



City Council

Special Meeting AGENDA

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

To participate or view the virtual meeting, go to the following link: <https://us06web.zoom.us/j/82205587854>

Or you can call in using your telephone only:

- Call (toll free) 1-669-444-9171
- Enter the Access Code: 822 0558 7854
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

June 3, 2024 - 4:00 PM

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. 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 that is within the subject matter jurisdiction of the City Council, 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.

3. BUDGET HEARING

- 3.a. Presentation of the Draft 2024-25 Fiscal Year City Budget and Draft Five-Year Capital Improvement Plan.

Recommended Action: Receive City budget presentation for the 2024-25 fiscal year and provide direction as necessary.

Attachments:

1. 5-Year Capital Improvement Plan - DRAFT - FYE 25
2. Vehicle Justifications - FYE 25

4. 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. Any handouts or presentation materials from the public must be submitted to the clerk 12 hours in advance of the meeting; for handouts, please include 10 copies.

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



AGENDA SUMMARY REPORT

SUBJECT: Presentation of the Draft 2024-25 Fiscal Year City Budget and Draft Five-Year Capital Improvement Plan.

DEPARTMENT: Finance

PREPARED BY: Dan Buffalo, Finance Director

PRESENTER: Dan Buffalo, Finance Director and various departmental representatives.

ATTACHMENTS:

1. 5-Year Capital Improvement Plan - DRAFT - FYE 25
2. Vehicle Justifications - FYE 25
3. Presentation given at meeting - updated 6-6-24 per Council direction

Summary: The Council will receive a City-wide overview of the draft 2024-25 City budget and the City's Five-Year Capital Improvement Program Plan, and will begin departmental presentations as time allows.

Background: Presented here is the operating and capital budget for the City of Ukiah for the Fiscal Year 2024-25.

Budget development began at the start of the calendar year and has included a series of meetings with the City Council in review of current operations, proposed objectives for the upcoming fiscal year, and continued review of the rolling five year Capital Improvement Plan (CIP).

This is the final phase of the budget adoption process, priming the Council and community for a more detailed budget discussion with departments. Following a comprehensive presentation of the City's principal funds by Finance, various departments will provide an overview of their proposed budgets focusing on noteworthy line item expenditures/projects, and will be available to answer questions and engage with the Council and/or community.

Proposed schedule of the final phase of the FY 2024-25 Budget Development Process:

- June 3 City Council Budget Hearing 4pm; Budget Overview, CIP, Departmental Presentations
- June 4 City Council Budget Hearing; 3pm; Continuation of Budget and Departmental Presentations (if necessary)
- June 5 City Council Budget Hearing; 3pm; Continuation of Budget and Departmental Presentations (if necessary)
- June 19 Regular Meeting; 6pm; Budget Adoption

Note: While presenting, departments will focus their remarks on any significant changes in the budget from the current year to next given the multi-month review/development that has already taken place with the City Council.

Discussion: As part of this packet, and in preparation of budget discussions with departments, the following are provided:

1. Budget unit pages (OpenGov stories). The Finance Department continues to enhance the usability and navigation of the budget document, turning to the OpenGov platform to deliver the budget document in its entirety. Budget units (departments and divisions) are presented in a standardized format in what are called "stories." They are dynamic, navigable web pages designed to be read electronically through a web browser. They offer the reader drill down features so that data can be presented as generally or as granularly as

desired.

The best way to access stories is by clicking this link and finding each subsequent link in the table of contents:2024-25 Fiscal Year Budget Draft (html link): <https://stories.opengov.com/ukiahca/published/CZOWkUdPA>

The landing page from the link is the cover of the budget document (in draft), including a table of contents at the bottom. Each budget story can be accessed by clicking on its respective link in the table of contents. As the budget document is further developed, links will be activated for any reader to examine.

The OpenGov platform is best viewed through the Google Chrome web browser. It is a free application and can be found at the following link, complete with download and installation instructions: <https://www.google.com/chrome/>

2. Five-year capital improvement program schedule (Attachment 1) and the Vehicle & Heavy Equipment Justifications (Attachment 2).

Recommended Action: Receive City budget presentation for the 2024-25 fiscal year and provide direction as necessary.

BUDGET AMENDMENT REQUIRED: N/A
CURRENT BUDGET AMOUNT: N/A
PROPOSED BUDGET AMOUNT: N/A
FINANCING SOURCE: N/A
PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A
COORDINATED WITH: N/A
DIVERSITY-EQUITY INITIATIVES (DEI): N/A
CLIMATE INITIATIVES (CI): N/A
GENERAL PLAN ELEMENTS (GP): N/A

Approved: 

Sage Sangiacomo, City Manager



FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR 2024-2025

(DRAFT)



AIRPORT

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
AIRPORT

INFRASTRUCTURE

AIRPORT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Pavement Rehabilitation of Taxiways A, A3 and A - Design	This project is for the pavement rehabilitation design of Taxiways A (4,540'x55'), A3 (250'x45'), and A5 (250'x45') due to thermal and aging related cracking with localized structural related cracking but no evidence of structural failure. Proposed rehabilitation is milling top 2 inches of AC crack sealing and pavement repair, and placement of 2 inch layer of new AC and markings.	77825200.80230	18034	N/A	1403 S State	New	Grant	Yes	Contingent upon FAA Grant Funding.			\$ 360,000				\$ 360,000	Reviewed	X
	Add'l Comments: The FAA has made cost and project scope adjustments. Moved from FY 21/22, and increased by \$88,385. Moved from FY 22/23, and increased from \$148,385. Moved from FY 23/24 and increased from \$250k.																	
Pavement Rehabilitation of Taxeways A, A3 and A5 - Construction	This project will cover construction to rehabilitate pavements of Taxiways A (4,540'x55'), A3 (250'x45') and A5 (250'x45').	77825200.80230	18035	N/A	1403 S State	New	Grant	Yes	Contingent upon FAA Grant Funding.					\$ 2,850,000		\$ 2,850,000	Reviewed	
	Add'l Comments: The FAA has made cost and project scope adjustments. Moved from FY 2/23, and increased by \$839,200. Moved from 24/25, and increased from \$1,339,200. Moved from 26/27.																	
Airport Apron Slurry Seal	As an ongoing maintenance item, slurry seal on airport aprons.	77725200.56600	18332	N/A	1403 S State	Ongoing	Enterprise	Yes	Aiport Operations Budget.			\$ 12,000	\$ 12,500	\$ 13,000	\$ 13,500	\$ 51,000	Reviewed	X
	Add'l Comments: As an ongoing maintenance item, slurry seal on airport aprons. Added budget for future years. Removed budget for FYE 25 to align with the budgeting of Public Works.																	
Master Plan	The Master Plan would focus on updating aviation activity forecasts, runway length analysis, long-term development plans, and financial self-sufficiency/revenue generation.	77825200.52100	18420	N/A	1403 S State	New	Grant	Yes	Contingent upon FAA Grant Funding.			\$ 450,000				\$ 450,000	Budget Adopted	
	Add'l Comments: Conduct study in FY 3/24 and complete in FY 24/25. Moving from FYE 24.																	
SUB-TOTAL:										\$ -	\$ -	\$ 822,000	\$ 12,500	\$ 2,863,000	\$ 13,500	\$ 3,711,000		

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
AIRPORT

VEHICLES, MACHINERY & EQUIPMENT																		
AIRPORT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Replace 20,000 gallon fuel tank with 20,000 gallon Jet A tank	Current tank is a split fuel system, containing both Jet A fuel and Avgas. Conversion to Jet A is necessary to maximize the fuel sources for the airport, provide better service to its customers.	77925200.80100	15042	N/A	1411 S State	In Progress	Enterprise	Yes				\$ 150,000				\$ 150,000	Reviewed	
	Add'l Comments: Moved from FYE 20. Current revenues may not be adequate, external funding may be necessary. Moved from FYE 22. Moved from FYE 24.																	
SUB-TOTAL:										\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000		

Definition of terms used:	
Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed" - First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



CITY MANAGER

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
CITY MANAGER'S DEPARTMENT

VEHICLES, MACHINERY & EQUIPMENT																		
CITY MANAGER DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Parking Meter Replacement	Replacing parking meters.	64012600.80230	18165	N/A	Downtown	Deferred	Enterprise	Yes				\$ 400,000				\$ 400,000	Reviewed	
	Add'l Comments: Funded by line of credit loan proceeds being secured by Finance as part of a larger capital improvement funding strategy. Moved from FYE 20 year. Installation will coincide with Streetscape Project. Funding secured through bond issuance; project put on hold due to COVID-19 and will resume when market conditions allow. Moved from FYE 21. Project put on hold due to COVID-19 and will resume when market conditions allow. Moved from FYE 22. Project moved from FYE 25 to coincide with anticipated development in the downtown.																	
SUB-TOTAL:										\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000		

