



UKIAH VALLEY FIRE DISTRICT

AGENDA

(to be held both at the physical and virtual locations below)

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

To participate, go to the following link: <https://us06web.zoom.us/j/97717635120>

To view the meeting (without participating) go to: <http://www.cityofukiah.com/meetings/>

Or call in using your telephone only:

- Toll-free 1-669-444-9171
- Enter the Access Code: 977 1763 5120
- Raise hand: enter *9
- To Speak after being recognized: enter *6 to unmute yourself

**June 13, 2023
6:00 PM**

1. **CALL TO ORDER AND ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF MINUTES**

3.a. Approval of the Minutes of April 11, 2023, a Regular Meeting

Recommended Action: Approve the Minutes of April 11, 2023, a Regular Meeting

Attachments:

1. April 11, 2023, Regular Meeting Minutes

4. **CHIEFS REPORTS**

5. **DIRECTOR'S REPORT**

6. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

If you wish to speak on a matter that is not on this agenda that is within the subject matter jurisdiction of the Ukiah Valley Fire District Board, you may do so at this time. Please limit your comments to 3 minutes per person and a total of 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.

7. **NEW BUSINESS - DISCUSSION/ACTION**

7.a. Discussion and Adoption of the Fiscal Year 2023-24 Budget for Ukiah Valley Fire District/Fire Authority

Recommended Action: Adopt the Fiscal Year 2023-24 Budget for Ukiah Valley Fire District/Fire Authority

Attachments:

1. 2023-24 UVFD Preliminary Budget

- 7.b. Adoption of Resolution 2023- Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County to Remove Jenifer Bazzani and Robert Banks and add Kevin Jennings.

Recommended Action: Adopt Resolution 2023- Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County to Remove Jenifer Bazzani and Robert Banks and Add Kevin Jennings.

Attachments:

1. Resolution 2023- Amending Signature List for the Disbursement of Funds by the Savings Bank of Mendocino County

- 7.c. Approval for the Title Change of Policy 1024 Respect in the Workplace to Policy 1024 Prohibited Harassment and Add in Policy 5014 Sexual Harassment.

Recommended Action: Approve the Title Change of Policy 1024 Respect in the Workplace to Policy 1024 Prohibited Harassment and Add in Policy 5014 Sexual Harassment.

Attachments:

1. ATTACHMENT -1 Current Policy 5014 Sexual Harassment
2. ATTACHMENT-2 Current Policy 1024 Respect in the Workplace
3. ATTACHMENT 3 Revised Policy 1024 Prohibited Harassment

- 7.d. Consideration of Approval of the Purchase of a Command/Chief Vehicle and corresponding Budget Amendment of an additional \$25,000, bringing the total budget for the vehicle to \$100,000.

Recommended Action: Approve the purchase of one Command/Chief vehicle in the amount of \$75,000 to \$88,000 and the corresponding budget amendment in the amount of \$25,000 for the Ukiah Valley Fire Authority (UVFA).

Attachments:

1. Porterville Ford Window Sticker
2. Porterville Ford Bid

- 7.e. Consideration and Possible Approval of One (1) 2023 Type 3 Ambulance from Braun Northwest.

Recommended Action: Approve the purchase of one (1) 2023 Type 3 ambulance from Braun Northwest in the amount of \$207,275.33

Attachments:

1. Proposal

8. ADJOURNMENT

Please be advised that the Ukiah Valley Fire District complies with ADA requirements and 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. Materials related to an item on this Agenda submitted to the Ukiah Valley Fire District after distribution of the Agenda Packet are available for public inspection at the front counter at the Ukiah Valley Fire District Office, 1500 South State Street, Ukiah, CA 95482, during normal business hours Monday through Friday, 8:00 am to 4:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following location: Ukiah Valley Fire District Office - 1500 South State Street; and 300 Seminary Avenue Ukiah, California; and online not less than 72 hours prior to the meeting set forth on this agenda.

Stephanie Abba, Clerk of the Board

Dated: June 10, 2023



UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

PETER BUSHBY –MICHAEL GRAHAM – KEVIN JENNINGS – JEFF ADAIR – DAVID B. HAAS

REGULAR MEETING MINUTES

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

Zoom Link <https://us06web.zoom.us/j/97717635120>

April 11, 2023
6:00 P.M.

1. **CALL TO ORDER**

2. **ROLL CALL** and **PLEDGE OF ALLEGIANCE**

The Ukiah Valley Fire District Board of Directors met on April 11, 2023, having been legally noticed on April 7, 2023. President Haas called the meeting to order at 6:06 P.M. with the following **Directors Present:** Michael Graham, Kevin Jennings, and David Haas **Directors Absent:** Peter Bushby **Staff Present:** Douglas Hutchison, Fire Chief, Eric Singleton, Battalion Chief, and Stephanie Abba, Clerk of the Board.

The Pledge of Allegiance was led by Jeff Adair

3. **ANNOUNCEMENTS**

None

4. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

No public comment

5. **APPROVAL OF MINUTES**

a. Approval of the Minutes of February 14, 2023, a Regular Meeting

Motion/Second: Graham/Jennings to approve Minutes of February 14, 2023, as submitted. Motion **carried** by the following roll call votes: AYES: Graham, Jennings, and Haas. NOES: None. ABSENT: Bushby. ABSTAIN: None.

6. **UNFINISHED BUSINESS**

No Unfinished Business was agendized

7. **NEW BUSINESS**

a. **Appointment of a New Member to the Ukiah Valley Fire District Board.**

Presenter: Doug Hutchison, Fire Chief

Motion/Second: Jennings/Graham appoint Jeff Adair as the new member of the Ukiah Valley Fire District Board. Motion **carried** by the following roll call votes AYES: Graham, Jennings, and Haas. NOES: None. ABSENT: Bushby. ABSTAIN: None.

b. Adopt Resolution 2023- Requesting the Board of Supervisors for the County of Mendocino to Continue the Implementation of Fire Protection Mitigation Fees for the Ukiah Valley Fire District.

Presenter: Doug Hutchison, Fire Chief

Motion/Second: Jennings/Graham to adopt Resolution 2023- Requesting the Board of Supervisors for the County of Mendocino to Continue the Implementation of Fire Protection Mitigation Fees for the Ukiah Valley Fire District. Motion **carried** by the following roll call votes AYES: Graham, Jennings, Adair, and Haas. NOES: None. ABSENT: Bushby. ABSTAIN: None.

c. Discussion and Approval to make Changes to the Ukiah Valley Fire District Policies, 1002, 1003, 1006, 101, and 1011.

Presenter: Stephanie Abba, Clerk of the Board

Motion/Second: Adair/Graham to make changes to Ukiah Valley Fire District Policies 1002, 1003, 1006, 1010, and 1011 as submitted. Motion **carried** by the following roll call votes AYES: Graham, Jennings, Adair, and Haas. NOES: None. ABSENT: Bushby. ABSTAIN: None.

8. COMMUNICATIONS RECEIVED

No communications received

9. DIRECTOR'S REPORT

No report received

10. CHIEF'S REPORT

Report Received from Chief Hutchison

11. CLOSED SESSION

No Closed Session

12. ADJOURNMENT

There being no further business, the meeting adjourned at 6:36 p.m.

David B. Haas, Board President

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Discussion and Adoption of the Fiscal Year 2023-24 Budget for Ukiah Valley Fire District/Fire Authority

DEPARTMENT:	<u>Fire</u>	PREPARED BY:	<u>Dan Buffalo, Finance Director</u>
		PRESENTER:	<u>Dan Buffalo, Finance Director</u>

ATTACHMENTS:
1. 2023-24 UVFD Preliminary Budget

Summary:

Background:

Discussion:

Recommended Action:	<u>Adopt the Fiscal Year 2023-24 Budget for Ukiah Valley Fire District/Fire Authority</u>
BUDGET AMENDMENT REQUIRED:	<u></u>
CURRENT BUDGET AMOUNT:	<u></u>
PROPOSED BUDGET AMOUNT:	<u></u>
FINANCING SOURCE:	<u></u>
PREVIOUS CONTRACT/PURCHASE ORDER NO.:	<u></u>
COORDINATED WITH:	<u></u>

Approved: Doug Hutchison, Fire Chief

TOTAL DISTRICT BUDGET



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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget - UKIAH VALLEY FIRE PROTECTION DISTRICT

FOR PERIOD 99

41 TAXES & FRANCHISES	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
41 41 TAXES & FRANCHISES						
41110 SECURED PROPERTY	-355,000.00	-365,000.00	-388,753.00	-388,753.00	-388,753.00	.00
41120 UNSECURED PROPER	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	.00
41130 SUPPLEMENTAL PRO	-5,000.00	-3,000.00	.00	.00	.00	.00
41230 PROP. 172 PUBLIC	-111,392.00	-50,606.00	-105,000.00	-105,000.00	-105,000.00	.00
41451 MEASURE B SPECIA	-166,000.00	-270,000.00	-295,000.00	-305,655.00	-305,655.00	.00
41452 SPECIAL PROPERTY	-612,000.00	-1,435,000.00	-1,538,375.00	-1,538,375.00	-1,538,375.00	.00
41453 EMERGENCY RESPON	.00	.00	.00	.00	.00	.00
43130 HOME OWNERS PROP	-3,000.00	-3,000.00	-3,000.00	-3,000.00	-3,000.00	.00
41 TAXES & FRANCHISES	-1,262,392.00	-2,136,606.00	-2,340,128.00	-2,350,783.00	-2,350,783.00	.00
42 42 LICENSES & PERMITS						
42250 RED TAG FINES	.00	.00	.00	.00	.00	.00
42524 OPERATIONAL PERM	.00	.00	.00	.00	.00	.00
42 LICENSES & PERMITS	.00	.00	.00	.00	.00	.00
43 43 GRANTS						
43190 STATE OTHER	.00	.00	.00	.00	.00	.00
43209 GRANTS	.00	.00	.00	.00	.00	.00
43290 FEDERAL	.00	.00	.00	.00	.00	.00
43 GRANTS	.00	.00	.00	.00	.00	.00
44 44 CHARGES FOR SERVICE						

