TERM DEBT	Debt with a maturity of more than one year after the date of the issue.
OPERATING DEFICIT	The excess of operating expenditures over operating revenues.
OPERATING SURPLUS	The excess of operating revenues over operating expenditures.
ORDINANCE	A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the City.
RESERVES	Accumulated funds legally restricted or otherwise designated by the City Council for specific purposes.
RESOLUTION	A special or temporary order of the City Council requiring less formality than an ordinance.

REVENUES	Total amount of income received, earned or otherwise available for appropriation.
SURPLUS	An excess of revenues over expenditures
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common good.
TRANSFERS	Payments from one funds to another ideally for work or services provided, or to cover operating expense shortfalls.
USER FEES	Payments of charges for direct receipt of a public service by the party benefiting from the service.

**CITY OF UKIAH
READERS GUIDE TO THE BUDGET**

ACRONYMS

AV	Audio Visual
BMP	Best Management Practices
CAFR	Comprehensive Annual Finance Report
CCAC	City Clerk Association of California
CCC	California Conservation Crews
CCR	Consumer Confidence Report
CEQA	California Environmental Quality Act
CIP	Capital Improvement Projects
CLETS	California Law Enforcement Technology Systems
COPS	Citizens Option for Public Safety (State Program)
CSO	Community Services Officer
CSMFO	California Society of Municipal Finance Officers
DPW	Department of Public Works
EAP	Employee Assistance Program
EIR	Environmental Impact Review
EMS	Emergency Medical Services
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FF	Firefighter
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GASB	Governmental Accounting Standards Board
GO	General Obligation

HVAC	Heating & Air Conditioning
IT	Information Technology
LMIHF	Low and Moderate Income Housing Fund
NCPA	Northern California Power Agency
PERS	Public Employees Retirement System
REMIF	Redwood Empire Municipal Insurance Fund
RWQCB	Regional Water Quality Control Board
SWRCB	State Water Resources Control Board
TOT	Transit Occupancy Tax
WTP	Water Treatment Plant
WWTP	Wastewater Treatment Plant



GENERAL FUND FIVE YEAR SUMMARY FORECAST OF REVENUES AND EXPENDITURES

FY 2016-17 Budget and Forecast from FY 2017-19 to FY 2021-22

The City Budget provides five years of prior year comparisons to assist in evaluating the FY 2016-17 Budget. This Five Year Summary Forecast from FY 2017-18 to FY 2021-22 provides a view of conservatively estimated revenues, reasonable expenditures, and the resulting effect on fund balance reserves given reasonable assumptions using current information. It is not a projection, wherein presumptions are included and hypothetical scenarios are considered.

The forecast is based on the FY 2016-17 Budget with general assumptions on revenue and expenditure changes over the next five years. There are many unknown variables in projecting into the future. For example, the sales tax and transient occupancy taxes (52% of total sources) are highly sensitive to general economic conditions that can be affected by recessions, natural disasters, new development or other changes effecting consumer and business spending. The expenditures are based on the current staffing organization and delivery of services. The City costs can also be affected by economic downturns, inflation, labor negotiations, natural disasters and other changes. The assumptions used in this forecast are conservative and do not include any significant changes in the economic environment other than what is already likely at this time. These type of forecasts should be viewed as a general outlook of the current trends in the economy and effect on the City General Funds revenues and expenditures. As such, they should be reviewed and updated with the annual budgets.

Assumptions used in the Five Year Forecast

Revenues and Other Sources

- Property Taxes – Annual 2% increase based on minimum statutory change in assessed valuations. This annual percent is low from the last two years due to resales, new or improved development or reassessments.
- Sales Taxes – Annual 4% increase based on current economic activity and advice of MuniServices Sales Tax consultant. This forecast does not include future major development of sales tax generating businesses, such as the proposed Costco. The forecast assumes current trends in consumer and business confidence. Further, the proposed sales tax measure on the November 2016 ballot is not included.

- Transient Occupancy Tax – Annual 5% increase over next two years and 3% annually thereafter. Based on recent past trends and increase in tourism and business-to-business activities. Does not include new development of hotel units.
- Franchise Fees and Other Taxes – These are projected conservatively at 1% annually. The city revenues are based franchisee revenues and business tax criteria and will change with rate changes and economic development activity.
- Licenses/Permits/Fines/Penalties and Charges for Services – Conservative annual 2% increase is projected. These are based on fixed fee/fine rates or actual costs of services and will change as the base is adjusted in the future.
- Transfers In From Other Funds – The Administrative Services charges are an annual 3% based on cost increases. The Successor Agency administrative allocation is projected to reduce by 100% as the project development is completed.
- The other General Fund revenues and transfers are conservatively project with 0% change over the next five years.

Expenditures and Other Uses

- All department expenditures are forecast to increase annually by 4% over the next three years and 3% for the remaining two years. This is based on a conservative 3% annual increase for salaries, benefits, services and supplies. The additional 1% for the first three years is based on projected CalPERS unfunded accrued actuarial liability (UAAL) analysis of annual unfunded liability payment increases.
- Transfers Out To Other Funds – This can be a variable item that depends on the periodic need for funding other special revenue funds. This forecast only projects the annual funding of Visit Ukiah from an estimated 1% of the annual transient occupancy tax revenue.
- There are no resources forecast to be used by the General Fund for funding capital improvements or equipment. These future costs are on an as needed basis and addressed during each annual budget review.

Fund Balance and Reserves

- The Strategic Reserve was established by the City Council to annual hold at least 25% of the General Fund operating expenditures. This forecast projects the reserve to fall to 24% by FY 2012-22 due to an operating deficit.
- The Non Spendable Advances were made to the Golf Course fund and are not projected to be repaid during the forecast period
- The Unassigned amount reflects fund balance that is unreserved and can be used for one-time capital or equipment expenditures or to offset annual operating deficits. In this forecast, starting in FY 2019-20, it is used to offset annual operating deficits and is projected to be zero in FY 2021-22.

GENERAL FUND FIVE YEAR SUMMARY FORECAST OF REVENUES AND EXPENDITURES

FY 2016/17 BUDGET AND FY 2017/18 to FY 2021/22 FORECAST

		1	2	3	4	5	Forecast Avg Annual % Change
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	
General Fund Revenues (100 & 105):							
Taxes :							
Property Taxes	2,726,032	2,780,553	2,836,164	2,892,887	2,950,745	3,009,760	2%
Sales Tax	5,260,494	5,470,914	5,689,751	5,917,341	6,154,034	6,400,196	4%
Transient Occupancy Taxes	1,232,048	1,293,650	1,358,333	1,399,083	1,441,055	1,484,287	4%
Franchise Fees & Taxes	1,577,612	1,593,388	1,609,322	1,625,415	1,641,669	1,658,086	1%
Other Taxes	400,403	404,407	408,452	412,536	416,661	420,828	1%
Total Taxes & Franchise Fees	11,196,590	11,542,913	11,902,021	12,247,262	12,604,165	12,973,156	3%
Licenses/Permits/Fines/Penalties:							
Planning and Building Permits	286,900	292,638	298,491	304,461	310,550	316,761	2%
Fines/Penalties/Other Permits	56,796	57,932	59,091	60,272	61,478	62,707	2%
Total Licenses/Permits/Fines/Penalties	343,696	350,570	357,581	364,733	372,028	379,468	2%
Interest and Rent of City Property:							
Investment Interest	90,000	90,000	90,000	90,000	90,000	90,000	0%
Rent of City Property	104,400	104,400	104,400	104,400	104,400	104,400	0%
Total Interest and Rent of City Property	194,400	194,400	194,400	194,400	194,400	194,400	0%
Revenues from Other Agencies							
Police Related	135,000	135,000	135,000	135,000	135,000	135,000	0%
Other	19,756	19,756	19,756	19,756	19,756	19,756	0%
Total from Other Agencies	154,756	154,756	154,756	154,756	154,756	154,756	0%
Charges for Services:							
Police Services	165,150	168,453	171,822	175,259	178,764	182,339	2%
Fire Services	7,000	7,140	7,283	7,428	7,577	7,729	2%
Reimbursements for Services	70,000	71,400	72,828	74,285	75,770	77,286	2%
Ambulance	10,000	10,000	10,000	10,000	10,000	10,000	0%
Swimming Pool	70,000	71,400	72,828	74,285	75,770	77,286	2%
Recreation Programs	493,000	502,860	512,917	523,176	533,639	544,312	2%
Total Charges for Services	815,150	831,253	847,678	864,432	881,520	898,951	2%
Other Revenues							
Total Other Revenues	93,400	93,400	93,400	93,400	93,400	93,400	0%
Total General Fund Revenues (100)	12,797,992	13,167,292	13,549,836	13,918,982	14,300,269	14,694,131	3%
Public Safety Restricted Revenues (105):							
Sales Tax - Measure S/P	2,658,300	2,764,632	2,875,217	2,990,226	3,109,835	3,234,228	4%
Other Public Safety related	82,000	83,640	85,313	87,019	88,759	90,535	2%
Total Public Safety Restricted Revenues (105)	2,740,300	2,848,272	2,960,530	3,077,245	3,198,594	3,324,763	
Total General Fund Revenues (100 & 105)	15,538,292	16,015,564	16,510,366	16,996,227	17,498,863	18,018,894	3%
Transfers In From Other Funds:							
Administrative Services Charges From Other Funds	1,531,177	1,577,112	1,624,426	1,673,158	1,723,353	1,775,054	3%
Successor Agency Administrative	250,000	250,000	250,000	125,000	-	-	-20%
Gas Tax Streets	297,625	300,601	303,607	306,643	309,710	312,807	1%
Special Revenues Police	125,000	125,000	125,000	125,000	125,000	125,000	0%
Total Transfers In from Other Funds	2,203,802	2,252,714	2,303,033	2,229,802	2,158,063	2,212,861	0%
Total General Fund Revenues and Other Sources	17,742,094	18,268,277	18,813,399	19,226,029	19,656,926	20,231,755	3%

General Fund Operating Expenditures

General Government:

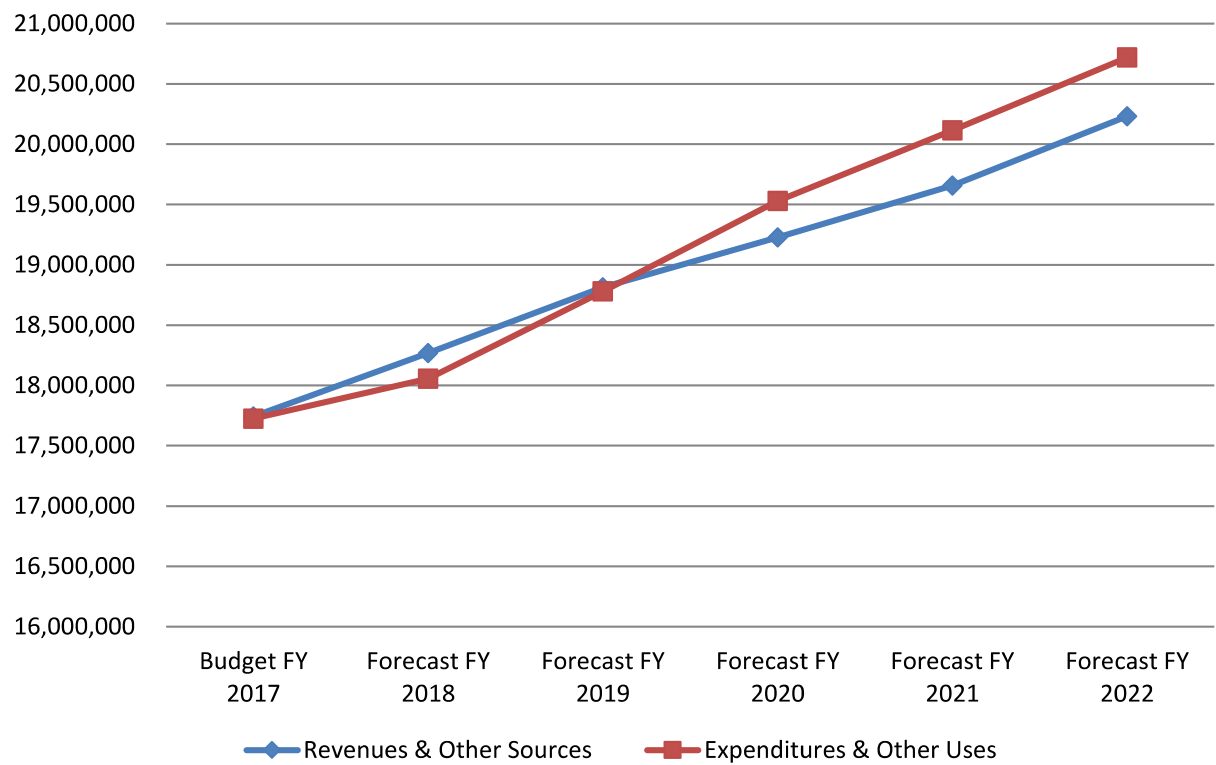
Administrative Services

City Council	\$ 137,759	143,269	149,000	154,960	159,609	164,397	4%
City Clerk/Elections	241,611	251,275	261,326	271,780	279,933	288,331	4%
City Manager	468,992	487,752	507,262	527,552	543,379	559,680	4%
Administrative Support	89,167	92,734	96,443	100,301	103,310	106,409	4%
Miscellaneous General Government	158,352	164,686	171,274	178,124	183,468	188,972	4%
Finance Department	784,662	816,048	848,690	882,638	909,117	936,391	4%
City Attorney	167,087	173,770	180,721	187,950	193,589	199,396	4%
Treasury Management	91,454	95,112	98,917	102,873	105,960	109,138	4%
Human Resources/Risk Management	496,408	516,264	536,915	558,391	575,143	592,398	4%
Less Allocation of Costs to Other General Funds Activities below	(657,372)	(683,667)	(711,014)	(739,454)	(761,638)	(784,487)	4%
Total Administrative Services	\$ 1,978,120	\$ 2,057,245	\$ 2,139,535	\$ 2,225,116	\$ 2,291,869	\$ 2,360,626	4%

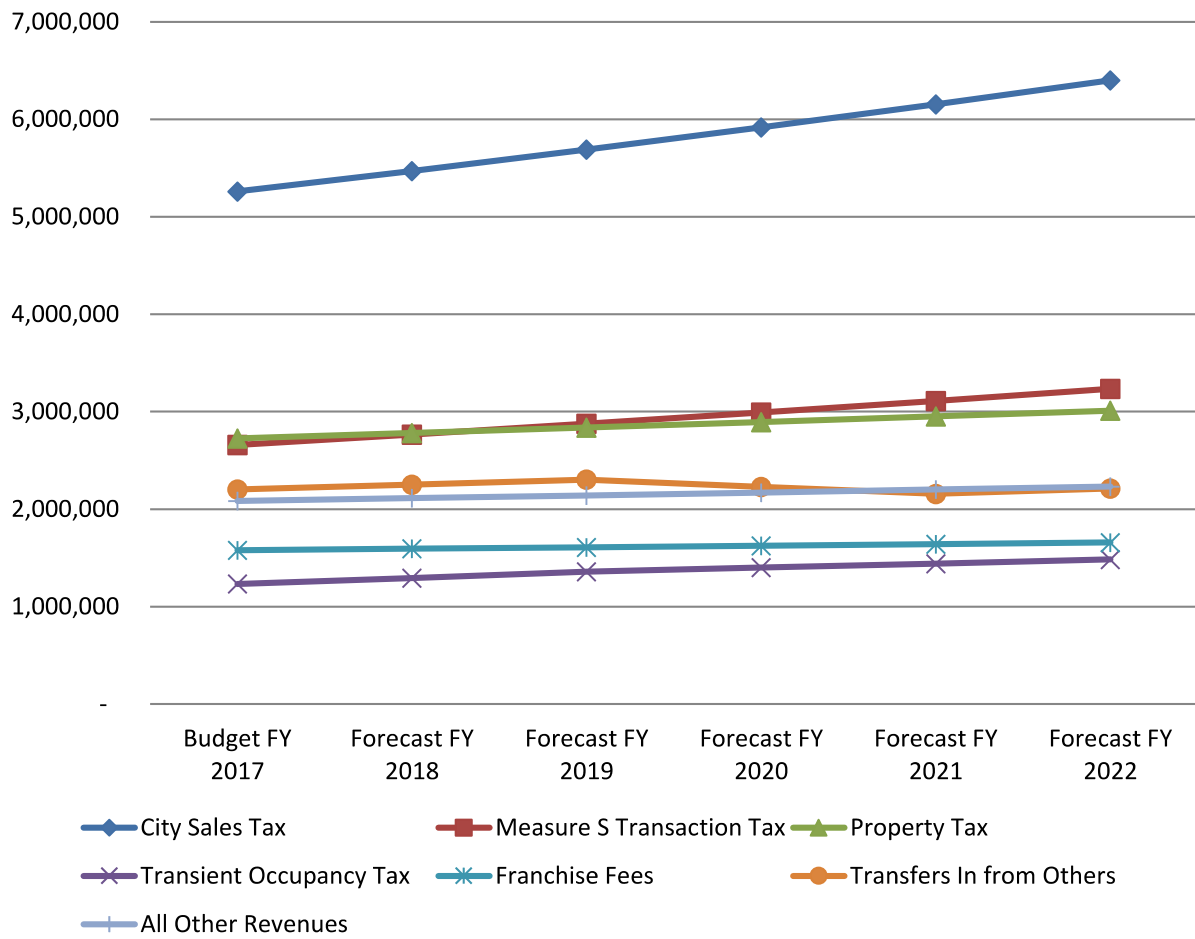
**GENERAL FUND FIVE YEAR SUMMARY FORECAST OF REVENUES AND EXPENDITURES
FY 2016/17 BUDGET AND FY 2017/18 to FY 2021/22 FORECAST**

	Budget	1	2	3	4	5	Forecast
	FY 2017	Forecast	Forecast	Forecast	Forecast	Forecast	Avg
		FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Annual %
							Change
Economic Development	\$ 197,957	205,875	214,110	222,675	229,355	236,236	4%
Successor Agency	3,921	-	-	-	-	-	0%
Community Outreach	27,450	28,548	29,690	30,878	31,804	32,758	4%
Economic Development	\$ 229,328	\$ 234,423	\$ 243,800	\$ 253,552	\$ 261,159	\$ 268,994	3%
Parks	\$ 1,180,633	1,227,858	1,276,973	1,328,052	1,367,893	1,408,930	4%
Recreation/Programs	1,012,255	1,052,745	1,094,855	1,138,649	1,172,809	1,207,993	4%
Total Community Services	\$ 2,192,888	\$ 2,280,604	\$ 2,371,828	\$ 2,466,701	\$ 2,540,702	\$ 2,616,923	4%
Planning	\$ 499,104	519,068	539,831	561,424	578,267	595,615	4%
Building	307,671	319,978	332,777	346,088	356,471	367,165	4%
Community Planning and Building	\$ 806,775	\$ 839,046	\$ 872,608	\$ 907,512	\$ 934,738	\$ 962,780	4%
Public Works- Engineering	\$ 157,009	163,289	169,821	176,614	181,912	187,370	4%
Public Works- Traffic Signals	28,590	29,734	30,923	32,160	33,125	34,118	4%
Public Works- Streets	826,476	859,535	893,916	929,673	957,563	986,290	4%
Storm Water	198,268	206,199	214,447	223,025	229,715	236,607	4%
Total Public Works	\$ 1,210,343	\$ 1,258,757	\$ 1,309,107	\$ 1,361,471	\$ 1,402,315	\$ 1,444,385	4%
Public Safety:							
Police- Patrol	\$ 7,067,428	7,350,125	7,644,130	7,949,895	8,188,392	8,434,044	4%
Police-Volunteers	4,400	4,576	4,759	4,949	5,098	5,251	4%
Police- CSO	437,144	454,630	472,815	491,728	506,479	521,674	4%
Police- Code Enforcement	30,000	31,200	32,448	33,746	34,758	35,801	4%
Police- Major Crimes	173,964	180,923	188,159	195,686	201,556	207,603	4%
Animal Control	78,500	81,640	84,906	88,302	90,951	93,679	4%
Total Police	7,791,436	8,103,093	8,427,217	8,764,306	9,027,235	9,298,052	4%
Fire	3,044,849	3,166,643	3,293,309	3,425,041	3,527,792	3,633,626	4%
Total Public Safety	\$ 10,836,285	\$ 11,269,736	\$ 11,720,526	\$ 12,189,347	\$ 12,555,027	\$ 12,931,678	4%
Total General Fund Operating Expenses	\$ 17,253,739	\$ 17,939,811	\$ 18,657,403	\$ 19,403,699	\$ 19,985,810	\$ 20,585,385	4%
Transfers Out to Other Funds							
Museum Fund 691	\$ 360,564	-	-	-	-	-	-20%
Visit Ukiah Fund 750	110,884	116,428	122,250	125,917	129,695	133,585	4%
Total Transfers Out to Other Funds	\$ 471,448	\$ 116,428	\$ 122,250	\$ 125,917	\$ 129,695	\$ 133,585	-14%
Capital Expenses							
Improvements	\$ -	-	-	-	-	-	0%
Equipment & Vehicles	-	-	-	-	-	-	0%
Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Debt Payments	-	-	-	-	-	-	0%
Total General Funds Expenditures & Other Uses	\$ 17,725,187	\$ 18,056,239	\$ 18,779,653	\$ 19,529,616	\$ 20,115,505	\$ 20,718,970	3%
Net Surplus (Deficit)	\$ 16,907	\$ 212,038	\$ 33,746	\$ (303,587)	\$ (458,579)	\$ (487,215)	
Beginning Fund Balance	6,582,634	6,599,541	6,811,579	6,845,326	6,541,738	6,083,160	
Adjustments							
Ending Fund Balance	\$ 6,599,541	\$ 6,811,579	\$ 6,845,326	\$ 6,541,738	\$ 6,083,160	\$ 5,595,945	-3%
Allocation of Fund Balance							
Strategic Reserve (Fund 110)	4,673,303	4,673,303	4,673,303	4,850,925	4,996,453	4,950,216	1%
Non Spendable Advances	645,728	645,728	645,728	645,728	645,728	645,728	0%
Unassigned	1,280,510	1,492,548	1,526,295	1,045,085	440,979	0	-20%
Total	\$ 6,599,541	\$ 6,811,579	\$ 6,845,326	\$ 6,541,738	\$ 6,083,160	\$ 5,595,945	-3%
Strategic Reserve (Fund 110) as a Percent of General Funds Operating Expenditures	27%	26%	25%	25%	25%	24%	

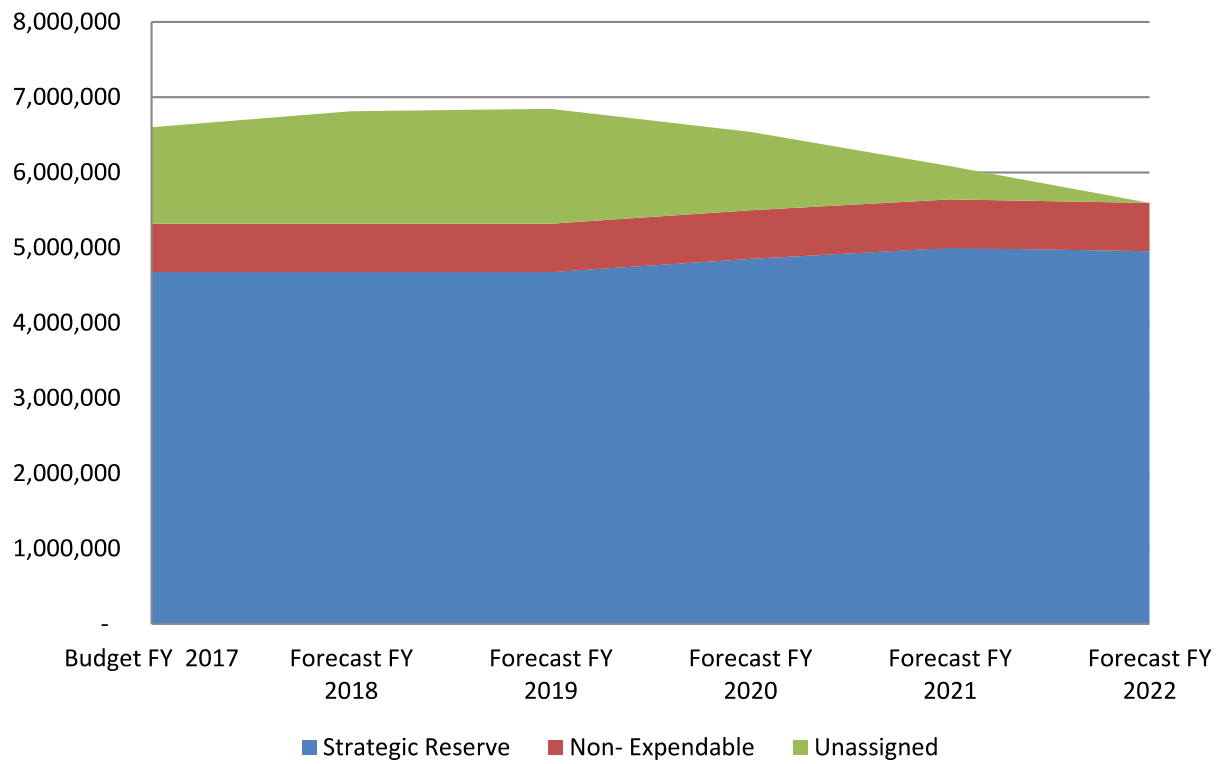
General Funds Five Year Forecast FY 2016-17 to FY 2021-22



General Funds Five Year Forecast Major Revenues



General Funds Five Year Forecast Fund Balance & Reserves



**CITY OF UKIAH
DEBT SUMMARY
FISCAL YEAR 2016-17**

Department and account number									
Funding Source	Issue Date	Maturity Date	Interest Rate	Balance 6/30/2015	Interest Expense	Principal Payment	Total	Balance 6/30/2016	
External Financing									
Water Fund									
Refunding Bond (2005 Water Treatment and DWR - State Loan)									
2016 ABAG Bond	3/1/16	9/1/2035	2% to 5%	11,155,000	448,769	475,000	923,769	10,680,000	
Total Water				11,155,000	448,769	475,000	923,769	10,680,000	
Wastewater Fund									
Wastewater Treatment Plant (84124426)									
ABAG Bond	3/1/06	3/1/2036	4% to 4.75%	62,920,000	2,851,300	2,010,000	4,861,300	60,910,000	
Total Sewer				62,920,000	2,851,300	2,010,000	4,861,300	60,910,000	
Electric Fund									
Lake Mendo. Hydro. (80326330)									
Electric Revenue	1992	2018	3.2% to 5.90%	3,775,000	235,938	1,825,000	2,060,938	1,950,000	
Total Electric				3,775,000	235,938	1,825,000	2,060,938	1,950,000	
Total External Debt for City				77,850,000	3,536,007	4,310,000	7,846,007	73,540,000	
Internal Financing									
Swimming Pool Fund									
Pool Loan (304)from Liability Ins.(Fund 202)									
Misc. General Govt.	10/21/2010	Undefined	Fixed	148,000	0	0	0	148,000	
Water Fund									
Water Capital Loan (820)from Liability Ins.(Fund 202)									
Misc. General Govt.		Undefined	Fixed	745,000	0	0	0	745,000	
Golf Fund									
Golf Cash Flow Loan (720) * From General (Fund 100)									
Misc. General Govt.	7/31/2008	6/30/2022	Variable	140,540	0	0	0	140,540	
Golf Equipment Loan (720) From Liability Ins. (Fund 202)									
Misc. General Govt.	10/24/2008	6/30/2014	Variable	37,203	0	0	0	37,203	
Golf Course Loan (720) From General (Fund 100)									
Misc. General Govt.	5/1/2006	4/30/2019	Variable	478,055	0	0	0	478,055	
Total Golf Fund				655,798	0	0	0	655,798	
Total Internal Financing				1,548,798	0	0	0	1,548,798	
Total City Internal & External				79,398,798	3,536,007	4,310,000	7,846,007	75,088,798	

* Principal payments will begin when Golf Equipment loan is paid off.