Definition of terms used:	
Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



COMMUNITY SERVICES

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
COMMUNITY SERVICES

FACILITIES/BUILDINGS/LAND																		
COMMUNITY SERVICES DEPARTMENT																		
Project Name	Project Description	Orig/Obj	Project #	Allocation to Multi-Funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Pool Pump House	The pool pump house pool is in need of replacement due to age and general deterioration of the building.	10022100.80220	18012	N/A	511 Park Blvd.	New	TBD	No	Fiscal Year Allocation TBD							\$ -	Reviewed	
	Additional Comments: Project was formerly called "Pool Block House". Looking for funding. Moved from starting FYE 21. Prioritization and funding source(s) under review. Estimated cost is \$250k. Project deferred if we pursued pool replacement as below. Consider incorporating into Municipal Pool Renlacement																	
Riverside Park	State grant to provide some grading, flood surveying, debris removal and planting.	30522250.80220	18014	N/A	1281 E. Gobbi	In Progress	Grant	Yes	Grant funded.	\$ 832,005						\$ 832,005	Reviewed	
	Additional Comments: RFP for design process is complete 12/2018; Hydrology studies and CEQA complete. Work expected to start in late spring or early summer, with expectation of project completion in FYE 22. Most recent schedule indicates bidding in the Spring of 2023. Construction anticipated to start in Summer of 2023. Project completion expected fiscal year (24/25).																	
Wagenseller Park Plan	Park master plan needed once a site is identified.	30022250.80220	18063	N/A	Orchard & Brush	New	TBD	No	Seeking grant funding.							\$ -	Reviewed	
	Additional Comments: Location and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$3-5 million.																	
Wagenseller Park Development	In 2017 the Community Development Department began work on a Wagenseller Park Feasibility Analysis. It has been determined through the analysis and other surveys a park is needed in the Wagenseller area. Extensive landscaping, equipment purchase and installation needed.	30022200.80220	18063	N/A	Orchard & Brush	New	TBD	No	Seeking grant funding.							\$ -	Reviewed	
	Additional Comments: Working with RCHDC to determine location along with seeking grant funding. Reduced the amount from \$950k, to break out the Master Plan into a separate line item. Moved from FYE 23. Funding from RCHDC now seems unlikely. Moved from FYE 24. Departm estimate/request is \$3-5M.																	
Oak Manor Playground Equipment Replacement	Replacement of this equipment is necessary, due to the age and high usage of this equipment, as well as safety concerns. Staff will be seeking grant funds to assist with the cost.	30322230.80100	18010	N/A	500 Oak Manor	New	Grant	No	Seeking grant funding							\$ -	Reviewed	X
	Additional Comments: Staff applied for Prop 68 funds for park renovations including new playground equipment. Department estimated request is 100k.																	
Softball Fields Restroom Concession Building Roof Replacement	Replace roof at softball fields.	30022210.80220	18110	N/A	901 River Street	New	TBD	No	Fiscal Year Allocation TBD							\$ -	Reviewed	
	Additional Comments: Prioritization and funding source(s) under review. Roof currently has some leakage and panels are peeling up. Staff is currently evaluating the project. Need to explore grant funding. Department estimate/request is \$50,000.																	

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
COMMUNITY SERVICES

Softball Fields Irrigation Replacement	Replace irrigation at softball fields.	30022210.80220	TBD	N/A	901 River Street	New	TBD	No	Seeking grant funding								\$	-	Reviewed	
	Additional Comments: Irrigation system is inefficient and difficult to control coverage to maintain healthy turf. Needed to remain competitive for tournaments and reduce liability. Need to explore grant funding. Department estimate/request is \$500,000.																			
Skate Park Phase 2 - Back Lot Development	Develop additional area for meeting, band stand, viewing platforms. Install lighting.	30022200.80220	TBD	N/A	1043 Low Gap	New	TBD	No	Seeking grant funding								\$	-	Reviewed	
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$250,000.																			
Municipal Pool Replacement	The Municipal Pool at Todd Grove park is approx. 100 years old. Maintenance costs are becoming prohibitive. The existing facility needs to be demolished and remove and a new facility needs to be designed and built. Addition of Recreation Building to the Pool Facility where the unusable kiddie pool is. This will eliminate the Splash Pad and Day Camp Office projects from this CIP list. Facility will serve Day Camp, Recreation Classes, Facility Rentals, Trainings, Meetings, Youth Sports Practices and Green Room for Concerts.	TBD	TBD	N/A	512 Park Blvd.	New	TBD	No	Fiscal Year Allocation TBD								\$	-	Reviewed	
	Additional Comments: Funding will need to come from some combination of grants, fundraising, bond measures, and/or special district. Estimated cost: \$12M. Staff is preparing a "Needs Assessment/Feasibility Study" to better prepare for funding efforts.																			
Day Camp Office and Storage Building Replacement	The Day Camp Office and Storage Buildings are premanufactured buildings that have reached their life expectancy.	TBD	TBD	N/A	512 Park Blvd.	New	TBD	No	Fiscal Year Allocation TBD								\$	-	Reviewed	
	Additional Comments: Frequency of maintenance needs and costs are increasing. Estimated cost: \$240k.																			
Oak Manor Restroom	Oak Manor Park is a popular Park with significant daily use, currently served by a "porta-potty."	TBD	TBD	N/A	501 Oak Manor	New	TBD	No	Seeking grant funding								\$	-	Reviewed	
	Additional Comments: Grant funds currently being applied for. Department estimate/request is \$130k.																			
Security Cameras at Museum	Outdoor security cameras for protection of property.	10022700.54100	18111	N/A	431 S Main	Deferred	TBD	No	Seeking grant funding.								\$	-	Reviewed	X
	Additional Comments: Moved from FY 22, 23 and 24 due to higher priorities. Department estimate/request is \$30k.																			
Conference Center Exterior Painting	Building exterior needs painting.	73022600.5630	18112	N/A	200 S. School	New	TBD	No				\$	45,000				\$	45,000	Reviewed	X
	Additional Comments: Funding not secured, planning for routine maintenance. Moved from FYE 21. Moved from FYE 23. Moved from FYE 24.																			
Conference Center Security	Security keyless door lock entry.	73022600.80100	18189	N/A	200 S. School	New	TBD	No				\$	30,000				\$	30,000	Reviewed	X
	Additional Comments: Recent theft and safety concerns. Split out the cardlock from the cameras. Moved from FYE 21 due to COVID-19. Moved from FYE 22 due to COVID-19. Moved from FYE 24.																			

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
COMMUNITY SERVICES

McGarvey Park Irrigation and Landscape	The irrigation system is more than 50 years old. It is failing and requires frequent costly maintenance. Similarly, the landscaping is old and dated and needs replacement.	TBD	TBD	N/A	310 Dora St.	New	TBD	No	Seeking Grant Funding						\$ 1,000,000		\$ 1,000,000	Reviewed
	Additional Comments: In 2023 a conceptual plan for irrigation and landscape renewal was completed by a consulting landscape design firm. The plan was presented to the Public Spaces Commission. The plan estimates the project at approximately \$1 million.																	
Historic Sunhouse Roof Replacement	The roof at the historic Sunhouse is in need of replacement. Asphalt shingles are historically appropriate and no other historic requirements are anticipated.	10022700-80220	18439	N/A	431 S Main	New	TBD	No	Seeking Grant Funding								\$ -	Reviewed
	Additional Comments: An architectural assessment done in 1991 by Long Hoeft Architects identifies that the roof was last renovated in 1984 with composition shingles. Staff to seek grant funding this year, but if unsuccessful, will likely need general fund money to assure roof is replaced before it fails. \$85k is the current estimate. Once funding is identified/secured, staff will seek a budget amendment.																	
SUB-TOTAL:										\$ -	\$ 832,005	\$ 75,000	\$ -	\$ 1,000,000	\$ -	\$ 1,907,005		

Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed" - First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



ELECTRIC UTILITY

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
ELECTRIC UTILITY

FACILITIES/BUILDINGS/LAND																		
ELECTRIC UTILITY DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Renewable Resource Development - Solar	Renewable energy development for the Utility's resource portfolio in meeting the States green energy mandates.	80126100.80220	ECC01	N/A	1350 Hasting Road	In Progress	Enterprise	Yes	Funded by Greenhouse Gas Funds	\$ 55,000	\$ 2,225,000					\$ 2,225,000	Reviewed	X
	Add'l Comments: Rebudgeted to insure replacement roofing system meets building, solar and grading requirements. Moved \$1.2 mil out of FYE 20, and moved into FYE 21. Increased FYE 22 and FYE 24 from \$50k, reduced FYE 25 from \$1 mil. Pushed to 22/23 fiscal year, and increased overall amount from \$2,750,000 due to size of Hasting solar system. Moved out from FYE 23 due to budgetary constraints, and increased by \$225k.																	
Hydroelectric Plant Warehouse, Shop and Restroom	Needed to store hydro specialized plant materials, spare parts, provides staff workspace and restroom/sink facilities.	80126100.80230	18038	N/A	1229 Lake Mend.	In Progress	Enterprise	Yes	Rate Revenue			\$ 225,000				\$ 225,000	Reviewed	
	Add'l Comments: Moved from FYE 21 due to COVID-19. Received approval from Army Corp to tie into water line. Pushed to 22/23 FY and increased funding due to inflation. Moved from FYE 23. Moved from FYE 25 and changed funding source.																	
Substation Site Development	Evaluate the need and sites available to construct a future electrical substation to serve future loads based on planning forecasts of the City's growth.	80126100.80230	18046	N/A	TBD	New Enterprise	Yes	Rate Revenue				\$ 350,000				\$ 350,000	Reviewed	
	Add'l Comments: \$20k moved from FYE 21, and \$300k from FYE 22 due to COVID-19. Moved to 23/24 due to heavy workload. Moved from FYE 24. Moved from FYE 25, increased from \$300k, and changed funding source.																	
SUB-TOTAL:										\$ 55,000	\$ 2,225,000	\$ 225,000	\$ 350,000	\$ -	\$ -	\$ 2,800,000		

INFRASTRUCTURE																		
ELECTRIC UTILITY DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Upgrade fish hatchery pumps and controls (Hydro)	Upgrade fish hatchery pumps and flow meters.	80126100.80230	18037	N/A	1229 Lake Mend. Dr	In Progress	Enterprise	Yes	Rate Revenue		\$ 450,000					\$ 450,000	Reviewed	
	Add'l Comments: Spec complete for pump replacement. Changed description to clarify scope. Moved from FYE 22, and added \$60k. Approved for bidding on 2/1/23, budget amendment approved to match engineering estimate. Increased amount from \$260k, and moved all into FYE 25. Changed from \$432k for inflation, and changed funding source.																	