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

44 CHARGES FOR SERVICE	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
44170 PLAN CHECK FEES	-178,000.00	-165,000.00	-202,000.00	-306,013.00	-306,013.00	.00
44521 SALE OF FIRE REP	-49.00	-100.00	-100.00	-100.00	-100.00	.00
44540 FIRE PREVENTION	.00	-30,000.00	.00	.00	.00	.00
44542 INSPECTIONS	.00	-50,000.00	.00	.00	.00	.00
44543 STATE INSPECTION	.00	-60,000.00	.00	.00	.00	.00
44544 RE-INSPECTION	.00	-7,000.00	.00	.00	.00	.00
44550 FIRE TRAINING RE	.00	.00	.00	.00	.00	.00
44560 OES RESPONSE REI	-20,000.00	-30,000.00	-60,000.00	-60,000.00	-60,000.00	.00
44830 REIMBURSABLE JOB	-28,283.83	.00	-25,200.00	-25,200.00	-25,200.00	.00
44 CHARGES FOR SERVICE	-226,332.83	-342,100.00	-287,300.00	-391,313.00	-391,313.00	.00
45 45 INTERGOVERNMENTAL						
41454 2020 MEASURE D&E	.00	-35,000.00	-33,793.00	-33,793.00	-33,793.00	.00
41455 CANNABIS TAX	.00	-34,918.00	.00	.00	.00	.00
45105 COUNTY MEAS P (2	.00	.00	-547,371.00	-547,371.00	-547,371.00	.00
45 INTERGOVERNMENTAL	.00	-69,918.00	-581,164.00	-581,164.00	-581,164.00	.00
46 46 RENTS & LEASES						
46210 LAND RENTAL	.00	.00	.00	.00	.00	.00
46 RENTS & LEASES	.00	.00	.00	.00	.00	.00
47 47 CONTRIBUTIONS						
47110 CONTRIBUTIONS &	.00	-45,000.00	.00	.00	.00	.00
59105 CONTRIBUTIONS TO	1,667,737.00	1,819,241.00	2,731,000.00	2,813,169.00	2,813,169.00	.00
47 CONTRIBUTIONS	1,667,737.00	1,774,241.00	2,731,000.00	2,813,169.00	2,813,169.00	.00
48 48 OTHER						

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

48 OTHER	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
44522 SALES OF SURPLUS	.00	.00	.00	.00	.00	.00
48110 MISCELLANEOUS RE	-6,500.00	-7,000.00	.00	.00	.00	.00
48150 CASH OVER/SHORT	.00	.00	.00	.00	.00	.00
48 OTHER	-6,500.00	-7,000.00	.00	.00	.00	.00
49 49 INTEREST EARNINGS						
46110 INTEREST ON INVE	-7,602.00	-2,300.00	-200.00	.00	.00	.00
49 INTEREST EARNINGS	-7,602.00	-2,300.00	-200.00	.00	.00	.00
51 51 PERSONNEL						
51110 REGULAR SALARIES	.00	.00	.00	.00	.00	.00
51120 NON-REGULAR SALA	.00	.00	.00	.00	.00	.00
51130 OVERTIME SALARIE	.00	.00	.00	.00	.00	.00
51140 STAND-BY SALARIE	.00	.00	.00	.00	.00	.00
51150 COMPENSATED ABSE	.00	.00	.00	.00	.00	.00
51210 RETIREMENT (PERS	.00	.00	.00	.00	.00	.00
51211 PERS UNFUNDED LI	170,325.00	189,948.00	189,948.00	189,948.00	99,888.00	.00
51220 INSURANCE	.00	.00	.00	.00	.00	.00
51230 WORKERS COMP	.00	.00	.00	.00	.00	.00
51240 MEDICARE	.00	.00	.00	.00	.00	.00
51250 UNEMPLOYMENT	.00	.00	.00	.00	.00	.00
51260 FICA	.00	.00	.00	.00	.00	.00
51265 UVFD SDI	.00	.00	.00	.00	.00	.00

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

51 PERSONNEL	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
51270 UNIFORM ALLOWANC	.00	.00	.00	.00	.00	.00
51290 CELL PHONE STIPE	.00	.00	.00	.00	.00	.00
52152 POST-EMPLOYMENT	.00	.00	.00	.00	.00	.00
52533 UVFA RETIREE HEA	.00	1,800.00	1,356.00	.00	.00	.00
51 PERSONNEL	170,325.00	191,748.00	191,304.00	189,948.00	99,888.00	.00
52 52 OTHER OPERATING						
52100 CONTRACTUAL SERV	20,000.00	56,370.57	9,045.00	9,275.00	9,275.00	.00
52111 DEFIBRILLATOR MA	.00	.00	.00	.00	.00	.00
52150 LEGAL SERVICES/E	.00	.00	.00	.00	.00	.00
52154 ELECTION EXPENSE	.00	2,000.00	.00	.00	.00	.00
52180 SECURITY SERVICE	.00	.00	.00	.00	.00	.00
52181 VOLUNTEER EXPENS	.00	.00	.00	.00	.00	.00
52301 PROPERTY TAX ADM	3,727.75	.00	8,000.00	8,000.00	8,000.00	.00
52304 LAFCO FEES AND P	9,272.25	4,501.55	4,600.00	4,600.00	4,600.00	.00
52521 LIABILITY INSURA	.00	.00	.00	.00	.00	.00
52600 RENT	.00	.00	.00	.00	.00	.00
54100 SUPPLIES	20,603.00	.00	.00	.00	.00	.00
54101 POSTAGE	.00	.00	.00	.00	.00	.00
54102 SMALL TOOLS	.00	.00	.00	.00	.00	.00
54106 SPECIALTY SUPPLI	.00	.00	.00	.00	.00	.00
54107 EMS SUPPLIES	.00	.00	.00	.00	.00	.00
54161 BACKGROUND & PHY	.00	.00	.00	.00	.00	.00

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

52 OTHER OPERATING	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
54167 EMPLOYEE DEVELOP	.00	.00	.00	.00	.00	.00
54320 SOFTWARE	.00	.00	.00	.00	.00	.00
54330 COMPUTER AND TEC	.00	.00	.00	.00	.00	.00
54500 EQUIP RENTS AND	.00	.00	.00	.00	.00	.00
55100 TELEPHONE	.00	.00	.00	.00	.00	.00
55200 PG&E	.00	.00	.00	.00	.00	.00
55210 UTILITIES	.00	.00	.00	.00	.00	.00
56120 EQUIPMENT MAINT	.00	.00	.00	.00	.00	.00
56130 EXTERNAL SERVICE	.00	.00	.00	.00	.00	.00
56210 FUEL & FLUIDS	.00	.00	.00	.00	.00	.00
56300 BUILDING MAINT.	.00	.00	.00	.00	.00	.00
57100 LEARNING AND DEV	3,283.83	.00	.00	.00	.00	.00
57300 MEMBERSHIPS & SU	.00	.00	.00	.00	.00	.00
59100 PROPERTY TAXES P	.00	.00	.00	.00	.00	.00
59101 FEES	.00	15,802.88	42,000.00	42,000.00	42,000.00	.00
59400 OTHER EXPENSES	.00	.00	.00	.00	.00	.00
94200 GASB 68 PENSION	.00	.00	.00	.00	.00	.00
94402 ACCRUALS AND OTH	.00	.00	.00	.00	.00	.00
52 OTHER OPERATING	56,886.83	78,675.00	63,645.00	63,875.00	63,875.00	.00
60 60 INTERNAL SERVICE USE						
61000 INTERNAL SERVICE	.00	.00	.00	.00	.00	.00
61200 PURCHASING ALLOC	.00	1,013.00	.00	.00	.00	.00

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

60 INTERNAL SERVICE USE	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
61300 BILLING & COLLEC	1,307.00	858.00	.00	.00	.00	.00
61420 BUILDING MAINTEN	.00	.00	.00	.00	.00	.00
61422 IT ALLOCATION	.00	.00	.00	.00	.00	.00
61425 ALLOCATED UTILIT	.00	.00	.00	.00	.00	.00
61500 INSURANCE ALLOCA	132.00	164.00	182.00	.00	.00	.00
61600 GARAGE ALLOCATIO	.00	.00	.00	.00	.00	.00
61700 DISPATCH	.00	.00	.00	.00	.00	.00
60 INTERNAL SERVICE US	1,439.00	2,035.00	182.00	.00	.00	.00
62 62 ADMIN AND OVERHEAD						
62100 ADMIN & OVERHEAD	4,041.00	2,656.00	2,789.00	2,752.00	2,752.00	.00
62101 ADMIN & OVERHEAD	.00	.00	.00	.00	.00	.00
62 ADMIN AND OVERHEAD	4,041.00	2,656.00	2,789.00	2,752.00	2,752.00	.00
70 70 DEBT SERVICE						
70101 LOAN PAYMENTS MA	15,583.50	.00	.00	.00	.00	.00
70102 BOND INTEREST EX	.00	.00	.00	.00	.00	.00
70103 LOAN INTEREST	16,009.53	10,196.36	7,407.00	7,294.10	7,294.10	.00
70201 LOAN PRINCIPAL P	11,195.05	261,407.00	22,194.99	22,306.32	22,306.32	.00
74500 CAPITAL LEASE PR	44,602.84	46,152.05	46,152.05	46,152.05	46,152.05	.00
74501 CAPITAL LEASE IN	6,977.17	5,326.96	5,326.96	5,326.96	5,326.96	.00
79000 INTERFUND LOAN P	.00	.00	.00	.00	.00	.00
70 DEBT SERVICE	94,368.09	323,082.37	81,081.00	81,079.43	81,079.43	.00
80 80 CAPITAL OUTLAY						

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

80 CAPITAL OUTLAY	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
80100 MACHINERY & EQUI	100,897.00	107,546.00	25,000.00	50,000.00	50,000.00	.00
80220 BUILDING IMPROVE	.00	.00	.00	.00	.00	.00
80 CAPITAL OUTLAY	100,897.00	107,546.00	25,000.00	50,000.00	50,000.00	.00
82 82 OTHER SOURCES						
90100 LOAN PROCEEDS	-458,915.00	-255,250.00	.00	.00	.00	.00
82 OTHER SOURCES	-458,915.00	-255,250.00	.00	.00	.00	.00
83 83 OTHER USES						
93000 RESERVE FOR ENCU	.00	.00	.00	.00	.00	.00
83 OTHER USES	.00	.00	.00	.00	.00	.00
T T TRANSFERS						
95916 TRANSFER TO FUND	.00	.00	.00	.00	.00	.00
T TRANSFERS	.00	.00	.00	.00	.00	.00
TI TI TRANSFERS IN						
91915 TRANSFER IN FROM	.00	.00	.00	.00	.00	.00
91916 TRANSFER IN FROM	-225,000.00	.00	.00	.00	.00	.00
91919 TRANSFER IN	.00	.00	.00	.00	.00	.00
TI TRANSFERS IN	-225,000.00	.00	.00	.00	.00	.00
TO TO TRANSFERS OUT						
95000 TRANSFERS OUT	.00	.00	.00	.00	.00	.00
95915 TRANSFER TO FUND	225,000.00	.00	.00	.00	.00	.00

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City of Ukiah
 NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

TO TRANSFERS OUT	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
95917 TRANSFER TO UVFD	.00	.00	.00	.00	.00	.00
95918 TRANSFER TO UVFD	.00	.00	.00	.00	.00	.00
TO TRANSFERS OUT	225,000.00	.00	.00	.00	.00	.00
TOTAL REVENUE	-2,186,741.83	-2,858,174.00	-3,208,792.00	-3,323,260.00	-3,323,260.00	.00
TOTAL EXPENSE	2,320,693.92	2,524,983.37	3,095,001.00	3,200,823.43	3,110,763.43	.00
GRAND TOTAL	133,952.09	-333,190.63	-113,791.00	-122,436.57	-212,496.57	.00

** END OF REPORT - Generated by Daniel Buffalo **

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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bgnyrpts

PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

TO TRANSFERS OUT	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
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Sequence	Field #	Total	Page Break
Sequence 1	10	N	N
Sequence 2	10	Y	N
Sequence 3	11	Y	N
Sequence 4	0	N	N