CITY OF UKIAH
OUTSTANDING DEBT OBLIGATIONS
FY 2016-17 BUDGET

The City and Successor Agency have entered into various forms of indebtedness for purposes of constructing capital infrastructure projects. The principal and interests on the outstanding debt is paid in semi-annual debt payments to the Fiscal Trustees for each issue. The debt payments, along with any trustee fees, are included in the budget document under the funds responsible for the debt. Following is a description of the major debt commitments of the City as June 30, 2016.

Water Fund

2016 Water Refunding Bonds – In March 2016, the City issued \$11,155,000 in Water Revenue Refunding Bonds for the purpose of refunding the 2005 Series A ABAG installment agreement and the State Water Resources Control Board Loan. The bonds were issued at a lower interest rate with the same maturity of September 1, 2035 and are projected to save \$1.8 million over the life of the bonds. The interest rates range between 2 and 5%. Below is a future debt payment schedule:

Fiscal Year	Principal	Interest	Total
Due in FY 2016-2017	475,000	448,769	923,769
2018	490,000	436,669	926,669
2019	500,000	419,319	919,319
2020	530,000	398,719	928,719
2021	540,000	377,319	917,319
Thereafter	8,620,000	2,810,028	11,430,028
Totals	11,155,000	4,890,822	16,045,822

Wastewater Fund

2006 Series A Wastewater – In 2006, at the request of the City, the Association of Bay Area Governments (ABAG) issued \$75,060,000 in revenue bonds to provide funding for

CITY OF UKIAH
OUTSTANDING DEBT OBLIGATIONS
FY 2016-17 BUDGET

the City to acquire and construct capital improvements to the City's wastewater treatment plant. The obligation is secured with the pledge of the City's and Ukiah Valley Sanitation District's (UVSD) wastewater revenues through an Installment payment agreement. On March 2, 2006 the City and the UVSD entered into a participation agreement on the allocation of the annual debt obligation based in part on the operations and maintenance allocation and a fixed allocation of additional capacity. Please see the Wastewater fund budget on the allocation percent. The bonds bear interest at rates from 4 to 4.75 %, and interest is payable each March 1 and September 1. These bonds mature in March 2036. Future debt service on the bonds is:

Fiscal Year	Principal	Interest	Total
Due in FY 2016-2017	2,010,000	2,851,300	4,861,300
2018	2,090,000	2,770,900	4,860,900
2019	2,180,000	2,687,300	4,867,300
2020	2,280,000	2,597,375	4,877,375
2021	2,370,000	2,500,475	4,870,475
Thereafter	51,990,000	23,995,650	75,985,650
Totals	62,920,000	37,403,000	100,323,000

Electric Fund

1992 Electric Revenue Bonds – The City issued \$25,850,000 in revenue bonds to construct improvements to the Electric system and hydroelectric power generation at Lake Mendocino Dam. The City pledged the electric rate revenue from the sale of electricity to pay annual debt service. The bonds bear interest at rates from 3.20 to 5.9 % and interest is payable each June 1 and December 1. These bonds mature in June 2018. Future debt service on the bonds is:

Fiscal Year	Principal	Interest	Total
Due in FY 2016-2017	1,825,000	235,937	2,060,937
2018	1,950,000	121,875	2,071,875
Totals	3,775,000	357,812	4,132,812

CITY OF UKIAH
OUTSTANDING DEBT OBLIGATIONS
FY 2016-17 BUDGET

Successor Agency (Former Ukiah Redevelopment Agency)

2007 Tax Allocation Refunding – On April 8, 2007 the Redevelopment Agency issued bonds in the amount of \$5,595,000 to refinance a loan agreement between the former redevelopment agency and the Redwood Empire Financing Authority. The bond series is comprised of \$4,310,000 in serial bonds maturing annually December 1, through the year 2020, and \$1,285,000 in term bonds maturing December 1, 2023. Interest rates on the serial bonds range from 3.75 to 4.70 %, and the term bonds carry an interest rate of 4.75%. Interest is paid semi-annually on June1 and December 1. Future debt service on the bonds is:

Fiscal Year	Principal	Interest	Total
Due in FY 2016-2017	325,000	131,779	456,779
2018	340,000	117,230	457,230
2019	360,000	101,740	461,740
2020	375,000	85,292	460,292
2021	390,000	67,983	457,983
Thereafter	1,285,000	90,735	1,375,735
Totals	3,075,000	594,759	3,669,759

2011A Tax Allocation Bonds– On March 8, 2011, the Redevelopment Agency issued bonds in the amount of \$5,180,000. The bonds were a special obligation of the Agency payable solely from the secured pledge of Agency tax revenues. The bond series is comprised of \$2,840,000 in serial bonds maturing annually December 1, through the year 2021, and \$2,340,000 in term bonds maturing December 1, 2028. Interest rates on the serial bonds range from 3.0 to 6.5 %. Interest is paid semi-annually on June1 and December 1. Future debt service on the bonds is:

Fiscal Year	Principal	Interest	Total
Due in FY 2016-2017	620,000	168,525	788,525
2018	15,000	154,606	169,606
2019	10,000	154,000	164,000
2020	10,000	153,487	163,487
2021	10,000	152,950	162,950
Thereafter	2,350,000	852,437	3,202,437
Totals	3,015,000	1,636,005	4,651,005

CITY OF UKIAH
OUTSTANDING DEBT OBLIGATIONS
FY 2016-17 BUDGET

2011B Tax Allocation Bonds— On March 8, 2011, the Redevelopment Agency issued bonds in the amount of \$3,250,000. The bonds were a special obligation of the Agency payable solely from the secured pledge of Agency tax revenues. The bond series is comprised of \$1,585,000 in serial bonds maturing annually August 1, through the year 2021, and \$1,655,000 in term bonds maturing August 1, 2026. Interest rates on the serial bonds range from 3.25 to 9.0 percent. Interest is paid semi-annually on February 1 and August 1. Future debt service on the bonds is:

Fiscal Year	Principal	Interest	Total
Due in FY 2016-2017	140,000	234,225	374,225
2018	160,000	224,450	384,450
2019	180,000	212,525	392,525
2020	210,000	198,125	408,125
2021	235,000	180,850	415,850
Thereafter	1,935,000	526,725	2,461,725
Totals	2,860,000	1,576,900	4,436,900

Schedule of Transfers Between Funds FY 2016-17 Budget

Purpose of Transfer	[95xxx as DR]			[91xxx as CR]		
	Transfers Out From Fund			Transfers In To Fund		
	Fund	Fund	Amount	Fund	Fund	Amount
Net Public Safety Funding	100	General Fund	8,095,985	105	Gen Fund Public Safety	8,095,985
Program funding	100	General Fund	360,564	691	Museum	360,564
Program funding from Transient Occupancy Revenues	100	General Fund	110,884	750	Visit Ukiah	110,884
Equipment Funding	220	Equipment Reserve	34,030	203	Garage	34,030
Equipment Funding	220	Equipment Reserve	120,000	208	Building Mntc & Corp Yard	120,000
Equipment Funding	220	Equipment Reserve	193,300	209	Information Technology	193,300
Equipment Funding	251	Special Projects Reserve	75,000	209	Information Technology	75,000
Equipment Funding	251	Special Projects Reserve	27,000	822	Water	27,000
Capital Improvement Funding	251	Special Projects Reserve	54,850	250	Special Revenue Reserve	54,850
Street Maintenance Funding	500	2106 Gas Tax	53,806	100	General Fund	53,806
Street Maintenance Funding	501	2107 Gas Tax	139,420	100	General Fund	139,420
Street Maintenance Funding	502	2107.5 Gas Tax	4,000	100	General Fund	4,000
Street Maintenance Funding	503	2105 Gas Tax	100,399	100	General Fund	100,399
Capital Improvement Funding	607	Prop 84 Grants	125,000	822	Water Capital & Debt	125,000
Annual State COPS funding for Police	639	Special Revenue Police	125,000	105	Gen Fund Public Safety	125,000
Capital Improvement Funding	695	Transfer Station	317,000	700	Sanitary Disposal Site	317,000
Capital Improvement Funding	777	Airport Operations	134,115	778	FAA Grant	134,115
Capital Improvement Funding	800	Electric Adminstration	3,569,172	801	Electric Capital Reserve	3,569,172
To fund net required reserve balance for debt	800	Electric Adminstration	67,000	803	Lake Mendocino Debt	67,000
To fund Street Ligthing	800	Electric Adminstration	33,550	805	Street Lighting	33,550
Advance for Cash Flow fund to be repaid in 24 months	820	Water	177,000	695	Transfer Station	177,000
Capital Improvement Funding	820	Water	6,433,278	822	Water Capital & Debt	6,433,278
Capital Improvement Funding	821	Water Capital Reserve	887,508	822	Water Capital & Debt	887,508
Administrative Support Allocation to City General Fund by State Law	969	Successor Agency	250,000	100	General Fund	250,000
	Total City Funds		21,487,861	Total City Funds		21,487,861

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**Capital Improvement Program
Expenditure Plan - Current
Fiscal Year 2016-17**

Project Name

	Funding Source					Total
	General	Electric	Water	Wastewater	Other	Programmed Expenditure
STREETS AND RIGHTS-OF-WAY						
Special Project Reserve Fund 251						
Smith Street Sidewalk - curb, gutter, pavement	\$ -	\$ -	\$ -	\$ -	21,951	\$ 21,951
Street reconstruction	-	-	-	-	661,019	661,019
Congestion Relief Fund 510						
Slurry Seal Various Streets	-	-	-	-	200,000	200,000
Overlay Streets	-	-	-	-	200,000	200,000
Smith Street Sidewalk, Curb, Gutter, Pavement	-	-	-	-	250,000	250,000
STIP Augmentation Fund 507						
Gobbi/Waugh Traffic Signal	-	-	-	-	112,000	112,000
SB 325 Reimbursement Fund 508						
City Speed Zone Reports	-	-	-	-	40,000	40,000
State STP Fund 509						
N. State St. & Empire Dr/Ford Rd. Signal Coordination	-	-	-	-	25,000	25,000
Total	\$ -	\$ -	\$ -	\$ -	1,509,970	\$ 1,509,970
INFRASTRUCTURE						
Parks and Related Facilities Fund 301						
Anton Stadium infrastructure	\$ -	\$ -	\$ -	\$ -	18,000	\$ 18,000
Building Maintenance 208						
Civic Center Facility Improvements	-	-	-	-	120,000	120,000
Museum Prop 84 & Habiatt Conservation Grants 310						
Museum	-	-	-	-	1,509,011	1,509,011
State STP Fund 509						
N. State St. & Empire Dr/Ford Rd. Signal Coordination	-	-	-	-	32,380	32,380
Airport FAA Grants 777						
Runway 15-33 Pavement Rehab & Taxiway Alignment	-	-	-	-	190,000	190,000
Concrete slab for fuel tank project	-	-	-	-	11,340	11,340
Pavement Management & PCN	-	-	-	-	34,700	34,700
Electric 801						
Automated Meter Reading Upgrade - AMI (Electric System)	-	1,900,000	-	-	-	1,900,000
Distribtuon - transformer replacements	-	50,000	-	-	-	50,000
Utility poll testing and replacement	-	50,000	-	-	-	50,000
Conductor upgrades	-	20,000	-	-	-	20,000
Design Build 1350 Hastings Rd, consulting services	-	120,000	-	-	-	120,000
System loading and fault monitoring	-	50,000	-	-	-	50,000
Communication upgade	-	25,000	-	-	-	25,000
Facility Improvements (Electric Utility Service Center)	-	800,000	-	-	-	800,000
Community Solar (renewable resource development)	-	750,000	-	-	-	750,000
Water 820						
Well #4	-	-	1,397,900	-	-	1,397,900
Well #9	-	-	1,635,800	-	-	1,635,800
Pipeline Improvements	-	-	1,150,000	-	-	1,150,000
Replace PZ2s Reservoir	-	-	1,000,000	-	-	1,000,000
Millveiv/Ukiah Intertie	-	-	125,000	-	-	125,000
Willow/Ukiah Intertie	-	-	125,000	-	-	125,000
Connect Chlorine at WTP	-	-	200,000	-	-	200,000
Water Meter Replacement	-	-	1,040,000	-	-	1,040,000
Well #3 Roof	-	-	15,000	-	-	15,000
Total	\$ -	\$ 3,765,000	\$ 6,688,700	\$ -	\$ 1,915,431	\$ 12,369,131
EQUIPMENT/OTHER						
Equipment Reserve Fund 220						
Police patrol vehicles	\$ -	\$ -	\$ -	\$ -	120,000	\$ 120,000
Police portable radios	-	-	-	-	60,000	60,000
Replace SCBA	-	-	-	-	15,000	15,000
Replace defibrillator	-	-	-	-	25,000	25,000
New Type I fire engine	-	-	-	-	325,000	325,000
Asset Forfeiture Fund 638						
Body cameras	-	-	-	-	21,684	21,684
Airport FAA Grants 777						
Fuel Tank, Upgrades and Self service tank	-	-	-	-	172,200	172,200
Electric 801						
Equipment Replacements (trucks, equipment etc.)	-	495,000	-	-	-	495,000
Control System Upgrades (Hydro & Substation)	-	75,000	-	-	-	75,000
Tainter Valve and Penstock Repair (Hydro)	-	225,000	-	-	-	225,000
T1/T2 Bushing & Gasket Replacement (Orchard Substation)	-	250,000	-	-	-	250,000
Primary & Secondary Conductor Repair/Replacement	-	50,000	-	-	-	50,000
Undergrounding Phase 3 & 4: Overhead to Underground	-	20,000	-	-	-	20,000
Water 820						
Truck Replacement	-	-	10,000	-	-	10,000
Service Truck	-	-	45,000	-	-	45,000
Portion of Service Truck (50% Wastewater Fund)	-	-	30,000	-	-	30,000
Vactor Replacement (50% Wastewater Fund)	-	-	200,000	-	-	200,000
Asset Management Software	-	-	15,000	-	-	15,000
Genie Lift	-	-	12,000	-	-	12,000

Garage 203							
Truck Replacement	-	-	-	-	114,000	114,000	
Information Technology 209							
Council Chambers Electronic Renovation	-	-	-	-	75,000	75,000	
Access Point Wi-Fi and Switches	-	-	-	-	30,000	30,000	
Cardlock System Phase II	-	-	-	-	85,000	85,000	
Veeam Backup and Replication	-	-	-	-	18,300	18,300	
Host Cluster Server VM-Host	-	-	-	-	10,000	10,000	
Point Multipoint Communications	-	-	-	-	50,000	50,000	
Total	\$ -	\$ 1,115,000	\$ 312,000	\$ -	\$ 1,121,184	\$ 2,548,184	
Total capital	\$ -	\$ 4,880,000	\$ 7,000,700	\$ -	\$ 4,546,585	\$ 16,427,285	

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
July 6, 2016
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Regular Meeting on July 6, 2016, having been legally noticed on July 1, 2016. Mayor Scalmanini called the meeting to order at 6:05 p.m. Roll was taken with the following **Councilmembers Present:** Douglas F. Crane, Maureen Mulheren, Jim O. Brown, Stephen G. Scalmanini. **Councilmember Absent by Prearrangement:** Kevin Doble. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Ashley Cocco, Deputy City Clerk.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- a. Minutes of June 15, 2016, a Regular Meeting.
- b. Minutes of June 29, 2016, a Special Meeting.

Motion/Second: Crane/Mulheren to approve Minutes of June 15, 2016, a Regular Meeting, as submitted, and June 29, 2016, a Special Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Brown, Scalmanini. NOES: None. ABSENT: Doble. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Adoption of Ordinance Amending the Traffic Engineering Committee (TEC) to Include a Position for an Active Transportation Representative –*City Clerk*.

ORDINANCE NO. 1166

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING DIVISION 8, CHAPTER 1, ARTICLE 2, SECTION 7030 OF THE UKIAH CITY CODE WHICH ESTABLISHES THE CITY TRAFFIC ENGINEER; OFFICE ESTABLISHED

- b. Adoption of Resolution (2016-39) Amending Resolution 2016-26 – Calling for Election – Adding Office of Treasurer – *City Clerk*.
- c. Authorize City Manager to Accept a Federal Aviation Administration Grant Offer (COU No. 1617-076) for \$230,345 to Complete Runway 15-33 Pavement Rehabilitation and Taxiway Realignment Design and Approval of Corresponding Budget Amendment -*Airport*.

- d. **Authorization for City Manager to Negotiate and Execute Visit Ukiah (Transient Occupancy Tax Program) Contract (COU No. 1617-077) with Sunset Magazine in Amount of \$32,190, to be Paid Out of Measure X Funds (Lodging Bed Tax) -Administration.**
- e. Notification of Software License Renewal (*Purchase Order 44260*) for Box, Inc. in the Amount of \$23,400 –*Information Technology*.

Motion/Second: Crane/Mulheren to approve Consent Calendar Items 7a-7e, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Brown, Scalmanini. NOES: None. ABSENT: Doble. ABSTAIN: None.

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

9. **COUNCIL REPORTS**

Presenter: Councilmember Mulheren.

10. **CITY MANAGER/CITY CLERK REPORTS**

Presenters: Sage Sangiacomo, City Manager and Tim Eriksen, Public Works Director/City Engineer.

11. **PUBLIC HEARINGS (6:15 PM)**

- a. **Conduct a Public Hearing to Consider and Approve a Resolution Authorizing the Submittal of a 2016 State Community Development Block Grant Application; and Approval of Corresponding Budget Amendments if Awarded the Grant – Administration.**

Presenters: Shannon Riley, Senior Management Analyst and Craig Schlatter, Development and Sustainability Manager Community Development Corporation (CDC).

PUBLIC HEARING WAS OPENED AT 6:19 PM.

Public Comment: Pamela Patterson, West Company CEO and California Association of Micro Enterprise Opportunity (CAMEO) Chair.

PUBLIC HEARING WAS CLOSED AT 6:41 PM.

Motion/Second: Brown/Mulheren to approve Resolution (2016-40) authorizing the submittal of a 2016 State Community Development Block Grant Application and the City Manager to execute all related documents. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Brown, Scalmanini. NOES: None. ABSENT: Doble. ABSTAIN: None.

Motion/Second: Brown/Mulheren to approve the corresponding budget amendments if the State Community Development Block Grant is awarded. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Brown, Scalmanini. NOES: None. ABSENT: Doble. ABSTAIN: None.

12. **UNFINISHED BUSINESS**

- a. **Adopt Resolution to Rescind Resolution 2014-31 to Terminate Mandatory Water Conservation and Continue Voluntary Water Conservation Practices –Public Works.**

Presenters: Sean White, Water and Sewer Utilities Director and Jarod Thiele, Public Works Project Analyst.

Motion/Second: Crane/Brown to adopt Resolution (2016-41) to rescind *Resolution 2014-31* terminating mandatory water conservation and continue voluntary water conservation practices. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Brown, Scalmanini. NOES:

None. ABSENT: Doble. ABSTAIN: None.

b. Authorize the City Manager to Negotiate and Execute an Agreement with the Sonoma County Water Agency for a High Efficiency Fixture Retrofit Grant Program –Public Works.

Presenters: Sean White, Water and Sewer Utilities Director and Jarod Thiele, Public Works Project Analyst.

Motion/Second: Brown/Mulheren to authorize the City Manager to negotiate and execute an agreement (COU No. 1617-078) with the Sonoma County Water Agency for a high efficiency fixture retrofit grant program. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Brown, Scalmanini. NOES: None. ABSENT: Doble. ABSTAIN: None.

c. Receive and File the June 30, 2015, Comprehensive Annual Financial Report and Authorize the Mayor and City Manager to Sign the Confirmation of Services Letter for the Audit of the June 30, 2016, Financial Statements –Finance.

Presenter: David Spilman, Interim Finance Director.

Motion/Second: Crane/Brown to receive and file the June 30, 2015, Comprehensive Annual Financial Report and authorize the Mayor and City Manager to sign the confirmation of services letter for the audit of the June 30, 2016, financial statements (COU No. 1415-197-A1). Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Brown, Scalmanini. NOES: None. ABSENT: Doble. ABSTAIN: None.

d. Update and Discussion on the Fiscal Year 2016-17 Budget Schedule –Finance.

Presenter: David Spilman, Interim Finance Director.

Council Consensus directs staff to schedule two, four-hour meetings, upon confirmation with Councilmember Doble, for Monday, July 25, 2016, and Thursday July 28, 2016, from 1:00 to 4:00 p.m., leaving the schedule open until 8:00 p.m.

e. Receive Status of Bidding Effort for Specification No. 16-03 Grace Hudson Museum Roof Replacement Project and Consider Authorizing Staff to Proceed with a Negotiated Contract Process –Community Services.

Presenters: Sherrie Smith-Ferri, Museum Director; Tami Bartolomei, Community Services Administrator; and Mary Horger, Purchasing Supervisor.

Motion/Second: Mulheren/Crane to approve pursuing the negotiated contract (COU No. 1617-084) process for Specification No. 16-03 Grace Hudson Museum Roof Replacement Project. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Brown, Scalmanini. NOES: None. ABSENT: Doble. ABSTAIN: None.

13. NEW BUSINESS

a. Designation of Voting Delegate and Alternates for 2016 League of California Cities Annual Conference – October 5 – 7, 2016 –Administration.

Presenter: Sage Sangiacomo, City Manager.

Motion/Second: Crane/Brown to designate a voting delegate, Councilmember Mulheren who will represent the City of Ukiah, and alternates Shannon Riley and Sage Sangiacomo for the 2016

League Annual Conference, and authorize the City Clerk to submit the Voting Delegate/Alternate Form (Attachment 3) on their behalf. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Brown, Scalmanini. NOES: None. ABSENT: Doble. ABSTAIN: None.

Council adjourned to Closed Session at 8:00 p.m.

14. CLOSED SESSION

a. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *City of Ukiah v. Questex, LTD, et al*, Mendocino County Superior Court, Case No. SCUUK- CVPT-15-66036

b. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: *Ukiah Valley Sanitation District v. City of Ukiah*, Sonoma County Superior Court, Case No. SCV 256737

c. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *County of Mendocino v. Solid Waste System, Inc. et al.*, Mendocino County Superior Court, Case No. SCUUK-CVG-11-59459

d. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *Ukiah Citizens for Safety First v. City of Ukiah*, Mendocino County Superior Court, Case No. SCUUKCVPT 14-63579

15. ADJOURNMENT

There being no further business, the meeting adjourned at 9:30 p.m.

Ashley Cocco, Deputy City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
July 20, 2016
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Regular Meeting on July 20, 2016, having been legally noticed on July 15, 2016. Mayor Scalmanini called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Douglas F. Crane, Kevin Doble, Jim O. Brown, Stephen G. Scalmanini. **Councilmember Absent by Prearrangement:** Maureen Mulheren. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

a. Introduction of Ukiah's New Poet Laureate.

Presenters: Benj Thomas, Poet Laureate Organization Representative and Bill Churchill, outgoing Poet Laureate.

Incoming Poet Laureate Comments: Michael Riedell.

b. Proclamation of Lesbian, Gay, Bisexual, and Transgender (LGBT) Pride Week: July 17-24, 2016.

Presenter: Mayor Scalmanini

Proclamation received by Paul Sagan and (unidentified woman).

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

a. Minutes of July 6, 2016, a Regular Meeting.

Motion/Second: Brown/Crane to approve Minutes of July 6, 2016, a Regular Meeting, as submitted. Motion **carried** by the following roll call votes: **AYES:** Crane, Brown, and Scalmanini. **NOES:** None. **ABSENT:** Mulheren. **ABSTAIN:** Doble.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

a. Report of Disbursements for Month of June - *Finance*.

b. Adoption of Resolution (2016-42) Making Appointments to the Board of Appeals; Design Review Board; Parks, Recreation, and Golf Commission; and Paths, Open Space, and Creeks Commission – *City Clerk*.

c. Adoption of Resolution (2016-43) Approving an Application for Proposition 1 California Urban Rivers Grant Program for Development of Riverside Park – *Community Services*.

- d. Approval of Purchase of Body Worn Cameras from Data 911 in an Amount not to Exceed \$21,683.38 plus Applicable Sales and Shipping Costs and Approval of Corresponding Budget Amendment - *Police*.
- e. Approve an Agreement (COU No. 1617-090) for Professional Services for Website Design and Maintenance with Rich Anderson and Authorize the Mayor to Execute the Agreement – *Community Services*.
- f. Approval of Notice of Completion for Crosswalk at North State Street and Garrett Drive, Specification No. 15-11 – *Public Works*.
- g. Adoption of Resolution (2016-44) Approving Termination of Participation in PERS Health Plan by Fire Unit Employees – *Human Resources*.
- h. ~~Update on the Groundwater Resource Evaluation in the Vicinity of the Ukiah Golf Course and Request for Council to Consider Approval of the Design of a Water Efficient Irrigation System for the Area – *Public Works*. This item was pulled by Councilmember Crane and moved to Agenda Item 13e.~~
- i. Authorize the City Manager to Negotiate and Enter into a Contract (COU No. 1617-091) with L.S. Mitchell Architect, Inc. for Consulting Services to Assist the Electric Utility Department with the Design and Building Plans for the 1350 Hastings Road Property in an Amount Not to Exceed \$120,000 and Approval of Corresponding Budget Amendment (EUD) – *Electric Utility*.