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
ELECTRIC UTILITY

Automate Station Light & Power, Pump & Generator Controls (Hydro)	Replace station light & power, upgrade station service switchgear.	80126100.80230	18118	N/A	1229 Lake Mend.	In Progress	Enterprise	Yes	Rate Revenue									\$ 225,000			\$ 225,000	Reviewed	
	Add'l Comments: Moved from FYE 21, and increased from \$80k. Design to be outsourced, engineering budgeted for 21/22. Pushed to 22/23 and increased budget from \$120k due to inflation. Moved from FYE 23. Design underway. Following design, bidding and work to be completed in FYE 25. Moved from FYE 25, added \$75k for inflation, and changed funding source.																						
Fairgrounds 4160 to 12,000 volt Conversion	Replaces existing low voltage (4160V) system with 12,000 Volt primary rated cable and transformers and secondary conductor. Fairgrounds to provide USERC specified metering and underground duct. Removes existing low voltage (4160V) system.	80126100.80230	18041	N/A	Ukiah Electric Sys	In Progress	Enterprise	Yes		\$ 12,551								\$ 225,000			\$ 225,000	Reviewed	
	Add'l Comments: Rebudgeted to reflect workforce scheduling allocation due to the Oak Manor Undergrounding project. Reduced amount for FYE 20 by \$120k, and changed funding in FYE 22 & 23. Moved forward by 1 year, project completing 23/24. Pushed out one year, waiting on agreement with Fairgrounds. Budget increased due to inflation and inclusion of labor in construction costs. Moving project budget from starting in FYE 24. Moved from FYE 25 pending agreement with Fairgrounds on funding division.																						
Oak Manor Circuit Balancing	Install 3 phase into Oak Manor with special equipment to balance circuits.	8012610.8023	TBD	N/A	Ukiah Electric	New	Enterprise	Yes													\$ -	Reviewed	
	Add'l Comments: New project to balance feeder circuits. Moved from beginning in FYE 24. Removed from FYE 25 (\$30k) and FYE 26 (\$300k) .. Being pushed out beyond current 5-year CIP years.																						
Replace Accumulators at Hydro for Tainter Operation	Replace accumulators for redundancy of tainter operation.	8012610.80230	TBD	N/A	1229 Lake	New	Enterprise	Yes	Rate Revenue				\$ 100,000								\$ 100,000	Reviewed	
	Add'l Comments: Replace accumulators for redundancy of tainter valve operation. Tested redundancy and moving from FYE 24. Moved from FYE 25 for budgetary purposes.																						
Underground Capital System Improvements (<\$50,000 each)	Transformer replacement and upgrades, wood pole testing and replacement, system capacity improvements and protection, control, monitoring and communication enhancements.	80126100.80230	18043	N/A	Ukiah Electric Sys	On-going	Enterprise	Yes	Rate Revenue	\$ 1,127,141	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 1,175,000					Reviewed	X
	Add'l Comments: UG Capital Projects >\$10,000 Added funding for FYE 26 and 27. Reduced FYE 24 from \$235k. Added funding for FYE 28 and FYE 29, and changed funding source.																						
Overhead Capital System Improvements (<\$50,000 each)	Transformer replacement and upgrades, system capacity improvements and protection, control, monitoring and Communication enhancements.	80126100.80230	18044	N/A	Ukiah Electric Sys	On-going	Enterprise	Yes	Rate Revenue	\$ 826,041	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000					Reviewed	X
	Add'l Comments: Reduced FYE 20 by \$140k, and reduced all future years to \$250k/yr. Increased FYE 21 from \$250k. Added funding for FYE 26 and 27. Added funding for FYE 27. Reduced FYE 24 from \$250k. Added funding for FYE 28 and FYE 29, and changed funding source.																						
Governor speed control & Valve Upgrades (Hydro)	Upgrades to the governor sensing, controller and feedback transducers to improve performance and reliability. Existing governor controls frequently are out of service due to failure or adjustment.	80126100.80230	18047	N/A	1229 Lake Mend. Dr	Ongoing	Enterprise	Yes	Rate Revenue		\$ 30,000	\$ 300,000					\$ 330,000					Reviewed	
	Add'l Comments: Moved from beginning FYE 21 due to COVID-19. Project was spread between FYE 22 and FYE 23. Combined into FYE 22 and reduced by \$30k. Moved to 23/24-24/25 due to workload. Moved to FYE 25 and 26 due to workload. Revised FYE 25 from \$20k (engineering costs). Added funding source.																						
Oak Manor Dr. Overhead to Underground Conversion	Install cable and associated equipment for replacing the overhead facilities.	80126100.80230	18121	N/A	Oak Manor Dr.	Ongoing	Enterprise	Yes	Rate Revenue					\$ 800,000			\$ 800,000					Reviewed	X
	Add'l Comments: Reduced amount from \$500k, moved from FYE 21. Moved from FYE 22. Increased amount from \$200k. Funding from 2022 bonds, funding increased to include AT&T and Comcast for joint trench project, approx. 40% to be reimbursed by AT&T and Comcast. Per Council directive, undergrounding focus will be redirected to Talmage, the completion of Oak Manor is being pushed until adequate rate revenue is available.																						

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
ELECTRIC UTILITY

Hydroelectric Plant Transfer Trip Upgrade	Upgrade existing and provide redundancy for Hydro transfer trip circuit.	80126100.80230	18125	N/A	Hydro Plant	In Progress	Enterprise	Yes	Rate Revenue	\$ 17,106	\$ 375,000	\$ 50,000					\$ 425,000	Reviewed	X
	Add'l Comments: Reduced amount for FYE 20 from \$225k, and added funds to FYE 21. Moved from FYE 21. Moved budget from FYE 22, increased overall amount from \$195k due to inflation, and added budget to subsequent years to include radio redundancy. Moved from beginning in FYE 23 in order to complete preliminary work that will be completed as part of Streetscape Phase 2 project. Revised FYE 24 from \$275k, FYE 25 from \$50k and changed funding source. Changed FYE 25 from \$275k.																		
Western Hills	Electrical infrastructure for Western Hills development.	80126100.8023	18350	N/A	Western Hills	Ongoing	Enterprise	Yes	Rate Revenue	\$ 243,549	\$ 300,000						\$ 300,000	Reviewed	X
	Add'l Comments: Removed \$525k from FYE 23, and reduced to \$300k. Changed funding source.																		
Cherry Circuit (102) Extension Across 101	Extend Cherry Circuit (102) to back feed 303 Circuit to provide redundancy to southeast Ukiah.	80126100.80230	TBD	N/A	S.E. Ukiah	New	Enterprise	Yes				\$ 800,000					\$ 800,000	Reviewed	
	Add'l Comments:																		
Fiber Optic Cable Extension	Extend fiber optic to Electric Service Center for Substation Visibility and Hydroelectric Control.	80126100.80230	TBD	N/A	1350 Hastings	Ongoing	Enterprise	Yes	Rate Revenue			\$ 20,000	\$ 500,000				\$ 520,000	Reviewed	
	Add'l Comments: Moved from FYE 25 to correspond with Cherry circuit extension and added funding source.																		
Pole Replacement Project	Replace poles identified by the 10-year pole inspection.	80126100.80230	18440	N/A	Various	Ongoing	Enterprise	Yes	Rate Revenue		\$ 1,000,000						\$ 1,000,000	Reviewed	
	Add'l Comments: Increased from \$850k due to inflation. Anticipate needing to replace 100 poles. Moved from FYE 24 due to budget constraints. Added funding source.																		
New Substation	Design and build new substation.	80126100.80230	TBD	N/A	TBD	In Progress	Enterprise	Yes	Rate Revenue				\$200,000	\$2,500,000	\$12,500,000		\$ 15,200,000	Reviewed	
	Add'l Comments: Added funding source. Moved from starting FYE 26.																		
Talmage Underground	Underground all overhead power & communications between State & Airport Park Boulevard.	80126100.8023	18422	N/A	Talmage Road	Ongoing	Enterprise	Yes						\$ 30,000	\$ 2,500,000		\$ 2,530,000	Reviewed	
	Add'l Comments: \$30k for design, \$2.5M for construction. Moved to FYE 28 and FYE 29 due to funding.																		
SUB-TOTAL:										\$ 2,226,388	\$ 2,640,000	\$ 955,000	\$ 3,010,000	\$ 3,240,000	\$ 15,485,000	\$ 25,330,000			

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
ELECTRIC UTILITY

VEHICLES, MACHINERY & EQUIPMENT																		
ELECTRIC UTILITY DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Electric Meter Replacements	Electric Meter Replacement and cloud based data management system improving customer access to outage information, usage data and provide customer selectable notifications.	80126100.80100	15080	N/A	Ukiah Electric System	In Progress	Enterprise	Yes	Seeking grant funding.	\$ 22,203	\$ 150,000	\$ 2,000,000	\$ 2,500,000			\$ 4,650,000	Reviewed	
	Add'l Comments: Currently in the planning stage. Moved from starting FYE 21. Eliminated \$500k from FYE 22, and \$2M from FYE 23. Added amounts to FYE 24 and 25. Looking for grant funds to assist with completing this project. Moved from starting FYE 24. Added funding to FYE 27. Many electric meters are at end of life and need replacement with an upgraded AMI. Increased FYE 27 from \$2M.																	
Utility/Inspector Truck	Replaces 2003 F250 with EV Truck.	80126100.8010	TBD	N/A	N/A	Ongoing	Enterprise	Yes				\$ 90,000				\$ 90,000	Reviewed	
	Add'l Comments: EV options will hit market in FYE 21/22; Planned for FYE 22/23 to ensure quality of vehicle outside of 1st Generation models. Moved from FYE 23. Moved from FYE 24. Moved from FYE 25.																	
Trouble Truck	Replaces V2233 Ford F-550 AT40-G Articulating Telescopic Aerial Lift Super cab.	80126100.80100	V2224	N/A	N/A	In Progress	Enterprise	Yes	Rate Revenue		\$ 300,000					\$ 300,000	Reviewed	
	Add'l Comments: Moved budget forward from FYE 24 due to 2+ year lead-time, and order has been placed. Planning for outfitting in FYE 24. Increased amount from \$30k. Moved to FYE 25. Truck was ordered in 2021 with Council approval due to long lead time. Expected delivery Q1 2025. Added funding source.																	
Technical Services Vehicle	Replaces 2007 Ford E150 Van.	80126100.8010	TBD	N/A	N/A	Ongoing	Enterprise	Yes				\$ 90,000				\$ 90,000	Reviewed	
	Add'l Comments: Replace with an electric vehicle. Moved from FYE 23, and increased from \$60k. Moved from FYE 25.																	
EV Chargers	Matching funds for EV charging grant for a Hub location, 4 DC fast chargers and 2-dualport Level 2 Chargers	80126100.8010	18423	N/A	N/A	In Progress	Enterprise	Yes		\$ 750,000						\$ 750,000	Reviewed	
	Add'l Comments: Project ongoing with Chargepoint partnership. Moved from FYE 24.																	
Serveron Gas Analyzer for Transformer 2	This system is used to determine levels of gas dissolved in the oil and needs to be replaced.	80126100.80100	18441	N/A	N/A	New	Enterprise	Yes		\$ 40,000						\$ 40,000	Not Reviewed	
	Add'l Comments:																	
SUB-TOTAL:										\$ 22,203	\$ 1,240,000	\$ 2,180,000	\$ 2,500,000	\$ -	\$ -	\$ 5,920,000		