Report title:
06/06/2023 09:06 City of Ukiah
dbuffalo NEXT YEAR BUDGET LEVELS REPORT

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bgnyrpts

PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

Report type:	2
Budget level:	3
Percentage change calculation method:	1
Print first or second year of budget requests:	F
Print revenue as credit:	Y
Include cfwd in rev bud:	N
Include cfwd in actuals:	N
Print totals only:	Y
Include segment code:	Y
Include report grand totals by account type:	Y
Print full GL account:	N
Double space:	N
Suppress zero bdtg accts:	N
Print as worksheet:	N
Print percent change or comment:	C
Print text:	N
Amounts/totals exceed 999 million dollars:	N
Print five budget levels:	N
Report view:	D

DISTRICT BUDGET BY FUND

915 GENERAL OPERATING FUND

916 PROP 172

917 MEASURE B

918 MITIGATION FEES

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

915 UKIAH VALLEY FIRE DEPT	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
41 41 TAXES & FRANCHISES						
41110 SECURED PROPERTY	-355,000.00	-365,000.00	-388,753.00	-388,753.00	-388,753.00	.00
41120 UNSECURED PROPER	-10,000.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	.00
41130 SUPPLEMENTAL PRO	-5,000.00	-3,000.00	.00	.00	.00	.00
41230 PROP. 172 PUBLIC	.00	.00	.00	.00	.00	.00
41451 MEASURE B SPECIA	.00	.00	.00	.00	.00	.00
41452 SPECIAL PROPERTY	-612,000.00	-1,435,000.00	-1,538,375.00	-1,538,375.00	-1,538,375.00	.00
41453 EMERGENCY RESPON	.00	.00	.00	.00	.00	.00
43130 HOME OWNERS PROP	-3,000.00	-3,000.00	-3,000.00	-3,000.00	-3,000.00	.00
41 TAXES & FRANCHISES	-985,000.00	-1,816,000.00	-1,940,128.00	-1,940,128.00	-1,940,128.00	.00
42 42 LICENSES & PERMITS						
42250 RED TAG FINES	.00	.00	.00	.00	.00	.00
42524 OPERATIONAL PERM	.00	.00	.00	.00	.00	.00
42 LICENSES & PERMITS	.00	.00	.00	.00	.00	.00
43 43 GRANTS						
43190 STATE OTHER	.00	.00	.00	.00	.00	.00
43209 GRANTS	.00	.00	.00	.00	.00	.00
43290 FEDERAL	.00	.00	.00	.00	.00	.00
43 GRANTS	.00	.00	.00	.00	.00	.00
44 44 CHARGES FOR SERVICE						

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

915 UKIAH VALLEY FIRE DEPT	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
44170 PLAN CHECK FEES	-93,000.00	-100,000.00	-137,000.00	-241,013.00	-241,013.00	.00
44521 SALE OF FIRE REP	-49.00	-100.00	-100.00	-100.00	-100.00	.00
44540 FIRE PREVENTION	.00	-30,000.00	.00	.00	.00	.00
44542 INSPECTIONS	.00	-50,000.00	.00	.00	.00	.00
44543 STATE INSPECTION	.00	-60,000.00	.00	.00	.00	.00
44544 RE-INSPECTION	.00	-7,000.00	.00	.00	.00	.00
44550 FIRE TRAINING RE	.00	.00	.00	.00	.00	.00
44560 OES RESPONSE REI	-20,000.00	.00	.00	.00	.00	.00
44830 REIMBURSABLE JOB	-8,283.83	.00	-18,000.00	-18,000.00	-18,000.00	.00
44 CHARGES FOR SERVICE	-121,332.83	-247,100.00	-155,100.00	-259,113.00	-259,113.00	.00
45 45 INTERGOVERNMENTAL						
41454 2020 MEASURE D&E	.00	-35,000.00	-33,793.00	-33,793.00	-33,793.00	.00
41455 CANNABIS TAX	.00	-34,918.00	.00	.00	.00	.00
45105 COUNTY MEAS P (2	.00	.00	-547,371.00	-547,371.00	-547,371.00	.00
45 INTERGOVERNMENTAL	.00	-69,918.00	-581,164.00	-581,164.00	-581,164.00	.00
46 46 RENTS & LEASES						
46210 LAND RENTAL	.00	.00	.00	.00	.00	.00
46 RENTS & LEASES	.00	.00	.00	.00	.00	.00
47 47 CONTRIBUTIONS						
47110 CONTRIBUTIONS &	.00	-45,000.00	.00	.00	.00	.00
59105 CONTRIBUTIONS TO	1,585,737.00	1,477,799.00	2,411,000.00	2,420,285.00	2,420,285.00	.00
47 CONTRIBUTIONS	1,585,737.00	1,432,799.00	2,411,000.00	2,420,285.00	2,420,285.00	.00
48 48 OTHER						

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FOR PERIOD 99

915 UKIAH VALLEY FIRE DEPT	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
44522 SALES OF SURPLUS	.00	.00	.00	.00	.00	.00
48110 MISCELLANEOUS RE	-6,500.00	-7,000.00	.00	.00	.00	.00
48150 CASH OVER/SHORT	.00	.00	.00	.00	.00	.00
48 OTHER	-6,500.00	-7,000.00	.00	.00	.00	.00
49 49 INTEREST EARNINGS						
46110 INTEREST ON INVE	-7,500.00	.00	.00	.00	.00	.00
49 INTEREST EARNINGS	-7,500.00	.00	.00	.00	.00	.00
51 51 PERSONNEL						
51110 REGULAR SALARIES	.00	.00	.00	.00	.00	.00
51120 NON-REGULAR SALA	.00	.00	.00	.00	.00	.00
51130 OVERTIME SALARIE	.00	.00	.00	.00	.00	.00
51140 STAND-BY SALARIE	.00	.00	.00	.00	.00	.00
51150 COMPENSATED ABSE	.00	.00	.00	.00	.00	.00
51210 RETIREMENT (PERS	.00	.00	.00	.00	.00	.00
51211 PERS UNFUNDED LI	170,325.00	189,948.00	189,948.00	189,948.00	99,888.00	.00
51220 INSURANCE	.00	.00	.00	.00	.00	.00
51230 WORKERS COMP	.00	.00	.00	.00	.00	.00
51240 MEDICARE	.00	.00	.00	.00	.00	.00
51250 UNEMPLOYMENT	.00	.00	.00	.00	.00	.00
51260 FICA	.00	.00	.00	.00	.00	.00
51265 UVFD SDI	.00	.00	.00	.00	.00	.00

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915 UKIAH VALLEY FIRE DEPT	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
51270 UNIFORM ALLOWANC	.00	.00	.00	.00	.00	.00
51290 CELL PHONE STIPE	.00	.00	.00	.00	.00	.00
52152 POST-EMPLOYMENT	.00	.00	.00	.00	.00	.00
52533 UVFA RETIREE HEA	.00	1,800.00	1,356.00	.00	.00	.00
51 PERSONNEL	170,325.00	191,748.00	191,304.00	189,948.00	99,888.00	.00
52 52 OTHER OPERATING						
52100 CONTRACTUAL SERV	20,000.00	6,370.57	9,045.00	9,275.00	9,275.00	.00
52111 DEFIBRILLATOR MA	.00	.00	.00	.00	.00	.00
52150 LEGAL SERVICES/E	.00	.00	.00	.00	.00	.00
52154 ELECTION EXPENSE	.00	2,000.00	.00	.00	.00	.00
52180 SECURITY SERVICE	.00	.00	.00	.00	.00	.00
52181 VOLUNTEER EXPENS	.00	.00	.00	.00	.00	.00
52301 PROPERTY TAX ADM	3,727.75	.00	8,000.00	8,000.00	8,000.00	.00
52304 LAFCO FEES AND P	9,272.25	4,501.55	4,600.00	4,600.00	4,600.00	.00
52521 LIABILITY INSURA	.00	.00	.00	.00	.00	.00
52600 RENT	.00	.00	.00	.00	.00	.00
54100 SUPPLIES	.00	.00	.00	.00	.00	.00
54101 POSTAGE	.00	.00	.00	.00	.00	.00
54102 SMALL TOOLS	.00	.00	.00	.00	.00	.00
54106 SPECIALTY SUPPLI	.00	.00	.00	.00	.00	.00
54107 EMS SUPPLIES	.00	.00	.00	.00	.00	.00
54161 BACKGROUND & PHY	.00	.00	.00	.00	.00	.00

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915 UKIAH VALLEY FIRE DEPT	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
54167 EMPLOYEE DEVELOP	.00	.00	.00	.00	.00	.00
54320 SOFTWARE	.00	.00	.00	.00	.00	.00
54330 COMPUTER AND TEC	.00	.00	.00	.00	.00	.00
54500 EQUIP RENTS AND	.00	.00	.00	.00	.00	.00
55100 TELEPHONE	.00	.00	.00	.00	.00	.00
55200 PG&E	.00	.00	.00	.00	.00	.00
55210 UTILITIES	.00	.00	.00	.00	.00	.00
56120 EQUIPMENT MAINT	.00	.00	.00	.00	.00	.00
56130 EXTERNAL SERVICE	.00	.00	.00	.00	.00	.00
56210 FUEL & FLUIDS	.00	.00	.00	.00	.00	.00
56300 BUILDING MAINT.	.00	.00	.00	.00	.00	.00
57100 LEARNING AND DEV	3,283.83	.00	.00	.00	.00	.00
57300 MEMBERSHIPS & SU	.00	.00	.00	.00	.00	.00
59100 PROPERTY TAXES P	.00	.00	.00	.00	.00	.00
59101 FEES	.00	15,802.88	35,000.00	35,000.00	35,000.00	.00
59400 OTHER EXPENSES	.00	.00	.00	.00	.00	.00
94200 GASB 68 PENSION	.00	.00	.00	.00	.00	.00
94402 ACCRUALS AND OTH	.00	.00	.00	.00	.00	.00
52 OTHER OPERATING	36,283.83	28,675.00	56,645.00	56,875.00	56,875.00	.00
60 60 INTERNAL SERVICE USE						
61000 INTERNAL SERVICE	.00	.00	.00	.00	.00	.00
61200 PURCHASING ALLOC	.00	1,013.00	.00	.00	.00	.00