Motion/Second: Crane/Brown to approve Consent Calendar Items 7a-g and 7i, with the revised resolution for Agenda Item 7b. Motion **carried** by the following roll call votes: AYES: Crane, Doble, Brown, Scalmanini. NOES: None. ABSENT: Mulheren. ABSTAIN: None.

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

Public Comment: Fabiola Ruiz.

9. **COUNCIL REPORTS**

Presenter: Councilmember Doble.

10. **CITY MANAGER/CITY CLERK REPORTS**

Presenters: Sage Sangiacomo, City Manager; Chris Dewey, Chief of Police; Shannon Riley, Senior Management Analyst; and Kristine Lawler, City Clerk.

New Police Officers, Cesar Mendoza and Saul Perez, were introduced.

11. **PUBLIC HEARINGS (6:15 PM)**

- a. Discussion and Possible Adoption of Negative Declaration and Introduction of Ordinance Adding Division 9, Chapter 2, Article 15.6 to the Zoning Code Related to Development and Operating Standards for Community Gardens, Live Entertainment, Outdoor Dining, Sidewalk Cafes, and Specialty Food and Beverage Sales with Tasting – *Planning*.

Presenter: Kevin Thompson, Principal Planner.

PUBLIC HEARING WAS OPENED AT 6:59 P.M.

Public Comment: Phil Baldwin.

PUBLIC HEARING WAS CLOSED AT 7:20 P.M.

Motion/Second: Doble/Crane to adopt the Negative Declaration. Motion **carried** by the following roll call votes: AYES: Crane, Doble, Brown, Scalmanini. NOES: None. ABSENT: Mulheren. ABSTAIN: None.

RECESS 7:27 – 7:39 PM

Motion/Second: Doble/Crane to introduce Ordinance by title only. Motion **carried** by the following roll call votes: AYES: Crane, Doble, Brown, Scalmanini. NOES: None. ABSENT: Mulheren. ABSTAIN: None.

City Clerk, Kristine Lawler, read the title into the record.

Motion/Second: Doble/Crane to introduce by title only the proposed ordinance adding Division 9, Chapter 2, Article 15.6. with the following revisions:

- Section 9173.2 Community Gardens – Change height reference for fences from 6 feet to 7 feet;
- Delete any bracketed comments throughout the document;
- Section 9278 Definitions – ‘Outdoor Dining’ and ‘Sidewalk Cafes’ will be revised to include the wording *food ordered from the establishment*, and the references to being *served by a waiter or waitress* will be deleted;
- Section 9173.3 Live Entertainment, A. - The hours of operation for live entertainment facilities will read from 10 a.m. to 11 p.m.;
- Section 9173.3 Live Entertainment, Subsection B. Management Plan - The hours of operation will be specified in the management plan and will be added as a Section 7, and the current section 7 will be renumbered as Section 8.
- Under 9173.3 Live Entertainment, change the letters A – F to be numbers.
- Assign the letter A to the Live Entertainment paragraph just under the title for Section 9173.3.

Motion **carried** by the following roll call votes: AYES: Crane, Doble, Brown, Scalmanini. NOES: None. ABSENT: Mulheren. ABSTAIN: None.

Council Consensus to move Item 13b before 11b.

13. **NEW BUSINESS**

b. Discussion and Possible Adoption of Resolution Establishing a Public Art Policy and Fees – Planning.

Presenter: Kevin Thompson, Principal Planner.

Public Comment: Chat Ko; Will Carson; Laura Fogg; Alyssum Wier, Arts Council of Mendocino County; Tom Winters; Jaye Alison Moscariello; Elizabeth Raybee; Janae Stephens; Jennifer Ingram; Mark Hiliker; and Amelia (no surname given).

Motion by Councilmember Crane for approval of the recommended action with a fee of \$100.

Motion dies for lack of second

Motion by Councilmember Doble, seconded by Councilmember Crane to adopt the resolution establishing a public art policy and not require a fee to install the art on City property.

Councilmember Crane suggests adding to the motion that the item comes back to Council in a year for review, to which the maker of the motion agrees.

Motion/Second: Doble/Crane adopt the resolution (2016-45) establishing a public art policy and not require a fee to install the art on City property, and bring the item back to Council in a year for review, with the following changes to be made to the resolution:

- Section I. Purpose – Add to last sentence of the first paragraph, ...; *this policy does not apply to City administered art related programs.*
- Section II. Definitions, Subsection “Public Place” – strike the first sentence and begin paragraph with *This Policy shall govern Artwork and/or Public Artwork in the following public places:*.

Motion **carried** by the following roll call votes: AYES: Crane, Doble, Brown, Scalmanini. NOES: None. ABSENT: Mulheren. ABSTAIN: None.

11. **PUBLIC HEARINGS - Continued**

b. Discussion and Possible Adoption of Revisions to the City Code Amending the Maximum Fence Height from Six Feet to Seven Feet in All Zoning Districts; and Amending the Parking Lot Tree Shading Requirement from Ten Years to Fifteen Years Applicable in the R-2, R-3, C-N, C-1, C-2, P-D, P-F – Planning.

Presenter: Michelle Johnson, Assistant Planner.

PUBLIC HEARING WAS OPENED AT 8:44 PM

Public Comment: Mark Hiliker.

PUBLIC HEARING WAS CLOSED AT 8:55 PM

Motion/Second: Crane/Doble to introduce ordinance by title only.

Clerk read the title.

Motion/Second: Crane/Doble to introduce the ordinance Amending Division 9, Chapter 2, Article 3, Section 9016(A), and Article 16, Section 9178(B) related to Fence Height; Article 4, Section 9037(B)(1)(E), Article 5, Section 9052(B)(1)(E), Article 6, Section 9068(D)(1)(E), Article 7, Section 9087(D)(1)(E), Article 8, Section 9101(D)(1)(E), and Article 15, Section 9170.7(E)(5) related to Tree Shade Requirements. Motion **carried** by the following roll call votes: AYES: Crane, Doble, Brown, Scalmanini. NOES: None. ABSENT: Mulheren. ABSTAIN: None.

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

a. Authorize the City Manager to Negotiate and Execute a Sole Source Contract with Aaronson Law Offices, for the Purpose of Providing Independent Police Auditing Services for the City of Ukiah and Approve Corresponding Budget Amendment – Police.

Presenter: Chris Dewey, Police Chief.

Motion/Second: Crane/Brown to authorize the City Manager to negotiate and execute a sole source contract (COU No. 1617-092) with the Aaronson Law Offices, for the purpose of providing independent police auditing services for the City of Ukiah and approve corresponding budget amendment. Motion **carried** by the following roll call votes: AYES: Crane, Doble, Brown, Scalmanini. NOES: None. ABSENT: Mulheren. ABSTAIN: None.

c. Update Regarding Visit Ukiah Activities and Progress – Administration.

Presenter: Shannon Riley, Senior Management Analyst.

Report was received.

d. Receive the Electric Utility Department's Fiscal Year 2016-2017 Operating Budget Significant Change Overview Report (EUD) – Electric Utility.

Presenter: Mel Grandi, Electric Utility Director.

Report was received.

e. Update on the Groundwater Resource Evaluation in the Vicinity of the Ukiah Golf Course and Request for Council to Consider Approval of the Design of a Water-Efficient Irrigation System for the Area – Public Works. This item is from the Consent Calendar Agenda Item No. 7h.

Presenters: Maya Simerson, Program Administrator and Tami Bartolomei, Community Services Administrator.

Motion/Second: Crane/Brown to continue the item. Motion **carried** by the following roll call votes: AYES: Crane, Doble, Brown, Scalmanini. NOES: None. ABSENT: Mulheren. ABSTAIN: None.

Council adjourned to Closed Session at 9:45 p.m.

14. CLOSED SESSION

a. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *City of Ukiah v. Questex, LTD, et al*, Mendocino County Superior Court, Case No. SCUK- CVPT-15-66036

b. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: *Ukiah Valley Sanitation District v. City of Ukiah*, Sonoma County Superior Court, Case No. SCV 256737

c. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *County of Mendocino v. Solid Waste System, Inc. et al.*, Mendocino County Superior Court, Case No. SCUK-CVG-11-59459

d. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *Ukiah Citizens for Safety First v. City of Ukiah*, Mendocino County Superior Court, Case No. SCUKCVPT 14-63579

15. ADJOURNMENT

There being no further business, the meeting adjourned at 10:11 p.m.

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
August 3, 2016
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Regular Meeting on August 3, 2016, having been legally noticed on July 29, 2016. Mayor Scalmanini called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Douglas F. Crane, Maureen Mulheren, Kevin Doble, Jim O. Brown, Stephen G. Scalmanini. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Kristine Lawler, City Clerk.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

4. PETITIONS AND COMMUNICATIONS

Council Consensus to move Agenda Item 13d to be heard before Agenda Item 12a.

5. APPROVAL OF MINUTES

- a. Minutes of July 20, 2016, a Regular Meeting.
- b. Minutes of July 25, 2016, a Special Meeting.

Motion/Second: Brown/Doble to approve Minutes of July 20, 2016, a Regular Meeting, as submitted, and July 25, 2016, a Special Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Crane; Mulheren *for the July 25, 2016, minutes only*; Doble; Brown; Scalmanini. NOES: None. ABSENT: None. ABSTAIN: Mulheren *for the July 20, 2016, minutes only*.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Authorize City Manager to Assign Current Lease (COU No. 1617-095) with California Shock Trauma Air Rescue to Calstar Air Medical Services, LLC - *Airport*.
- b. Adoption of Resolution (2016-46) Removing Ninety-Four (94') Lineal Feet of On-Street Parking and Establishing a Bus Loading Zone at 671 South Orchard Avenue – *Public Works*.
- c. Report of Acquisition of Professional Services from Rau and Associates, Inc. (COU No. 1213-180-A1) for Additional Design Work for the Smith Street Sidewalk Reconstruction Project – *Public Works*.

Motion/Second: Crane/Doble to approve to Approve Consent Calendar Items 7a-7c, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

Public Comment: Susan Knopf, Alisha Marin, Cambria Milani, Phil Baldwin, Misty Washburn, and Deanna (surname illegible).

9. **COUNCIL REPORTS**

10. **CITY MANAGER/CITY CLERK REPORTS**

Sage Sangiacomo, City Manager; Sean White, Water and Sewer Director, and Kristine Lawler, City Clerk.

11. **PUBLIC HEARINGS (6:15 PM)**

13. **NEW BUSINESS**

City Attorney, David Rapport, recused himself from Item 13d due to a conflict of interest.

Public Comment: Phil Baldwin.

d. Discussion and Possible Introduction by Title Only of an Ordinance Amending Section 7154 in Division 8, Chapter 1, Article 10 of the Ukiah City Code to Allow Tow Trucks and Commercial Recovery Vehicles to Park in Residential Neighborhoods – Public Works.

Presenter: Tim Eriksen, Director of Public Works / City Engineer.

Public Comment: Katheryn Hoffar, Linda Sanders, Beth Hale, Pinky Kushner, Roger Vincent, Susan Knopf, Keith Hewett, Wayne Hunt, (unidentified woman), Ruben Herrera, Phil Baldwin, David Rapport (*speaking as a private citizen*), Paul Zellman, and Mark Hilliker.

Motion/Second: Crane/Brown to refer this item back to the Traffic Engineering Committee for further analysis and review, and bring back to Council at a future date. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

RECESS: 7:55 – 8:06 P.M.

12. **UNFINISHED BUSINESS**

a. Adopt Ordinance Adding Division 9, Chapter 2, Article 15.6 to the Zoning Code Related to Development and Operating Standards for Community Gardens, Live Entertainment, Outdoor Dining, Sidewalk Cafes, and Specialty Food and Beverage Sales with Tasting and Adding Definitions of Outdoor Dining and Sidewalk Cafes – Planning and Community Development.

Presenters: Kevin Thompson, Principal Planner and Michelle Johnson, Assistant Planner.

Public Comment: Susan Knopf.

Motion/Second: Crane/Brown to adopt Ordinance (1167) adding Division 9, Chapter 2, Article 15.6 to the Zoning Code related to development and operating standards for community gardens, live entertainment, outdoor dining, sidewalk cafes, and specialty food and beverage sales with tasting and adding definitions of outdoor dining and sidewalk cafes. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

Motion/Second: Crane/Brown to direct staff to bring ordinance back in a year for review with a specific focus on live entertainment. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

ORDINANCE NO. 1167

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH ADDING DIVISION 9, CHAPTER 2, ARTICLE 15.6, SECTIONS §9173, §9173.1, §9173.2, §9173.3, §9173.4, §9173.5, §9173.6 TO THE ZONING CODE RELATED TO DEVELOPMENT AND OPERATING STANDARDS FOR: COMMUNITY GARDENS, LIVE ENTERTAINMENT, OUTDOOR DINING, SIDEWALK CAFES, SPECIALTY FOOD AND BEVERAGE SALES WITH TASTING AND AMENDING SECTION §9278 ADDING DEFINITIONS OF OUTDOOR DINNING AND SIDEWALK CAFES

b. Adoption of Ordinance Amending the Maximum Fence Height from Six Feet to Seven Feet in All Zoning Districts; and Amending the Parking Lot Tree Shading Requirement from Ten Years to Fifteen Years Applicable in the R-2, R-3, C-N, C-1, C-2, P-D, P-F – Planning and Community Development.

Presenter: Michelle Johnson, Assistant Planner.

Motion/Second: Brown/Doble to adopt Ordinance (1168) amending the maximum fence height from six feet to seven feet in all zoning districts; and amending the parking lot tree shading requirement from ten years to fifteen years applicable in the R-2, R-3, C-N, C-1, C-2, P-D, P-F. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

ORDINANCE NO. 1168

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING DIVISION 9, CHAPTER 2, ARTICLE 3, SECTION 9016.A, AND ARTICLE 16, SECTION 9178.B RELATED TO FENCE HEIGHT; ARTICLE 4, SECTION 9037B.1.e, ARTICLE 5, SECTION 9052.B.1.e, ARTICLE 6, SECTION 9068.D.1.e, ARTICLE 7, SECTION 9087.D.1.e, ARTICLE 8, SECTION 9101.D.1.e, AND ARTICLE 15, SECTION 9170.7.E.5 RELATED TO TREE SHADING REQUIREMENTS

c. Award of Contract for a Feasibility Analysis for a Downtown Hotel to CBRE in the Amount of \$25,000 and Approval of Corresponding Budget Amendments – Administration.

Presenters: Shannon Riley, Senior Management Analyst and Mary Horger, Purchasing Supervisor.

Motion/Second: Crane/Doble to award contract (COU No. 1617-096) to CBRE for development of a feasibility analysis for a downtown hotel in the amount of \$25,000 and approval of corresponding budget amendments. Motion **carried** by the following roll call votes: AYES: Crane, Doble, Brown, Scalmanini. NOES: Mulheren. ABSENT: None. ABSTAIN: None.

d. Continued Discussion of the Development of Water Conservation Methods for the Todd Grove Recreation Area, Including the Ukiah Golf Course, and Request for Council to Consider Approval of up to \$72,000 for Development of Water Efficient Irrigation System Plans for the Area – Public Works.

Presenter: Sean White, Water/Sewer Utilities Director.

Public Comment: Paul Zellman.

Motion/Second: Crane/Brown to approve up to \$72,000 for the development of water efficient system plans for the Todd Grove Recreation Area. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

e. Fiscal Year 2016-17 Budget Status Update and Discussion – Finance.

Presenters: David Spilman, Interim Finance Director and Dan Buffalo, Finance Director.

Public Comment: Linda Sanders and Susan Knopf.

Report was received.

RECESS: 9:24 – 9:35 P.M.

13. NEW BUSINESS - Continued

a. Report of 2015-16 Activities from the Ukiah Main Street Program – Administration.

Presenters: Shannon Riley, Senior Management Analyst and Rick Hanson, Ukiah Main Street Program Executive Director.

Report was received.

b. Expansion of the Light Pole Banner Program to Include Airport Park Boulevard and East Perkins Street on Behalf of the Ukiah Main Street Program – Administration.

Presenters: Shannon Riley, Senior Management Analyst and Rick Hanson, Ukiah Main Street Program Executive Director.

Motion/Second: Crane/Mulheren to approve UMSP's request to expand light pole banner program to Airport Park Boulevard and East Perkins Street. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

c. Authorize Execution of Amendment to the Agreement with SHN in an Amount not to Exceed \$32,380 for Supplemental Services for the North State Street – Low Gap Road Storm Drain and Traffic Signal Project and Approve Budget Amendment – Public Works.

Presenter: Tim Eriksen, Director of Public Works / City Engineer.

Public Comment: Richard Shoemaker.

Motion/Second: Crane/Brown to authorize execution of amendment to the agreement with SHN (COU No. 1516-229-A1) in an amount not to exceed \$32,380 for supplemental services for the North State Street - Low Gap Road Storm Drain and Traffic Signal Project and approve budget amendment. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

e. Review of Appointments and Discussion Regarding 2016 Council Assignments – City Council.

Presenter: Stephen G. Scalmanini, Mayor.

Council Consensus directs staff to agendaize on the Consent Calendar an item for disbandment of the Homeless Shelter ad hoc, moving it to committee assignments; and to remove Councilmember Mulheren from the Health and Human Services Liaisons.

14. CLOSED SESSION

a. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *City of Ukiah v. Questex, LTD, et al*, Mendocino County Superior Court, Case No. SCUUK- CVPT-15-66036

b. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: *Ukiah Valley Sanitation District v. City of Ukiah*, Sonoma County Superior Court, Case No. SCV 256737

c. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *County of Mendocino v. Solid Waste System, Inc. et al.*, Mendocino County Superior Court, Case No. SCUUK-CVG-11-59459

d. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *Ukiah Citizens for Safety First v. City of Ukiah*, Mendocino County Superior Court, Case No. SCUUKCVPT 14-63579

15. ADJOURNMENT

There being no further business, the meeting adjourned at 10:54 p.m.

Kristine Lawler, City Clerk

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
August 17, 2016
6:00 p.m.**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

Ukiah City Council met at a Regular Meeting on August 17, 2016, having been legally noticed on August 12, 2016. Mayor Scalmanini called the meeting to order at 6:03 p.m. Roll was taken with the following **Councilmembers Present:** Douglas F. Crane, Maureen Mulheren, Kevin Doble, Jim O. Brown, Stephen G. Scalmanini. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Ashley Cocco, Deputy City Clerk.

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

a. Minutes of August 3, 2016, a Regular Meeting.

Motion/Second: Brown/Mulheren to approve Minutes of August 3, 2016, a Regular Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

a. Report of Disbursements for the Month of July - *Finance*.

b. Adoption of Resolution (2016-48) Designating Finance Director as Alternate Director to the Redwood Empire Municipal Insurance Fund's (REMIF) Board of Directors – *Human Resources*.

c. Report Purchase of the Design of the Concrete Slab and Support Foundations for the 12,000 Gallon Avgas Fuel Tank in the Amount of \$11,340 and Approval of Associated Budget Amendment - *Airport*.

d. Approval of Notice of Completion for the North State Street Sewer Main Improvement Project, Specification No. 14-04 – *Public Works*.

e. Reporting and Approval of Contracted Staffing Services with Accountemps (COU No. 1516–196) for the Finance Department, and Approve Corresponding Budget Amendments - *Finance*.

Motion/Second: Crane/Doble to approve to Approve Consent Calendar Items 7a-7e, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

8. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Public Comment: Joe Scriven, Mary Anne Miller.

9. COUNCIL REPORTS

Presenters: Councilmembers Mulheren, Doble, and Mayor Scalmanini.

10. CITY MANAGER/CITY CLERK REPORTS

Presenters: Sage Sangiacomo, City Manager; John Bartlett, Fire Chief; Darcy Vaughn, Assistant City Attorney; and Tim Eriksen, Public Works Director / City Engineer.

11. PUBLIC HEARINGS (6:15 PM)

12. UNFINISHED BUSINESS

a. Adoption of Resolution of the City Council of the City of Ukiah Authorizing Appropriating Funds for the General Fund and Other Funds in the Fiscal Year 2016-2017 Operating and Capital Budget – Finance.

Presenters: Dan Buffalo, Finance Director and Daphine Harris, Administrative Analyst.

Public Comment: Linda Sanders.

Motion/Second: Crane/Doble to continue this item until more information is distributed. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

b. Approval of Updated 2016 Council Special Assignment List Showing Disbandment of Homeless Shelter Ad Hoc, Creation of Homeless Shelter Committee, Creation of a Budget Development Best Practices and Financial Policy Ad Hoc, and Reassignments as Directed by Council – City Clerk.

Presenter: Sage Sangiacomo, City Manager.

Motion/Second: Mulheren/Brown to approve the updated 2016 Council Special Assignment List showing disbandment of the Homeless Shelter ad hoc, creation of the Homeless Shelter committee with Mayor Scalmanini as representative; removal of Councilmember Mulheren from the Health and Human Services Liaison assignment, and creation of a Budget Development Best Practices and Financial Policy ad hoc, with Councilmembers Crane and Doble as appointed members. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

13. NEW BUSINESS

a. Discussion and Possible Introduction of Ordinance Amending the Ukiah City Code to Authorize a Hearing Officer for Appeals Hearings – City Attorney.

Presenters: David J. Rapport, City Attorney and Darcy Vaughn, Assistant City Attorney.

Public Comment: Linda Sanders.

Motion/Second: Mulheren/Doble to introduce the Ordinance by title only amending the Ukiah City Code to authorize a Hearing Officer for appeals hearings and for Council to review the Ordinance in one year's time. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

b. Consideration to Adopt Three Nominations for Landmark Tree Status – Administration.

Presenters: Tami Bartolomei, Community Services Administrator and Bruni Kobbe, Tree Advisory Group Volunteer.

Motion/Second: Brown/Doble to adopt the three nominations for Landmark Tree Status. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

Councilmember Crane requested the attached correspondence received pertaining to this item be entered into the record.

a. (Continued) Discussion and Possible Introduction of Ordinance Amending the Ukiah City Code to Authorize a Hearing Officer for Appeals Hearings – City Attorney.

Presenter: David J. Rapport, City Attorney.

NOTE: This item was brought back for official reading of the title into the record. Deputy City Clerk, Ashley Cocco, read the title into the record.

Motion/Second: Doble/Brown to introduce the Ordinance amending the Ukiah City Code to authorize a Hearing Officer for appeals hearings. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

c. Consider a First Amendment to the Administration of Services Agreement for Fire Chief Services Between the City of Ukiah, Ukiah Valley Fire District, and Hopland Fire District Adjusting the City's Cost of Services from \$3,500 per Month to \$5,475 and Approve Corresponding Budget Amendment in the Amount of \$23,700 – Administration.

Presenters: Sage Sangiacomo, City Manager and John Bartlett, Fire Chief.

Motion/Second: Crane/Mulheren to consider a first amendment to the Administration of Services Agreement (COU No. 1617-112) for fire chief services between the City of Ukiah, Ukiah Valley Fire District, and Hopland Fire District adjusting the City's cost of services from \$3,500 per month to \$5,475 and approval of a corresponding budget amendment in the amount of \$23,700, as to form. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

Adjourned to Closed Session at 7:47p.m.

14. CLOSED SESSION

a. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *City of Ukiah v. Questex, LTD, et al, Mendocino County Superior Court, Case No. SCUk- CVPT-15-66036*

b. Conference with Legal Counsel – Existing Litigation

(Government Code Section 54956.9(d)(1))

Name of case: *Ukiah Valley Sanitation District v. City of Ukiah, Sonoma County Superior Court, Case No. SCV 256737*

c. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *County of Mendocino v. Solid Waste System, Inc. et al.*, Mendocino County Superior Court, Case No. SCUК-CVG-11-59459

d. Conference with Legal Counsel – Existing Litigation

(Cal. Gov't Code Section 54956.9(d)(1))

Name of case: *Ukiah Citizens for Safety First v. City of Ukiah*, Mendocino County Superior Court, Case No. SCUКCVPT 14-63579

e. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Cal. Gov't Code Section 54956.9(d)(2) Number of potential cases (1)

15. ADJOURNMENT

There being no further business, the meeting adjourned at 9:28 p.m.

Ashley Cocco, Deputy City Clerk

Subject: Historic Trees

From: jme@pacific.net

Date: 8/17/2016 4:48 PM

To: DougC@pacific.net

Dear ~~Mrs. Druecker~~

FOR THE RECORD

CITY COUNCIL MFG
8/17/16

ITEM
13 b

A friend suggested I pass along some information about the Dawn Redwood shown in today's newspaper.

The trees nominated for Landmark Status at 345 No. Spring St. were planted by my late husband, Ted Eriksen, Jr., when he was the Mendocino County Agricultural Commissioner.

The Dawn Redwood was given to us in the early 1950's by John Druecker who owned a nursery in Fort Bragg. He told us he had procured some from China where they had recently been re-discovered. We planted ours at our home, the house shown in the newspaper photographs.

Mrs. Kate Dietterle, an active gardener, also planted one in the yard of the Courthouse at about the same time. (It is possible that she too obtained hers from Mr. Druecker.)

I hope this helps to fill in the historical record.

Sincerely,
Joan M. Eriksen

RESOLUTION NO. ____ (2016)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH
ESTABLISHING THE FISCAL YEAR 2016-17
APPROPRIATIONS LIMIT FOR THE CITY OF UKIAH**

WHEREAS, pursuant to *Government Code* Section 7910, the City Council must, by resolution, establish its appropriations limit for each fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT the appropriations limit for the City of Ukiah for the 2016-17 Fiscal Year shall be Twelve Million, Two Hundred and Eighty Four Thousand, Nine Hundred and Seventy Seven (\$12,284,977).

This resolution was adopted by the City Council of the City of Ukiah at a regular meeting thereof on the 7th day of September, 2016, by the following vote:

AYES:

NOES:

ABSTAINING:

ABSENT:

STEPHEN SCALMANINI, Mayor

ATTEST:

KRISTINE LAWLER, City Clerk

Gann Limit Calculation

FY 2016-17

Per Capita Cost of Living Change = 5.37 percent
Population Change⁽¹⁾ = 0.23 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.37 + 100}{100} = 1.0537$ (a)

Population converted to a ratio: $\frac{0.23 + 100}{100} = 1.002$ (b)

Calculation of factor for FY 2016-17: (a) x (b) = 1.0561 (c)

Appropriations Limit, Fiscal Year 2015-16 \$ 36,654,917 (d)

Appropriations Limit, Fiscal Year 2016-17
[(c) x (d)] **\$ 38,712,120**

FY 2016-17 appropriations subject to Gann Limit

Tax Revenue	Budget Estimates
Property tax	\$ 2,726,032
Sales tax (1.0% Bradley-Burns)	5,205,300
Measure S/P District Tax	2,658,300
Transient Occupancy Taxes (TOT)	1,232,048
Business license tax	361,244
Other governmental taxes	39,159
Interest earning from taxes	62,894
	\$ 12,284,977

Percentage Use of Appropriations Limit 31.73%

(1) When calculating its appropriation limit, the City may use either the change in population for the City or Mendocino County as a whole.