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
ELECTRIC UTILITY

Definition of terms used:	
Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



FINANCE/I.T.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
FINANCE/IT

INFORMATION TECHNOLOGY																		
FINANCE DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Wireless Mesh	This will provide a broadband wireless communication network for our Police Department across the Ukiah Valley, as well as provide Wi-fi access for other departments and divisions. Site surveys will be required to establish back-haul points which will accommodate multi-point wireless antennas. A pilot site will begin Phase I, to establish the first back-haul point for testing purposes. Phase II will establish the installation of additional multi-point wireless antennas, followed by the Wi-Fi implementation that will supplement other City department projects.	20913900.54330	18329	N/A	300 Seminary Ave.	New	TBD	No	Seeking grant funding. Fiscal Year Allocation TBD.								Reviewed	
	Additional Comments: Prioritization and funding source(s) under review. Need to explore grant funding. Department estimate/request is not known at this time. Phase I will be started on FY 23/24 and Phase II will be started on FY 24/25 as funding is acquired.																	
Camera System	This will provide camera surveillance for Police Department dispatch monitoring of designated City locations. This will allow coverage in areas that are currently inaccessible. Staff is looking at a Cloud-based solution as there is more functionality and will also provide business continuity points.	20913900.80100	18443	N/A	Multiple	New		No				\$ 120,000				\$ 120,000	Reviewed	
	Additional Comments: Deferred from FYE 24.																	
SUB-TOTAL:										\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000		
VEHICLES, MACHINERY & EQUIPMENT																		
FINANCE DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Truck - Utility Service Attendant	Current vehicle approaching the end of it's useful life.	20513300.80100	TBD	N/A	300 Seminary	New	TBD	No				\$ 50,000				\$ 50,000	Reviewed	X
	Additional Comments: Moved from FYE 23 to allow for more EV options; Electric vehicle. Move from FYE 24. Increased amount from \$35k. Moved from FYE 25 to 26.																	
Vehicle for Information Technology	Vehicle needed for Information Technology staff. Will explore EV options.	20913900.80100	TBD	N/A	300 Seminary	Deferred	TBD	No	Reserves and Cost Allocation			\$ 60,000				\$ 60,000	Reviewed	X
	Additional Comments: Will be financing. Moved from FYE 24, and increased from \$35k. Moving from FYE 25 to 26.																	

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
FINANCE/IT

Telephone System Replacement	Staff will be looking to a cloud-based telephone system that will provide features and diversity of operation, including "soft phones" that can be mobile to any location desired, not withstanding on-premise, home, conferences, etc. All features move with the phone and provide complete mobility with full functionality. The beginning of the project would address external City of Ukiah sites first, and then move to the Civic Center, Annex, and finally to the Police Department. This multi-phase project would span over one site at a time, until all sites are completed. Our current Mitel phone system is antiquated and at end of life.	20913900.80100	TBD	N/A	300 Seminary Ave.	New	TBD	No			\$	100,000					\$	100,000	Reviewed	X					
	Additional Comments: \$50k for phone replacements. Note: 75k per year in cloud-based service charges (\$25 per phone per month @ 250 phones). Increased from \$50k. Currently working on a scope of work to send out a Request for Bid. Cost is currently anticipated at around \$100k based on current information.																								
In-Rack Cooler Replacement	Our current in-rack cooling system provides cooling for all of our network infrastructure, which includes servers, routers, switches and batter-backup banks within the racks. The cooler is approximately 15 years old, and is the oldest in the state of California, end of life, and at risk of failure. Replacement is critical, as turnaround time would be questionable in te event of a failure.	20913900.80100	18424	N/A	300 Seminary Ave.	New	TBD	No	Reserves and Cost Allocation		\$	85,000						\$	85,000	Reviewed	X				
	Additional Comments: Waiting on a Request for Bid for final value. Moved from FYE 25, and increased from \$18,900. Increased again from \$35k.																								
SUB-TOTAL:										\$	-	\$	185,000	\$	110,000	\$	-	\$	-	\$	-	\$	295,000		

Definition of terms used:																							
Project Name	The name of the project.																						
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.																						
Org/Object	The proposed account code where the expense will be accounted for.																						
Project Number	The number assigned to track all expenses related to the project.																						
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.																						
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".																						
Funding Source	The Fund the actual expense will come out of.																						
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.																						
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.																						
Costs to date	Costs spent on the project.																						
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.																						
Totals	The sum of the five year estimate for each project.																						
Comments	Additional information as needed.																						
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agenda meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agenda item brought to Council.																						
Shovel Ready	Project is ready to be sent out to bid.																						

*Refer to last page of this document for definition of terms used.



FIRE AUTHORITY

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
UKIAH VALLEY FIRE AUTHORITY

FACILITIES/BUILDINGS/LAND																		
FIRE AUTHORITY																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Training Tower Site Work and Installation	The Fire Training Tower was purchased in FYE 2023 for \$468k of which \$445k was reimbursed by PG&E Settlement funds through the County of Mendocino. An initial location for the tower was identified behind the Civic Center, however it was later determined not to be a good location due the adjacent neighborhoods. Staff is still working to determine a suitable location.	91721400.80220	18337	N/A	TBD	In Progress	Multiple	Yes	Fire District Measure B Funds	\$ 468,773	\$ 95,000					\$ 95,000	Reviewed	X
	Additional Comments:																	
South Station Replacement	The South Station (Station-681) has surpassed its useful life span as the facility infrastructure no longer meets the needs of the UVFA as current staffing levels have outgrown the existing living space. Station-681, initially a California Highway Patrol station, was converted into a fire station and designed to house one full-time staff member; UVFA currently staffs the station with three full-time team members per day (24-hours). Additionally, as UVFA grows, it is anticipated that a full-time ambulance with another two full-time team members will be there per day in the foreseeable future. Station-681's current footprint would not be equitable or appropriate for use or a remodel due to size. Complete replacement of the station is necessary, also a consideration for station location, selecting a strategic location to give the most optimal service to the Ukiah Valley.	91521400.80220	18334	N/A	1500 S State/141 Lovers Ln.	New	TBD	No	Seeking grant funding.							\$ -	Reviewed	
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$10 million.																	
North Station Replacement	The North Station (Station-683) has surpassed its useful life span as the facility infrastructure no longer meets the needs of the UVFA as current staffing levels have outgrown the existing living space and equipment storage. Station-683 was purchased as a temporary solution to have equipment and personnel stationed in the north end of Ukiah Valley for strategic planning and deployment of services. UVFA currently staffs the station with three full-time team members per day (24-hours). As with all other UVFA stations, it is anticipated that a full-time ambulance with another two full-time team members will be there per day in the foreseeable future. Station-683's current footprint would not be equitable or appropriate for use or a remodel due to size. Complete replacement of the station is necessary, also a consideration for station location, selecting a strategic location to give the most optimal service to the Ukiah Valley.	91521400.80220	18334	N/A	1500 S State/141 Lovers Ln.	New	TBD	No	Seeking grant funding.							\$ -	Reviewed	
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$10 million.																	

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
UKIAH VALLEY FIRE AUTHORITY

Central Station Retrofit	The Central Fire Station (Station-682) is in need of upgrades and retrofit. Station-682, until recently, was used as equipment storage and base of operations for volunteers, along with housing the On-Duty Duty Officer. It currently is staff with the Duty Officer and one full-time ambulance staffed by two team members per day (24-hours). Retrofits and upgrades are needed for bedrooms, bathrooms, office space, kitchen, living space, apparatus bay, the exterior (including roof repairs), heating and cooling systems, and installing security measures to protect the facility and fire equipment. These upgrades/retrofits will maintain the building's footprint utilizing a change in layout to accommodate the Department's current and future needs as it is anticipated that additional staffing (fire/EMS) will be added in the foreseeable future.	10021210.80220	18336	N/A	1500 S State/141 Lovers Ln.	New	TBD	No	Seeking grant funding.								\$	-	Reviewed
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$850,000.																		
Training Room - Central Station	The Training Room and the Central Fire Station (Station-682) require upgrades and retrofiting. The central training room is currently the primary training classroom; it also serves as the Emergency Center of Operations (EOC) in a catastrophic event for the city or surrounding area. As technology has rapidly changed, the room needs to be upgraded to match the changes to give our team members the tools needed to complete our mission. Additionally, UVFA identified an issue with the availability or lack of training relying on outside resources. After identifying the problem, strategic planning was put into place to bring our team members the necessary and required training in-house, thus requiring upgrades. Upgrades include tables, chairs, audio, video, internet accessibility, phone systems (including 911 operability), internal & external communication capabilities, whiteboards, planning boards, etc.	10021210.80220	18338	N/A	1500 S State/141 Lovers Ln.	New	TBD	No	Seeking grant funding.								\$	-	Reviewed
	Additional Comments: Prioritization and funding source(s) under review; Need to explore grant funding. Department estimate/request is \$50,000.																		
SUB-TOTAL:										\$ 468,773	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000		

VEHICLES, MACHINERY & EQUIPMENT

FIRE AUTHORITY

Project Name	Project Description	Orig/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Command/ Chief Vehicle	This new Command/Chief vehicle would serve as a Division Chief's vehicle. It will replace C-6805, a 2006 Chevy 2500 HD, with current mileage of 106,495. The vehicle transmission is currently failing, leaving the vehicle unfit, unreliable, and 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. Additional Comments: Moved from FYE 21 due to COVID-19. Increased the amount from \$50k to include vehicle outfitting. Moved from FYE 21. Vehicle is on order, with delayed delivery. Rebudgeting remaining amount for outfitting into next fiscal year. Reduced amount in FYE 22 from \$75k and placed remaining amount in FYE 23. Delivery has been delayed. Moved budget for outfitting from FYE 23, and increased from \$22k. This procurement continues seeing delays with continuing supply chain issues, as well as supplier issues. Order still pending. This remaining funding for outfitting is moving from FYE 24.	10021210.80100	V3165	N/A	1500 S State St.	In Progress	District	Yes	UVFD Mitigation Fees Contribution	\$ 53,021	\$ 25,000					\$ 25,000	Reviewed	X