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915 UKIAH VALLEY FIRE DEPT	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
61300 BILLING & COLLEC	726.00	.00	.00	.00	.00	.00
61420 BUILDING MAINTEN	.00	.00	.00	.00	.00	.00
61422 IT ALLOCATION	.00	.00	.00	.00	.00	.00
61425 ALLOCATED UTILIT	.00	.00	.00	.00	.00	.00
61500 INSURANCE ALLOCA	132.00	164.00	182.00	.00	.00	.00
61600 GARAGE ALLOCATIO	.00	.00	.00	.00	.00	.00
61700 DISPATCH	.00	.00	.00	.00	.00	.00
60 INTERNAL SERVICE US	858.00	1,177.00	182.00	.00	.00	.00
62 62 ADMIN AND OVERHEAD						
62100 ADMIN & OVERHEAD	4,041.00	2,171.00	2,280.00	2,249.00	2,249.00	.00
62101 ADMIN & OVERHEAD	.00	.00	.00	.00	.00	.00
62 ADMIN AND OVERHEAD	4,041.00	2,171.00	2,280.00	2,249.00	2,249.00	.00
70 70 DEBT SERVICE						
70102 BOND INTEREST EX	.00	.00	.00	.00	.00	.00
70103 LOAN INTEREST	3,645.63	3,059.12	2,222.10	2,188.23	2,188.23	.00
70201 LOAN PRINCIPAL P	3,357.85	78,422.10	6,658.50	6,691.89	6,691.89	.00
74500 CAPITAL LEASE PR	.00	.00	.00	.00	.00	.00
79000 INTERFUND LOAN P	.00	.00	.00	.00	.00	.00
70 DEBT SERVICE	7,003.48	81,481.22	8,880.60	8,880.12	8,880.12	.00
80 80 CAPITAL OUTLAY						
80100 MACHINERY & EQUI	.00	.00	.00	.00	.00	.00

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

915 UKIAH VALLEY FIRE DEPT	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
80220 BUILDING IMPROVE	.00	.00	.00	.00	.00	.00
80 CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00
82 82 OTHER SOURCES						
90100 LOAN PROCEEDS	-458,915.00	-76,575.00	.00	.00	.00	.00
82 OTHER SOURCES	-458,915.00	-76,575.00	.00	.00	.00	.00
83 83 OTHER USES						
93000 RESERVE FOR ENCU	.00	.00	.00	.00	.00	.00
83 OTHER USES	.00	.00	.00	.00	.00	.00
T T TRANSFERS						
95916 TRANSFER TO FUND	.00	.00	.00	.00	.00	.00
T TRANSFERS	.00	.00	.00	.00	.00	.00
TI TI TRANSFERS IN						
91916 TRANSFER IN FROM	-225,000.00	.00	.00	.00	.00	.00
91919 TRANSFER IN	.00	.00	.00	.00	.00	.00
TI TRANSFERS IN	-225,000.00	.00	.00	.00	.00	.00
TO TO TRANSFERS OUT						
95917 TRANSFER TO UVFD	.00	.00	.00	.00	.00	.00
95918 TRANSFER TO UVFD	.00	.00	.00	.00	.00	.00
TO TRANSFERS OUT	.00	.00	.00	.00	.00	.00
TOTAL 915 UKIAH VALLEY FIRE	.48	-478,541.78	-6,100.40	-102,167.88	-192,227.88	.00

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

916 UVFD PROP 172	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
41 41 TAXES & FRANCHISES						
41230 PROP. 172 PUBLIC 41 TAXES & FRANCHISES	-111,392.00 -111,392.00	-50,606.00 -50,606.00	-105,000.00 -105,000.00	-105,000.00 -105,000.00	-105,000.00 -105,000.00	.00 .00
47 47 CONTRIBUTIONS						
59105 CONTRIBUTIONS TO 47 CONTRIBUTIONS	.00 .00	19,442.00 19,442.00	40,000.00 40,000.00	104,884.00 104,884.00	104,884.00 104,884.00	.00 .00
48 48 OTHER						
48150 CASH OVER/SHORT 48 OTHER	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00
49 49 INTEREST EARNINGS						
46110 INTEREST ON INVE 49 INTEREST EARNINGS	.00 .00	-400.00 -400.00	.00 .00	.00 .00	.00 .00	.00 .00
52 52 OTHER OPERATING						
52100 CONTRACTUAL SERV	.00	.00	.00	.00	.00	.00
54100 SUPPLIES	20,603.00	.00	.00	.00	.00	.00
54101 POSTAGE	.00	.00	.00	.00	.00	.00
54102 SMALL TOOLS	.00	.00	.00	.00	.00	.00
54106 SPECIALTY SUPPLI	.00	.00	.00	.00	.00	.00
94402 ACCRUALS AND OTH 52 OTHER OPERATING	.00 20,603.00	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00
60 60 INTERNAL SERVICE USE						

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City of Ukiah
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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

916 UVFD PROP 172	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
61000 INTERNAL SERVICE	.00	.00	.00	.00	.00	.00
61200 PURCHASING ALLOC	.00	.00	.00	.00	.00	.00
61500 INSURANCE ALLOCA	.00	.00	.00	.00	.00	.00
60 INTERNAL SERVICE US	.00	.00	.00	.00	.00	.00
62 62 ADMIN AND OVERHEAD						
62100 ADMIN & OVERHEAD	.00	102.00	107.00	106.00	106.00	.00
62101 ADMIN & OVERHEAD	.00	.00	.00	.00	.00	.00
62 ADMIN AND OVERHEAD	.00	102.00	107.00	106.00	106.00	.00
70 70 DEBT SERVICE						
70101 LOAN PAYMENTS MA	15,583.50	.00	.00	.00	.00	.00
70103 LOAN INTEREST	3,857.50	.00	.00	.00	.00	.00
70 DEBT SERVICE	19,441.00	.00	.00	.00	.00	.00
80 80 CAPITAL OUTLAY						
80100 MACHINERY & EQUI	25,897.00	.00	.00	.00	.00	.00
80 CAPITAL OUTLAY	25,897.00	.00	.00	.00	.00	.00
TI TI TRANSFERS IN						
91915 TRANSFER IN FROM	.00	.00	.00	.00	.00	.00
TI TRANSFERS IN	.00	.00	.00	.00	.00	.00
TO TO TRANSFERS OUT						
95000 TRANSFERS OUT	.00	.00	.00	.00	.00	.00

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

916 UVFD PROP 172	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
95915 TRANSFER TO FUND	225,000.00	.00	.00	.00	.00	.00
TO TRANSFERS OUT	225,000.00	.00	.00	.00	.00	.00
TOTAL 916 UVFD PROP 172	179,549.00	-31,462.00	-64,893.00	-10.00	-10.00	.00

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NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

917 UVFD MEASURE B	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
41 41 TAXES & FRANCHISES						
41451 MEASURE B SPECIA 41 TAXES & FRANCHISES	-166,000.00 -166,000.00	-270,000.00 -270,000.00	-295,000.00 -295,000.00	-305,655.00 -305,655.00	-305,655.00 -305,655.00	.00 .00
43 43 GRANTS						
43290 FEDERAL 43 GRANTS	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00
44 44 CHARGES FOR SERVICE						
44560 OES RESPONSE REI 44830 REIMBURSABLE JOB 44 CHARGES FOR SERVICE	.00 -20,000.00 -20,000.00	-30,000.00 .00 -30,000.00	-60,000.00 -7,200.00 -67,200.00	-60,000.00 -7,200.00 -67,200.00	-60,000.00 -7,200.00 -67,200.00	.00 .00 .00
47 47 CONTRIBUTIONS						
59105 CONTRIBUTIONS TO 47 CONTRIBUTIONS	.00 .00	240,000.00 240,000.00	280,000.00 280,000.00	225,000.00 225,000.00	225,000.00 225,000.00	.00 .00
48 48 OTHER						
44522 SALES OF SURPLUS 48110 MISCELLANEOUS RE 48150 CASH OVER/SHORT 48 OTHER	.00 .00 .00 .00	.00 .00 .00 .00	.00 .00 .00 .00	.00 .00 .00 .00	.00 .00 .00 .00	.00 .00 .00 .00
49 49 INTEREST EARNINGS						

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FOR PERIOD 99

917 UVFD MEASURE B	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
46110 INTEREST ON INVE	-2.00	-1,500.00	.00	.00	.00	.00
49 INTEREST EARNINGS	-2.00	-1,500.00	.00	.00	.00	.00
51 51 PERSONNEL						
51270 UNIFORM ALLOWANC	.00	.00	.00	.00	.00	.00
51 PERSONNEL	.00	.00	.00	.00	.00	.00
52 52 OTHER OPERATING						
52100 CONTRACTUAL SERV	.00	.00	.00	.00	.00	.00
52301 PROPERTY TAX ADM	.00	.00	.00	.00	.00	.00
54100 SUPPLIES	.00	.00	.00	.00	.00	.00
54102 SMALL TOOLS	.00	.00	.00	.00	.00	.00
54107 EMS SUPPLIES	.00	.00	.00	.00	.00	.00
54320 SOFTWARE	.00	.00	.00	.00	.00	.00
54330 COMPUTER AND TEC	.00	.00	.00	.00	.00	.00
56120 EQUIPMENT MAINT	.00	.00	.00	.00	.00	.00
56130 EXTERNAL SERVICE	.00	.00	.00	.00	.00	.00
56300 BUILDING MAINT.	.00	.00	.00	.00	.00	.00
57100 LEARNING AND DEV	.00	.00	.00	.00	.00	.00
59101 FEES	.00	.00	7,000.00	7,000.00	7,000.00	.00
94402 ACCRUALS AND OTH	.00	.00	.00	.00	.00	.00
52 OTHER OPERATING	.00	.00	7,000.00	7,000.00	7,000.00	.00
60 60 INTERNAL SERVICE USE						

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

917 UVFD MEASURE B	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
61000 INTERNAL SERVICE	.00	.00	.00	.00	.00	.00
61200 PURCHASING ALLOC	.00	.00	.00	.00	.00	.00
61300 BILLING & COLLEC	581.00	858.00	.00	.00	.00	.00
61500 INSURANCE ALLOCA	.00	.00	.00	.00	.00	.00
60 INTERNAL SERVICE US	581.00	858.00	.00	.00	.00	.00
62 62 ADMIN AND OVERHEAD						
62100 ADMIN & OVERHEAD	.00	383.00	402.00	397.00	397.00	.00
62101 ADMIN & OVERHEAD	.00	.00	.00	.00	.00	.00
62 ADMIN AND OVERHEAD	.00	383.00	402.00	397.00	397.00	.00
70 70 DEBT SERVICE						
70103 LOAN INTEREST	.00	.00	.00	.00	.00	.00
70201 LOAN PRINCIPAL P	.00	.00	.00	.00	.00	.00
74500 CAPITAL LEASE PR	44,602.84	46,152.05	46,152.05	46,152.05	46,152.05	.00
74501 CAPITAL LEASE IN	6,977.17	5,326.96	5,326.96	5,326.96	5,326.96	.00
70 DEBT SERVICE	51,580.01	51,479.01	51,479.01	51,479.01	51,479.01	.00
80 80 CAPITAL OUTLAY						
80100 MACHINERY & EQUI	75,000.00	107,546.00	25,000.00	25,000.00	25,000.00	.00
80220 BUILDING IMPROVE	.00	.00	.00	.00	.00	.00
80 CAPITAL OUTLAY	75,000.00	107,546.00	25,000.00	25,000.00	25,000.00	.00
83 83 OTHER USES						

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

917 UVFD MEASURE B	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
93000 RESERVE FOR ENCU	.00	.00	.00	.00	.00	.00
83 OTHER USES	.00	.00	.00	.00	.00	.00
TI						
TI TRANSFERS IN						
91915 TRANSFER IN FROM	.00	.00	.00	.00	.00	.00
TI TRANSFERS IN	.00	.00	.00	.00	.00	.00
TOTAL 917 UVFD MEASURE B	-58,840.99	98,766.01	1,681.01	-63,978.99	-63,978.99	.00