ITEM NO.: 12c

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: AUTHORIZE EXECUTION OF AMENDMENT TO THE AGREEMENT WITH SHN IN AN AMOUNT NOT TO EXCEED \$25,266 FOR ADDITIONAL SERVICES FOR THE NORTH STATE STREET - LOW GAP ROAD STORM DRAIN AND TRAFFIC SIGNAL PROJECT AND APPROVE BUDGET AMENDMENT

Summary: City Council will consider authorizing an amendment to the professional services agreement with SHN for additional services for the North State Street - Low Gap Road Storm Drain and Traffic Signal Project. City Council will also consider authorizing a budget amendment for the additional services.

Background and Discussion: Subsequent to City Council's approval of supplemental design work for the intersection, staff met with the adjacent property owner regarding frontage improvements along Brush Street. Staff determined that it would be appropriate to bid and construct the full intersection project along with the frontage improvements along Brush Street. The City is obligated to construct the frontage improvements (retaining wall, sidewalk, curb, and gutter) per the City's agreement for acquisition of easement with the property owner. Staff requested a proposal from SHN for this additional design work along with design of a current standard ADA curb ramp at the southwest corner of the intersection.

Staff has directed SHN to prepare the bid documents with two phases for construction. The first phase involves the construction of the storm drain, curb returns, and upgraded traffic signal. The second phase of construction which would occur next year involves construction of Brush Street frontage improvements, reconstruction of Brush Street, and corresponding paving on a section of N. State St., a section of Low Gap Road, and the intersection.

SHN has proposed a total fee of \$25,266 to cover the cost of the additional City requested work. Please refer to the attached scope of work, Attachment "3". For reference, staff has also included the original scope of work and the supplemental scope of work, Attachments "1" and "2", respectively. Staff has reviewed the proposal for the additional work and found the proposed fee to be commensurate with the scope of work. Staff recommends approval of a contract amendment for this work and approval of the corresponding budget amendment.

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.
\$25,266	Traffic Congestion Relief Fund	51024220.80230	Yes ☒ No ☐	1516-229

RECOMMENDED ACTION(S): Authorize execution of amendment to the agreement with SHN in an amount not to exceed \$25,266 for additional services for the North State Street - Low Gap Road Storm Drain and Traffic Signal Project and approve budget amendment.

ALTERNATIVES: Choose not to approve recommended action and provide direction to staff.

Citizens advised: Tom Hunt, SHN Consulting Engineers & Geologists, Inc.
Requested by: Tim Eriksen, Director of Public Works/City Engineer
Prepared by: Rick Seanor, Deputy Director of Public Works
Coordinated with: Sage Sangiacomo, City Manager
Presenter: Tim Eriksen, Director of Public Works/City Engineer
Attachments: 1. SHN scope of work dated April 27, 2016
2. SHN proposal dated July 19, 2016
3. SHN proposal dated August 30, 2016

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, City Manager



CONSULTING ENGINEERS & GEOLOGISTS, INC.

335 S. Main St. • Willits, CA 95490-3977 • 707/459-4518 • FAX: 707/459-1884 • willitsinfo@shn-engr.com

Reference: 415080.200

April 27, 2016

Richard Seanor
Deputy Public Works Director
City of Ukiah
300 Seminary Avenue
Ukiah, CA. 95482

**Subject: Engineering Services Proposal - Low Gap Road and North State Street
Drainage and Curb Return Improvements**

Dear Mr. Seanor :

SHN Consulting Engineers & Geologists, Inc. (SHN) offers to provide engineering and surveying services for the preparation of plans to reconstruct the northeast and northwest curb returns at the intersection of Low Gap Road and North State Street to facilitate the installation of new curb return with a larger radius and ADA accessible ramps on the two corners. This work is necessary due to an existing collapsing storm drain on the northwest corner of Low Gap Road and State Street, and a grade conflict with an existing storm drain crossing State Street and the new 10-inch sewer main currently being constructed in the center of North State Street.

Our services would include performing a field survey of the existing intersection improvements and preparation of a topographic map to be used as a base map. We will research the available plan records to determine the most cost effective way to construct a new storm drain across State Street between the northern curb returns. We will also design new drain inlet locations to efficiently capture the runoff on Low Gap Road and State Street so the new drain inlet and the gutter drainage does not adversely impact the proposed ADA pedestrian ramp. Based on a preliminary review of existing plans and a site inspection, we have determined that some relocation of signal poles and below-grade electrical wiring will need to be relocated to accommodate the new curb radius and the ADA ramps.

We will prepare a site grading plan for the new curb returns and drainage inlets, storm drain profile, site plan for relocation of signal poles and wiring pull boxes, and details for ADA ramp, drainage inlets, sidewalk, curb and gutter, together with general specification and notes on the plans. We will prepare these plans for a fee of \$9,780.

Sincerely,

SHN Consulting Engineers & Geologists, Inc.

A handwritten signature in black ink that reads "Thomas M. Herman". The signature is written in a cursive style.

Thomas M. Herman
Regional Principal

TMH: amg



Reference: 415080.200

July 19, 2016

Richard Seanor
Deputy Public Works Director
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

Via email: rseanor@cityofukiah.com

**Subject: Engineering Services Contract Amendment - North State Street
Intersection and Storm Drainage Improvements -Low Gap Road/Brush
Street**

Dear Mr. Seanor :

Under your direction, we submitted an engineering services proposal on April 27, 2016 for the preparation of plans for new curb returns on the northwest and northeast corners of North State Street and Low Gap Road/Brush Street together for the repair of the collapsed storm drain at the northwest corner of North State Street and Low Gap Road. When SHN Consulting Engineers & Geologists, Inc. (SHN) started the original discussions regarding this work, the City of Ukiah was only considering the improvements to the northwest corner curb return and repair of the collapse sidewalk to be constructed as a Contractor Change Order for extra work. We were directed by Tim Eriksen during a meeting to put the project on hold temporarily because of complications with the Contractor working on the Sewer Main Improvements project. We were later directed by yourself to move forward with preparing an estimate for engineering services and to include both the northeast and northwest corner curb returns and repair the of the collapsed storm drain at the northwest corner. It was the hope that this work could be added to the North State Sewer Project Improvements by Contractor Change Order. We provided a proposed cost of \$9,780 for the preparation of engineering plans for this work with a budget to facilitate a quick, internal approval so the engineering work could be started in an effort to provide plans to the Contractor for a Change Order budget prior to the finishing of the existing project. We endeavored to perform these services as quickly as possible. We understood this effort would include the relocation of two traffic signal poles and the associated pull boxes and electrical conduits in the sidewalk.

Subsequent to the authorization of the original work order, the following elements were added to the Scope of Work at different times, and were thus included on the plans per the direction of various City of Ukiah personnel:

- While SHN was in the process of preparing plans, it was discovered the existing storm drain in North State Street was in grade conflict with the new sewer main and had to be compromised to construct the new sewer main. It was also noted that the existing CMP storm drain was rusted along the spring line and was in need of replacement. It was then confirmed that the storm drain across North State Street needed to be replaced. We thus included the new storm drain improvement to our plans.

Richard Seanor

Contract Amendment - Low Gap Road & North State Street Drainage and Curb Return Improvements

July 19, 2016

Page 2

- After I requested the right of way documents that were prepared in 1995, we discussed the realignment of the sidewalk and driveway on Quest Mart property on Brush Street.
- In the process of realigning the sidewalk, it was determined that the Quest Mart sign pole would have to be moved thus a footing design was calculated.
- While SHN was preparing the new curb alignment, we were directed by yourself to replace the existing traffic light pole on the northeast corner with one large enough to provide a left turn arrow module on the mast arm over North State Street. Also, left turn arrow signal modules were to be added on all of the appropriate signal poles together with a Gridsmart camera traffic signal control system.
- We later had discussions about including the rehabilitation of Brush Street where we recommended providing a new structural section as opposed to an overlay. Thus, a new structural section and limits of the rehabilitation work were prepared.
- During a Sewer Project walk with Tim Eriksen and Jarod Thiele, we were directed to add pavement rehabilitation for North State Street and Low Gap Road to the project plans.
- Relative to reconstructing the structural section on Brush Street, we suggested that the remaining section of CMP storm drain on Brush Street to the corner of Mazzoni Street should be replaced as well so future digging in Brush Street to repair a rust out storm drain would not necessary.
- Upon completing a 95% complete set of plans, we then prepared a Bid Schedule with construction items and quantities for the preparation of a Bid by TGI. We have since provided pdf plans to TGI and City of Ukiah for Bid Estimate and final review.

At this juncture, SHN would like to respectfully submit a request to the City of Ukiah for additional compensation for the extra work that was performed relative to the above described elements that were added to the completed plans. To date, our additional engineering services fees for the preparation of the North State Street Intersection and Storm Drainage Improvement Plans are \$23,840.

On July 18, 2016, the City of Ukiah requested a fee for preparing Contract Documents and Technical Specifications for the bidding of the North State Street Intersection and Storm Drain Improvements at Low Gap/Brush Street. SHN will prepare the Contract Documents and Technical Specifications using base digital documents provided by the City of Ukiah for a fee of \$8,540. We will provide the City of Ukiah a digital copy of the Contract Documents together with digital copies of the project plans for submittal to Builders Exchange Plan rooms. We will also provide three (3) hard copies of the Contract Documents and full size Project Plans signed by a California Registered Civil Engineer.

The proposed amendment to the Engineering Services Contract is \$23,840 for design services completed, plus an additional fee of \$8,540 for the finalization of the project plans and the preparation of Contract Documents and Technical Specifications, for a total contract increase of \$32,380.

Richard Seanor

Contract Amendment - Low Gap Road & North State Street Drainage and Curb Return Improvements

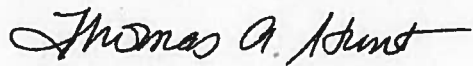
July 19, 2016

Page 3

Please review this request and call or email us at your earliest convenience to discuss the future direction for finalizing this work and the adjustment to our engineering services contract fees. We appreciate the opportunity to work with the City of Ukiah on this project and we are looking forward to providing our services on future projects.

Sincerely,

SHN Consulting Engineers & Geologists, Inc.



Thomas A. Hunt, PE
Senior Civil Engineer
Project Manager

TAH:amg

cc: Jarod Thiele, City of Ukiah
Email: jthiele@cityofukiah.com



CONSULTING ENGINEERS & GEOLOGISTS, INC.

335 S. Main St. • Willits, CA 95490-3977 • 707/459-4518 • FAX: 707/459-1884 • willitsinfo@shn-engr.com

Reference: 416056.100

August 30, 2016

Richard Seanor
Deputy Public Works Director
300 Seminary Avenue
Ukiah, CA. 95482

Via email: rseanor@cityofukiah.com

**Subject: Engineering Services Contract Amendment - North State Street
Intersection and Storm Drainage Improvements - Low Gap Road/Brush
Street**

Dear Mr. Seanor:

Under your direction and discussion with Tim Eriksen, Public Works Director, we are submitting an estimate to amend to our existing engineering services agreement for the preparation of construction plans, contract documents, and to provide assistance during bidding for the subject North State Street Intersection Improvements. We have been directed to 1) add an ADA accessible ramp on the existing southwest curb return, 2) design a complete ADA ramp with a new 35 foot radius curb return for the southeast corner, and 3) design frontage improvements along the south side of Brush Street from North State Street to the end of the existing sidewalk improvements across from the intersection with Mazzoni Street and within the right of way previously purchased by the City of Ukiah.

These new frontage improvements include retaining walls, driveways, new utility stubs for future development of the adjacent parcel, and special foundation support for the existing structure which will be effected by the widening and construction of the Brush Street improvements. The widening of Brush Street will allow for a left turn lane with reasonable stacking distance and safer vehicle and pedestrian flow on Brush Street. These improvements will also facilitate a full left turn traffic signalization of the intersection. A new traffic signal pole with an overhead mast will be added to the southeast corner of the intersection. A complete left turn arrow signal plan is being prepared for the intersection. In addition, we are redesigning the storm drains for the intersection to include all four corners of the intersection and to accomplish the full abandonment of the existing steel culverts which have been found to be failing. Due to the number of existing underground utilities crossing this intersection, the design of the storm drain is complicated and will be very deep to pass under the existing utility piping.

We are setting up the plans and contract documents to bid this work as one project but will phase the construction work. Phase One would be performed as soon as the project can be bid and awarded this fall because of the importance of rebuilding the storm drain that was severed to construct the new sewer main in North State Street. During the sewer main construction, it was noted that the existing steel storm drains crossing State Street were all perforated with rust holes. During the construction of the new storm drain, it is anticipated that new curb returns would be constructed along with the relocations of existing traffic poles and installation of new poles and traffic signal modules to create left turn arrows in all directions. It is important that the storm drainage work be performed as a first priority along with the other associated improvements,

Richard Seanor

Engineering Services Contract Amendment - No. State St. Intersection & Storm Drainage Improvements - Low Gap Rd/Brush St.

August 30, 2016

Page 2

unless a temporary alternative can be installed. We would then suggest that after the storm drains, curb returns, the shoulder construction adjacent to the new curb returns, and the signalization work and Phase One street striping is completed that work be suspended until spring.

In the spring, Phase Two construction would resume to address the improvements along the Brush Street frontage, reconstruction of the structural section of Brush Street together with pavement rehabilitation in State Street and Low Gap Road and in the intersection. Once the new pavement rehabilitation and reconstruction is completed, the Phase Two striping plan would be applied for a finished project.

We anticipate having 95% of plans and contract documents ready for the City of Ukiah staff to review during the week of September 6, 2016. We assume that some minor revisions may be necessary after review by staff and we would then prepare a final set of plan and contract documents as quickly as possible, signed by a California Registered Civil Engineer and submitted to the City of Ukiah. We will provide the City ten (10) full-size sets of plans together with PDF files of the same. We will also provide three (3) sets of bound Contract Documents, a Word document file and a PDF file of the Contract Documents. We will prepare an Engineer's Opinion of Cost for the proposed improvements. Providing the City with assistance during bidding to help answer contractor questions as needed and preparing a bid tabulation of the submitted bids will also be performed. Our estimated amendment to the engineering services agreement which includes providing the aforementioned services, final signed plans for bidding, and bidding assistance is \$25,266.

Sincerely,

SHN Consulting Engineers & Geologists, Inc.



Thomas A. Hunt, PE
Senior Civil Engineer
Project Manager

TAH: amg



ITEM NO.: 13a

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: DISCUSSION AND POSSIBLE ACTION TO DETERMINE THE CITY'S POSITION ON THE 2016 RESOLUTION BEING CONSIDERED BY THE LEAGUE OF CALIFORNIA CITIES AND PROVIDE CORRESPONDING VOTING INSTRUCTIONS TO THE CITY OF UKIAH'S VOTING DELEGATE.

Summary: Council will discuss and provide direction to the City's voting delegate regarding the 2016 League of California Cities Conference Resolution to be considered at the League's Annual Conference.

Background: At the City Council Meeting of July 6, 2016, the Council designated Councilmember Mulheren as the City's voting delegate (and City Manager Sangiacomo and Shannon Riley, Senior Management Analyst as the alternates) to represent the City of Ukiah at the League's 2016 Annual Conference October 5 –7 in Long Beach.

At the General Assembly meeting, the League membership considers and takes action on resolutions that establish League policy and positions. There is one resolution up for consideration at the meeting:

1. Transportation Safety Programs

Summary: The resolved clauses in Resolution No. 1: commits the League of California Cities to:

- 1) Supporting Vision Zero, Toward Zero Deaths, and other programs, policies, or initiatives that prioritize transportation safety;
- 2) Encouraging cities throughout California to join in these traffic safety initiatives to pursue the elimination of death and severe injury crashes on our roadways; and
- 3) Encouraging the State to consider adopting transportation safety as a top priority for transportation projects and policy formulation.

This resolution being considered along with supporting documents and analysis are provided in the attached packet (Attachment #1) and can also be reviewed online at www.cacities.org/resolutions. One Policy Committee will be meeting on Wednesday, October 5th, to consider the resolution. Their recommendations are forwarded to the General Resolutions Committee, who will then make a recommendation to the General Assembly for the Business Meeting and vote on Friday, October 7.

Discussion: Staff recommends that the Council provide direction to the voting delegate on the attached League of California Cities Resolution. The City can choose to support, oppose or abstain. Due to travel constraints, the City's delegation will not be able to attend the General Assembly Meeting, but will forward and articulate the City's position on this resolution.

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): Provide direction to the City's Voting Delegate on the City's position on the 2016 Resolution being considered by the League of California Cities at the 2016 Annual Conference.

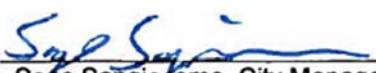
ALTERNATIVES: Do not take a position on the Resolution.

Citizens advised: N/A
Requested by: League of California Cities
Prepared by: Sage Sangiacomo, City Manager
Coordinated with: N/A
Presenter: Sage Sangiacomo, City Manager
Attachment: 1. Annual Conference Resolutions Packet

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, City Manager



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

August 16, 2016

TO: Mayors, City Managers and City Clerks
League Board of Directors

RE: Annual Conference Resolutions Packet
Notice of League Annual Meeting



Enclosed please find the 2016 Annual Conference Resolutions Packet.

Annual Conference in Long Beach. This year's League Annual Conference will be held October 5 – 7 in Long Beach. The conference announcement has previously been sent to all cities and we hope that you and your colleagues will be able to join us. More information about the conference is available on the League's Web site at www.cacities.org/ac. We look forward to welcoming city officials to the conference.

Closing Luncheon/General Assembly - Friday, October 7, 12:00 p.m. The League's General Assembly Meeting will be held at the Long Beach Convention Center.

Resolutions Packet. At the Annual Conference, the League will consider one resolution introduced by the deadline, Saturday, August 6, 2016, midnight. The resolution is included in this packet. Resolutions submitted to the General Assembly must be concurred in by five cities or by city officials from at least five or more cities. These letters of concurrence are included with this packet. We request that you distribute this packet to your city council.

We encourage each city council to consider this resolution and to determine a city position so that your voting delegate can represent your city's position on the resolution. A copy of the resolution packet is posted on the League's website for your convenience: www.cacities.org/resolutions.

The resolutions packet contains additional information related to consideration of the resolution at the Annual Conference. This includes the date, time and location of the meetings at which the resolution will be considered.

Voting Delegates. Each city council is encouraged to designate a voting delegate and two alternates to represent their city at the General Assembly Meeting. A letter asking city councils to designate their voting delegate and two alternates has already been sent to each city. If your city has not yet appointed a voting delegate, please contact Meg Desmond at (916) 658-8224 or email: mdesmond@cacities.org.

**Please Bring This Packet to the Annual Conference
October 5 – 7, Long Beach**



***Annual Conference
Resolutions Packet***

2016 Annual Conference Resolutions



Long Beach, California

October 5 – 7, 2016

INFORMATION AND PROCEDURES

RESOLUTIONS CONTAINED IN THIS PACKET: The League bylaws provide that resolutions shall be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

This year, one resolution has been introduced for consideration by the Annual Conference and referred to the League policy committees.

POLICY COMMITTEES: One policy committee will meet at the Annual Conference to consider and take action on the resolution referred to them. The committee is Transportation, Communication and Public Works. The committee will meet 9:00 – 10:30 a.m. on Wednesday, October 5, 2016, at the Hyatt Regency. The sponsor of the resolution has been notified of the time and location of the meeting.

GENERAL RESOLUTIONS COMMITTEE: This committee will meet at 1:00 p.m. on Thursday, October 6, at the Hyatt Regency in Long Beach, to consider the report of the policy committee regarding the resolution. This committee includes one representative from each of the League's regional divisions, functional departments and standing policy committees, as well as other individuals appointed by the League president. Please check in at the registration desk for room location.

ANNUAL LUNCHEON/BUSINESS MEETING/GENERAL ASSEMBLY: This meeting will be held at 12:00 p.m. on Friday, October 7, at the Long Beach Convention Center.

PETITIONED RESOLUTIONS: For those issues that develop after the normal 60-day deadline, a resolution may be introduced at the Annual Conference with a petition signed by designated voting delegates of 10 percent of all member cities (48 valid signatures required) and presented to the Voting Delegates Desk at least 24 hours prior to the time set for convening the Annual Business Meeting of the General Assembly. This year, that deadline is 12:00 p.m., Thursday, October 6. Resolutions can be viewed on the League's Web site: www.cacities.org/resolutions.

Any questions concerning the resolutions procedures may be directed to Meg Desmond at the League office: mdesmond@cacities.org or (916) 658-8224

GUIDELINES FOR ANNUAL CONFERENCE RESOLUTIONS

Policy development is a vital and ongoing process within the League. The principal means for deciding policy on the important issues facing cities is through the League's eight standing policy committees and the board of directors. The process allows for timely consideration of issues in a changing environment and assures city officials the opportunity to both initiate and influence policy decisions.

Annual conference resolutions constitute an additional way to develop League policy. Resolutions should adhere to the following criteria.

Guidelines for Annual Conference Resolutions

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.
2. The issue is not of a purely local or regional concern.
3. The recommended policy should not simply restate existing League policy.
4. The resolution should be directed at achieving one of the following objectives:
 - (a) Focus public or media attention on an issue of major importance to cities.
 - (b) Establish a new direction for League policy by establishing general principals around which more detailed policies may be developed by policy committees and the board of directors.
 - (c) Consider important issues not adequately addressed by the policy committees and board of directors.
 - (d) Amend the League bylaws (requires 2/3 vote at General Assembly).

LOCATION OF MEETINGS

Policy Committee Meetings

Wednesday, October 5

Hyatt Regency Long Beach

200 South Pine Street, Long Beach

9:00 – 10:30 a.m.: Transportation, Communication & Public Works

General Resolutions Committee

Thursday, October 6, 1:00 p.m.

Hyatt Regency Long Beach

200 South Pine Street, Long Beach

Annual Business Meeting and General Assembly Luncheon

Friday, October 7, 12:00 p.m.

Long Beach Convention Center

300 East Ocean Boulevard, Long Beach

KEY TO ACTIONS TAKEN ON RESOLUTIONS

Resolutions have been grouped by policy committees to which they have been assigned.

Number	Key Word Index	Reviewing Body Action		
		1	2	3
		1 - Policy Committee Recommendation to General Resolutions Committee		
		2 - General Resolutions Committee		
		3 - General Assembly		

TRANSPORTATION, COMMUNICATION, AND PUBLIC WORKS POLICY COMMITTEE

		1	2	3
1	Vision Zero			

Information pertaining to the Annual Conference Resolutions will also be posted on each committee's page on the League website: www.cacities.org. The entire Resolutions Packet will be posted at: www.cacities.org/resolutions.

KEY TO ACTIONS TAKEN ON RESOLUTIONS *(Continued)*

Resolutions have been grouped by policy committees to which they have been assigned.

KEY TO REVIEWING BODIES

1. Policy Committee
2. General Resolutions Committee
3. General Assembly

KEY TO ACTIONS TAKEN

- | | |
|-----|---|
| A | Approve |
| D | Disapprove |
| N | No Action |
| R | Refer to appropriate policy committee for study |
| a | Amend+ |
| Aa | Approve as amended+ |
| Aaa | Approve with additional amendment(s)+ |
| Ra | Refer as amended to appropriate policy committee for study+ |
| Raa | Additional amendments and refer+ |
| Da | Amend (for clarity or brevity) and Disapprove+ |
| Na | Amend (for clarity or brevity) and take No Action+ |
| W | Withdrawn by Sponsor |

ACTION FOOTNOTES

- * Subject matter covered in another resolution
- ** Existing League policy
- *** Local authority presently exists

Procedural Note:

The League of California Cities resolution process at the Annual Conference is guided by the League Bylaws. A helpful explanation of this process can be found on the League's website by clicking on this link: [Resolution Process](#).

1. RESOLUTION COMMITTING THE LEAGUE OF CALIFORNIA CITIES TO SUPPORTING VISION ZERO, TOWARD ZERO DEATHS, AND OTHER PROGRAMS OR INITIATIVES TO MAKE SAFETY A TOP PRIORITY FOR TRANSPORTATION PROJECTS AND POLICY FORMULATION, WHILE ENCOURAGING CITIES TO PURSUE SIMILAR INITIATIVES

Source: City of San Jose

Concurrence of five or more cities/city officials: Cities: Fremont; Los Angeles; Sacramento; San Diego; San Francisco; Santa Monica; and West Hollywood

Referred to: Transportation, Communication and Public Works Policy Committees

Recommendation to General Resolution Committee:

WHEREAS, each year more than 30,000 people are killed on streets in the United States in traffic collisions; and

WHEREAS, traffic fatalities in America hit a seven-year high in 2015 and is estimated to have exceeded 35,000 people; with pedestrians and cyclists accounting for a disproportionate share; and

WHEREAS the Centers for Disease Control recently indicated that America's traffic death rate per person was about double the average of peer nations; and

WHEREAS Vision Zero and Toward Zero Deaths are comprehensive strategies to eliminate all traffic fatalities and severe injuries using a multi-disciplinary approach, including education, enforcement and engineering measures; and

WHEREAS a core principal of Vision Zero and Toward Zero Deaths is that traffic deaths are preventable and unacceptable; and

WHEREAS cities across the world have adopted and implemented Vision Zero and Toward Zero Deaths strategies and successfully reduced traffic fatalities and severe injuries occurring on streets and highways; and

WHEREAS safe, reliable and efficient transportation systems are essential foundations for thriving cities.

RESOLVED that the League of California Cities commits to supporting Vision Zero, Toward Zero Deaths, and other programs, policies, or initiatives that prioritize transportation safety;

AND encourage cities throughout California to join in these traffic safety initiatives to pursue the elimination of death and severe injury crashes on our roadways;

AND encourage the State of California to consider adopting safety as a top priority for both transportation projects and policy formulation.

////////

Background Information on Resolution to Support Transportation Safety Programs

Each year more than 30,000 people are killed on streets in the United States in traffic collisions. Traffic fatalities in America hit a seven-year high in 2015 and are estimated to have exceeded 35,000 people, with children, seniors, people of color, low-income and persons with disabilities accounting for a disproportionate share. The Centers for Disease Control recently reported that the traffic death rate per

person in the United States was about double the average of peer nations, with close to 10% of these deaths occurring in California (3,074 in 2014). California's largest city, Los Angeles, has *the* highest rate of traffic death among large U.S. cities, at 6.27 per 100,000 people.

Cities around the world have adopted traffic safety projects and policies that underscore that traffic deaths are both unacceptable and preventable. In 1997, Sweden initiated a program called Vision Zero that focused on the idea that "Life and health can never be exchanged for other benefits within the society." The World Health Organization has officially endorsed Vision Zero laying out traffic safety as an international public health crisis and the United Nations General Assembly introduced the Decade of Action for Road Safety 2011-2020 and set the goal for the decade: "to stabilize and then reduce the forecast level of road traffic fatalities around the world" by 50% by 2020.