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
UKIAH VALLEY FIRE AUTHORITY

Type VI Brush Squad	The crucial component utilized by the Fire Service allows team members to respond to any emergency ranging from fire, medical, rescue, hazmat, vehicle fire/crashes, etc. Fire engines and trucks are broken down into various classes (Type-I, Type-II, Type-III, etc.) based on the capabilities or specialized equipment of the apparatus. The most notable benchmark is response volume which indicates usage hours. Other aspects include accepted future use, mileage, past apparatus required maintenance, and downtime (out of service due to repairs); it is recommended that front-line vehicles be placed in reserve status at 6k hrs. or 7 to 10 yrs. of front-line service. Additionally, it is recommended that all reserve apparatus be retired after 12k hrs. of service or 15 to 20 yrs. of service. BR-6861 (Type-VI): This new purchase will be recommended in 2023, switching from our current Type-II apparatus to a more versatile and maneuverable Type-VI for our front-line team members and stations. E-6861 (Type-II): recommended to be repurposed as a reserve with the purchase of B-6861 in 2023; current E-6861 will replace E-6872. E-6872 (Type-III): will be replaced as the current front-line apparatuses (Type-II) are moved to surplus.	TBD	TBD	N/A	1500 S. State St.	New	TBD	No					\$ 547,000	\$ 547,000	Reviewed	
	Additional Comments: Following UVFA Current Fleet Replacement Plan.															
Rescue Boat (Specialized Vehicle)	The Boat is used for water operations and rescue. The recommended replacement is front-line for 7 to 10 years and retired after 15 to 20 years of service. Based on the degrading of the marine material over time and hard use. B68-1: recommended replacement in 2023; the current B68-1 will be placed in reserve status as B68-2. B68-2: will be replaced as current front-line vehicles are moved to reserve status and be listed as surplus.	1002121080100	TBD	N/A	1500 S. State St.	New	General	No				\$ 32,000		\$ 32,000	Reviewed	X
	Additional Comments: Following UVFA Current Fleet Replacement Plan. Moved from FYE 25.															
Quint Aerial Apparatus	The crucial component utilized by the Fire Service allows team members to respond to any emergency ranging from fire, medical, rescue, hazmat, vehicle fire/crashes, etc. Fire engines and trucks are broken down into various classifications (Type-I, Type-II, Type-III, etc.) based on the capabilities or specialized equipment of the apparatus. The most notable benchmark is response volume which indicates usage hours. Other aspects include accepted future use, mileage, past apparatus required maintenance, and downtime (out of service due to repairs); it is recommended that front-line vehicles be placed in reserve status at 6,000 hours or 7 to 10 years of front-line service. Additionally, it is recommended that all reserve apparatus be retired after 12,000 hours of service or 15 to 20 of service. T-6852 recommended replacement in 2024; the current T-6852 will be moved to surplus.	TBD	TBD	N/A	1500 S. State St.	Deferred	TBD	No				\$ 1,800,000		\$ 1,800,000	Reviewed	X
	Additional Comments: Following UVFA Current Fleet Replacement Plan. Moved from FYE 25.															

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
UKIAH VALLEY FIRE AUTHORITY

Fire Engine Apparatus	The crucial component utilized by the Fire Service allows team members to respond to any emergency ranging from fire, medical, rescue, hazmat, vehicle fire/crashes, etc. Fire engines and trucks are broken down into various classifications (Type-I, Type-II, Type-III, etc.) based on the capabilities or specialized equipment of the apparatus. The most notable benchmark is response volume which indicates usage hours. Other aspects include accepted future use, mileage, past apparatus required maintenance, and downtime (out of service due to repairs); it is recommended that front-line vehicles be placed in reserve status at 6,000 hours or 7 to 10 years of front-line service. Additionally, it is recommended that all reserve apparatus be retired after 12,000 hours of service or 15 to 20 of service. Due to the current use (Hours), E-6881 and E-6883 will be well over 6,000 before the seven-year mark as, on average, each apparatus puts approx. 1,500 hours of usage per year. E-6881 has the higher use of the two, which puts it first for replacement. E-6881 (Type-I): It is recommended for replacement in 2025; the current E-6881 will be repurposed as a reserve and replace E-6882. Additional Comments: Following UVFA Current Fleet Replacement Plan. Moved from FYE 26.	TBD	TBD	TBD	N/A	1500 S State St.	Deferred	TBD	No						\$ 935,000		\$ 935,000	Reviewed	X
Fire Engine Apparatus	The crucial component utilized by the Fire Service allows team members to respond to any emergency ranging from fire, medical, rescue, hazmat, vehicle fire/crashes, etc. Fire engines and trucks are broken down into various classifications (Type-I, Type-II, Type-III, etc.) based on the capabilities or specialized equipment of the apparatus. The most notable benchmark is response volume which indicates usage hours. Other aspects include accepted future use, mileage, past apparatus required maintenance, and downtime (out of service due to repairs); it is recommended that front-line vehicles be placed in reserve status at 6,000 hours or 7 to 10 years of front-line service. Additionally, it is recommended that all reserve apparatus be retired after 12,000 hours of service or 15 to 20 of service. Due to the current use (Hours), E-6881 and E-6883 will be well over 6,000 before the seven-year mark as, on average, each apparatus puts approx. 1,500 hours of usage per year. E-6883 has the second highest use of the two, which puts it second for replacement. E-6883 (Type-I): recommended replacement in 2026; between former E-6881 and E-6883, one will be used as a reserve as (E-6882) while the other will be surplusd. Additional Comments: Following UVFA Current Fleet Replacement Plan. Moved from FYE 27.	TBD	TBD	TBD	N/A	1500 S State St.	Deferred	TBD	No						\$ 956,000		\$ 956,000	Reviewed	X
Tech Rescue Tow/Haul (Specialized Vehicle)	Specialized vehicles are generally designed for a specific purpose (Support/Air Unit, USAR, Boat) utilized by the UVFA. These units play a critical role in the success of the UVFA's mission. The USAR (Urban Search & Rescue) is designed for natural disasters, confined space rescue, and collapse rescue. Support/Air and USAR were based on usage of the vehicle; it is recommended for replacement at 12,000 or 15 to 20 years of service. A significant change, USAR-68 is currently a pull-behind trailer without a dedicated vehicle for towing; this will be a utility truck with a crane to haul the specialty trailers (USAR/Swiftwater rescue trailers). It will allow for a rapid response in a time sensitive environment, with the small crane attached making the vehicle more versatile and adaptable for any situation that team members encounter. USAR-68: recommended replacement in 2027; the current USAR-68 trailer will be placed as surplus or utilized by another City Department. Additional Comments: Following UVFA Current Fleet Replacement Plan. Moved from FYE 28.	TBD	TBD	TBD	N/A	1500 S State St.	Deferred	TBD	No						\$ 260,000		\$ 260,000	Reviewed	X

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
UKIAH VALLEY FIRE AUTHORITY

Swiftwater Rescue Equipment Trailer	This trailer will be dedicated to swift water rescue equipment including a boat. This trailer gives team members the ability to maintain and rapidly respond to any water rescue incident. All water rescue equipment will be stored within the trailer, including the inflatable boat. The trailer allows the ability to maintain all equipment in a controlled environment. Additional Comments: Following UVFA Current Fleet Replacement Plan. Moved from FYE 28.	TBD	TBD	N/A	1500 S State St.	Deferred	TBD	No						\$ 35,000	\$ 35,000	Reviewed	X
Ambulance (4 each)	Four (4) Type II demo/stock ambulances. Additional Comments: These units are required to service the Interfacility Transfer contract with Adventist Health.	71021110.80100	TBD	N/A	1500 S State St.	New	Adventist Agrmt	Yes			\$ 444,111				\$ 444,111	Not Reviewed	
Power-Load Gurney (4 each)	Four (4) each PowerPro XT gurneys and Power Load Systems. These units are identical units to those on the Fire Authority's 911 ambulances and are designed to minimize risks to patients and team members from manual lifting. Additional Comments: These units are required to service the Interfacility Transfer contract with Adventist Health.	71021110.80100	TBD	N/A	1500 S State St.	New	Adventist Agrmt	Yes			\$ 230,890				\$ 230,890	Not Reviewed	
LifePak 15 (4 each)	Four (4) LifePak 15 units, identical configuration to the Fire Authority's 911 ambulances. Additional Comments: These units are required to service the Interfacility Transfer contract with Adventist Health.	71021110.80100	TBD	N/A	1500 S State St.	New	Adventist Agrmt	Yes			\$ 199,865				\$ 199,865	Not Reviewed	
SUB-TOTAL:										\$ 53,021	\$ 899,866	\$ 1,832,000	\$ 935,000	\$ 1,503,000	\$ 295,000	\$ 5,464,866	

Definition of terms used:																	
Project Name	The name of the project.																
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project																
Org/Object	The proposed account code where the expense will be accounted for.																
Project Number	The number assigned to track all expenses related to the project.																
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.																
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".																
Funding Source	The Fund the actual expense will come out of.																
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable																
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.																
Costs to date	Costs spent on the project.																
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.																
Totals	The sum of the five year estimate for each project.																
Comments	Additional information as needed.																
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.																
Shovel Ready	Project is ready to be sent out to bid.																

*Refer to last page of this document for definition of terms used.