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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bgnyrpts

PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

918 UVFD MITIGATION FEES	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
44 44 CHARGES FOR SERVICE						
44170 PLAN CHECK FEES	-85,000.00	-65,000.00	-65,000.00	-65,000.00	-65,000.00	.00
44 CHARGES FOR SERVICE	-85,000.00	-65,000.00	-65,000.00	-65,000.00	-65,000.00	.00
47 47 CONTRIBUTIONS						
59105 CONTRIBUTIONS TO	82,000.00	82,000.00	.00	63,000.00	63,000.00	.00
47 CONTRIBUTIONS	82,000.00	82,000.00	.00	63,000.00	63,000.00	.00
48 48 OTHER						
48110 MISCELLANEOUS RE	.00	.00	.00	.00	.00	.00
48150 CASH OVER/SHORT	.00	.00	.00	.00	.00	.00
48 OTHER	.00	.00	.00	.00	.00	.00
49 49 INTEREST EARNINGS						
46110 INTEREST ON INVE	-100.00	-400.00	-200.00	.00	.00	.00
49 INTEREST EARNINGS	-100.00	-400.00	-200.00	.00	.00	.00
52 52 OTHER OPERATING						
52100 CONTRACTUAL SERV	.00	50,000.00	.00	.00	.00	.00
57100 LEARNING AND DEV	.00	.00	.00	.00	.00	.00
94402 ACCRUALS AND OTH	.00	.00	.00	.00	.00	.00
52 OTHER OPERATING	.00	50,000.00	.00	.00	.00	.00
70 70 DEBT SERVICE						

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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bgnyrpts

PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

918 UVFD MITIGATION FEES	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
70103 LOAN INTEREST	8,506.40	7,137.24	5,184.90	5,105.87	5,105.87	.00
70201 LOAN PRINCIPAL P	7,837.20	182,984.90	15,536.49	15,614.43	15,614.43	.00
70 DEBT SERVICE	16,343.60	190,122.14	20,721.39	20,720.30	20,720.30	.00
80 80 CAPITAL OUTLAY						
80100 MACHINERY & EQUI	.00	.00	.00	25,000.00	25,000.00	.00
80 CAPITAL OUTLAY	.00	.00	.00	25,000.00	25,000.00	.00
82 82 OTHER SOURCES						
90100 LOAN PROCEEDS	.00	-178,675.00	.00	.00	.00	.00
82 OTHER SOURCES	.00	-178,675.00	.00	.00	.00	.00
TI TI TRANSFERS IN						
91915 TRANSFER IN FROM	.00	.00	.00	.00	.00	.00
TI TRANSFERS IN	.00	.00	.00	.00	.00	.00
TOTAL 918 UVFD MITIGATION FE	13,243.60	78,047.14	-44,478.61	43,720.30	43,720.30	.00
TOTAL REVENUE	-2,186,741.83	-2,858,174.00	-3,208,792.00	-3,323,260.00	-3,323,260.00	.00
TOTAL EXPENSE	2,320,693.92	2,524,983.37	3,095,001.00	3,200,823.43	3,110,763.43	.00
GRAND TOTAL	133,952.09	-333,190.63	-113,791.00	-122,436.57	-212,496.57	.00

** END OF REPORT - Generated by Daniel Buffalo **

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City of Ukiah
NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

918 UVFD MITIGATION FEES	2022 REVISED BUD	2023 REVISED BUD	2024 DEPT REQ	2024 BUDGET REV	2024 CITY MGR	2024 COUNCIL
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Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	10	Y	N
Sequence 3	11	Y	N
Sequence 4	0	N	N

Report title:
06/06/2023 09:04 City of Ukiah
dbuffalo NEXT YEAR BUDGET LEVELS REPORT

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PROJECTION: 20241 2023-24 Budget

FOR PERIOD 99

Report type: 2
Budget level: 3
Percentage change calculation method: 1
Print first or second year of budget requests: F
Print revenue as credit: Y
Include cfwd in rev bud: N
Include cfwd in actuals: N
Print totals only: Y
Include segment code: Y
Include report grand totals by account type: Y
Print full GL account: N
Double space: N
Suppress zero bdgt accts: N
Print as worksheet: N
Print percent change or comment: C
Print text: N
Amounts/totals exceed 999 million dollars: N
Print five budget levels: N
Report view: D

UVFA COST CONTRIBUTION ANALYSIS

RECONCILIATION TO TOTAL CONTRIBUTION SHARE	City	District	Total
Contributions			
General fund	\$ 2,912,393	\$ 2,420,285	\$ 5,332,678
Ambulance and EMS Services	-	-	-
Prop 172	-	104,884	104,884
Measure B	-	225,000	225,000
Mitigation fees	-	63,000	63,000
Total	\$ 2,912,393	\$ 2,813,169	\$ 5,725,562
Added Contributions			
General fund	\$ 769,307	\$ 167,892	\$ 937,199
Ambulance and EMS Services	-	-	-
Prop 172	-	106	106
Measure B	-	83,876	83,876
Mitigation fees	-	45,720	45,720
Total	\$ 769,307	\$ 297,594	\$ 1,066,901
Total contribution	\$ 3,681,700	\$ 3,110,763	\$ 6,792,463
Operations share	54.20%	45.80%	100.00%



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution 2023- Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County to Remove Jenifer Bazzani and Robert Banks and add Kevin Jennings.

DEPARTMENT: Fire **PREPARED BY:** Stephanie Abba, Clerk of the Board
PRESENTER: Stephanie Abba, Clerk of the Board

ATTACHMENTS:

1. Resolution 2023- Amending Signature List for the Disbursement of Funds by the Savings Bank of Mendocino County

Summary:Adoption of 2023- ; The Board of Directors of the Ukiah Valley Fire District requesting the Amendment of the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County.
 Attachment 1

Background:Pursuant to Resolution 96-2, dated April 10, 1996, The Board of Directors of Ukiah Valley Fire District authorized a checking account with the Savings Bank of Mendocino County. The Fire Chief and any Board Member shall together be authorized to disburse funds from Checking Account #02 067249 with Savings Bank of Mendocino County.

Discussion:Review and Adopt Resolution 2023-; amendment of the Signature List for Authorizing the Disbursement of Funds from the Savings Bank of Mendocino County by removing Jenifer Bazzani and Robert Banks and adding Kevin Jennings.

Recommended Action:Adopt Resolution 2023- Amending the Signature List for Authorizing the Disbursement of Funds by the Savings Bank of Mendocino County to Remove Jenifer Bazzani and Robert Banks and Add Kevin Jennings.

BUDGET AMENDMENT REQUIRED:

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Doug Hutchison, Fire Chief

RESOLUTION 2023-

RESOLUTION AMENDING THE SIGNATURE LIST FOR AUTHORIZING THE DISBURSEMENT OF FUNDS BY THE SAVINGS BANK OF MENDOCINO COUNTY

WHEREAS; pursuant to Resolution 96-2, the Board of Directors of Ukiah Valley Fire District authorized a checking account with the Savings Bank of Mendocino County; and

WHEREAS; the Fire Chief and any Board Member shall together be authorized to disburse funds from the checking account; and

NOW THEREFORE BE IT RESOLVED; that the signature list for authorizing the disbursement of funds from checking account #02 067249 with the Savings Bank of Mendocino County be amended to delete:

Jenifer Bazzani and Robert Banks

And to add:

Kevin Jennings

PASSED AND ADOPTED, by the Board of Directors of the Ukiah Valley Fire District, County of Mendocino, State of California, on the 13th day of June 2023 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

David B. Haas, President

ATTEST:

Stephanie Abba, Clerk of the Board



AGENDA SUMMARY REPORT

SUBJECT: Approval for the Title Change of Policy 1024 Respect in the Workplace to Policy 1024 Prohibited Harassment and Add in Policy 5014 Sexual Harassment.

DEPARTMENT: <u>Fire</u>	PREPARED BY: <u>Stephanie Abba, Clerk of the Board</u>
	PRESENTER: <u>Stephanie Abba, Clerk of the Board, Justin Buckingham, Battalion Chief</u>

ATTACHMENTS:

1. ATTACHMENT -1 Current Policy 5014 Sexual Harassment
2. ATTACHMENT-2 Current Policy 1024 Respect in the Workplace
3. ATTACHMENT 3 Revised Policy 1024 Prohibited Harassment

Summary: Approval for the Title Change of Policy 1024 Respect in the Workplace to Policy 1024 Prohibited Harassment and to Add in Policy 5014 Sexual Harassment.

Background: These policies need to be updated. By changing the Title to Prohibited Harassment and adding in Sexual Harassment, Policy 1024 will now cover All Types of Harassment.

Discussion: Review and Approve the Title Change of Policy 1024 Respect in the Workplace to Policy 1024 Prohibited Harassment and Discuss Combining Policy 5014 Sexual Harassment into Policy 1024.

Recommended Action: Approve the Title Change of Policy 1024 Respect in the Workplace to Policy 1024 Prohibited Harassment and Add in Policy 5014 Sexual Harassment.

BUDGET AMENDMENT REQUIRED: No

CURRENT BUDGET AMOUNT:

PROPOSED BUDGET AMOUNT:

FINANCING SOURCE:

PREVIOUS CONTRACT/PURCHASE ORDER NO.:

COORDINATED WITH:

Approved:

Doug Hutchison, Fire Chief

UKIAH VALLEY FIRE DISTRICT

Policy Title: Sexual Harassment

Policy Number: 5014

5014.10

It is legally mandated by State and Federal laws that employees have a right to work in an environment that is free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of discrimination that is prohibited by Title VII or the Civil Rights Act of 1964 and California Government Code Section 12940. Sexual harassment is a costly form of discrimination that can result in expensive litigation that may result in back pay or punitive damage awards, withdrawal of Federal support funds and/or other adverse actions. District employees have a grave responsibility for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the District's business and the maintenance of confidence of the people it serves. It is, therefore, the policy of the Ukiah Valley Fire District that Sexual Harassment is unacceptable and will not be tolerated.

MOVED TO POLICY 1024 PROHIBITED HARASSMENT

Adoption Date: 3/10/1992
Revision Date: 6/13/23

UKIAH VALLEY FIRE DISTRICT

Policy Title: ~~RESPECT IN THE WORKPLACE~~

Policy Number: 1024

CHANGE POLICY TITLE TO PROHIBITED HARASSMENT

1024.10

Ukiah Valley Fire District maintains a strict policy prohibiting sexual harassment and harassment because of race, color, religion, age, disability, national origin, or any other basis made unlawful by any applicable law or ordinance, or regulation. This policy applies to all persons involved in the operations of Ukiah Valley Fire District and prohibits such harassment in any form, including verbal, physical, and visual conduct, threats, demands, and retaliation which is unlawful and will not be tolerated. Harassment because of race, color, religion, sex, age, disability, national origin or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory or vulgar comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at you because of your sex or any other protected basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for opposing, reporting, or threatening to report unlawful harassment, or for participating in an investigation, proceeding, or hearing conducted by an investigating agency.