As of this writing, 18 U.S. cities have adopted Vision Zero programs (including New York City, Boston, Ft. Lauderdale, Austin, San Antonio, Washington DC, and Seattle) to reduce the numbers of fatal crashes occurring on their roads (<http://visionzeronetwork.org/map-of-vision-zero-cities/>). California cities lead the way, with the cities of San Jose, San Francisco, San Mateo, San Diego, Los Angeles, Long Beach and Fremont having adopted Vision Zero strategies and many others are actively considering adoption.

In 2009 a national group of traffic safety stakeholders launched an effort called "Toward Zero Deaths: A National Strategy on Highway Safety". This initiative has been supported by the Federal Highway Administration (FHWA) (<http://safety.fhwa.dot.gov/tzd/>) and states throughout the United States, including California (http://www.ots.ca.gov/OTS_and_Traffic_Safety/About_OTs.asp).

This past January the U.S. Department of Transportation launched its "Mayors' Challenge for Safer People and Safer Streets." This effort calls on elected officials to partner with the USDOT and raise the bar for safety for people bicycling and walking by sharing resources, competing for awards, and taking action. The California cities of Beverly Hills, Davis, Maywood, Cupertino, Culver City, Rialto, Santa Monica, Porterville, Los Angeles, San Jose, Monterey, Glendale, Irvine, Oakland, Palo Alto, Alameda, West Hollywood and Fullerton signed on to this effort. Additionally, the Institute of Transportation Engineers (ITE), a leading organization for transportation professionals, recently launched a new initiative to aggressively advance the Vision Zero and Towards Zero Deaths movements (<http://library.ite.org/pub/ed59a040-caf4-5300-8ffc-35deb33ce03d>).

Ultimately all of these programs share the fundamental belief that a data-driven, systems-level, interdisciplinary approach can prevent severe and fatal injuries on our nation's roadways. They employ proven strategies, actions, and countermeasures across education, enforcement and engineering. Support for many of these life-saving programs extends far beyond government agencies, and includes National Association of City Transportation Officials (NACTO), American Association of State Highway and Transportation Officials (AASHTO), Kaiser Permanente, AARP, the National Safe Routes to School Partnership, and the International Association of Chiefs of Police, among many others.

There is wide-spread recognition that cities and towns need safe, efficient transportation systems to be economically prosperous. A resolution by the League of California Cities to support transportation safety policies like Vision Zero and Toward Zero Deaths, and encourage implementation of projects and programs that prioritize safety will help California elevate the health and safety of its residents and position us as a leader in national efforts to promote a culture of safe mobility for all.

////////

League of California Cities Staff Analysis on Resolution No. 1

Staff: Rony Berdugo
Committee: Transportation, Communication, and Public Works

Summary:

The resolved clauses in Resolution No. 1: commits the League of California Cities to:

- 1) Supporting Vision Zero, Toward Zero Deaths, and other programs, policies, or initiatives that prioritize transportation safety;
- 2) Encouraging cities throughout California to join in these traffic safety initiatives to pursue the elimination of death and severe injury crashes on our roadways; and
- 3) Encouraging the State to consider adopting transportation safety as a top priority for transportation projects and policy formulation.

Background:

The City of San Jose notes national and international efforts to reduce fatal and severe injury traffic collisions through systematic data driven approaches, such as Vision Zero and Toward Zero Deaths. According to the World Health Organization (WHO), "Vision Zero is a traffic safety policy, developed in Sweden in the late 1990s and based on four elements: ethics, responsibility, a philosophy of safety, and creating mechanisms for change."¹ Below is a summary of each Vision Zero element, according to WHO:

1. Ethics – Life and health trump all other transportation benefits, such as mobility.
2. Responsibility – Responsibility for crashes and injuries is shared between the providers of the system and the road users.
3. Safety Philosophy – Asserts that a transportation system should account for the unstable relationship of human error with fast/heavy machinery to avoid deaths/serious injury, but accept crashes/minor injuries.
4. Driving Mechanisms for Change – Asserts that road users and providers must both work to guaranteeing road safety, taking measures such as: improving levels of seat belt use, installing crash-protective barriers, wider use of speed camera technology, increasing random breathalyzer tests, and promoting safety in transportation project contracts.

A Vision Zero City meets the following minimum standards:

- Sets clear goal of eliminating traffic fatalities and severe injuries
- Mayor has publicly, officially committed to Vision Zero
- Vision Zero plan or strategy is in place, or Mayor has committed to doing so in clear time frame
- Key city departments (including police, transportation and public health) are engaged

List of cities that meet the minimum Vision Zero standards nationally include: Anchorage, AK; Austin, TX; Boston, MA; Cambridge, MA; Denver, CO; Eugene, OR; Fort Lauderdale, FL; Fremont, CA; Los Angeles, CA; New York, NY; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; San Francisco, CA; San Jose, CA; Seattle, WA; Washington, DC

List of cities that are considering adoption of Vision Zero nationally include: Ann Arbor, MI; Bellevue, OR; Bethlehem, PA; Chicago, IL; Columbia, MO; Houston, TX; Long Beach, CA;

¹ http://who.int/violence_injury_prevention/publications/road_traffic/world_report/chapter1.pdf

New Orleans, CA; Philadelphia, PA; Pittsburgh, PA; San Mateo, CA; Santa Ana, CA; Santa Cruz, CA; Santa Monica, CA; St. Paul, MN; Tampa, FL²

Vision Zero – Samples:

1. San Francisco – In 2015, the City established a two-year action strategy that outlines the projects and policy changes to implement its Vision Zero goal of zero traffic deaths by 2024. The strategy adopts five core principles, such as: 1) traffic deaths are preventable and unacceptable; 2) safety for all road modes and users is the highest priority; 3) transportation system design should anticipate inevitable human error; 4) education, enforcement, and vehicle technology contribute to a safe system; and 5) transportation systems should be designed for speeds that protect human life.³ The strategy focuses on engineering, enforcement, education, evaluation, and policy changes that can be made to achieve their goals. The City is working on projects, such as:
 - a. Creating protected bike lanes
 - b. Building wider sidewalks
 - c. Reducing traffic speeds⁴

The City is also exploring policy changes to state law that will allow the City to place traffic cameras near schools and senior centers to cite speeding drivers through automated speed enforcement.⁵

2. Los Angeles – the City has established a commitment to eliminate all traffic deaths by 2025. They have identified a network of streets, known as the High Injury Network (HIN)⁶, which maps out their areas of concern where they plan on making strategic investments in reducing deaths/severe injury. According to the City, only 6% of their city streets account for 2/3 of all deaths/severe injury for pedestrians. The City highlights the three following projects as part of their Vision Zero efforts⁷:
 - a. Installation of 22 new Leading Pedestrian Intervals (LPIs) at signals throughout the city, which gives pedestrians a head start against right-turning vehicles when crossing
 - b. Installation of a pedestrian scramble at the intersection of Hollywood and Highland, which stops traffic in all four-directions during pedestrian crossing.
 - c. Installation of curb extensions along Cesar E. Chavez Avenue in their HIN, which reduces the crossing distance for pedestrians, narrows the intersections, and reduces speed for turning vehicles.

San Francisco's Vision Zero Categories:

1. Engineering – implement treatments and redesign streets to reduce the frequency and severity of collisions (i.e. using/implementing: high injury network maps, signal timing, high visibility crosswalks, bus stop lengths, etc.)
2. Enforcement – use data driven approach to cite and focus on violations of the California Vehicular Code and S.F. Transportation Code that identify as causative in severe and fatal collisions (i.e. explore implementation of E-citation Pilot, reporting on traffic collision data, police training, etc.)

² <http://visionzeronetwork.org/wp-content/uploads/2016/02/VZ-map-April-20-2016-4.jpg>

³ <http://www.joomag.com/magazine/vision-zero-san-francisco/0685197001423594455?short>

⁴ <http://visionzerosf.org/vision-zero-in-action/engineering-streets-for-safety/>

⁵ <http://visionzerosf.org/vision-zero-in-action/public-policy-for-change/>

⁶ <http://ladot.maps.arcgis.com/apps/MapJournal/index.html?appid=488062f00db44ef0a29bf481aa337cb3>

⁷ <http://visionzero.lacity.org/actions/>

3. Education – coordinate among city departments to create citywide strategy for outreach and safety programs, such as Safe Routes to Schools. (i.e. education campaign includes – Safe Streets SF, large vehicle safe driving for municipal vehicles, etc.)
4. Evaluation – evaluate the impact of engineering, enforcement, education and policy efforts to provide recommendations for refinement (i.e. use of web-based data sharing and tracking systems for transparency and accountability).
5. Policy – support and mobilize local and state policy initiatives that advance Vision Zero (i.e. Advance Automated Safety Enforcement initiative at the state level, in-vehicle technology usage, partnering with state and federal agencies on administrative and legal issues, etc.)

In its annual reporting, the City has established the following measures for successful benchmarks:

- Decreasing total severe and fatal injuries
- Decreasing the proportion of severe and fatal injuries in communities of concern to address social inequities
- Decreasing medical costs at SF General Hospital relating to collisions
- Increasing the number of engineering projects and miles of streets receiving safety improvements
- Decreasing the speeds on SF streets
- Increasing investigation and prosecution of vehicular manslaughter
- Increasing public awareness of Vision Zero and traffic safety laws
- Increasing policy changes made at the state and local levels to advance Vision Zero

Toward Zero Deaths – The Federal Highway Administration (FHWA) within the United States Department of Transportation (USDOT) is committed to the vision of eliminating fatalities and serious injuries on national roadways. FHWA has a strategic goal of ensuring the “nation’s highway system provides safe, reliable, effective, and sustainable mobility for all users.”⁸ It is essentially the national version of Vision Zero administered primarily through the Highway Safety Improvement Program (HSIP).

At the state level, the California Office of Traffic Safety (OTS) has a mission to “effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries, and economic losses.”⁹ They make available grants to local and state public agencies for traffic law enforcement, public traffic safety education, and other programs aimed at reducing fatalities, injuries, and economic loss from collisions.

Support: City of Fremont, City of Los Angeles, City of Sacramento, City of San Francisco, City of San Jose, City of Santa Monica, and City of West Hollywood

Opposition: One individual

Fiscal Impact: Unknown. The costs to any particular city can vary tremendously depending on the level and scope of investment any particular city would seek to make. For example, the City of San Francisco has Vision Zero project costs ranging from \$30,000 for pedestrian safety treatments up to \$12,000,000 for a Streetscape project. The cost of any particular effort could be well below, above, and anywhere between those ranges for Vision Zero implementation.

⁸ <http://safety.fhwa.dot.gov/tzd/>

⁹ http://www.ots.ca.gov/OTS_and_Traffic_Safety/About_OTs.asp

Comment:

- 1) Policy committee members are encouraged to consider carefully how the adoption of the resolved clause in this resolution may affect the League's future policy when it comes to advocating for transportation funding and other existing priorities. While the clause "encouraging cities throughout California to join in these traffic safety initiatives to pursue the elimination of death and severe injury crashes on our roadways" provides an opportunity to highlight strategies that can be considered to improve transportation safety, two other aspects of the resolved appear to establish new policy for the organization in that it would "commit" the League to:
 - Supporting Vision Zero, Toward Zero Deaths, and other programs, policies, or initiatives that prioritize transportation safety.
 - Encouraging the State to consider adopting transportation safety as a top priority for transportation projects and policy formulation.
- 2) Effects of various strategies to improve transportation safety can vary. According to an article published in the San Francisco Chronicle on March 26, 2016, deaths in San Francisco traffic were not falling despite Vision Zero efforts.¹⁰ The article notes that there were seven deaths in 2016, while there was only one in the first 10 weeks of 2015 and seven in 2014 during the same period. The San Francisco Department of Public Health commented that despite these incidents, it's too early to make any conclusions about Vision Zero's effectiveness. In Los Angeles, however, the city has cited significant decreases in severe and fatal injuries with implementation of certain technologies, such as installation of pedestrian scrambles. The success of Vision Zero in any particular city will likely depend on the level of investment and scope of the project(s) as the projects can vary widely.
- 3) In the fifth "Whereas" clause from the top, the word "principal" should be "principle."

Existing League Policy: "The League supports additional funding for local transportation and other critical unmet infrastructure needs. One of the League's priorities is to support a consistent and continuous appropriation of new monies from various sources directly to cities and counties for the preservation, maintenance and rehabilitation of the local street and road system. New and additional revenues should meet the following policies:

- **System Preservation and Maintenance.** Given the substantial needs for all modes of transportation, a significant portion of new revenues should be focused on system preservation. Once the system has been brought to a state of good repair, revenues for maintenance of the system would be reduced to a level that enables sufficient recurring maintenance.
- **Commitment to Efficiency.** Priority should be given to using and improving current systems. Recipients of revenues should incorporate operational improvements and new technology in projects.
- **All Users Based System.** New revenues should be borne by all users of the system from the traditional personal vehicle that relies solely on gasoline, to those with new hybrid or electric technology, to commercial vehicles moving goods in the state, and even transit, bicyclists, and pedestrians who also benefit from the use of an integrated transportation network.
- **Alternative Funding Mechanisms.** Given that new technologies continue to improve the efficiency of many types of transportation methods, transportation stakeholders must be open to new alternative funding mechanisms. Further, the goal of reducing greenhouse gases is also expected to affect vehicle miles traveled, thus further reduce gasoline consumption and revenue from the existing gas tax. The

¹⁰ <http://www.sfchronicle.com/bayarea/article/Deaths-in-S-F-traffic-not-falling-despite-Vision-7182486.php>

existing user based fee, such as the base \$0.18-cent gas tax is a declining revenue source. Collectively, we must have the political will to push for sustainable transportation revenues.

- Unified Statewide Solution. For statewide revenues, all transportation stakeholders must stand united in the search for new revenues. Any new statewide revenues should address the needs of the entire statewide transportation network, focused in areas where there is defensible and documented need.
- Equity. New revenues should be distributed in an equitable manner, benefiting both the north and south and urban, suburban, and rural areas as well as being equally split between state and local projects.
- Flexibility. Needs vary from region to region and city to city. New revenues and revenue authority should provide the flexibility for the appropriate level of government to meet the goals of the constituents.
- Accountability. All tax dollars should be spent properly, and recipients of new revenues should be held accountable to the taxpayers, whether at the state or local level.”¹¹

Additionally, the League adopted to “Increase Funding for Critical Transportation and Water Infrastructure” as its number one strategic goal for 2016. It reads, “Provide additional state and federal financial assistance and new local financing tools to help meet the critical transportation (streets, bridges, active transportation, and transit) and water (supply, sewer, storm water, flood control, etc.) infrastructure maintenance and construction needs throughout California’s cities.”¹²

¹¹ <http://www.cacities.org/Resources-Documents/Policy-Advocacy-Section/Policy-Development/2016-Summary-of-Existing-Policy-and-Guiding-Princi.aspx>

¹² <http://www.cacities.org/Secondary/About-Us/Strategic-Priorities>

LETTERS OF CONCURRENCE

Resolution No. 1

VISION ZERO

July 21, 2016

The Honorable Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, California 95814

RE: A RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES SUPPORTING THE ADOPTION AND
IMPLEMENTATION OF INITIATIVES TO PRIORITIZE TRAFFIC SAFETY THROUGHOUT CALIFORNIA

Dear President Michael,

The City of Fremont enthusiastically endorses the proposed resolution to support the implementation of initiatives to eliminate traffic deaths and severe injuries on our roadways. Fremont is among the early adopters of the Vision Zero traffic safety strategy. With City Council's approval of our Fremont Vision Zero 2020 action plan in March 2016, we are already seeing the benefits of building a safety first culture in our community.

I strongly encourage other California cities to join a growing coalition of support for Vision Zero. Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Traffic fatalities in America hit a seven-year high in 2015 and is estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on the roads and streets of our cities. We must put safety as the top priority for all users of our streets. It is fundamental for the prosperity of California cities as safe, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of Fremont has embraced Vision Zero and we are in strong support of expanded transportation safety in California cities and support the proposed Resolution.

Sincerely,



Bill Harrison
Mayor





CITY HALL
LOS ANGELES, CALIFORNIA 90012

August 2, 2016

The Honorable Dennis Michael
President
League of California Cities
1400 K Street
Sacramento, California 95814

RE: League of California Cities Resolution Supporting Initiatives to Prioritize Traffic Safety

Dear President Michael:

We write in support of the proposed resolution to support the adoption and implementation of Vision Zero initiatives throughout California to eliminate traffic fatalities and injuries. Vision Zero and Towards Zero Deaths strategies have been adopted in cities throughout California, including the City of Los Angeles. Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Every year, more than 200 people are killed while trying to move around Los Angeles. Nearly half of the people who die on Los Angeles streets are people walking and bicycling, and an alarming number of them are children and older adults. The safety of our residents and visitors is paramount. If we can realize Vision Zero throughout California, children will be safer walking to school, families will be safer going to the park, and commuters will be safer getting to work.

The City of Los Angeles adopted Vision Zero as part of its Transportation Strategic Plan, and an executive directive was issued in 2015 directing its implementation. We are in strong support of Vision Zero in California, and we support the proposed Resolution.

Sincerely,

ERIC GARCETTI
Mayor

JOE BUSCAINO
Councilmember, 15th District
League of California Cities Representative



OFFICE OF THE
CITY COUNCIL

JAY SCHENIRER

COUNCILMEMBER
DISTRICT FIVE

CITY OF SACRAMENTO
CALIFORNIA

July 27, 2016

The Honorable Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, California 95814

RE: RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES SUPPORTING THE ADOPTION
AND IMPLEMENTATION OF INITIATIVES TO PRIORITIZE TRAFFIC SAFETY
THROUGHOUT CALIFORNIA

Dear President Michael,

The City of Sacramento supports the proposed resolution to support the adoption and implementation of initiatives to prioritize transportation safety toward eliminating death and severe injuries on our roadways. **Vision Zero** and **Towards Zero Deaths** strategies have been adopted in many cities and Sacramento is currently developing its own **Vision Zero Action Plan**.

Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Traffic fatalities in America hit a seven-year high in 2015 and are estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on roads and streets of our cities. We must put safety as a top priority for all users of our streets. It is fundamental for prosperity of California cities as safety, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of Sacramento is in strong support of prioritized and expanded transportation safety in California cities and supports the proposed Resolution.

Sincerely,


Jay Schenirer, Council Member
Chair, Law & Legislation Committee



THE CITY OF SAN DIEGO

August 9, 2016

The Honorable Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, CA 95814

Dear President Michael:

RE: A resolution of the league of California Cities Supporting the Adoption and Implementation of Initiatives to Prioritize Traffic Safety throughout California

The City of San Diego Transportation & Storm Water Department supports the proposed resolution to support the adoption and implementation of initiatives to eliminate death and severe injuries on our roadways. Vision Zero and Towards Zero Deaths strategies have been adopted in numerous cities throughout California, including the City of San Diego (Attachment 1). Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Traffic fatalities in America hit a seven-year high in 2015 and is estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on the roads and streets of our cities. We must put safety as the top priority for all users of our streets. It is fundamental for the prosperity of California cities as safe, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of San Diego Transportation & Storm Water Department has embraced Vision Zero/Towards Zero Death and I am in strong support of expanded transportation safety in California cities and support the proposed Resolution.

Sincerely,

Kris McFadden
Director

Attachment: A Resolution of the Council of the City of San Diego Adopting a Vision Zero Plan to Eliminate Traffic Fatalities and Serious Injuries in the Next Ten Years

cc: Katherine Johnston, Director of Infrastructure and Budget Policy, Office of the Mayor
Kristin Tillquist, Director of State Government Affairs, Office of the Mayor
Vic Bienes, Assistant Director, Transportation & Storm Water Department
Linda Marabian, Deputy Director, Traffic Engineering Operations



Transportation & Storm Water Department

202 C Street, 9th Floor, MS 9A • San Diego, CA 92101

Tel (619) 236-6594 Fax (619) 236-6570



RESOLUTION NUMBER R- 310042

DATE OF FINAL PASSAGE NOV 03 2015

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN
DIEGO ADOPTING A VISION ZERO PLAN TO ELIMINATE
TRAFFIC FATALITIES AND SERIOUS INJURIES IN THE
NEXT TEN YEARS.

WHEREAS, on average one person each day is seriously injured or killed on the road while walking, bicycling, or driving the streets of San Diego; and,

WHEREAS, the City has adopted numerous studies and plans that outline design concepts to improve safety for people walking and biking in the City including a Pedestrian Master Plan and Bicycle Master Plan; and,

WHEREAS, the City of San Diego's draft Climate Action Plan proposes to achieve 50 percent of commuter mode share for walking, biking and transit use in transit priority areas by 2050 and safer conditions for walking and biking can help implement this Plan; and,

WHEREAS, the City will increase in population by approximately 30 percent by 2050 and the majority of growth will result from infill development thereby increasing demand for safe walking and bicycling; and,

WHEREAS, communities in San Diego have prioritized infrastructure projects that improve walking and biking safety among other project types as represented by the Community Planning Committee report to Infrastructure Committee in November 2013; and,

WHEREAS, the City incurs costs to respond to lawsuits alleging the City's failure to provide safer streets; and,

WHEREAS, restoring infrastructure in the City is a priority of the Council and Mayor; and,

WHEREAS, Vision Zero provides a framework for reducing traffic deaths to zero through a combination of safe engineering measures, education, and enforcement practices; and,

WHEREAS, Vision Zero has been adopted in many cities throughout the country, most notably in New York City which has seen the lowest number of pedestrian fatalities in its first year of implementation since documentation began in 1910; and,

WHEREAS, Circulate San Diego is convening an Advisory Committee to advance Vision Zero Goals; NOW, THEREFORE,

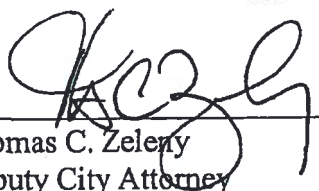
BE IT RESOLVED, by the Council of the City of San Diego, that it hereby adopts a goal of eliminating traffic deaths and serious injuries by 2025; and

BE IT FURTHER RESOLVED, by the Council of the City of San Diego, that it urges City staff from the Mayor's office, Transportation and Stormwater Department, San Diego Police Department, and a representative of the City's Bicycle Advisory Committee to attend meetings of Circulate San Diego's Vision Zero Advisory Committee for a limited time to develop a traffic safety plan that will help the City reach the goal of zero traffic deaths and serious injuries; and

BE IT FURTHER RESOLVED, that the traffic safety plan will be guided by innovative engineering solutions to improve road safety for all users, especially the most vulnerable; will measure and evaluate performance annually; and will include enforcement and education strategies to prevent the most dangerous behaviors that cause public harm, especially along the corridors where collisions are most frequent.

APPROVED: JAN I. GOLDSMITH, City Attorney

By


Thomas C. Zeleny
Deputy City Attorney

TCZ:cfq

September 24, 2015

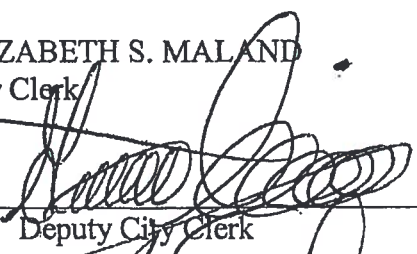
Or.Dept:Envir. Comm.

Doc. No.: 1116742

I certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of OCT 27 2015.

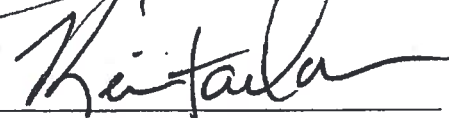
ELIZABETH S. MALAND
City Clerk

By


Deputy City Clerk

Approved:

11/2/15
(date)


KEVIN L. FAULCONER, Mayor

Vetoed:

(date)

KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on OCT 27 2015, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Sherri Lightner	☒	☐	☐	☐
Lorie Zapf	☒	☐	☐	☐
Todd Gloria	☒	☐	☐	☐
Myrtle Cole	☒	☐	☐	☐
Mark Kersey	☒	☐	☐	☐
Chris Cate	☒	☐	☐	☐
Scott Sherman	☒	☐	☐	☐
David Alvarez	☐	☐	☒	☐
Marti Emerald	☒	☐	☐	☐

Date of final passage NOV 03 2015

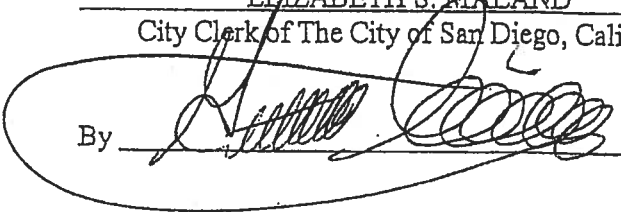
(Please note: When a resolution is approved by the Mayor, the date of final passage is the date the approved resolution was returned to the Office of the City Clerk.)

AUTHENTICATED BY:

KEVIN L. FAULCONER
Mayor of The City of San Diego, California.

ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

(Seal)

By , Deputy

Office of the City Clerk, San Diego, California

Resolution Number R- 310042



August 1, 2016

The Honorable Dennis Michael
President, League of California Cities
1400 K Street
Sacramento, CA 95814

Re: Resolution of the League of California Cities Supporting the Adoption and Implementation of Initiatives to Prioritize Traffic Safety Throughout California

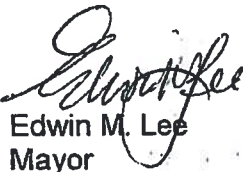
Dear President Michael,

On behalf of the City and County of San Francisco, I am writing to express my support for the proposed resolution to support the adoption and implementation of initiatives to eliminate death and severe injuries on our roadways. Vision Zero and Towards Zero Deaths strategies have been adopted in numerous cities throughout California including San Francisco, San Jose, San Mateo, San Diego, Los Angeles, Santa Barbara, and Santa Monica. Accordingly, I encourage the submission of the resolution to support Vision Zero, Toward Zero Deaths, and other initiatives that make traffic safety a priority, which will be considered by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Every year in San Francisco, approximately 30 people lose their lives and over 200 more are seriously injured while traveling on our streets. These deaths and injuries are unacceptable and preventable, and the City is strongly committed to stopping further loss of life. San Francisco adopted Vision Zero as a policy in 2014, committing to build better and safer streets, educate the public on traffic safety, enforce traffic laws, and adopt policy changes that save lives. Our goal is to create a culture that prioritizes traffic safety and to ensure that mistakes on our roadways do not result in serious injuries or deaths. The safety of our residents and the over 18 million visitors that use our streets each year is paramount, and the same holds true for cities across the California, which need safe, efficient, and organized transportation systems to support economically vibrant and sustainable communities.