POLICE

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
POLICE

INFORMATION TECHNOLOGY																		
POLICE DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Police Department Computer Aided Dispatch & Mobile Digital Terminal Software	The Ukiah Police Department has been using the same Computer Aided Dispatch (CAD) platform since 1998. The provider of this CAD system changed ownership multiple times, since our initial purchase. Currently there are only 6 agencies in the state using this system and it does not have standard functionality such as mapping. It is likely that this CAD system will be discontinued in the future. Fortunately, the current owner of this old system is our Records Management System provider and offers a modernization upgrade. This would allow for the seamless flow of information from our CAD system, Records Management System and our MDT's. This modernization software would also provide a mapping component to our CAD and MDT software which is an industry standard now.	20620231.54330/54320	18445	N/A	300 Seminary Ave.	Deferred	TBD	No	Exploring financing options.	\$ 353,562	\$ 27,999	\$ 28,559	\$ 29,130			\$ 439,250	Reviewed	X
	Additional Comments: Cost of project per Fiscal year may vary depending on start date, but total cost is identified. Moved from starting in FYE 24, and increased total project amount from \$491,593. Staff is still looking for grant funding. Additionally, current staff resources are unable to support a project of this size. Staff has been unable to secure grant funding. There are currently 5 agencies in California using the outdated system, 3 of which are currently switching from it.																	
SUB-TOTAL:										\$ -	\$ 353,562	\$ 27,999	\$ 28,559	\$ 29,130	\$ -	\$ 439,250		

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
POLICE

VEHICLES, MACHINERY & EQUIPMENT

POLICE DEPARTMENT

Project Name	Project Description	Orig/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Annual Police Car Replacement	Annually the Police Department schedules the replacement of two patrol cars. Typically, a patrol car lasts about 3 years before it reaches the end of it's service life. It takes the department about a year to order, receive and outfit a car for patrol use. By scheduling regular replacement of cars, the department ensures we have enough cars available for use. Additional Comments: The Department has maintained a vehicle replacement plan of two vehicles per year, which was previously reduced due to COVID-19. The budget has been increased from \$100k yearly, as current vehicle replacement actual cost exceeds prior budgeted amounts. This is also a consideration of inflation. Revised PC's. Increased amount in FYE 23 from \$150k to reflect cost increase for two hybrid vehicles currently on order. Increased future years from \$150k as well in consideration of inflation. Increased yearly budget from \$175k starting in FYE 25. Have purchased 1 Honda Accord Sedan Hybrid that was available locally. Purchase of more hybrid police vehicles challenging due to current Ford production delays.	10020210.80100	V4215 & V4218	N/A	300 Seminary Ave.	Ongoing	General	Yes	May explore financing options.	\$ 38,416	\$ 175,000	\$ 175,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 890,000	Reviewed	X
Replace Tasers	The Ukiah Police Department has deployed Tasers since 2018, utilizing a 5-year purchasing program to maintain current equipment and which provides support for hardware, supplies, and technology through the term of the agreement. The current agreement with Axon expires in 2022. Additional Comments: As explained in our prior CIP plan, the department has maintained a purchasing plan to support our tasers, which is expiring this year. Unless renewed, equipment will not be repairable or supported. Yearly pricing has increased from \$15k. Unencumbered contract was awarded FYE 23. Reduced amount in FYE 23/24/25/26/27 from \$32k to reflect five-year contract commitment that will have to be rebudgeted for the life of the contract.	10020210.54100	18345	N/A	300 Seminary Ave.	Ongoing	General	Yes		\$ 53,334	\$ 26,974	\$ 26,974	\$ 26,974			\$ 80,922	Reviewed	X
Replace Body Cameras	The Ukiah Police Department has deployed body-cameras to memorialize officer contacts, criminal conduct, and investigative activities for more than 10 years. These video and audio recordings are used as evidence in criminal and civil cases, as well as for internal quality assurance. The current purchasing program expires in 2023, and provides for evidence storage, current and reliable equipment, and support for hardware and software for the term of the agreement. Additional Comments: As explained in our prior CIP plan, the department has maintained a purchasing plan to support our body worn cameras, which is expiring in May of 2023. Unless renewed, equipment will not be repairable or supported, essentially making them inoperable. Due to the fact that our tasers are also due for renewal, the department is exploring a bundling option as a cost saving measure. Overall cost has increased from \$79k. Unencumbered contract was awarded FYE 23. Reduced amount in FYE 23/24/25/26/27 from \$52k to reflect five-year contract commitment that will have to be rebudgeted for the life of the contract.	10020210.54100	18346	N/A	300 Seminary Ave.	Ongoing	General	Yes	-	\$ 95,297	\$ 47,954	\$ 47,954	\$ 47,954			\$ 143,862	Reviewed	X

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
POLICE

Flock Cameras	The Ukiah Police Department would like to purchase and implement an additional 17 Flock cameras in or around the Ukiah City Limits to help with solving felony crimes occurring in our community.	10020210.54100	TBD	N/A	300 Seminary Ave.	New	General	No	Continue to seek grant funding.			\$ 61,450	\$ 53,000	\$ 53,000	\$ 53,000	\$ 220,450	Reviewed	X
	Additional Comments: Flock cameras have been proven to assist officers in locating stolen vehicles, wanted persons and helped in solve crimes around the City of Ukiah. Currently we have some areas of the City of Ukiah that are not covered by Flock Cameras. Unsuccessful with finding grant funding so far. Updated estimate of cameras is 17, 4 of which are portable. Increased funding from \$41k, and moved from FYE 24. Deferred to FYE 26.																	
LPR Fleet Cameras	The Ukiah Police Department would like to update it's Fleet Cameras inside the police patrol vehicles. Currently the 9 UPD patrol vehicles are outfitted with Fleet 2 Axon cameras. These cameras are becoming outdated and will need an upgrade in the next few years. Updating our Fleet 2 cameras to Fleet 3 cameras would give the police department a wider view and the Fleet 3 cameras are also License Plate Reader compatible.	10020210.54100	TBD	N/A	300 Seminary Ave.	New	General	Yes			\$ 31,981	\$ 32,191	\$ 32,191	\$ 32,191	\$ 32,191	\$ 160,745	Reviewed	X
	Additional Comments: For an additional fee the LPR can be turned on to assist officers in locating stolen vehicles or felony wanted vehicles. The proposed Axon quote for Fleet 3 cameras would provide new cameras for 12 patrol vehicles, include all hardware, software, and warranty Pricing has been adjusted from total \$122,193 based on an updated quote.																	
SUB-TOTAL:										\$ 187,047	\$ 281,909	\$ 343,569	\$ 340,119	\$ 265,191	\$ 265,191	\$ 1,495,979		

Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed" - First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agenda meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agenda item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



PUBLIC WORKS

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
PUBLIC WORKS

FACILITIES/BUILDINGS/LAND																		
PUBLIC WORKS DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Corporation Yard Renovation Project	Complete renovation of existing Corporation Yard, teardown of all accessory buildings and build new structures for Streets, Water & Sewer staff and whatever else is deemed necessary from study.	20824300.80220	18190	N/A	1320 Airport Rd.	In Progress	Series 2022 Lease Rev	Yes	New Revenues	\$ 27,725		\$ 12,281,427				\$ 12,281,427	Reviewed	
	Add'l Comments: Needs Assessment for Corp Yard Facility Moved from FYE 21 due to COVID-19. Moved from FYE 23. Estimated cost in 21/22 is for plans and specs/study work. Design contract has been awarded for \$1.2M. Moved from FYE 23. Reduced funding by amount of design contract. Staff exploring opportunity of new corp yard facility off Airport property.																	
Civic Center Front of Building Replacement of Tile, Clean and Paint	Tile missing and/or broken, front of building needs cleaning and painting.	20824700.80220	18106	N/A	300 Seminary Ave.	Deferred	Building Fund	Yes	Utilizing Building Fund Reserves		\$ 80,000					\$ 80,000	Reviewed	X
	Add'l Comments: The Civic Center Buildings have been power washed/cleaned. Project deferred. Moved \$45k from FYE 20, and moved \$35k from FYE 21 due to COVID-19. Combined budget for FYE 22 and FYE 23 into one budget for FYE 22. Moved from FYE 22. Moved from FYE 23. Staff exploring options for repair or replacement. CM hold. Moved from FYE 24.																	
Civic Center Bathroom Tile	The tiles in the bathrooms at the Civic Center have come loose and are creating a tripping hazard. Tile needs to be removed and replaced. Cement floor needs to be treated to exclude calcium intrusion.	20824700.80220	18107	N/A	300 Seminary Ave.	Deferred	Building Fund	Yes	Utilizing Building Fund Reserves		\$ 35,000					\$ 35,000	Reviewed	X
	Add'l Comments: Moved to FYE 22 due to COVID-19. Moved from FYE 22. Moved from FYE 23. Nearly all items on pause waiting for the BofA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address. CM hold. Moved from FYE 24.																	
Civic Center Roof Replacement	Roof and skylights are showing signs of failure. Failed over dispatch and a temporary tarp roof was implemented.	20824700.80220	18319	N/A	300 Seminary Ave.	Deferred	Internal Allocations	Yes	Indirect Cost Allocation	\$ 37,484			\$ 400,000			\$ 400,000	Reviewed	X
	Add'l Comments: Department estimates roof replacement/repair cost at \$400,000; The intent here is to set aside \$100k every year through the cost allocation for the ultimate roof replacement in final year of set aside, thus not reflecting an actual budgeted amount in each set-aside year. Staff asked for an amendment in Dec. '22 to amend FYE 23 budget by \$40k to take care of area above Police dispatch, which has been completed. Adding and additional \$100k set aside, for a total of five years. Currently on pause waiting for the BofA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address.																	
Civic Center Police Parking Cover Insulation Replacement	The insulation in the exterior parking cover has failed that cover the public safety vehicles. To protect police vehicles and improve aesthetics.	20824700.56300	18320	N/A	300 Seminary	Deferred	Internal	Yes	Utilizing Building Fund Reserves and Indirect Cost Allocation		\$ 35,000					\$ 35,000	Reviewed	X
	Add'l Comments: Moving from FYE 23. Nearly all items on pause waiting for the BofA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address. CM hold. Moved from FYE 24.																	
Civic Center HVAC Replacement	HVAC units are aging and failures are imminent.	20824700.5630	18419	N/A	300 Seminary	Deferred	Internal	Yes	Utilizing Building Fund Reserves and Indirect Cost Allocation		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 250,000	Reviewed	X
	Add'l Comments: Replace two units per year. Nearly all items on pause waiting for the BoFA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address. CM hold. Moved from FYE 24.																	