ADD IN- POLICY 5014 SEXUAL HARASSMENT

You may have a claim of prohibited harassment even if you have not lost a job or some other economic benefit. Prohibited harassment that impairs your working ability or emotional well-being at work violates this policy and will not be tolerated.

If you believe you are being harassed on the job because of your sex, race, ancestry, or other prohibited basis, you should use the procedure outlined in this policy to file a complaint and have it investigated. Ukiah Valley Fire District encourages all employees to report conduct prohibited by this policy whether or not they are personally involved.

You have the right to redress for prohibited harassment. In order to secure this right, provide a complaint, preferably in writing, to your own or any other supervisor or manager as soon as possible after any incident you feel is prohibited harassment. Your complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. A “Report of Harassment” form is incorporated as a component of this policy. Supervisors will refer all complaints of prohibited harassment to the proper manager. The supervisor/manager or his/her designee will undertake an investigation of the harassment allegations. This investigation

UKIAH VALLEY FIRE DISTRICT

will be completed and a determination regarding the harassment alleged will be made and communicated to you as soon as practical.

If the supervisor/manager or his/her designee determines that prohibited harassment has occurred, Ukiah Valley Fire District will take remedial action commensurate with the severity of the offense. Action will also be taken to deter any further harassment; Whatever action is taken against the harasser will be made known to you and Ukiah Valley Fire District will also act to remedy any loss to you resulting from harassment. Ukiah Valley Fire District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees, or your co-workers.

Ukiah Valley Fire District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

UKIAH VALLEY FIRE DISTRICT

**RESPECT IN THE WORKPLACE
(Prohibited Harassment Policy)**

RECEIPT AND ACKNOWLEDGEMENT

I hereby acknowledge, by my signature below, that I have received, read and understand Ukiah Valley Fire District's Prohibited Harassment Policy.

Signature Date

Printed Name

UKIAH VALLEY FIRE DISTRICT

SEXUAL HARASSMENT INVESTIGATION CHECKLIST

- Consider the order in which investigation will be conducted:
 - ❑ Complainant
 - ❑ Alleged harasser
 - ❑ Co-worker's and other witnesses
 - ❑ Second interview of the Complainant to discuss any factual questions as a result of the investigation
 - ❑ Second interview with the alleged harasser to discuss any factual questions as a result of the investigation.

- Interview each witness separately in an office or room where the discussion will not be overheard by other witnesses, the alleged harasser, or any other unauthorized persons.
 - ❑ Two managers should participate in the interview process. At least one of the Investigating managers should be thoroughly familiar with sexual harassment law and the District's Harassment policies and procedures. One manager should be designated as the interviewer, and the other should act primarily as a witness and take notes of the discussion.
 - ❑ Before beginning the interview, explain the purpose of the interview by referring generally to recent complaints about the relationship between the Complainant and the alleged harasser. Do not necessarily discuss the issue of sexual harassment, so that you do not taint the witness's recollection of the events.
 - ❑ Emphasize that the District takes these charges very seriously and that the District is investigating these charges by interviewing all potential witnesses in compliance with District policy.
 - ❑ Explain that upon completion of the investigation, the District will attempt to determine what occurred, and will take appropriate action based on its determination.
 - ❑ Both the alleged victim and the alleged harasser should be advised that each will be apprised of the results of the investigation and any action taken.
 - ❑ Instruct each witness interviewed, not to discuss the matters covered during the interview with any co-employee or the alleged harasser.
 - ❑ Explain to the witness that confidentiality is necessary to protect the integrity of the investigation and to insure that the District receives trustworthy information in an atmosphere free from coercion.
 - ❑ Avoid leading questions.
 - ❑ Ask open ended, non-judgmental questions. Use investigation interview forms, where appropriate.
 - ❑ Explain to all witnesses that retaliation will not be tolerated.

UKIAH VALLEY FIRE DISTRICT

- Avoid the appearance of impropriety or favoritism in conducting interviews.
 - Observe and record all physical and verbal reactions of witnesses.
 - Do not record conclusions regarding credibility.
 - Avoid judgmental statements or furthering of myths or stereotypes.
 - Explore the effect of alleged harassment on each witness (i.e., psychological, emotional, physical and financial).
 - Interview all possible witnesses:
 - ❑ Complainant
 - ❑ Alleged harasser
 - ❑ Complainant's supervisor
 - ❑ Alleged harasser's supervisor
 - ❑ Co-workers
 - ❑ Other
-
- Review Complainant's Personnel file
 - Review alleged harasser's Personnel file
 - Discuss investigation results and proposed action with the Investigation Team. This discussion should be limited to those with a need-to-know-the-results-of-the-investigation basis; such as, the Complainant's supervisor, the alleged harasser's supervisor, and the Chief Officer and/or Fire Chief
 - ❑ Consider credibility determinations. Factors include:
 - ✓ Memory
 - ✓ Perception
 - ✓ Veracity (truthfulness)
 - ✓ Corroboration or lack of corroboration, and implications of such determination
 - ✓ Bias of witnesses
 - ✓ Consistency of accounts
 - ✓ Prior misconduct or lack thereof, and implications of such misconduct
 - ✓ Plausibility of accounts
 - ❑ Review any documentary evidence
 - ❑ Consider appropriate remedial action:
 - ✓ Document investigation in personnel file
 - ✓ Verbal warning
 - ✓ Suspension
 - ✓ Demotion
 - ✓ Termination

UKIAH VALLEY FIRE DISTRICT

Factors in determining appropriate remedial action:

- ✓ Credibility determinations
 - ✓ Prior conduct, if any
 - ✓ Prior discipline of alleged harasser
 - ✓ Level of harassment, including type and frequency of conduct
 - ✓ Alleged harasser's knowledge of District Rules of Conduct
 - ✓ Prior disciplinary 'precedent' for identical, similar or analogous misconduct
 - ✓ Political considerations within the organization
 - ✓ Public and employee relations issues
 - ✓ Other:
-

□ Review harassment investigation and findings:

- ✓ Was the District Harassment Policy adequate?
 - ✓ Were the employees aware of the terms of the Harassment Policy?
 - ✓ Was the harassment complaint procedure adequate?
 - ✓ Did the investigator(s) uncover other issues which need to be addressed?
 - ✓ Other
-

□ Implement changes to harassment policies and procedures where appropriate.

UKIAH VALLEY FIRE DISTRICT

Ukiah Valley Fire District

COMPLAINANT INTERVIEW FORM

NAME: _____ DATE _____

POSITION: _____ SUPERVISOR: _____

☐ Name and position of the alleged harasser: _____

☐ Date and time of the harassment: _____;

☐ Where did the harassment occur? _____
Location

☐ Did the harassment occur more than once? Yes _____ No _____

☐ If so, how often did it occur?

☐ If it occurred more than once, on what date(s) and time(s) did it take place?

_____; _____
Date Time

_____; _____
Date Time

_____; _____
Date Time

☐ For each incident, ascertain and document what occurred. Try to get as many details as possible, even though this may be uncomfortable for the complainant. Use additional pages, if necessary. Ask open-ended, non-judgmental questions, such as:

✓ Did the alleged harasser touch the Complainant?
Yes _____ No _____

✓ If so, where was the Complainant touched?

✓ Was the Complainant touched more than once?
Yes _____ No _____

UKIAH VALLEY FIRE DISTRICT

- ✓ Did the alleged harasser threaten the Complainant in any way?

- ✓ If so, what was the threat or threats?

- ✓ How long was the incident, for example... a few seconds; five minutes?

- ✓ Where did the incidents of harassment take place?

- ✓ Were there any witnesses to the incidents of harassment? If so, who were the witnesses?

- ✓ Does the Complainant know of any others subjected to the same behavior?

- ✓ Does the Complainant know of any motive for harassment?

How did the Complainant respond to the harassment? Did he or she make any effort to bring it to a halt?

- ✓ Did the Complainant tell anyone else about the incidents of harassment? ie., Superiors, co-workers, family, friends, government representatives, attorneys? If so, get details concerning whom, what, when, where and the response, if any:

UKIAH VALLEY FIRE DISTRICT

- ✓ Does the Complainant have any tangible evidence or records of harassment? ie., Notes, letters or memos to or from the harasser, witnesses; calendar or diary entries, memos, letters, notes, etc. by Complainant; tape recordings, surreptitious or otherwise; formal complaint forms to any agencies?

- ✓ How did the Complainant feel about the harassment at the time it occurred?

- ✓ Does the Complainant feel the same way now? If not, what is different about how the Complainant now feels, and what brought about the difference?

- ✓ Does the alleged harasser have control over the compensation, working conditions or future employment of the complainant?

Has the alleged harasser made or carried out any threats or promises in connection with the alleged sexual harassment?

- ✓ Does the Complainant know or suspect there are other victims of harassment by the same person? If so, who are they?

UKIAH VALLEY FIRE DISTRICT

- ✓ To what extent were others in control made aware of the situation?

- ✓ What action would the Complainant like to have taken?

Ask the employee to write and sign a detailed description of all events to support the harassment claim.

Interviewer: _____ Date: _____

Witness: _____ Date: _____

UKIAH VALLEY FIRE DISTRICT

Ukiah Valley Fire District

ALLEGED HARASSER INTERVIEW FORM

NAME: _____ DATE: _____

POSITION: _____ SUPERVISOR: _____

- ☐ Prepare for the investigation meeting with the harasser. This meeting should take place in private, although the District should have (2) representatives present. The Investigator should outline the allegations in advance to ensure that all subjects are discussed.
- ☐ Answer the alleged harasser's pre-interview concerns and suspicions about the investigation.
- ☐ Advise the alleged harasser generally about the investigation and strict policies of confidentiality and avoidance of retaliation.
- ☐ Ask direct and detailed questions based on information provided by all witnesses, such as:
 - ✓ Were the alleged harasser and complainant working together on the date(s) the complainant says the harassment occurred?
Yes _____ No _____
If the dates differ, what dates did the alleged harasser state? (Try to obtain both the date(s), location(s) and time(s):

_____ : _____ : _____
Date Location Time

_____ : _____ : _____
Date Location Time

_____ : _____ : _____
Date Location Time

UKIAH VALLEY FIRE DISTRICT

- ✓ Does the alleged harasser recall any interaction with complainant on those dates?

Yes _____ No _____

- ✓ If so, what was the context of the interaction?

- ✓ Were there any witnesses present? Yes _____ No _____

- ✓ What was the substance of any conversation between the complainant and alleged harasser?

- ❑ Expect an adamant denial. For each denial, request that the harasser identify corroborating witnesses or evidence, and detail any 'alibi'.
- ❑ If the alleged harasser acknowledges any conduct, ascertain and document what occurred. Try to get as many details as possible, even though this may be uncomfortable for the alleged harasser. Use additional pages if necessary. Ask open-ended questions, such as:

- ✓ Did the alleged harasser touch the complainant? Yes _____ No _____

- ✓ If so, where was the complainant touched?

- ✓ Was the complainant touched more than once? Yes _____ No _____

UKIAH VALLEY FIRE DISTRICT

- ✓ Was the touching done at the direction of the complainant or the alleged harasser?