The City and County of San Francisco has embraced Vision Zero, and I am in strong support of expanded transportation safety in California cities and, in turn, the proposed Resolution.

Sincerely,


Edwin M. Lee
Mayor



Mayor Tony Vazquez
Mayor Pro Tempore Ted Winterer

Councilmembers

Gleam Davis
Sue Himmelrich
Kevin McKeown
Pam O'Connor
Terry O'Day

City of
Santa Monica®

July 21, 2016

The Honorable Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, California 95814

RE: THE LEAGUE OF CALIFORNIA CITIES CONSIDERATION OF INITIATIVES TO PRIORITIZE TRAFFIC SAFETY THROUGHOUT CALIFORNIA

Dear President Michael:

The City of Santa Monica supports initiatives to eliminate death and severe injuries on our roadways. Vision Zero and Towards Zero Deaths strategies have been adopted in numerous cities throughout California, leading to the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

The City of Santa Monica embraced Secretary Anthony Foxx's Mayor's Challenge for *Safer People, Safer Streets* in March 2015. Simultaneously, the Council directed staff to initiate work on Vision Zero and 8-80 cities – a movement created by Gil Penalosa, to make cities that work for people aged 8 to 80. Combined, these two efforts aim to create streets that are safe and comfortable for people in all modes and of all abilities. In February 2016 the Santa Monica City Council adopted a Vision Zero target in our first Pedestrian Action Plan. We are now actively working to incorporate these visionary targets into City operations.

Our City cares deeply about the safety of our people, and their ability to access good, services, education, social networks and employment. Creating a New Model for Mobility is one of the Council's Five Strategic Goals, identified to organize and advance work on our top priorities. A safe mobility network supports our urgent need to provide transportation options that reduce greenhouse gas emissions, and provide equitable access to places and activities that support community Wellbeing. Reducing and ultimately eliminating severe injury and fatal crashes part of a resilient, safe and prosperous community.

Traffic fatalities in America hit a seven-year high in 2015 and is estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on the roads and streets of our cities. We must put safety as the top priority for all users of our streets. It is fundamental for the prosperity of California cities as safe, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of Santa Monica has embraced *Vision Zero/Towards Zero Deaths* and I am in strong support of expanded transportation safety in California cities.

Sincerely,


Tony Vazquez
Mayor



CITY OF WEST HOLLYWOOD

CITY HALL
3300 SANTA MONICA BLVD.
WEST HOLLYWOOD, CA
90069-6216
TEL: (323) 848-6460
FAX: (323) 848-6562

OFFICE OF THE CITY MANAGER

PAUL AREVALO
CITY MANAGER

July 21, 2016

The Honorable L. Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, California 95814

RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES SUPPORTING THE ADOPTION AND IMPLEMENTATION OF INITIATIVES TO PRIORITIZE TRAFFIC SAFETY THROUGHOUT CALIFORNIA - SUPPORT

Dear President Michael:

The City of West Hollywood supports the proposed resolution to support the adoption and implementation of initiatives to eliminate death and severe injuries on our roadways. *Vision Zero* and *Towards Zero Deaths* strategies have been adopted in numerous cities throughout California. Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Traffic fatalities in America hit a seven-year high in 2015, and it is estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on the roads and streets of our cities. We must put safety as the top priority for all users of our streets. It is fundamental for the prosperity of California cities as safe, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of West Hollywood is in strong support of expanded transportation safety in California cities and support the proposed Resolution.

Sincerely,

Paul Arevalo,
CITY MANAGER

c: Honorable Members of the West Hollywood City Council





ITEM NO.: 13b

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: DISCUSSION AND CONSIDERATION OF A REQUEST TO SUPPORT ASSEMBLY BILL AB 2853 (GATTO), PUBLIC RECORDS

Summary: The League of California Cities and the City Clerk's Association of California are asking cities to send support letters to the Governor of California for Assembly Bill 2853 that would authorize a public agency that posts public records on its website, to refer a public requestor who wishes to inspect or obtain a copy of the record, to the agency's website.

Background: Currently, the California Public Records Act (CPRA) requires a public agency to make its public records available for inspection and to make copies available upon request and payment of a fee unless the records are exempt from disclosure. The act prohibits limitations on access to a public record based upon the purpose for which the record is being requested. For the City of Ukiah, this has included many voluminous requests from east coast companies seeking to build databases for commercial purposes and/or sending spam mail to residents, as well as current litigation using the CPRA mechanism for their discovery, which has taken significant staff time and resources.

The CPRA authorizes public agencies to adopt requirements that allow for faster, more efficient, or greater access to records, and requires local agencies to post those public records on their website. AB 2853 (Attachment 1) would authorize a public agency that posts a public record on its website, to refer a member of the public that requests to inspect the record to the agency's website where the record is posted. This bill would still require the agency to promptly provide a copy of the record to a member of the public who has an inability to access or reproduce an online record.

Discussion: The City Clerk's office has been actively working towards establishing an interface on the City's website that will make many additional public records readily available. Once this is established, this bill will reduce staff time that is spent on collecting and duplicating public records in response to CPRA requests. Therefore, on behalf of the City Clerk's Association of California and the League of California Cities, the City Clerk's office seeks Council approval for the Mayor to sign the letter of support (Attachment 2) for AB 2853 (Gatto).

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): Approve and authorize the Mayor to sign a letter of support of Assembly Bill AB 2853 (Gatto) Public Records.

ALTERNATIVES: Do not approve the letter of support of AB 2853.

Citizens advised: N/A
Requested by: League of California Cities and City Clerk's Association of California
Prepared by: Kristine Lawler, City Clerk
Coordinated with: N/A
Presenter: Kristine Lawler, City Clerk
Attachment: 1. AB 2853 Text; 2. Letter of Support with Attachment.

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, City Manager



California
LEGISLATIVE INFORMATION

AB-2853 Public records. (2015-2016)

ENROLLED AUGUST 23, 2016

PASSED IN SENATE AUGUST 15, 2016

PASSED IN ASSEMBLY AUGUST 22, 2016

AMENDED IN SENATE JUNE 16, 2016

AMENDED IN ASSEMBLY APRIL 13, 2016

AMENDED IN ASSEMBLY MARCH 18, 2016

CALIFORNIA LEGISLATURE— 2015–2016 REGULAR SESSION

ASSEMBLY BILL

No. 2853

Introduced by Assembly Member Gatto

February 19, 2016

An act to amend Section 6253 of the Government Code, relating to public records.

LEGISLATIVE COUNSEL'S DIGEST

AB 2853, Gatto. Public records.

(1) The California Public Records Act requires a public agency, defined to mean any state or local agency, to make its public records available for public inspection and to make copies available upon request and payment of a fee, unless the public records are exempt from disclosure. The act prohibits limitations on access to a public record based upon the purpose for which the public record is being requested if the public record is otherwise subject to disclosure, authorizes public agencies to adopt requirements that allow for faster, more efficient, or greater access to public records, and requires local agencies, except school districts, that voluntarily post public records on an open data Internet Resource, as defined, to post those public records in an open format that meets specified criteria.

This bill would authorize a public agency that posts a public record on its Internet Web site to refer a member of the public that requests to inspect the public record to the public agency's Internet Web site where the public record is posted. This bill would require, if a member of the public requests a copy of the public record due to an inability to access or reproduce the public record from the Internet Web site where the public record is posted, the public agency to promptly provide a copy of the public record to the member of the public, as specified.

(2) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(3)The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 6253 of the Government Code is amended to read:

6253. (a) Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

(b) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.

(c) Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. When the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available. As used in this section, "unusual circumstances" means the following, but only to the extent reasonably necessary to the proper processing of the particular request:

(1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.

(2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

(3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

(4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

(d) Nothing in this chapter shall be construed to permit an agency to delay or obstruct the inspection or copying of public records. The notification of denial of any request for records required by Section 6255 shall set forth the names and titles or positions of each person responsible for the denial.

(e) Except as otherwise prohibited by law, a state or local agency may adopt requirements for itself that allow for faster, more efficient, or greater access to records than prescribed by the minimum standards set forth in this chapter.

(f) In addition to maintaining public records for public inspection during the office hours of the public agency, a public agency may comply with subdivision (a) by posting any public record on its Internet Web site and, in response to a request for a public record posted on the Internet Web site, directing a member of the public to the location on the Internet Web site where the public record is posted. However, if after the public agency directs a member of the public to the Internet Web site, the member of the public requesting the public record

requests a copy of the public record due to an inability to access or reproduce the public record from the Internet Web site, the public agency shall promptly provide a copy of the public record pursuant to subdivision (b).

SEC. 2. The Legislature finds and declares that Section 1 of this act, which amends Section 6253 of the Government Code, imposes a limitation on the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

The state has a very strong interest in ensuring both the transparency of, and efficient use of limited resources by, public agencies. In order to protect this interest, it is necessary to allow public agencies that have already increased the public's access to public records by posting public records on the public agencies' Internet Web sites to refer requests for posted public records to these Internet Web sites.

SEC. 3. The Legislature finds and declares that Section 1 of this act, which amends Section 6253 of the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

Since this act would authorize local agencies to make disclosures of public records by posting the public records on their Internet Web sites, thus making public record disclosures by local agencies more quickly and cost effectively, this act furthers the purpose of Section 3 of Article I of the California Constitution.



August 24, 2016

The Honorable Edmund G. Brown, Jr.
Governor, State of California
State Capitol, First Floor
Sacramento, CA 95814
FAX: (916) 558-3177

**RE: AB 2853 (Gatto) Public Records (as amended June 16, 2016)
Request for Signature**

Dear Governor Brown:

The City of Ukiah respectfully requests your signature on Assembly Bill 2853.

Assembly Bill 2853 allows a public agency that posts a public record on its internet website to refer a requester to that website if the information is available, and if inaccessible, the public agency would promptly provide the requester with a copy of the public record.

Like many cities across California, the City of Ukiah struggles to comply with the 10-day response period required by the California Public Records Act (CPRA). Due to the increased volume of such requests, many cities, large and small, have hired additional staff dedicated solely to reviewing documents in association with CPRA requests.

Currently, the City of Ukiah is involved in litigation where the opposing party has used the CPRA mechanism for their discovery. Attached is a list of the requests that have been received so far, and as you can see most of these requests are impossible to respond to within a 10-day period. We also receive many requests from companies seeking to build databases with information to sell to businesses for commercial purposes and/or send spam mail to citizens.

Additionally, Proposition 42 places all the cost of responding to CPRA requests squarely on the shoulders of local public agencies.

AB 2853 is a step in the right direction allowing cities to save staff time and resources from producing documents that are readily accessible online to the public.

For these reasons, the City of Ukiah respectfully requests your signature on this legislation.

Sincerely,

Stephen G. Scalmanini
Mayor

CC: [Assembly Member Mike Gatto](#)
[Melinda McClain](#), Deputy Legislative Secretary, Office of Governor Edmund G. Brown Jr.
Dane Hutchings, League of California Cities, dhutchings@cacities.org

UVSD ATTORNEY REQUESTS	
•	Correspondence/communication, in any form including letters, memorandums, e-mails, text messages between the City of Ukiah and Kiewit Corporation between January 1, 2003, and December 31, 2012
•	Any and all Agendas, supporting documents and Minutes for any City Council meeting between January 1, 1955, to December 31, 2015, at which the City's Sewer System, Waste Water Treatment Plant or Ukiah Valley Sanitation District was discussed.
•	Any Claim for payment made to the Ukiah Valley Sanitation District by the City of Ukiah, from January 1, 1955, to December 31, 2015.
•	City Council Resolutions.
•	Any documents that show current ESSU Capacity of the Ukiah Waste Water Treatment Plant.
•	Any and all documents that show the amount of money collected by City for new sewer connections within the City boundaries from January 1, 2000 to present.
•	All building permits issued by City since 1995. (New construction and any construction that added a bedroom or bathroom.)
•	All documents relating to calculations of ESSUs from 1985 to present.
•	All documents relating to the number of new connections to the City/District sewer system for every year since 2004.
•	All City budgets from 1985 to present
•	Any audits done between 1985 to present.
•	All documents related to City's application for renewal of its waste water discharge permit; all letters/correspondence with the NCRWQCB or any other person/entity regarding the application.
•	Video of Special Joint Meeting of COU and UVSD on February 6, 2008
•	Complete copies of annual City audit reports and related financial information for all years from FY 1984/85 through FY 2015/16;
•	Complete copies of all documents provided to City auditors, including spreadsheets, notes, correspondence, or other documents for all years from FY 1984/85 through FY 2015/16;
•	Legible and complete copies of all annual City budgets from FY 1984/85 through FY2015/16;
•	All cost allocation plans (whether prepared internally or by consultants) from FY 1984/85 through FY 2015/16; Including copies of excel worksheets of allocations, provided electronically in excel format for all years;
•	Documentation of allocation method(s) used from 1984/85 through FY 2015/16; Including copies of excel worksheets of allocations, provided electronically in excel format for all years;
•	General ledgers by department for each year from FY 1984/85 through FY 2015/16 for all Central Services Departments;
•	General ledgers by department for each year from FY 1984/85 through FY 2015/16 for all departments.
•	Transaction Details for all departments for each year FY 1984/85 through 2015/16.
•	Payroll records showing total amount paid to each city employee by year for each of the years from FY 1984/85 through FY 2015/16;
•	Payroll records and time cards for each employee whose time is charged, either partially or completely to any Sewer Account by year for each of the years from FY 1984/85 through FY 2015/16;
•	Listing of # of sewer customer accounts by year for FY 1984/85 through FY 2015/16; Including sample customer invoice for each year showing billing frequency and remittance location;
•	Listing of # of water customer accounts by year for FY 1984/85 through FY 2015/16; Including sample customer invoice for each year showing billing frequency and remittance location;
•	All documents which refer to or relate to interest earned on any of the sewer accounts or funds from FY 1984/85 through FY 2015/2016.
•	All correspondence which in any way refers to or relates to the Sewer Funds
•	All correspondence, including electronic correspondence which in any way refers to or relates to the Ukiah Valley Sewer District.
•	All correspondence which in any way refers to or relates to the Agreements between the City of Ukiah and the Ukiah Valley Sewer District.
•	Copies of all contracts for Contracted Services charged to the sewer fund from FY 1984/85 through FY 2015/16
•	Copies of all documents, including but not limited to, emails, memorandum, and correspondence, which in any way refer to or relate to the propriety of charging depreciation to the District for FY 1984/85 through FY 2015/16
•	Depreciation schedules for all depreciation charges made to any sewer account by year for the years 1984/85 to 2015/2016.
•	All documents which refer to or relate to the "Allocation Percentage" for each year from FY 1984/85 to 2015/2016. Note the "Allocation Percentage" is the percentage of costs of the total sewer costs which the City allocated to the District. An example of this is found on page 16, Note 8 of the District's Audited Financials for FY ending 2007. That year it was 47.46%
•	A Resolution relating to fees charged by the City; most recently adopted fee schedule.
•	Copy of spreadsheet that shows the assignments of all ESSUs (6/1/16 Council meeting, statement made at 1:27:40.) and any related documents mentioned by Mr. Ericksen.
•	File for 563 Donner Lane; All building permits for this address from 1985 to present.
•	Sewer statistics worksheets from 1955 to present; information pertaining to the amount of ESSUs for the City, the District and the "overlap" areas
•	Applications submitted by the City to Mendocino LAFCo for detachment related to area currently within the Ukiah Valley Sanitation District; 2005 to present.
•	Any and all documents relating to "Capacity Project" and "Upgrade/Rehabilitation Project", collectively referred to herein as "The Project," of the Waste Water Treatment Plant, as described in Amendment No. 2 to the Participation Agreement signed on December 15, 2004. Specifically:
•	Complete copy of all bid documents submitted regarding the construction of the Project.
•	Complete copy of all documents regarding the preliminary design of the Project provided by Brown and Caldwell.
•	Complete copy of all documents regarding cost estimates for the Project.
•	Complete copies of any documents, which refer to or relate to projected additional capacity from the Project.
•	All documents which support the allocations of ESSUs made in Amendment 2 to the Participation agreement, as described in paragraph 1.1 of the Amendment.
•	All documents which support the allocation of project Costs for the Capacity Project as described in paragraph 2.1 of Amendment 2.
•	All plans, specifications or other design documents related to the [Capacity] Project.
•	All permit applications made to any governmental agency regarding the [Capacity] Project.
•	All budget documentation, which refer to or relate to the [Capacity] Project.
•	All documents which refer to or relate to the financing of the [Capacity] Project.

UVSD ATTORNEY REQUESTS	
• All communication with the Regional Water Quality Control Board related to the [Capacity] Project.	
• All contracts entered into with any contractor related to the [Capacity] Project.	
• All reports, daily logs, or other progress notes made by the project manager for the City regarding the [Capacity] Project.	
• All payment submissions made by any contractor regarding the [Capacity] Project.	
• All minutes of City Council meetings which in any way refer to the [Capacity] Project.	
• All minutes of City Council meetings which in any way refer to financing of the [Capacity] Project.	
• All staff memorandum, which in any way refer to or relate to the [Capacity] Project.	
• All communications between the City and any contractor related to the [Capacity] Project.	
• All communications between any City personnel related to the [Capacity] Project.	
• All documents which refer to or relate to inspections made by anyone related to the [Capacity] Project.	
• All documents related to any applications for grants to fund the [Capacity] Project.	
• All documents which document the costs paid by the City for the [Capacity] Project	
• All documents which support costs allocated and or charged to the District related to the [Capacity] Project.	
• A list of all contractors used on the [Capacity] Project.	
• Any and all photographs showing any part or phase of the construction [Capacity] Project.	
• All documents reflecting payments by the City to attorneys for legal services performed in connection with UVSD v. City of Ukiah, Sonoma County Superior Court Case No. SCV-256737, including services provided before and after the claim for the District's damages was filed with the City or any complaint was filed in the action. This would include payments as a retainer or payments in response to specific bills or invoices. This request includes but is not limited to any payments made to Dave Rapport, as the City Attorney, for work performed on the above described case;	
• All documents reflecting payments by the City to attorneys for legal services performed in relation to any lawsuits in which the City is either a Plaintiff or Defendant since the execution of Amendment # 1 to the Participation Agreement. This request includes any payments made to Dave Rapport, as the City Attorney, for work performed on all cases that fall within the above description;	
• All budgets considered or adopted by the Ukiah City Council budgeting funds for legal services since the execution of Amendment # 1 to the Participation Agreement;	
• All agendas and minutes (draft and approved) for meetings at which such budgets were considered or approved;	
• All contracts or agreements between the City of Ukiah and attorneys providing services to the City since the execution of Amendment # 1 to the Participation Agreement;	
• The agendas of any meetings at which such contracts or agreements were considered or approved, including any documents submitted to or received by the Board of Directors in connection with the consideration of the contracts, and any draft or approved minutes for any of those meetings;	
• Building department's street address file for 445 North State Street (Office of Duncan James), including Water Department's files related to this same address.	
• A list of all customers of the Ukiah Valley Sanitation District in the District only area, including their site address and Assessor Parcel Number.	
• A list of all customers of the Ukiah Valley Sanitation District in the "Overlap" Area, including their site address and Assessor Parcel Number.	
• A list of all customers of the City of Ukiah who receive sewer services from the City of Ukiah, including their site address and Assessor Parcel Number	
• Any and all Insurance policies that are in the City's possession or control in which the District is a named insured	
• Complete list of accounts from the Munis accounting system, including account numbers and a description of the account.	
• Copies of all contracts between the City of Ukiah and Alpha Analytical; GHD; and Pacific Ecorisk , as well as all copies of all billing records, purchase orders, invoices and statements of charges related to these contract. I am requesting these documents for the time period of 1955 to present.	
• Complete copies of all documents provided to District auditors, including spreadsheets, notes, correspondence, or other documents for all years from FY 1984/85 through FY 2015/16;	
• Complete copies of all documents provided to auditors hired by City to audit the Ukiah Valley Sanitation District's financial statements, including spreadsheets, notes, correspondence, or other documents for all years from FY 1984/85 through FY 2015/16;	
• Any and all documents/records of any type that show the amounts charged to the City for the monthly sewer service charges as set forth in the City and District ordinances,	
• All documents/records evidencing payment thereof to either the City or District, for any and all real property owned or occupied by the City .	
• Appx 160 parcels of real property, improved or unimproved, owned by the City of Ukiah - please send all records relating to: 1.) which of said parcels or property have sewer connections; 2.) how much the City is being charged for said sewer service 3.) which City or District accounts payments for each parcel are being credited.	
• Copies of all documents that show what UVSD files were sent out to any collection company or agency for collection of unpaid sewer service bills since 1995 and all agreements with any such company or agency relating to charges to the City or District for any collection services. Records that indicate: 1.) which accounts were sent out to collection; 2.) when 3.) how much was owed; 4.) how much was collected; 5.) the fee agreement with the collection company or agency; and 6.) the amount of fees that were paid to the collection company or agency.	
• Resolutions passed by the Ukiah City Council that increased or decreased any sewer services fees charged to City sewer customers from 1955 to present	

UVSD ATTORNEY REQUESTS	
Copy of Building Permits - front and back for: 116 Ford Street - April 18, 2005; 751 E. Gobbi - May 12, 2005; 1049 N. Oak - June 30, 2005; 1248 Airport Park Blvd - July 11, 2005; 2435 Appolinaris Drive - August 11, 2005; 2411 Catalan Court - August 11, 2005 570 Tehuacan - August 11, 2005 653 S. State Street - August 16, 2005 512 Canyon View Court - August 17, 2005 550 Saratoga Court - September 19, 2005 1520 Monroe St. - Sept. 20 122 Clara - Oct. 3, 2005 195 Cresta - Oct 27, 2005 222 Mason - Dec. 19, 2005 Vichy Springs/Phase 2 - Dec 14, 2005	
Copy of all documents related to bldg permit issued on date indicated: 280 San Jacinta Dr., unit E - Oct. 25, 2005 1141 w. Standley - Oct. 14, 2005 1251 Airport Park Blvd - Oct 12, 2005 1252 Airport Park Blvd - Dec 9, 2005 237 N. Orchard - Sept. 19, 2005 510 S. Spring St. - Sept 12, 2005 1045 S. State St. - Aug 15, 2005 129 Calvert Court - July 2, 2005 1252 Airport Park Blvd - unit C-1 - June 29, 2005 1717 Lockwood Dr. - June 27, 2005 325 Hillview Ave. - June 27, 2005 195 Washington Court - June 13, 2005 704 E. Perkins - May 23, 2005 980 N. Oak St. - April 28, 2005 704 E. Perkins St. - April 11, 2005 344 N. Barnes (or 244) - March 31, 2005 1252 Airport Park Blvd - (coldstone) - March 29, 2005 1005 W. Standley - March 9, 2005 493 N. State St. - Feb 23, 2005 989 N. Pine St. - Feb 18, 2005 1252 Airport Park Blvd - D-3 - Feb 4, 2005 780 Maple Ave. - Jan 27, 2005	
Copy of all documents related to bldg permit issued on date indicated: 1012 w. Clay - Nov 20, 2006 833 Cypress Ave - Nov 17, 2006 414 Park Blvd - Aug 22, 2006 1200 Airport Park Blvd - July 26, 2006 137 Ford St. - July 24, 2006 52 Lorraine St. - July 12, 2006 1214 Airport Park Blvd - June 19, 2006 1212 Airport Park Blvd - June 19, 2006 178 Low Gap Rd - June 5, 2006 690 Mendocino Dr. - April 24, 2006 245 E. Perkins - April 18, 2006 237 N. Orchard (planet smoothie) - Mar 24, 2006 1252 Airport Park Blvd C-5 - March 15, 2006 339 Hillcrest - March 6, 2006 533 S. Main - March 3, 2006 148 Magnolia - Feb 6, 2006 402 Talmage rd - Jan 26, 2006 616 N. Pine - Jan ??, 2006 677 N. State St. - Jan 24, 2006 205 s. School St. - Dec 26, 2007 244 B Hospital Drive - Oct 4, 2007 9 Lorraine St. - Sept 18, 2007 156 Giorno - Aug 13, 2007 842 Cypress Ave - Aug 8, 2007 1154 W. Standley - August 7, 2007 709 W. Clay - Aug 13, 2007	

	UVSD ATTORNEY REQUESTS
	197 Wiyat Dr. - Aug ??, 2007 240 B Hospital Dr. - July 11, 2007 427 N. Oak - July 3, 2007 1214 Airport Park Blvd - F - June 215, 2007 206 Mason St. - June 7, 2007 831 Alice Ave - June 4, 2007 470 Eastlick - May 25, 2007 1209 W. Standley - May 22, 2007 1252 B-3 Airport Park - March 2, 2007 1115 Airport Park Blvd - Feb 27, 2007 195 E. Gobbi St. - Dec 8, 2008 740 S. State St. - Nov. 10, 2008 131 A Ford St. - Aug 13, 2008 563 Donner Lane - Aug 15, 2008 704 E. Perkins St. B - Sep 2, 2008 704 E. Perkins St. A - Sep 2, 2008 414 Mill St. - Sept 2, 2008 264 Arlington - June 1, 2008 344 Hillcrest - date unknown - 4-30-08? 1081 Maple - Aril 23, 2008 376 E. Gobbi - april 21, 2008 1078 Alice - date unknown 4-9-08? 245 Hospital Dr. - April 10, 2008 1049 N. Oak - March 10, 2008 21 A Cherry Ct. - Jan 23, 2008 260 Hospital Dr. - Jan 22, 2004 650 McPeak - Jan 4, 2008
•	Copy of all documents related to bldg permit issued on date indicated: 920 N. State St - Feb 4, 2009 101 South Hortense - Feb 4, 2009 596 Park Blvd - April 3, 2009 304 Wabash - April 01, 2009 423 N. Dora - June 17, 2010 270 N. Pine - August 6, 2010 551 Main Sstreet #'s: 22,23,24,25,26,27,28,29,30,31,32,33,34,35,37,37,38 and 39 - Aug 27, 2010 133 Clara - Oct 1, 2010 604 N. Orchard - Oct 19, 2010 600 N. Orchard - Oct 27, 2010 602 N. Orchard - Oct 19, 2010 707 S. Main street - Dec 29, 2010 300 Dora - August 22, 2011 307 N. Main - Aug 30, 2011 203 S. Main - Sept 6, 2011 610 N. Orchard - Dec ??, 2011 1002 W. Standley - January 4, 2012 546 E. Perkins - March 28, 2012 108 w. Standley - April 12, 2012 121 Calvert - June 19, 2012 741 Waugh Lane (units 33-40) - June 24, 2012 125 Mendocino PL - July 3, 2012 115 N. Orchard - Aug 28, 2012 130 Cherry St. A - Sept 5, 2012 1232 Airport Park Blvd - Oct 24, 2012 114 Helen Ave - Dec 13, 2012 404 Oak Park Ave - Mar 7, 2013

UVSD ATTORNEY REQUESTS	
	725 S. Dora St. - Mar 21, 2013 1296 N. State St. #A - March 27, 2013 526 S. Oak - April 9, 2013 406 Park Blvd - Dec 10, 2013 800 N. State St - No date stamp - possibly August 140 Gibbons St - Oct 4, 2013 444 N. State St - No date stamp - possibly January 2014 548 E. Perkins - Sept 16, 2013 - Application #A - 7902 701 W. Clay St. - Aug 12, 2013 741 S. Oak St. - July 29, 2013 453 S. State St. - June 27, 2013 435 Eastlick - June 6, 2013 140 Mendocino Place - April 12, 2013 766 S. Oak - January 21, 2014 1230 Airport Blvd #B - June 13, 2014 294 W. Smith St - July 22, 2014 603 West Perkins - Dec 18, 2014
•	Street Address Files for the following address (...to the right are the Application #s): 1201 N Stae - A-7291 790 Pomolita - A-7353 344 Hillcrest - A-7335 125 Ford Street - A-7324 201 Brush - A-7361 1212 Airport Prk Blvd - A-7032 101 S. Hortense - A-7346 601 Redwood Ave - A-7141 260 Hospital Drive - A-7155 143 Clara Ave 670 N. Bush - A-7272 1212 Airport Park Blvd - A-7126 236 Hospital Dr - A-7150 218 Mason St - A-6757 237 N. Orchard - 13012 780 Maple - A-6730 (?) = permit #12726



ITEM NO.: 13c

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: CONSIDERATION OF PROPOSAL RESTRUCTURING THE FINANCE DEPARTMENT

Summary: Council to receive and consider a recommended proposal to restructure the organization and position allocation of the Finance Department.