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
PUBLIC WORKS

Security Fencing at Ukiah Police Department Parking/Entrance/Exit Areas	Currently the Ukiah Police Department parks their vehicles, enters and exits the station on the south side of the Civic Center. This area is unsecured and a high security risk to those entering and exiting the building & vehicles. Securing the area with fencing and gates that only UPD and Staff have access to will provide the necessary safety needed for the UPD. Fencing and a gate would be installed near the entrance at Oak Street, follow the driveway to the Civic Center building. An additional gate would be installed near the Fire bay doors closer to Dora Street and run down the driveway back toward Oak Street.	20824700.80220	18187	N/A	300 Seminary Ave.	Deferred	New Revenues	No	Fiscal Year Allocation TBD								\$	-	Reviewed						
	Add'l Comments: Prioritization and funding source(s) under review; Department estimate/request is \$200,000; Project is contingent on the identification of a non General Fund source. Moved from FYE 21 due to COVID-19. Moved from FYE 22 due to COVID-19 and funding restriction. Nearly all items on pause waiting for the BofA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address.																								
Carpet Replacement - Police Department Offices	The carpet in the Police Department offices is extremely worn with spots that can no longer be removed, along with some areas that are torn.	20824700.80220	18176	N/A	300 Seminary Ave.	Deferred	Bond Funding	Yes	Funded by Series 2020A Bond			\$	51,000				\$	51,000	Reviewed	X					
	Add'l Comments: Moved from FYE 21 due to COVID-19. Part of larger Civic Center service relocation and reconfiguration project. Moved from FYE 22. Moved from FYE 23. Nearly all items on pause waiting for the BoFA building and planning of moving departments around. Unsure of what needs the Civic Center will need to address. Moving from FYE 24.																								
Server Room Fire Suppression System Replacement	Replace failed and obsolete halon fire suppression system in the server rooms at the Civic Center.	20824700.80220	18416	N/A	300 Seminary Ave.	In Progress	Internal Allocations	Yes	Indirect Cost Allocation	\$	9,177	\$	50,800				\$	50,800	Reviewed	X					
	Add'l Comments: Existing halon system is not functioning and obsolete, making the system irreparable. CM hold. FireTrace to be installed this fiscal year, and rebudget the balance of project for next.																								
Bank of America Building Acquisition, Renovation, and Services Relocation	Procurement of BofA building on S. State, rehabilitation, service relocation, and reconfiguration of Civic Center.	20824700.80220	18176	N/A	501 S. State	In Progress	Bond Funding	Yes	Purchase Completed FY 2021; Rehabilitation Costs TBD, Funded by Series 2020A Bond	\$	762,562	\$	1,326,679				\$	1,326,679	Reviewed	X					
	Add'l Comments: Council has approved acquisition of building and is aware of estimated rehab costs. Council still needs to review master plan, including transfer of services and reconfiguration of Civic Center admin. Moved from FYE 22. Revised amount from \$1,623,233 due to current available bond funds.																								
Roll-up Bay Door - Central Fire Station	Doors need replacing.	20824700.56300	18417	N/A	300 Seminary	New	Internal	Yes	Utilizing Building Fund Reserves and Indirect Cost Allocation			\$	50,000	\$	50,000		\$	100,000	Reviewed	X					
	Add'l Comments: Doors need replacing. CM hold. Moving from FYE 24.																								
CardLock Phase II	Install Police Department entrances and exits with key fobs and access cards.	20824700.80220	15019	N/A	300 Seminary	New	Internal	Yes	Indirect Cost Allocation				\$	85,000			\$	85,000	Reviewed	X					
	Add'l Comments: This is already being utilized at the Civic Center and Annex, providing a high level of security. Moved from FYE 25.																								
SUB-TOTAL:										\$	836,948	\$	1,678,479	\$	12,466,427	\$	450,000	\$	50,000	\$	-	\$	14,694,906		

*Refer to last page of this document for definition of terms used.

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
PUBLIC WORKS

INFRASTRUCTURE																			
PUBLIC WORKS DEPARTMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready	
Landfill Closure	This project will permanently close the Landfill Disposal site per Federal Mandates.	70224500.80230	18025	N/A	3100 Vichy Springs	In Progress	Current Revenues	Yes			\$ 10,343,287					\$ 10,343,287	Reviewed	X	
	Add'l Comments: Project specifics will require additional Council review. Moved from FYE 20 to FYE 21. EIR Litigation in progress. Construction projected for FYE 22 so moved from FYE 21. Moved from FYE 22 - ongoing litigation. Moved from FYE 23. Litigation has been slow, likely no movement until next year or later. Moved from FYE 24. Possibly winter of FYE 25.																		
SUB-TOTAL:										\$ -	\$ 10,343,287	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,343,287		
STREETS & RIGHTS-OF-WAY																			
PUBLIC WORKS DEPARTMENT																			
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready	
East Clay Street Improvement Project	This project will improve East Clay Street from Main Street to the Railroad Crossing in order to facilitate the development of the new Courthouse site. This project includes water, sewer, pedestrian facilities and drainage facilities as well as reconstruction of the street section.	12024200.80230	18128	N/A	Clay Street	New	Special Revenue	Yes	Measure Y					\$ 750,000		\$ 750,000	Reviewed	X	
	Add'l Comments: Introduced and discussed at the January 16, 2019 Council meeting. Moved from FYE 21. Moved from FYE 23. Moved from FYE 25 to align closer to Courthouse construction. Moved out 2 years from FYE 26 due to anticipated resources.																		
Street Striping	This will update striping on streets in selected areas.	12024200.52100	18251	N/A	Various Streets	Ongoing	Special Revenue	Yes	Measure Y					\$ 80,000	\$ 80,000	\$ 160,000	Reviewed	X	
	Add'l Comments: Ongoing work. Increased cost from \$60k to \$80k for additional striping for newer projects and to promote pedestrian, cyclist and motorist safety. Moved out 2 years from FYE 26 due to anticipated resources.																		
Low Gap Road and North Bush Street Roundabout	This project will complete the environmental, ROW, and design phases for a roundabout at Low Gap Road and N. Bush St. Construction phase not currently funded.	50924210.80230	15024	N/A	Low Gap Rd & N. Bush	In Progress	Special Revenues	Yes	MCOG Revenues		\$ 450,000					\$ 450,000	Reviewed	X	
	Add'l Comments: Design authorized, but project requires additional Council review. Moved from FYE 22, and reduced from \$1.5 mil due to COVID-19. Moved from FYE 21. Moved from FYE 22 to FYE 23 and FYE 24 due to delays in grant processing. Moved from FYE 24. To happen after completion of RWP Phase 4 in this area.																		
Slurry Seal Project	This project will improve the Streets network.	12024200.52110	18332	N/A	Various Streets	Ongoing	Special	Yes	Measure Y					\$ 400,000	\$ 400,000	\$ 800,000	Reviewed	X	
	Add'l Comments: Moved out 2 years from FYE 26 due to anticipated resources.																		

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
PUBLIC WORKS

Leslie Street Rehabilitation Project	Rehabilitate Leslie Street, Gobbi to Perkins.	12024200.80230	TBD	N/A	Leslie Street	New Grant	Yes	CDBG Funding Opportunity							\$ 1,500,000	\$ 1,500,000	Reviewed	X
	Add'l Comments: Moved from FYE 21. Moved from FYE 22 due to a number of various projects, timelines, and severity of street conditions. Moved out 2 years from FYE 27 due to anticipated resources.																	
Great Redwood Trail- Phase 5	This project will extend the Great Redwood Trail from Brush Street to Hensley Creek Road	51124210.80230	TBD	N/A	Railroad ROW	New Grant		Seeking Grant Funding						\$ 275,000	\$ 8,000,000	\$ 8,275,000	Reviewed	
	Add'l Comments: Moved project back from beginning FYE 23. Moved project from beginning FYE 25, may be possible when railbanking is finalized.																	
Talmage Road Rehabilitation Project	This project will replace the water main, sewer main and include reconstruction and paving of the overlay, additional sidewalks and ADA accessibility.	25224220.80230	18310	N/A	Talmage Road	New	TBD	Yes	TBD						\$ 1,000,000	\$ 1,000,000	Reviewed	
	Add'l Comments: RFP completed and contract awarded to GHD for design in February of 2022. Scope greatly changed due to EUD undergrounding, moved from FYE 23. Moved from FYE 25. PG&E and San District.																	
Traffic Signal Cabinet/Camera Update	Bring traffic signals at State and Washington/Talmage/Low Gap/Hospital Drive up to date with new traffic signal controller software.	500244220.8023	TBD	N/A	Multiple	New	Special Rev/Grant	Yes	Gas Tax/HSIP Grant								Reviewed	X
	Add'l Comments: Awarded \$151,450 HSIP grant through Caltrans. CM hold. Not continuing with this project at this time. Checking with Caltrans for extension.														\$ -			
SUB-TOTAL:									\$ -	\$ 450,000	\$ -	\$ -	\$ 1,505,000	\$ 10,980,000	\$ 12,935,000			

VEHICLES, MACHINERY & EQUIPMENT

PUBLIC WORKS DEPARTMENT

Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Asphalt Roller - Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$66,000 total	10024620.80100	E1612	Yes	1320 Airport Rd.	New	General	Yes	Department plans to set aside funds for this replacement.				\$ 22,000			\$ 22,000	Reviewed	X
	Add'l Comments: Moved from FYE 23 due to COVID-19. Working with Fleet Maintenance staff on evaluation. Moved from FYE 24. Moved from FYE 25.																	
Asphalt Paver - Shared Cost	The current equipment is Equipment #1811, a 1998 LeeBoy Model 1000B Paver. This is a CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$210,000 total	10024620.80100	E1812	Yes	1320 Airport Rd.	New	General	Yes	Department plans to set aside funds for this replacement.				\$ 70,000			\$ 70,000	Reviewed	X
	Add'l Comments: Moved from FYE 23 due to COVID-19. Working with Fleet Maintenance staff on evaluation. Moved from FYE 24. Moved from FYE 25.																	