Yes _____ No _____

- ✓ Did the harasser threaten the complainant in any way? Yes _____ No _____

- ✓ If so, what was the threat or threats?

- ✓ How long was the incident? For example, a few seconds, five minutes?

- ✓ Where did the incident take place?

- ✓ Where were there any witnesses to the incident? Yes _____ No _____
If so, who were the witnesses:

Adoption Date: 2/16/94
Revision Date: 3/8/94 *adoption of typed copy*
Revision Date: 6/13/2023

Ukiah Valley Fire District

Policy Title: PROHIBITED HARASSMENT

Policy Number: 1024

1024.10

Ukiah Valley Fire District maintains a strict policy prohibiting sexual harassment and harassment because of race, color, religion, age, disability, national origin, or any other basis made unlawful by any applicable law or ordinance, or regulation. This policy applies to all persons involved in the operations of Ukiah Valley Fire District and prohibits such harassment in any form, including verbal, physical, and visual conduct, threats, demands, and retaliation is unlawful and will not be tolerated. Harassment because of race, color, religion, sex, age, disability, national origin, or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory or vulgar comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at you because of your sex or any other protected basis.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss and offers of job benefits in return for sexual favors.
- Retaliation for opposing, reporting, or threatening to report unlawful harassment or for participating in an investigation, proceeding, or hearing conducted by an investigating agency.

You may have a claim of prohibited harassment even if you have not lost a job or some other economic benefit. Prohibited harassment that impairs your working ability or emotional well-being at work violates this policy and will not be tolerated.

If you believe you are being harassed on the job because of your sex, race, ancestry, or other prohibited basis, you should use the procedure outlined in this policy to file a complaint and have it investigated. Ukiah Valley Fire District encourages all employees to report conduct prohibited by this policy whether or not they are personally involved.

You have the right to redress for prohibited harassment. In order to secure this right, provide a complaint, preferably in writing, to your own or any other supervisor or manager as soon as possible after any incident you feel is prohibited harassment. Your complaint should include the details of the incident or incidents, the names of the individuals involved, and the names of any witnesses. Supervisors will refer all complaints of prohibited harassment to the proper manager. The supervisor/manager or his/her designee will undertake an investigation of the harassment allegations. This investigation will be completed, and a determination regarding the alleged harassment will be made and communicated to you as soon as practical.

If the supervisor/manager or his/her designee determines that prohibited harassment has occurred, Ukiah Valley Fire District will take remedial action commensurate with the severity of the offense. Action will also be taken to deter any further harassment; Whatever action is taken against the harasser will be made known to you, and Ukiah Valley Fire District will also act to remedy any loss to you resulting from harassment. Ukiah Valley Fire District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees, or co-workers.

Ukiah Valley Fire District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

Ukiah Valley Fire District

PROHIBITED HARASSMENT POLICY

RECEIPT AND ACKNOWLEDGEMENT

I hereby acknowledge, by my signature below, that I have received, read and understand Ukiah Valley Fire District's Prohibited Harassment Policy.

Signature

Date

Printed Name

1024.20

SEXUAL HARASSMENT INVESTIGATION CHECKLIST

- Consider the order in which the investigation will be conducted:
 - ☐ Complainant
 - ☐ Alleged harasser
 - ☐ Co-workers and other witnesses
 - ☐ The second interview of the Complainant to discuss any factual questions as a result of the investigation
 - ☐ The second interview with the alleged harasser was to discuss any factual questions as a result of the investigation.
- Interview each witness separately in an office or room where the discussion will not be overheard by other witnesses, the alleged harasser, or any other unauthorized persons.
 - ☐ Two managers should participate in the interview process. At least one of the Investigating managers should be thoroughly familiar with sexual harassment law and the District's Harassment policies and procedures. One manager should be designated as the interviewer, and the other should act primarily as a witness and take notes of the discussion.
 - ☐ Before beginning the interview, explain the purpose of the interview by referring generally to recent complaints about the relationship between the Complainant and the alleged harasser. Do not necessarily discuss the issue of sexual harassment so that you do not taint the witness's recollection of the events.
 - ☐ Emphasize that the District takes these charges very seriously and that the District is investigating these charges by interviewing all potential witnesses in compliance with District policy.
 - ☐ Explain that upon completion of the investigation, the District will attempt to determine what occurred and will take appropriate action based on its determination.
 - ☐ Both the alleged victim and the alleged harasser should be advised that each will be apprised of the results of the investigation and any action taken.
 - ☐ Instruct each witness interviewed not to discuss the matters covered during the interview with any co-employee or the alleged harasser.

Ukiah Valley Fire District

- ☐ Explain to the witness that confidentiality is necessary to protect the integrity of the investigation and to ensure that the District receives trustworthy information in an atmosphere free from coercion.
- ☐ Avoid leading questions.
- ☐ Ask open-ended, non-judgmental questions. Use investigation interview forms where appropriate.
- ☐ Explain to all witnesses that retaliation will not be tolerated.
- Avoid the appearance of impropriety or favoritism in conducting interviews.
- Observe and record all physical and verbal reactions of witnesses.
- Do not record conclusions regarding credibility.
- Avoid judgmental statements or furthering myths or stereotypes.
- Explore the effect of alleged harassment on each witness (i.e., psychological, emotional, physical, and financial).
- Interview all possible witnesses:
 - ☐ Complainant
 - ☐ Alleged harasser
 - ☐ Complainant's supervisor
 - ☐ Alleged harasser's supervisor
 - ☐ Co-workers
 - ☐ Other
- Review Complainant's Personnel file
- Review the alleged harasser's Personnel file
- Discuss investigation results and proposed action with the Investigation Team. This discussion should be limited to those with a need-to-know-the-results-of-the-investigation basis, such as the Complainant's supervisor, the alleged harasser's supervisor, and the Chief Officer and/or Fire Chief.
- ☐ Consider credibility determinations. Factors include:
 - ✓ Memory
 - ✓ Perception
 - ✓ Veracity (truthfulness)
 - ✓ Corroboration or lack of corroboration and implications of such determination
 - ✓ Bias of witnesses
 - ✓ Consistency of accounts
 - ✓ Prior misconduct or lack thereof, and implications of such misconduct
 - ✓ Plausibility of accounts
- ☐ Review any documentary evidence
- ☐ Consider appropriate remedial action:
 - ✓ Document investigation in the personnel file
 - ✓ Verbal warning
 - ✓ Suspension
 - ✓ Demotion
 - ✓ Termination
- ☐ Factors in determining appropriate remedial action:
 - ✓ Credibility determinations
 - ✓ Prior conduct, if any
 - ✓ Prior discipline of the alleged harasser
 - ✓ Level of harassment, including type and frequency of conduct
 - ✓ Alleged harasser's knowledge of District Rules of Conduct
 - ✓ Prior disciplinary 'precedent' for identical, similar, or analogous misconduct
 - ✓ Political considerations within the organization
 - ✓ Public and employee relations issues

Ukiah Valley Fire District

- ✓ Other:
 - ☐ Review harassment investigation and findings:
 - ✓ Was the District Harassment Policy adequate?
 - ✓ Were the employees aware of the terms of the Harassment Policy?
 - ✓ Was the harassment complaint procedure adequate?
 - ✓ Did the investigator(s) uncover other issues which need to be addressed?
 - ✓ Other
-

- ☐ Implement changes to harassment policies and procedures where appropriate.

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COMPLAINANT INTERVIEW FORM

NAME: _____ DATE: _____

POSITION: _____ SUPERVISOR: _____

☐ Name and position of the alleged harasser: _____

☐ Date and time of the harassment: _____ ; _____
Date Time

☐ Where did the harassment occur? _____
Location

☐ Did the harassment occur more than once? Yes ____ No ____

☐ If so, how often did it occur? _____

☐ If it occurred more than once, on what date(s) and time(s) did it take place?

_____ ; _____ / _____ ; _____
Date Time Date
Time

_____ ; _____ / _____ ; _____
Date Time Date
Time

- ☐ For each incident, ascertain and document what occurred. Try to get as many details as possible, even though this may be uncomfortable for the complainant. Use additional pages if necessary. Ask open-ended, non-judgmental questions, such as:

Ukiah Valley Fire District

Did the alleged harasser touch the Complainant?

- ✓ If so, where was the Complainant touched?

- ✓ Was the Complainant touched more than once?

- ✓ Did the alleged harasser threaten the Complainant in any way?

- ✓ If so, what was the threat or threats?

- ✓ How long was the incident, for example... a few seconds; five minutes?

- ✓ Where did the incidents of harassment take place?

- ✓ Were there any witnesses to the incidents of harassment? If so, who were the witnesses?

- ✓ Does the Complainant know of any others subjected to the same behavior?

Ukiah Valley Fire District

- ✓ Does the Complainant know of any motive for harassment?

- ✓ How did the Complainant respond to the harassment? Did he or she make any effort to bring it to a halt?

- ✓ Did the Complainant tell anyone else about the incidents of harassment? I.e., Superiors, co-workers, family, friends, government representatives, attorneys?

If so, get details concerning whom, what, when, where, and the response, if any:

- ✓ Does the Complainant have any tangible evidence or records of harassment? I.e., Notes, letters, or memos to or from the harasser, witnesses; calendar or diary entries, memos, letters, notes, etc. by Complainant; tape recordings, surreptitious or otherwise; formal complaint forms to any agencies?

- ✓ How did the Complainant feel about the harassment at the time it occurred?

- ✓ Does the Complainant feel the same way now? If not, what is different about how the Complainant now feels, and what brought about the difference?

- ✓ Does the alleged harasser have control over the compensation, working conditions or future employment of the complainant?

Ukiah Valley Fire District

- ✓ Has the alleged harasser made or carried out any threats or promises in connection with the alleged sexual harassment?

- ✓ Does the Complainant know or suspect there are other victims of harassment by the same person? If so, who are they?

- ✓ To what extent were others in control made aware of the situation?

- ✓ What action would the Complainant like to have taken?

- ✓ Ask the employee to write and sign a detailed description of all events to support the harassment claim.

Interviewer: _____ Date: _____

Witness: _____ Date: _____

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ALLEGED HARASSER INTERVIEW FORM

NAME: _____ **DATE:** _____

POSITION: _____ **SUPERVISOR:** _____

- ☐ Prepare for the investigation meeting with the harasser. This meeting should take place in private, although the District should have (2) representatives present. The investigator should outline the allegations in advance to ensure that all subjects are discussed.
- ☐ Answer the alleged harasser's pre-interview concerns and suspicions about the investigation.
- ☐ Advise the alleged harasser generally about the investigation and strict policies of confidentiality and avoidance of retaliation.
- ☐ Ask direct and detailed questions based on information provided by all witnesses, such as:

Prohibited Harassment Policy No. 1024

pg. 7

Ukiah Valley Fire District

- ✓ Were the alleged harasser and complainant working together on the date(s) the complainant says the harassment occurred?

Yes _____ No _____

If the dates differ, what dates did the alleged harasser state? (Try to obtain both the date(s), location(s) and time(s):

_____	_____	_____
Date	Location	Time

_____	_____	_____
Date	Location	Time

- ✓ Does the alleged harasser recall any interaction with the complainant on those dates?