Background: The Finance Department has been in a condition of instability for the last several years. Turnover at the Director level and inadequate staffing has placed sometimes intense strain on team members and degraded morale. This has resulted in inconsistencies in operating procedures and compromised service delivery. As part of an effort to gauge the depth of its condition and plot a path forward, a review of its organizational structure has been completed. The intent, ultimately, is to better serve and support the Department's customers – the community, the City Council, City Manager, and other departments – while maximizing current resources and planning for growth and succession.

Discussion: The objective of this review was to determine how the Department could best be structured to do the following:

- Effectively meet the needs of its customers, both internal and external
- Allocate resources to maximize efficacy
- Fully harness the current skill set and capabilities of its team members
- Develop and execute a plan for succession.

A holistic approach was taken focusing on individual team members and the dynamics between de facto divisions, (i.e., accounting and reporting, utility billing, and purchasing). After meeting with Department team members as a group and individually, the following considerations were carefully evaluated:

- The allocation of resources to support the Department's various functions
- Needs of other City departments, divisions, and activities
- Near and intermediate-term needs of the Department
- Professional goals, abilities, and ambitions of team members

Continued on Page 2

RECOMMENDED ACTION(S): Approve the recommended proposal to restructure the Department, approve the salary schedule placement of newly created and revised classifications, and approve the allocation of a temporary 18th FTE to the Finance Department, authorizing recruitment if and when needed.

ALTERNATIVES: Do not approve but provide direction to staff.

Citizens advised:	N/A
Requested by:	Sage Sangiacomo, City Manager and Daniel Buffalo, Finance Director
Prepared by/Contact:	Daniel Buffalo, Finance Director
Coordinated with:	Sage Sangiacomo, City Manager; Sheri Mannion, Director of Human Resources/Risk Management
Presenter:	Daniel Buffalo, Finance Director
Attachments:	1. Miscellaneous and Management Unit Salary Schedules 2. Restructuring Presentation (pdf), new and revised position classifications

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, City Manager

- Current responsibilities of team members in relation to their respective classifications
- Succession planning
- The culture of the Department

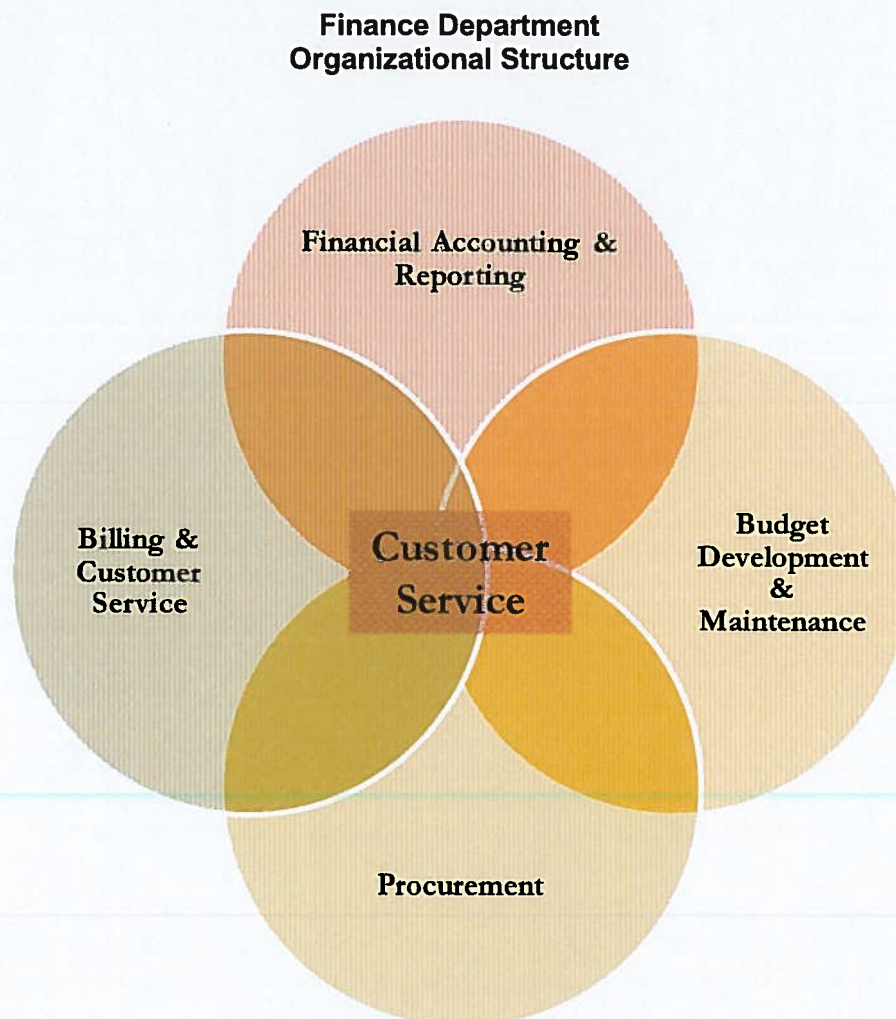
Based on this review, and with input from, and deliberation by, the entire Finance Department team, a plan to move forward meeting the aforementioned objectives was formulated. Best management practices were applied building on what clearly is a strong foundation. The plan has been further vetted by the City Manager and the Human Resources Director.

The recommendation is as follows:

1. **Structuring the department into four distinct but integrated divisions:**

- Budget Development and Maintenance
- Procurement
- Accounting and Reporting, and
- Billing and Customer Service

Each division will be overseen by a dedicated manager or management analyst and will perform specific functions; however, each will act in a support capacity to other divisions when and where needed, all with the common goal of providing the highest level of service and workflow management. Below is a graphical representation of this arrangement. Unlike a hierarchical presentation, it emphasizes interconnectivity, resource sharing, and focus on common goals.



2. **The creation of two new classifications in the management series (See discussion on following page regarding implementation through promotion and transfer process, rather than increase of positions):**

- **Management Analyst – Finance.** This position will manage the budget process throughout the year, facilitate meetings of the Budget Best Practices Ad Hoc Committee, assist the Finance Director in performing complex analysis on budgetary issues, complete special projects as assigned, coordinate the design and implementation of budgetary control policies and procedures, and assist in the development of budgetary reports. The recommended salary schedule placement for this position is equivalent to the 2710 range.
- **Senior Accountant.** This position serves as the principal, professional accountant and will manage general accounting functions of the Department, including administration of the general ledger. Emphasis is placed on maintaining intimate, detailed knowledge of the general ledger and its chart of accounts. Special projects will be assigned to this classification, as needed, and it will play an integral role in the development of financial reports, including the CAFR. It is differentiated from the Accountant class by its higher level, more experienced professional accounting function and ability to oversee personnel when needed. It is differentiated from the Finance Controller in that it is not responsible for overall financial services of the division, including payroll and accounts payable. In the absence of the Finance Controller, however, this position would act as the division manager, overseeing accounts payable, payroll, and treasury management. The recommended salary schedule placement for this position is equivalent to the 2685 range.

3. **The revision of the following classifications:**

- **Billing and Customer Services Manager** (formerly budgeted as Revenue Manager). This position is responsible for the daily general and utility billing for the City, including business licensing, TOT administration, and oversight of utility meter services. Many of the responsibilities being assigned to this classification were once performed by the Finance Controller. The recommended salary schedule placement for this position in the management series is equivalent to the 2685 range.
- **Procurement Manager** (formerly Purchasing Supervisor). The complexities and importance of procurement for the City necessitate a higher level management position. In addition to performing more analysis of procurement activities and implementing best practices, this position will be required to gain a higher level understanding of the City's budget to more effectively reconcile the relationship of a centralized purchasing authority with budgetary compliance. The recommended salary schedule placement for this position in the management series is equivalent to the 2685 range.
- **Financial Services Specialist I-II** (formerly Accounting Assistant). The Department would best utilize a more ubiquitous, malleable resource than the current classification of Accounting Assistant allows. This proposal is to create a journey-level class, whereby the regular, technical functions of accounts payable, payroll, general accounting, and even accounts receivable would be fulfilled at an optimal level. Although the classification would be assigned to the Accounting and Reporting division primarily, its design would allow for greater resource sharing among Department divisions. The recommended salary schedule placement for this position in the miscellaneous unit series is equivalent to the 6128 and 6330 range for the Financial Services Specialist I and II, respectively.

The existing salary schedules for the Miscellaneous and Management Units are included as Attachment #1 for reference.

These positions are a starting point to align the Department toward the objective of establishing strong internal processes and procedures with the goal of providing excellent customer service. Regular evaluation of these positions, the scope of service they provide, and the structure of the Department as a whole will be evaluated regularly and modified as needs evolve and team members' skills and capabilities advance.

In executing this restructuring, the Department intends to fill newly created classifications with current resources from within the City through the closed promotional/lateral transfer process. If internal recruitment is unsuccessful with any one classification, the Department would move to an open recruitment process. This is an unlikely possibility, and the Department would return to Council for approval of additional FTE's, if needed.

To plan for succession in critical functions within the Department, this restructuring would assign resources where appropriate and most effective. However, it is anticipated that additional resources will be needed in the current year to prepare for planned retirements in the 2017-18 fiscal year. This may require an additional recruitment and temporary increase to the total position allocation of the Department from 17 to 18 FTE. The Department requests the addition of this temporary 18th FTE now to be filled potentially later in the year.

The estimated budgetary effect of this proposal is a salary savings of approximately \$7,000. If such an amount is realized after this proposed restructuring is complete, the Department would request re-appropriation of funds from salaries and benefits to training and professional development. The Department is placing heightened emphasis on this for this fiscal year and that of 2017-18 to enhance the required knowledge base of team members and bring current and potentially new team members up to speed with best practices in their respective fields.

The most evident finding during this review was the performance of Finance Department team members who, despite enduring a long period of insecurity and meandering direction, performed their respective functions superbly. Many rose to face challenges outside of their regular duties with determination and professional excellence. They are to be commended for their dedication and service to the City; and the value they each bring to the organization will be utilized to its fullest moving forward. The corresponding presentation for this report is included as Attachment #2.

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.
Various No net impact	Finance Department	Various	Yes ☐ No ☒	N/A

**City of Ukiah
Miscellaneous Unit Salary Schedule
Effective July 1, 2015**

Attachment 1

Job Class Title	Grade	Monthly				
		Step 0	Step 1	Step 2	Step 3	Step 4
Receptionist/Clerk	6023	2,612.21	2,742.82	2,879.96	3,023.96	3,175.16
Accounting Assistant	6226	2,813.07	2,953.72	3,101.41	3,256.48	3,419.30
Customer Services Representative I	6026					
Building & Grounds Specialist	6228	2,955.49	3,103.26	3,258.42	3,421.34	3,592.41
Customer Services Representative II	6128					
Administrative Secretary	6130	3,105.11	3,260.37	3,423.39	3,594.56	3,774.29
Buyer	6030					
Customer Services Representative III	6330					
Police Records Clerk	6430					
Information Technology Specialist I	6431	3,182.74	3,341.88	3,508.97	3,684.42	3,868.64
Parks/Golf Service Worker I	6031					
Public Works Maintenance I	6331					
Recreation Coordinator	6231					
Sports Coordinator	6131					
Meter Reader	6032	3,262.31	3,425.43	3,596.70	3,776.54	3,965.37
Parks/Golf Service Worker II	6133	3,343.87	3,511.06	3,686.61	3,870.94	4,064.49
Street Sweeper	6333					
Deputy City Clerk/Administrative Assistant	6334	3,427.47	3,598.84	3,778.78	3,967.72	4,166.11
Engineering Technician I	6434					
Museum Curator	6034					
Planning/Building Technician	6234					
Buildings/Facilities Lead Worker	6535	3,513.16	3,688.82	3,873.26	4,066.92	4,270.27
Golf Lead Worker	6435					
Parks Lead Worker	6235					
Public Works Maintenance II	6335					
Assistant Planner	6636	3,600.99	3,781.04	3,970.09	4,168.59	4,377.02
Administrative Analyst - Finance Dept.	6437	3,691.01	3,875.56	4,069.34	4,272.81	4,486.45
City Clerk	6337					
Public Works Project Analyst	6237					
Utility Services Team Leader	6137					
Airport Assistant	6138	3,783.29	3,972.45	4,171.07	4,379.62	4,598.60
Development Permit Coordinator	6238					
Electric Utility Program Coordinator	6438					
Information Technology Network Specialist	6242	4,176.04	4,384.84	4,604.08	4,834.28	5,075.99
Payroll Officer	6043	4,280.44	4,494.46	4,719.18	4,955.14	5,202.90
Information Technology Coordinator	6246	4,609.57	4,840.05	5,082.05	5,336.15	5,602.96

Reportable Special Compensation			
Bilingual Pay	\$75 - \$100 per month	Pesticide Spraying	\$3 per hour
Career Step Pay & Longevity Pay	1%-5% added to base	Pool Operator Certificate	\$20 per month
		Street Sweeping	\$1 per hour

City of Ukiah
Management Unit Salary Schedule
Effective July 1, 2015

Job Class Title	Grade	Monthly				
		Step 0	Step 1	Step 2	Step 3	Step 4
Assistant Electric Utility Director Deputy Director of Public Works	2571 2573	8,227.10	8,638.46	9,070.38	9,523.90	10,000.10
Electrical Supervisor Water, Sewer & Street Supervisor	2594 2599	7,387.97	7,757.37	8,145.24	8,552.50	8,980.13
Power Engineer	2580	7,319.43	7,685.40	8,069.67	8,473.15	8,896.81
Senior Civil Engineer	2589	6,959.41	7,307.38	7,672.75	8,056.39	8,459.21
Senior Management Analyst	2591	6,862.01	7,205.11	7,565.37	7,943.64	8,340.82
Finance Controller	2592	6,443.53	6,765.71	7,104.00	7,459.20	7,832.16
Wastewater Treatment Plant Supervisor Water Treatment Plant Supervisor	2596 2598	6,136.70	6,443.54	6,765.72	7,104.01	7,459.21
Principal Planner	2621	5,843.96	6,136.16	6,442.97	6,765.12	7,103.38
Building Official	2636	5,636.47	5,918.29	6,214.20	6,524.91	6,851.16
Airport Manager	2671	5,119.33	5,375.30	5,644.07	5,926.27	6,222.58
Facility Administrator Museum Director Parks/Golf Superintendent Recreation Supervisor	2685 2684 2686 2681	4,940.48	5,187.50	5,446.88	5,719.22	6,005.18
Accountant Purchasing Supervisor	2710 2725	4,705.21	4,940.47	5,187.49	5,446.86	5,719.20

Reportable Special Compensation

Management Incentive Pay	15 days (120 hours) per fiscal year
Water Division Certificate Pay	2.5%-7.5% added to base

Proposal: Finance Department Restructuring

Daniel Buffalo

Finance Director

September 7, 2016

Objective

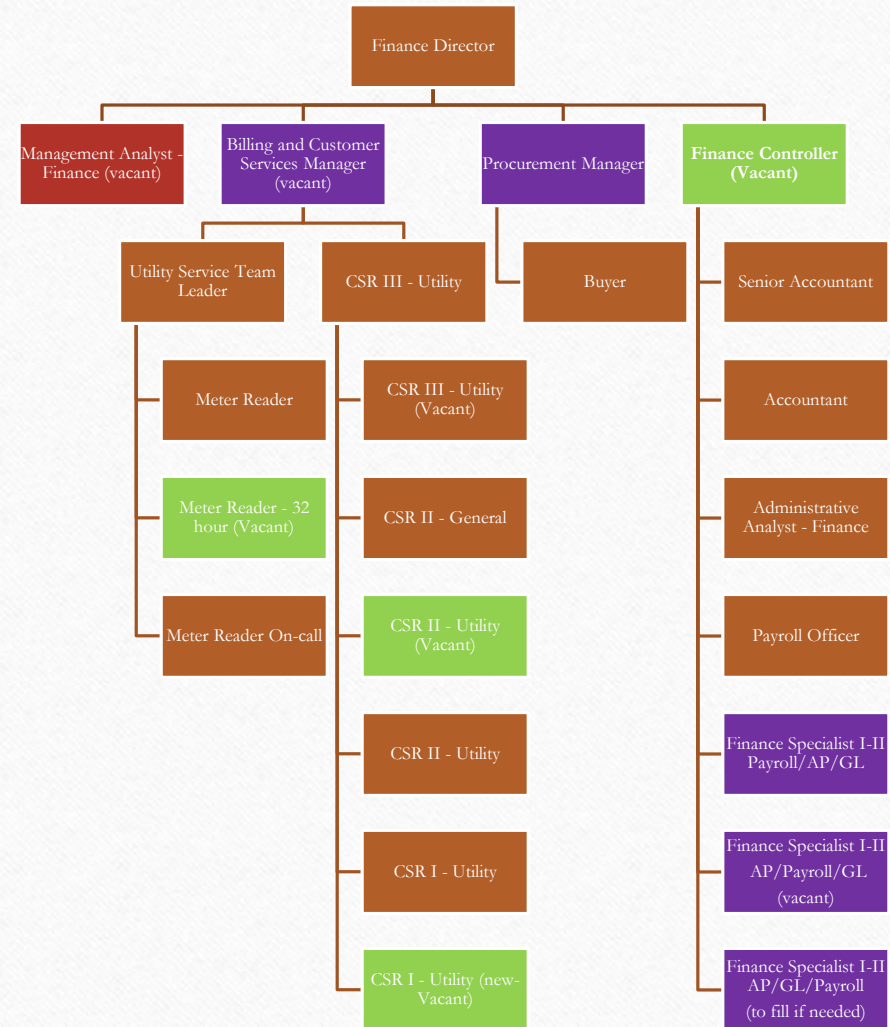
Structure department to:

1. Effectively meet the needs of its customers
2. Allocate resources to maximize efficacy
3. Fully harness the current skill set and capabilities of its team members
4. Plan for succession

Org Chart

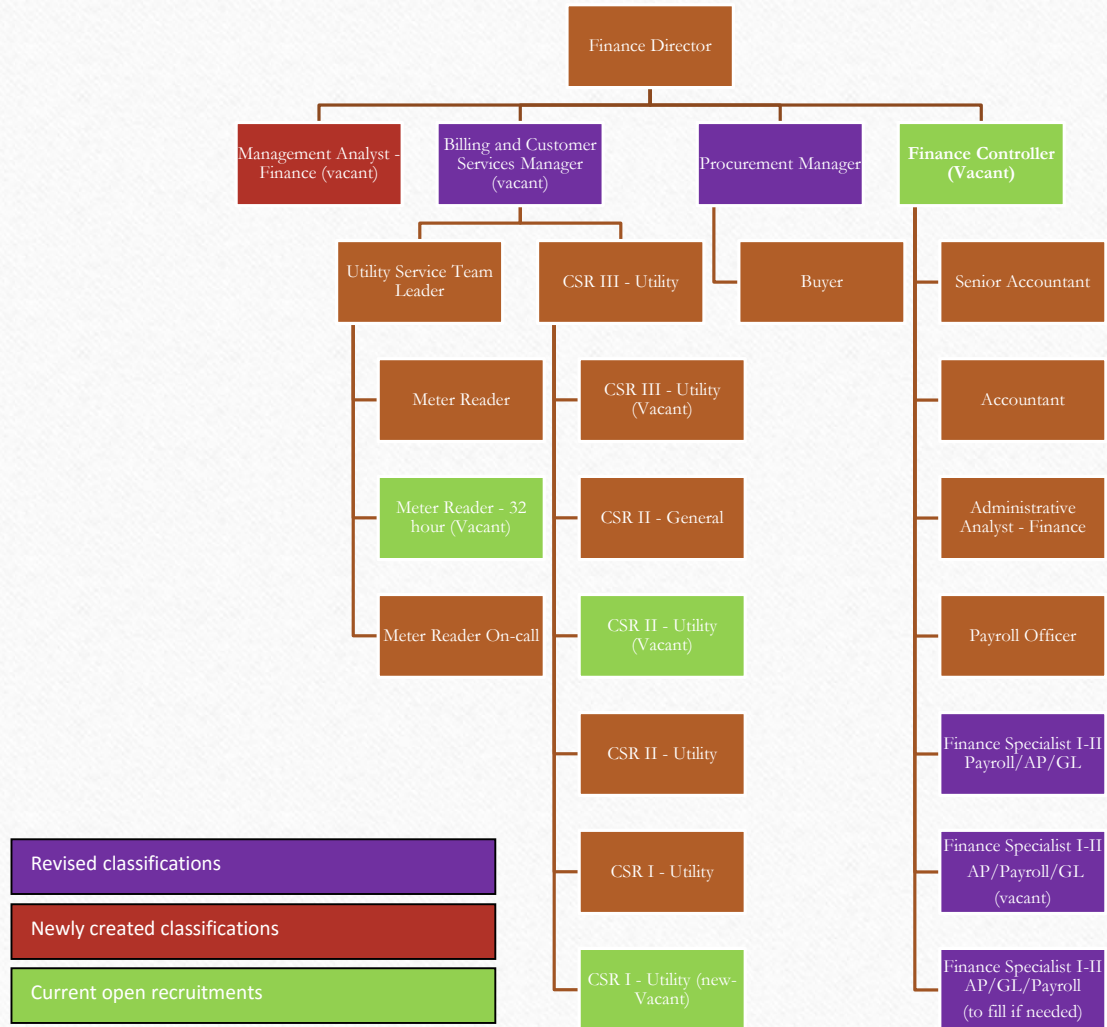
Key

Revised classifications
Newly created classifications
Current open recruitments



Key changes

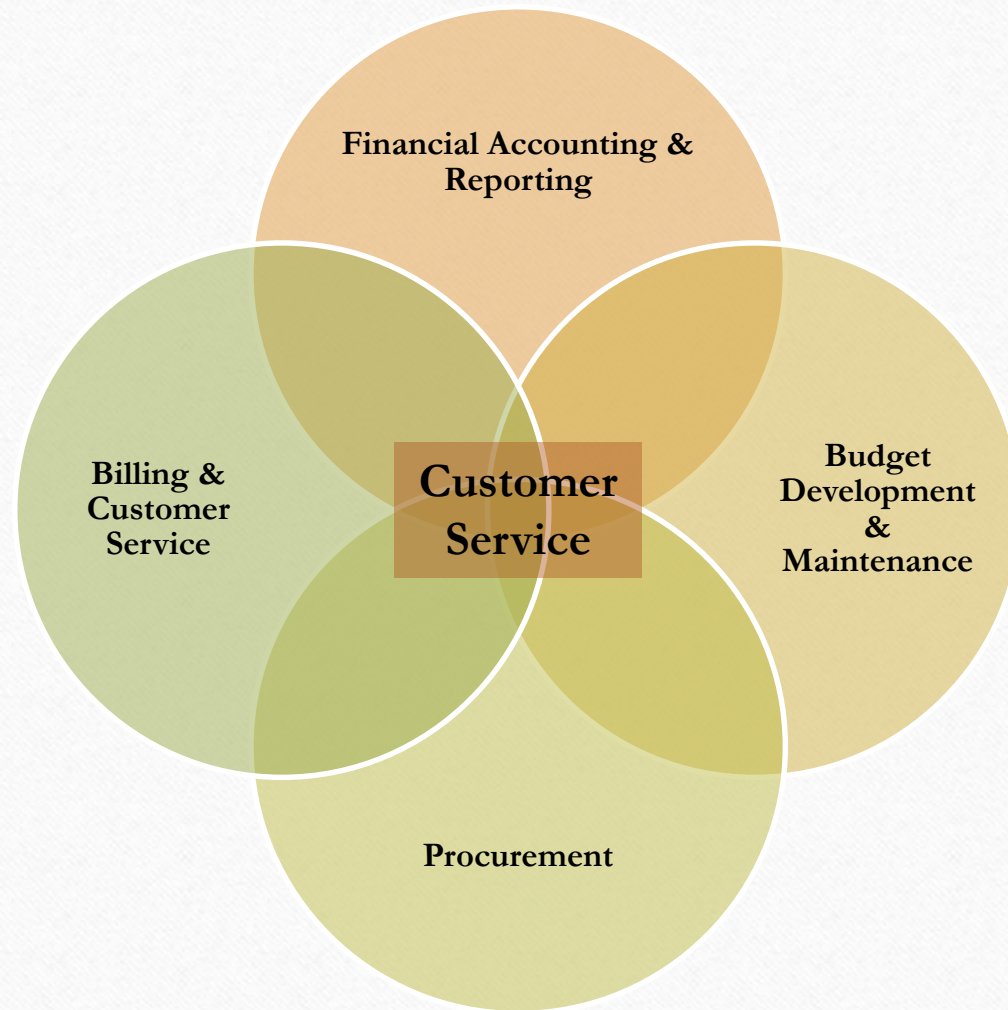
- **New classification:**
 - Management Analyst – Finance
 - Senior Accountant
- **Revised classifications:**
 - Billing and Customer Services Manager (formerly Revenue Manager)
 - Procurement Manager (formerly Purchasing Supervisor)
 - Financial Services Specialist I-II (formerly Accounting Assistant)



Effects of Restructuring

- Focus on internal recruitment
 - Budgetary savings up to \$7,000
- Maximizes personnel resources
- Supports planned effort to enhance service delivery
- Promotes cross-training and team member development
- Prepares resources for succession

Org Chart Re-envisioned



**AGENDA SUMMARY REPORT**

SUBJECT: AUTHORIZE CITY MANAGER TO APPLY FOR CALTRANS AERONAUTICS LOAN FOR THE PURCHASE AND INSTALLATION OF A 12,000 GALLON AVGAS TANK IN THE AMOUNT OF \$200,000

Summary: Staff would like to apply for a loan from Caltrans Aeronautics Local Airport Loan Program to fund the purchase and installation of the 12,000 gallon Avgas fuel tank. The use of these funds would assure the Airport fund balance will not be exhausted.