Yes _____ No _____

If so, what was the context of the interaction?

- ✓ Were there any witnesses present? Yes _____ No _____

- ✓ What was the substance of any conversation between the complainant and the alleged harasser?

- Expect an adamant denial. For each denial, request that the harasser identify corroborating witnesses or evidence and detail any 'alibi.'

- If the alleged harasser acknowledges any conduct, ascertain and document what occurred. Try to get as many details as possible, even though this may be uncomfortable for the alleged harasser. Use additional pages if necessary. Ask open-ended questions, such as:

- ✓ Did the alleged harasser touch the complainant? Yes _____ No _____

Ukiah Valley Fire District

- ✓ If so, where was the complainant touched?

- ✓ Was the complainant touched more than once? Yes____ No____

- ✓ Was the touching done at the direction of the complainant or the alleged harasser?

- ✓ Did the harasser threaten the complainant in any way? Yes____ No____

- ✓ If so, what was the threat or threats?

- ✓ How long was the incident? For example, a few seconds, five minutes?

- ✓ Where did the incident take place?

- ✓ Where there any witnesses to the incident? Yes____ No____

If so, who were the witnesses:

Adoption Date: 2/16/94

Revision Date: 3/8/94 adoption of typed copy

Revision Daate 6/13/23



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Approval of the Purchase of a Command/Chief Vehicle and corresponding Budget Amendment of an additional \$25,000, bringing the total budget for the vehicle to \$100,000.

DEPARTMENT: Fire

PREPARED BY: Eric Singleton, Battalion Chief

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

1. Porterville Ford Window Sticker
2. Porterville Ford Bid

Summary: The Ukiah Valley District Board will consider the purchase of one Command/Chief vehicle in the amount of \$75,000 to \$88,000 and a corresponding budget amendment in the amount of \$25,000 for the Ukiah Valley Fire Authority (UVFA), bringing the total cost of the vehicle and all command features to \$100,000.

Background: This new Command/Chief vehicle will serve as a Battalion Chief vehicle. It will replace C-6807, a 2006 Chevy 2500 HD, with current mileage of 125,000. The vehicle transmission is failing, leaving the vehicle unfit and unreliable, leaving team members in a possibly unsafe or life-threatening environment during fire suppression activities. However, the vehicle can be repurposed as a non-suppression utility vehicle for the department.

Discussion: This vehicle was approved for purchase by the Ukiah Valley Fire District in the Capital Improvement Plan (CIP) in fiscal year 2021/22 with a budgeted amount of \$75,000. A Ford F-250 was ordered through the Government Fleet Pricing Plan (Reduced Pricing for Government Entities) in July of 2021 and placed on a list to receive the vehicle when it became available; the vehicle's cost with Fleet Pricing was \$52,500. We learned that in June of this year, we had been removed from the list due to a shortage of vehicles; we were informed we could reapply with an increased current vehicle cost with no guarantee we would receive a vehicle or remain or be removed from the list in the future. Discussing these issues with other Fire Districts, it was found they have been moving away from Fleet Pricing to buying a vehicle from dealership lots when vehicles become available. Our extensive search found a Red Ford F-250 that will provide similar safety features to match our current Command/Chief vehicles in our fleet. Due to the existing paint scheme, Black/Red, it was found that we need to purchase a red vehicle to reduce the cost of painting the vehicle two colors, which would cost an additional \$18,000. The current vehicle is priced at \$76,194.36. Staff found that these vehicles are very hard to come by very quickly off of dealership lots; two other vehicles that were found that matched our recommended specs were in the high 80s for purchase. That said, staff requested to purchase the Ford F-250 but have the leeway to purchase a Command/Chief vehicle in the range of \$75,000 to \$88,000 if this particular vehicle is no longer available, during our search. The budget amendment in the amount of \$25,000 is to outfit the Command/Chief vehicle with lights, sirens, command consoles, radios, etc., allowing it to be utilized for fire suppression. Staff also request, due to the timing of the fiscal year budget, all funds not spent in the current fiscal year be encumbered and rolled into the next fiscal year, 2023-24.

Recommended Action: Approve the purchase of one Command/Chief vehicle in the amount of \$75,000 to \$88,000 and the corresponding budget amendment in the amount of \$25,000 for the Ukiah Valley Fire Authority (UVFA).

BUDGET AMENDMENT REQUIRED: YES

PROPOSED BUDGET AMOUNT: 91721400.80100.18277 \$100,000

FINANCING SOURCE: 91721400 Measure B Reserve Budget

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Doug Hutchison, Fire Chief

Doug Hutchison, Fire Chief



City of Ukiah

PAGE 1 OF 1

REQUEST FOR BID
300 SEMINARY AVENUE
UKIAH, CALIFORNIA 95482
P: (707) 467-5774, F: (707) 313-3831

DATE: **5/23/2023**
REQ. NO. **E40410**

Bids may be emailed, faxed, or hand delivered, to the contact information listed herein, and by the specified deadline, or the bid will be rejected.

Submitted by:
(Company Name
& Address)

Porterville Ford

701 N Main St

Porterville, CA 93257

BIDS WILL BE RECEIVED UNTIL
1:30 p.m., MAY 29TH, 2023

AT THE OFFICE OF THE BUYER II

1320 AIRPORT ROAD, CITY OF UKIAH

BY: Dave Mendez

Email: dmendez@cityofukiah.com

BIDS ARE REQUESTED FOR THE FOLLOWING ITEMS:

ALL BIDS SHALL BE F.O.B. UKIAH, CA.

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
2 Each	NEW 2022-2023 FORD F-250-XL OR XLT, 4X4 CREW CAB, 6'-3/4" BOX 160" WHEELBASE TRUCK OR EQUIVALENT FORD, DODGE, CHEVROLET, OR GMC, ON THE LOT RACE RED OR EQUIVALENT AS PER ATTACHED EQUIPMENT SPECIFICATION E40410		
1	New 2022 Ford F-250 XLT See attached Monroney	MSRP \$72,060.00 Doc Fee	\$68,505.00 \$85.00
		Tax (8.875 %):	\$6,087.36
		DMV Fees	\$1,017.00
		Shipping:	\$500.00
		TOTAL:	\$76,194.36
		Payment Terms:	Due on Delivery

SIGNATURE:

DATE:

LEAD TIME ARO :

PRINT NAME:

PHONE:

EMAIL:

TERMS:

1. LOCAL PREFERENCE: 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 per Ukiah City Code Section 1522.D.4. 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 preference. In the event that there is a tie bid, where one bidder is local, the other is not, and the bid is equal in price and quality, the award shall go to the Local Vendor.
2. Right is reserved to reject any and all bids.
3. Right is reserved to accept separate items unless specifically denied by bidder.
4. Right is reserved to reject a bid from any bidder who has previously failed to perform adequately for the City of Ukiah.
5. In CASE OF DEFAULT, the City of Ukiah may procure the items quoted on from other sources and hold the original bidder liable for any increased costs.
6. The price, terms, delivery point, and delivery date may individually or collectively be the basis of the awarding of the bid.
7. In submitting the bid, bidder agrees that the bid shall remain open and may not be revoked or withdrawn for 60 days from the bid due date, unless a different time period is specified in RFB.



AGENDA SUMMARY REPORT

SUBJECT: Consideration and Possible Approval of One (1) 2023 Type 3 Ambulance from Braun Northwest.

DEPARTMENT: Fire

PREPARED BY: Doug Hutchison, Fire Chief

PRESENTER: Doug Hutchison, Fire Chief

ATTACHMENTS:

1. Proposal

Summary: The Board will consider the purchase of one (1) 2023 Type 3 ambulance from Braun Northwest in the amount of \$190,598.00 plus tax, for a total of \$207,275.33.

Background: The Ukiah Valley Fire Authority (UVFA) currently operates three (3) Type 3 ambulances. The City of Ukiah has ordered two (2) new ambulances, but due to supply chain issues with chassis production and allocation, their arrival date is still uncertain after almost 2 years after being ordered.

Discussion: Currently, the UVFA operates one of its ambulances full time with dedicated staff, while the other two (2) ambulances are used as a back up and cross staffed by Engine Company personnel when no ambulances are available locally, or when the staffed unit needs maintenance.

The two (2) back up/cross staffed units are a 2000, and 2014 Type 3 ambulance that have numerous mechanical issues due to their age and extensive previous use. This creates potential issues when these units have to be placed into service for whatever reason.

While the City has two (2) new units on order, their arrival date is as yet uncertain. Most manufacturers will tell you if you order today, it could be two (2) years before you see a unit built. As such, demo ambulance production has become rare, and the few demo units that are built are typically purchased quickly as all providers are struggling to keep up with replacing units in their fleet as needed.

Braun Northwest is the manufacturer that the City is purchasing their new ambulances from. While this demo unit is a different type (Type 3 vs. Type 1), the fact it is the same manufacturer will enable the UVFA to deal with a sole source for the majority of their units should any issues arise, once the City receives theirs.

In speaking with other manufacturers, the next available Type 3 demos available would be in approximately two (2) months or more, and would be less suited to the UVFA's dual role mission of Firefighter EMTs and Firefighter Paramedics.

Recommended Action: Approve the purchase of one (1) 2023 Type 3 ambulance from Braun Northwest in the amount of \$207,275.33

BUDGET AMENDMENT REQUIRED: YES

CURRENT BUDGET AMOUNT: 91721400.80100: \$0

PROPOSED BUDGET AMOUNT: 91721400.80100: \$207,257.33

FINANCING SOURCE: FUND 917 (Measure B funds)

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved:

Doug Hutchison, Fire Chief



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

BUDGETARY DEMONSTRATOR PROPOSAL

May 19, 2023

Ukiah Valley Fire Authority
Attn: Doug Hutchison
1500 South State Street
Ukiah, California 95482
dhutchison@cityofukiah.com

RE: One (1) 2023 North Star 167-3 Ambulance Demonstrator #3622-3

Braun Northwest is pleased to offer the following proposal:

One (1) 2023 North Star 167-3 Ambulance Demonstrator #3622-3 on a 2023 Ford E-450 4x2 ambulance prep gas chassis per enclosed specifications dated 4/4/2023 and drawings dated 2/28/2023.

Total Price for Demo #3622-3 F.O.B. Chehalis, WA..... \$190,598.00
Sales tax not included

F.O.B.: Chehalis, WA

Delivery: *No earlier than July 14th, 2023

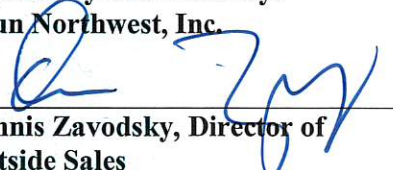
Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

****Note: Vehicle offered on first come first served basis and is being offered to other agencies.***

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Braun Northwest, Inc. is a California dealer (#16055) with insurance information available upon request.

Respectfully Submitted by:
Braun Northwest, Inc.


Dennis Zavodsky, Director of
Outside Sales

Date: 5-19-2023

TM, DZ
cc BC, LM
Enclosures: Specifications, drawings.



EMERGENCY VEHICLES

www.braunnw.com