Background: Council approved the purchase of a 12,000 gallon Avgas self-service tank at the Regular Meeting of March 16, 2016. Please refer to Attachment #1 for agenda item 7c in the minutes. Staff has seen a need to increase the amount of Jet A fuel storage. Installation of a 12,000 USG Avgas self-serve tank will allow the current bulk storage tank to be used to stock 20,000 USG of Jet A increasing the total storage availability to 25,000 USG of jet A fuel. This will help the airport to keep up with the high demands of fuel sales during the fire season. This system will also make Avgas available 24-hours a day 7-days a week and will require less staff time to fuel aircraft throughout the day.

Discussion: Airport Staff has been working with the new finance team, due to the cost and number of upcoming and ongoing projects at the airport; finance staff has recommended that staff find additional funding sources to insure budget fluidity.

Staff has identified Caltrans Aeronautics Local Airport Loan Program. This program will allow the airport to receive a loan from the California Department of Transportation Division of Aeronautics; the current interest rate as of April 19, 2016, is 2.33% with no prepayment penalty. Staff would like to request a loan (Attachment #2) in the amount of \$200,000. A pay-back schedule is included in each Loan Agreement. Loans may be repaid early without penalty. Simple interest is charged on the outstanding balance of the loan's principal. The interest rate is based upon the State bond sale that occurs before the department prepares the loan agreement. The loan will be repaid using airport operating funds. Staff believes that with the upgraded fuel storage capacity, which should increase fuel sales, will allow the loan to be repaid early.

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.
\$200,000	Airport	77900000.80100.15042	Yes	COU No. 1617-094

RECOMMENDED ACTION(S): Authorize City Manager to apply for Caltrans Aeronautics loan for the purchase and installation of a 12,000 gallon Avgas tank in the amount of \$200,000.

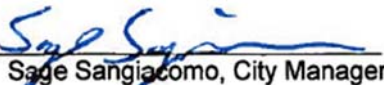
ALTERNATIVES: Do not approve and provide direction to staff.

Citizens advised: Airport Commission
Requested by: Greg Owen, Airport Manager
Prepared by: Mary Horger, Purchasing Supervisor and Greg Owen, Airport Manager
Coordinated with: Sage Sangiacomo, City Manager
Presenter: Greg Owen, Airport Manager
Attachments: 1. City Council Minutes of March 16, 2016
2. Loan Application

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, City Manager

**CITY OF UKIAH
CITY COUNCIL MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482**

**March 16, 2016
6:00 p.m.**

1. ROLL CALL

Ukiah City Council met at a Regular Meeting on March 16, 2016, having been legally noticed on March 11, 2016. Mayor Scalmanini called the meeting to order at 6:00 p.m. Roll was taken with the following **Councilmembers Present:** Douglas F. Crane, Maureen Mulheren, Kevin Doble, Vice Mayor Jim O. Brown, and Mayor Stephen G. Scalmanini. **Staff Present:** Sage Sangiacomo, City Manager; David Rapport, City Attorney; and Ashley Cocco, Deputy City Clerk.

MAYOR SCALMANINI PRESIDING.

2. PLEDGE OF ALLEGIANCE

3. PROCLAMATIONS/INTRODUCTIONS/PRESENTATIONS

4. PETITIONS AND COMMUNICATIONS

5. APPROVAL OF MINUTES

- a. Minutes of February 17, 2016, a Regular Meeting.
- b. Minutes of February 18, 2016, a Special Meeting.
- c. Minutes of March 2, 2016, a Regular Meeting.

Motion/Second: Mulheren/Brown to approve the minutes of February 17, 2016, a Regular Meeting; Minutes of February 18, 2016, a Special Meeting; and Minutes of March 2, 2016, a Regular Meeting. Motion **carried** by the following roll call votes: **AYES:** Crane, Mulheren, Doble, Brown, and Scalmanini. **NOES:** None. **ABSENT:** None. **ABSTAIN:** None.

6. RIGHT TO APPEAL DECISION

7. CONSENT CALENDAR

- a. Report of Disbursements for the Month of February – *Finance*.
- b. Notification to City Council for the Purchase of a Sullivan-Palatek Portable Air Compressor to Paco of Sacramento, California for the Water and Sewer Operations Department in the Amount of \$21,582.65 as Approved in the Capital Budget – *Public Works*.
- c. Approval of Purchase of a 12,000 USG Avgas Fuel System from Bryant Fuel Technologies in the Amount of \$149,694 – *Airport*.
- d. Report Purchase of California Conservation Corps Services in an Amount of \$16,000 for Work Performed at Grace Hudson Project – *Community Services*.
- e. Award of Bid for Purchase of Two Police Vehicles in the Amount of \$78,319.08 from Ukiah Ford, as Approved in the Capital Budget – *Police*.

- f. Award Purchase of One New 2016 Ford F-350-XI Standard Cab with Custom Scelzi Service Body to Towne Ford Sales in Redwood City for the Water and Sewer Operations Department in the Total Amount of \$45,943.17 as Approved in the Capital Budget – *Public Works*.

Motion/Second: Brown/Mulheren to approve Consent Calendar Item 7a-f, as submitted. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown and Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

8. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

Comments: J.R. Rose.

9. **COUNCIL REPORTS**

Presenter: Mayor Scalmanini.

10. **CITY MANAGER/CITY CLERK REPORTS**

Presenter: Sage Sangiacomo, City Manager and Sean White, Water and Sewer Director.

11. **PUBLIC HEARINGS – 6:15 P.M.**

- a. **Consideration of Resolution Amending City of Ukiah Community Development Block Grant (CDBG) Single-Family Housing Rehabilitation Guidelines, to Update Language Regarding Mobile and Manufactured Home Repairs and Replacements – *Administration*.**

Presenters: Shannon Riley, Senior Management Analyst and Craig Schlatter, Community Development Commission.

PUBLIC HEARING WAS OPENED AT 6:39 P.M.

Public Comment: *No public comment was received.*

PUBLIC HEARING WAS CLOSED AT 6:40 P.M.

Report was received.

Motion/Second: Crane/Doble to adopt a resolution (*Resolution 2016-16*) amending the City of Ukiah Community Development Block Grant (CDBG) Single-Family Housing Rehabilitation Guidelines to update language regarding mobile and manufactured home repairs and replacements and include revisions regarding conformance to applicable State building regulations. Motion **carried** by the following roll call votes: AYES: Crane, Mulheren, Doble, Brown, and Scalmanini. NOES: None. ABSENT: None. ABSTAIN: None.

12. **UNFINISHED BUSINESS**

- a. **Consideration and Discussion of Interest in Developing a Local Preference Purchasing Policy and Corresponding Ad Hoc Committee if Desired – *Administration*.**

Presenters: Shannon Riley, Senior Management Analyst and Mary Horger, Purchasing Supervisor.

Public Comment: Phil Baldwin.

Motion/Second: Doble/Mulheren to approve the creation of a Local Preference Policy Ad Hoc Committee and appoint Brown and Mulheren to serve on the Local Preference Policy Ad Hoc Committee. Motion **carried** by the following roll call votes: AYES: Mulheren, Doble, Brown, and

PLEASE PRINT OR TYPE AND COMPLETE ALL APPLICABLE ITEMS

PART I. AIRPORT INFORMATION

PUBLIC ENTITY City Of Ukiah	AIRPORT NAME Ukiah Municipal Airport	PERMIT NO.
CONTACT NAME Greg Owen	TITLE Airport Manager	FEDERAL PROJECT NO.
BUSINESS ADDRESS 1403 S. State St. Ukiah, CA 95482	BUSINESS PHONE 707-467-2855	

PART II. PROJECT INFORMATION

PROJECT DESCRIPTION	Attach Additional Sheets if Necessary	TOTAL COST	STATE LOAN	OTHER (<i>Identify</i>)
Purchase of 12,000 Gallon Service Avgas fuel tank		\$133,543.00	\$133,543.00	
Professional Design of Concrete Slab and Foundation.		\$11,340.00	\$11,340.00	
Infrastructure (Concrete, Electrical, and Phone)		\$45,000.00	\$45,000.00	
Instillation of tank		\$10,000.00	\$10,000.00	

PART III. REQUIRED SUPPORTING DOCUMENTS

Pursuant to Public Utilities Code Section 21602 and Chapter 5 of the CAAP Regulations, submit the following documents with this application:

- Local government approval (*resolution or minute order*) as described in Section 4072.1(a).
- Verification of full compliance with the California Environmental Quality Act (CEQA) by submitting information to fulfill either 1. or 2. below:
 - Copy of Notice of Exemption or provide the Categorical Exemption Class # 15301 (CEQA Guidelines Sections 15300-15333)
 - Copy of Notice of Determination or provide the following information:
 - Environmental Impact Report (Title/Date) _____ State Clearinghouse (SCH)# _____ or
 - Negative Declaration (Title/Date) _____ State Clearinghouse (SCH)# _____ or
 - National Environmental Policy Act (NEPA) document (Title/Date) _____
(NEPA documents-Environmental Impact Statement or Finding of No Significant Impact must comply with CEQA provisions)
- 11 x 17-inch Drawing or Airport Layout Plan showing project location(s) and dimensions.
- Completed CAAP Certification (Form DOA-0007), if not submitted to the Division of Aeronautics earlier for this fiscal year.
- Project Feasibility: (1) engineering; (2) economic (complete back of this form); (3) financial.

PART IV. AUTHORIZATION

AUTHORIZED OFFICIAL'S SIGNATURE	TITLE
PRINT NAME	DATE

SEND COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTS TO:

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF AERONAUTICS - MS #40
P.O. BOX 942874
SACRAMENTO, CA 94274-0001**

REVENUE GENERATING LOAN - APPLICATION

DOA-0020 (REV 01/2005)

(Back)

Checklist for Economic Feasibility

Revenue-Generating Loans

Public Entity City Of Ukiah

Airport Ukiah Municipal

A. Hangar Loan

Type & Number of Requested
hangars _____
(T-hangar, corporate, etc.)

Existing Hangars _____ Rental Rate(s) _____

Based Aircraft _____

Waiting List for Hangars?

☐ YES ☐ NO

Number on waiting
list _____

Deposit to be waiting on waiting list \$ _____

Estimated Costs: Hangar Construction \$ _____

Site Prep \$ _____

Other Construction/Preparation Costs \$ _____

Total Cost \$ _____

Proposed Monthly Rental Rate, per Hangar \$ _____

Proposed Future Increases in Rental Rate _____ (for example, 3% per year)

B. Other Revenue-Generating Loan

Project Description Add 12,000 Self Service Avgas tank. Allow the conversion of current system to 20,000 of Jet A.
(for fueling facilities include types of fuel to be sold)

Estimated Cost of Project \$ 200,000.00

Projected Future Increases in Monthly Net Income \$ 5,000.00
(or, differential income if this project affects an existing operation, e.g. the project replaces an existing fueling facility)

Projected Future Increases in Monthly Net Income \$ 5,000.00

☒ Check here if additional sheets are attached.

The Department may request more information if necessary to evaluate the project's economic feasibility.



ITEM NO.: 13e

MEETING DATE: September 7, 2016

AGENDA SUMMARY REPORT

SUBJECT: CONSIDERATION OF OPPORTUNITY TO PARTNER WITH UKIAH VALLEY MEDICAL CENTER ON AN OUTDOOR HOLIDAY ICE RINK

Summary: In celebration of their 60th anniversary, the Ukiah Valley Medical Center will be bringing an outdoor ice rink to Ukiah in December. The Council will consider the City's participation to extend the rink from three days to thirty days.

Discussion: The Ukiah Valley Medical Center (UVMC) is celebrating their 60th anniversary and plans to bring an outdoor ice skating rink to Ukiah in December. This is obviously a huge undertaking, and UVMC has inquired whether the City of Ukiah would be interested in partnering on this project in order to extend the rink from a three-day event to a thirty-day event.

The proposed location is on School Street in front of Alex Thomas Plaza. This site is ideal for its proximity to electrical access, parking, public restrooms, and the covered pavilion. Public Works, Public Safety, and the Electric Utility have evaluated this location and deemed it adequate.

Ukiah has never hosted an ice rink before and many families in the community have not experienced this type of activity. Furthermore, in the absence of "Small Town Christmas" and other promotions of the past, Ukiah lacks a holiday event or theme that unifies the various activities during the season. A month-long ice rink could serve as that centerpiece for the community.

Seasonal ice rinks can draw thousands of people to the area, providing entertainment and exercise for all ages. In addition to daily users, there may be opportunities for school field trips and other uses by community groups. During the holidays, when out-of-town shopping is at its highest, an ice rink would potentially draw people from as far away as the coast and neighboring counties, exposing them to Ukiah's historic downtown, and providing a significant boost to the local economy.

If Council authorizes this partnership, UVMC would be responsible for the first three days of operation and the City would assume operations for the rest of the month. The City's Community Services Department is well versed in coordinating this type of activity, which would require staffing, security, acquiring and managing sponsors, and general operation. Administration would be performed by existing team members. Seasonal staff and volunteers would be coordinated to assist with daily operations.

Continued on Page 2

RECOMMENDED ACTION(S): Approve partnership with Ukiah Valley Medical Center to bring a seasonal outdoor ice rink to downtown Ukiah for 30 days.

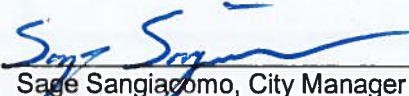
ALTERNATIVES: Provide alternate direction to staff.

Citizens advised: Neighbors of the proposed location
Requested by: Ukiah Valley Medical Center Marking Staff
Prepared by: Shannon Riley, Senior Management Analyst
Coordinated with: Kerry Randall, Facilities Administrator
Presenter: Shannon Riley, Senior Management Analyst
Attachment: None

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, City Manager

A seasonal ice rink would not be possible without the partnership of UVMC, and staff is appreciative of this request. The goal would be to recover all of the costs with sponsorships and admission fees, which, based on reviews of other similar ice rinks, is realistic. Preliminary conversations with key community members and potential sponsors indicates a high level of support for this event. Sponsorship packages would include advertising, complimentary tickets, and opportunities for private parties.

Internal team members have been consulted regarding the feasibility of this project and, if Council approves, support this partnership with UVMC. Staff is in the process of further evaluating the project and will provide additional details regarding the possible partnership at the Council meeting.

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



ITEM NO.: 13f

MEETING DATE: September 7, 2017

AGENDA SUMMARY REPORT

SUBJECT: APPROVE AND ADOPT RESOLUTION TO SUPPLEMENT NO. 1, AMENDING AND RESTATING THE NORTHERN CALIFORNIA POWER AGENCY (NCPA) JOINT POWERS AGREEMENT, ADDING THE CITY OF SHASTA LAKE AS A PARTY (EUD)

Summary: Council will consider adopting a resolution approving Supplement No. 1, Amended and Restated Northern California Power Agency (NCPA) Joint Powers Agreement, adding the City of Shasta Lake as a Party to NCPA.

Background: With the ultimate goal of strengthening joint action and lowering costs for members, the NCPA has actively pursued new members and solicited the contracting of NCPA services to non-members. As a result, on April 25, 2016, the City of Shasta Lake ("CSL") submitted an application for membership with the NCPA. Since that time, NCPA staff has carefully evaluated the application, found CSL's goals consistent with those of NCPA and its members, and reviewed public information assuring compliance with NCPA's New Member Policy. NCPA policy also requires that a potential member has financial strength, and NCPA's analysis of the City's Electric Enterprise found it financially sound generating no concerns that would prevent their acceptance as an NCPA member. Their rates are competitive, and a multi-year rate increase is ongoing indicating future financial stability.

Based upon the findings detailed above, on June 23, 2016, NCPA staff recommended that the NCPA Commission adopt a resolution recommending all NCPA members take action to approve and execute the amendment to the NCPA Joint Powers Agreement ("JPA"), adding CSL as a Party to the NCPA. Following staff's recommendation, the NCPA Commission voted in favor of recommending that all NCPA members take action to approve and execute the amendments to the JPA. Only one NCPA member opposed this action.

Continued on Page 2

RECOMMENDED ACTION(S): Adopt a resolution approving Supplement No. 1, Amended and Restated Northern California Power Agency Joint Powers Agreement, adding the City of Shasta Lake as a Party to NCPA and authorizing the City Manager to execute the agreement on the City's behalf (EUD).

ALTERNATIVES: The Council could choose to not approve the agreement, and not to allow the City of Shasta Lake membership with the NCPA. Staff does not recommend this alternative as it would not lower the City's cost or broaden the City's and NCPA's influence regarding regulatory policies and oversight for electric utilities.

Citizens advised: N/A
Requested by: Mel Grandi, Electric Utility Director
Prepared by: Diann Lucchetti, Electric Utility Program Coordinator and Mel Grandi, Electric Utility Director
Coordinated with: David Rapport, City Attorney
Presenter: Mel Grandi, Electric Utility Director
Attachment: 1) Resolution Approving Supplement No. 1, NCPA Joint Powers Agreement

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, City Manager

Discussion: The City of Shasta Lake is a relatively small City located north of the City of Redding in Shasta County. CSL's electric department was established in 1993 and currently serves roughly 4,500 customers, of which roughly 4,100 are residential. The historical peak demand is 33.7 megawatts and was measured on July 28, 2009, at 6:00 p.m. Annual retail sales for calendar year 2015 reached 187.2 gigawatt-hours.

The approval of the CSL's membership in NCPA requires approval of Supplement No. 1, Amended and Restated Northern California Power Agency Joint Powers Agreement ("Agreement"), adding CSL as a Party (Attachment #1, Exhibit A). NCPA is not itself a signatory to the JPA, but rather new members must be unanimously approved by each of the governing boards of all existing NCPA members as well as by CSL. If one or more governing bodies fail to approve or does not approve of the amended JPA, CSL will not be allowed membership with the NCPA.

Should CSL be approved as a NCPA member, CSL's estimated fees are \$128,864 for FY 2016-17 Legislative and Regulatory ("L&R") Affairs budget and \$28,978 toward the JPA fee. With the addition of the CSL, the overall effect for existing members is reduced JPA fees and reduced L&R program costs. Therefore, CSL's payment is estimated to reduce all other NCPA member payments as shown in the table below.

NCPA Member	Approved FY17 Budget	Recalculated with Shasta Lake	Net Effect of Shasta Lake
Alameda	\$188,527.00	\$180,942.00	-\$7,585.00
BART	\$67,287.00	\$67,100.00	-\$187.00
Biggs	\$76,746.00	\$71,127.00	-\$5,619.00
Gridley	\$89,395.00	\$83,542.00	-\$5,853.00
Healdsburg	\$93,193.00	\$87,294.00	-\$5,899.00
Lodi	\$200,118.00	\$192,367.00	-\$7,751.00
Lompoc	\$110,675.00	\$104,473.00	-\$6,202.00
Palo Alto	\$565,108.00	\$550,462.00	-\$14,646.00
Plumas-Sierra	\$144,202.00	\$137,347.00	-\$6,855.00
Port of Oakland	\$99,904.00	\$93,871.00	-\$6,033.00
Redding	\$437,111.00	\$424,885.00	-\$12,226.00
Roseville	\$492,006.00	\$479,017.00	-\$12,989.00
Santa Clara	\$1,154,769.00	\$1,130,154.00	-\$24,615.00
Shasta Lake	\$0.00	\$128,863.00	\$128,863.00
Truckee Donner	\$115,652.00	\$109,348.00	-\$6,304.00
Ukiah	\$104,592.00	\$98,493.00	-\$6,099.00

Should the Council approve the proposed resolution (Attachment #1), it would be inviting CSL to participate in NCPA L&R Committee and Commission as a voting member after gaining formal approval by all NCPA's current members and CSL. As a small, publicly owned utility, CSL is aligned with the needs of Ukiah and could become a partner in influencing the regulatory environment of electric utilities.

FISCAL IMPACT: As noted above, the forecasted fiscal impact for the City of Ukiah is an estimated annual cost reduction of -\$6,099. Should CSL participate in other NCPA programs alongside Ukiah, further cost reductions could be gained.

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 ☒	COU No. 1314-224

RESOLUTION NO. 2016-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH APPROVING SUPPLEMENT NO. 1, AMENDED AND RESTATED NORTHERN CALIFORNIA POWER AGENCY JOINT POWERS AGREEMENT, ADDING THE CITY OF SHASTA LAKE AS A PARTY TO NCPA AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON THE CITY'S BEHALF

WHEREAS, the City of Ukiah is a signatory member of the Northern California Power Agency ("NCPA") Joint Powers Agreement; and,

WHEREAS, NCPA's Strategic Plan highlights the importance of using the human and physical resources of the Agency to recruit new members and to provide services to non-agency members; and

WHEREAS, NCPA's recruitment of new members and offering of NCPA services to non-members provides the potential to reduce the City of Ukiah's cost to provide electric service; and,

WHEREAS, The City of Shasta Lake, California submitted an application for NCPA membership that complies with the Minimum Screening Criteria of NCPA's New Member Policy; and

WHEREAS, The NCPA Commission on June 23, 2016, recommended that all current governing bodies of NCPA members take action to approve the Supplement No.1, Amended and Restated Northern California Power Agency Joint Powers Agreement, adding the City of Shasta Lake, as a Party to NCPA; and

WHEREAS, If unanimously approved for membership by all NCPA member governing boards and by the City of Shasta Lake, the City of Shasta Lake would then become a member of the NCPA Legislative and Regulatory Affairs Program, and potentially participation in other NCPA projects and programs; and

WHEREAS, under section 15378(b)(2) of the California Environmental Quality Act, continued administrative actions do not qualify as a "Project" and therefore, no further CEQA or environmental review is required.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Ukiah hereby approves of Supplement No. 1, Amended and Restated Northern California Power Agency Joint Powers Agreement, adding the City of Shasta Lake as a Party to NCPA (Exhibit A) and authorizes the City Manager to execute the agreement on the City's behalf.

PASSED, APPROVED AND ADOPTED, this 7th day of September 2016, by the following Roll Call Vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Stephen G. Scalmanini, Mayor

Kristine Lawler, City Clerk

**SUPPLEMENT NO. 1 TO
AMENDED AND RESTATED NORTHERN CALIFORNIA POWER AGENCY
JOINT POWERS AGREEMENT,
ADDING CITY OF SHASTA LAKE AS A PARTY**

This Supplement No. 1 to Joint Powers Agreement (“this Agreement”) dated _____, by and among the parties signatory to it (“Parties”),

W I T N E S S E T H:

WHEREAS, all of the Parties, except the City of Shasta Lake (“Shasta Lake”) are also parties to that joint powers agreement first made the 19th day of July, 1968, and amended and restated as of January 1, 2008 (“the Joint Powers Agreement”); and

WHEREAS, the Joint Powers Agreement created the Northern California Power Agency (“NCPA”) pursuant to the Joint Exercise of Powers Act (Section 6500 *et seq.* of the Government Code of the State of California) as a separate public agency and legal entity existing apart from its members; and

WHEREAS, all Parties except Shasta Lake are signatory to the Joint Powers Agreement and are thereby members or associate members of NCPA; and

WHEREAS, Shasta Lake is a California general law city, is a public agency of the State of California eligible to enter into joint powers agreements pursuant to the Joint Exercise of Powers Act, is entitled to be a preference purchaser of electric service from the Central Valley Project of the United States, and has powers equivalent to those of the other members of NCPA

so far as is relevant to the powers of NCPA and it is therefore eligible for membership in NCPA pursuant to the Joint Powers Agreement; and

WHEREAS, Shasta Lake and each of the other Parties desire that Shasta Lake shall become a party to the Joint Powers Agreement and a member of NCPA on the same basis as each of the other NCPA members; and

WHEREAS, concurrently with its execution of this Agreement Shasta Lake has also executed the NCPA Legislative and Regulatory Affairs Program Agreement, dated as of July 1, 2001, indicating its agreement to participate in the NCPA Legislative and Regulatory Affairs Program on terms consistent with those applicable to other NCPA members, contingent upon its membership in NCPA.

NOW, THEREFORE, the Parties, including Shasta Lake, agree as follows:

Section 1. On and after the effective date of this Agreement, the City of Shasta Lake shall be a member of NCPA and a party to the Joint Powers Agreement, and shall have the same rights, powers, and privileges and immunities, duties, and obligations as any other member of NCPA.

Section 2. Shasta Lake shall not be liable for any share of the organization, planning, or other costs of NCPA incurred prior to the effective date of this Agreement, and shall not by force of this Agreement become a party to any other agreement or instrumentality of NCPA entered into or created prior to the effective date of this Agreement, except with its consent and the consent of all other NCPA members and associate members who are parties to such agreement or instrumentality evidenced separately from this Agreement.

Section 3. This Agreement shall take effect on the first day of the calendar month following the complete execution of this Agreement by all Parties.

Section 4. This Agreement may be executed in counterparts by the Parties to it.

CITY OF ALAMEDA

By: _____

Its: _____

Date _____

CITY OF HEALDSBURG

By: _____

Its: _____

Date _____

CITY OF LODI

By: _____

Its: _____

Date _____

CITY OF LOMPOC

By: _____

Its: _____

Date _____

CITY OF UKIAH

By: _____

Its: _____

Date _____

CITY OF BIGGS

By: _____

Its: _____

Date _____

CITY OF ROSEVILLE

By: _____

Its: _____

Date _____

CITY OF SANTA CLARA

By: _____

Its: _____

Date _____

CITY OF PALO ALTO

By: _____

Its: _____

Date _____

**PLUMAS-SIERRA RURAL ELECTRIC
COOPERATIVE**

By: _____

Its: _____

Date _____

CITY OF REDDING

By: _____
Its: _____

Date _____

CITY OF GRIDLEY

By: _____
Its: _____

Date _____

**SAN FRANCISCO BAY AREA RAPID
TRANSIT DISTRICT**

By: _____
Its: _____

Date _____

**TRUCKEE DONNER PUBLIC UTILITY
DISTRICT**

By: _____
Its: _____

Date _____

PORT OF OAKLAND

By: _____
Its: _____

Date _____

CITY OF SHASTA LAKE

By: _____
Its: _____

Date _____

2663668.2