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
PUBLIC WORKS

Loader Replacement	Replace existing loader due to CARB requirements.	10024620.80100	E1413	Yes	1320 Airport Rd.	In Progress	General/Grant	Yes	USDA Grant with Match	\$ 75,000					\$ 75,000	Reviewed	X	
	Add'l Comments: Working with Fleet on evaluation. Continued evaluation and validation of justification required prior to purchase. Moved from FYE 22. Deferring to allow for Western Hills Water Infrastructure PC 18385 Western Hills Water Infrastructure. 5/29/24: Received a Request for Obligation of Funds and Letter of Conditions for USDA grant on 5/29/24. Will receive \$225,000 with \$75k match of City funds, for a total of \$300k. Grant agreement and subsequent purchase anticipated some time early FYE 25.																	
Dump Truck Replacement	Dump Truck Replacement for 3 years. This equipment is used to maintain and repair the Infrastructure for our citizens.	20824300.80100	TBD	N/A	1320 Airport Rd.	New	Internal Service	Yes	Department plans to set aside funds for this replacement.			\$ 525,000			\$ 525,000	Reviewed	X	
	Add'l Comments: Moved from FYE 22 due to COVID-19. Moved from FYE 24, and will set-aside \$175k in FYE 25 and 26 ... with purchase in FYE 27. Increased total amount from \$500k.																	
Replacement Truck-Building Maintenance	Replacement truck is necessary.	20824700.8010	V2642	N/A	300 Seminary	Deferred	Internal Service	Yes	Reserves	\$ 60,000					\$ 60,000	Reviewed	X	
	Add'l Comments: Moved to FYE 22. Moved to FYE 23. Replace with electric vehicle and increase cost from \$48k to \$60k. Deferred from FYE 23. CM Hold. Moving from FYE 24.																	
SUB-TOTAL:										\$ -	\$ 135,000	\$ -	\$ 617,000	\$ -	\$ -	\$ 752,000		

Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agendized meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agendized item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



WATER RESOURCES

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
WATER RESOURCES

FACILITIES/BUILDINGS/LAND																		
WATER RESOURCES DEPARTMENT																		
Project Name	Project Description	Org/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Well 3 Improvements	Improve Well 3 building enclosure.	82127115.80220	TBD	N/A	Vichy Springs Rd.	New	Water Fund	Yes				\$ 150,000				\$ 150,000	Reviewed	X
	Add'l Comments:																	
Replace Roof at WTP	Replace roof at the Water Treatment Plant.	82127115.80220	TBD	N/A	935 River Street	New	Water Fund	Yes				\$ 100,000				\$ 100,000	Reviewed	X
	Add'l Comments:																	
Replace Roof at Pump Station	Roof replacement at the high service pump station.	82127115.80220	TBD	N/A	935 River Street	New	Water Fund	Yes					\$ 50,000			\$ 50,000	Reviewed	X
	Add'l Comments:																	
AWTCCB Cover	Cover for the AWT Chorine Contact Basin - big car port.	82127115.80220	TBD	N/A	935 River Street	New	Water Fund	Yes							\$ 150,000	\$ 150,000	Reviewed	
	Add'l Comments:																	
SUB-TOTAL:										\$ -	\$ -	\$ 250,000	\$ 50,000	\$ -	\$ 150,000	\$ 450,000		

INFRASTRUCTURE																		
WATER RESOURCES DEPARTMENT																		
Project Name	Project Description	Orig/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Water Main Replacements	Plan for water main replacements throughout the City, performed in conjunction with street improvement projects.	82127113.80230	18072	N/A	Various	Ongoing	Water	Yes			\$ 1,500,000	\$ 1,500,000				\$ 3,000,000	Reviewed	X
	Add'l Comments: Added funding for FYE 25 and FYE 26. Reduced FYE 22 from \$1.5M. Removed \$1.5M for FYE 23, as funds will be used for this purpose in Streetscape Ph 2 programmed for next year.																	

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
WATER RESOURCES

Develop Additional Groundwater Facilities	This project will provide an additional source of groundwater to increase our system redundancy during periods of surface water scarcity.	82227115.80230	18425	N/A	TBD	New	Water Fund	No			\$ 500,000	\$ 1,500,000				\$ 2,000,000	Reviewed	
	Add'l Comments: Request for Proposal is in progress.	82227115.80230	18425	N/A	TBD	New	Water Fund	No										
IPS Liner Replacement	Remove and Replace Seal on Wash Water Basins	84427222.80230	18192	N/A	300 Plant Road	New	Wastewater Fund	Yes				\$ 60,000				\$ 60,000	Reviewed	X
	Add'l Comments: Moved from FYE 21. Moved from FYE 22, and increased from \$40k due to inflation. Moved to FYE 25 due to budgetary constraints. Revised project name as the basins are in more need of repair. Wash basins can be addressed by staff.	84427222.80230	18192	N/A	300 Plant Road	New	Wastewater Fund	Yes										
Recondition Perc Ponds	Recondition the levees on the Percolation Ponds.	84427222.80230	18447	NA	300 Plant Road	New	Wastewater Fund	Yes				\$ 200,000				\$ 200,000	Reviewed	X
	Add'l Comments: Eliminated \$200k for 2 prior years due to COVID-19. Changing scope of project to excavating bottom of perc ponds and grading. Revised project name from "Recondition Levees" as well.	84427222.80230	18447	NA	300 Plant Road	New	Wastewater Fund	Yes										
Replace Water and Sewer Main - PZ1 to Bush	Replace the 16" steel water and sewer main, from PZ1 to Bush Street	84427222.80230	TBD	N/A	Bush Street	New	Water	Yes						\$ 1,500,000		\$ 3,000,000	Reviewed	X
	Add'l Comments: Moved from FYE 25. Increased overall project amount from \$1M.	82127115.80230	TBD	N/A	Bush Street	New	Water	Yes						\$ 1,500,000				
SUB-TOTAL:										\$ -	\$ 2,000,000	\$ 3,260,000	\$ -	\$ -	\$ 3,000,000	\$ 8,260,000		

VEHICLES, MACHINERY & EQUIPMENT

WATER RESOURCES DEPARTMENT

Project Name	Project Description	Orig/Obj	Project #	Allocation to Multi-funds	Project Location	Project Status	Funding Source	Funding Identified	Funding Source Add'l Comments	Costs to date	24/25	25/26	26/27	27/28	28/29	Totals	City Council Status	Shovel Ready
Replace Water Treatment Plant Service Truck	The current vehicle's useful is expected to be exceeded in future years and will need to be replaced. Add'l Comments: Moved from FYE 23. Moved back to FYE 23. Increased amount from \$50k due to revising to a 3/4 ton with lift gate, as well as inflation; EV is not an option at this time due to the heavy duty needs. Moved from FYE 23.	82127115.80100	V3754	N/A	935 River Street	Deferred	Water Fund	Yes			\$ 70,000					\$ 70,000	Reviewed	X

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
WATER RESOURCES

Convert Chlorine Gas to Liquid Chlorine at Water Treatment Plant	This project will replace chlorine gas at the Water Treatment Plant and convert to Liquid Chlorine for safety reasons	82127115.80100	18133	N/A	935 River Street	Deferred	Water Fund	Yes			\$ 50,000	\$ 270,000					\$ 320,000	Reviewed	X
	Add'l Comments: Was budgeted FYE 20, moved to start in FYE 21 due to COVID-19. Moved \$270k from FYE 22. Moved \$50k from FYE 21. Moved \$50k from FYE 22. Moved from FYE 23. Move from starting FYE 24.	82127115.80100	18133	N/A	935 River Street	Deferred	Water Fund	Yes											
Water Meter Replacements	Upgrade aged meter in order to provide increased service efficiency.	82027114.80100	18074	N/A	Various	New	Water Fund	Yes			\$ 50,000						\$ 50,000	Reviewed	X
	Add'l Comments: Ongoing - reduced FYE 21 from \$50k, added \$50k to FYE 24 due to COVID-19. Added funding for FYE 25 and 26. Removed \$50k from FYE 22, FYE 23, and FYE 26. Scope being re-evaluated against other projects going on.	82027114.80100	18074	N/A	Various	New	Water Fund	Yes											
Replace Water/Sewer Operations Call Truck - Shared Cost	The current vehicle's useful is expected to be exceeded in future years and will need replaced	82027114.80100	V3753	Yes	1320 Airport Road	Deferred	Water Fund	Yes				\$ 40,000					\$ 80,000	Reviewed	X
	Add'l Comments: Increased amounts in both Water and Sewer from \$30k each due to inflation. EV is not an option at this time due to the heavy duty needs. Moved from FYE 23.	84027221.80100	V3753	Yes	1320 Airport Road	Deferred	Sewer Fund	Yes				\$ 40,000							
Replace Water/Sewer Operations Lead Worker Truck - Shared Cost	The current vehicle's useful life is expected to be exceeded in future years and will need replaced	82027114.80100	TBD	Yes	1320 Airport Road	New	Water Fund	Yes			\$ 22,500						\$ 45,000	Reviewed	X
	Add'l Comments: Increased amounts in both Water and Sewer from \$20k each due to inflation. Electric vehicle. Moved from FYE 24.	84027221.80100	TBD	Yes	1320 Airport Road	New	Sewer Fund	Yes				\$ 22,500							
Asphalt Roller - Shared Cost	The current equipment is Equipment #1611, a 1995 CAT CB214C Roller. This is CARB Tier 0, and a retrofit for this unit is unavailable. This equipment assists in the ongoing maintenance of the Streets network in order to provide upgraded facilities for our residents. Three divisions will contribute: \$66,000 total	82027114.80100	E1612	Yes	1320 Airport Road	New	Water Fund	Yes	Department plans to set aside funds for this replacement.				\$ 22,000				\$ 88,000	Reviewed	X
	Add'l Comments: Moved from FYE 23 due to COVID-19. Working with PW and Fleet on evaluation. Moved from FYE 24. Moved from FYE 25.	84027221.80100	E1612	Yes	1320 Airport Road	New	Sewer Fund	Yes	Department plans to set aside funds for this replacement.					\$ 66,000					

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
WATER RESOURCES

[illegible]

**Refer to last page of this document for definition of terms used.*

FIVE YEAR CAPITAL IMPROVEMENT PLAN*
24/25 FISCAL YEAR
WATER RESOURCES

Solids Conveyor	Part of the dewatering solids process.	84027225.80100	18427	N/A	300 Plant Rd.	New	Wastewater Fund	No						\$ 950,000		\$ 950,000	Reviewed	
	Add'l Comments: \$50k for design in 23/24, construction to follow. Increased from \$50k current fiscal year and \$300k in FYE 26 - adding the funds removed for the Heat Exchanger item.																	
Rehabilitation of Zone 2 Booster Pump Station	Upgrade the enclosure and electrical components in the structure enclosing the booster pump for Pressure Zone 2 to increase reliability and security.	82227113.80100	TBD	N/A	Golf Course	New	Water Fund	Yes						\$ 500,000		\$ 500,000	Reviewed	X
	Add'l Comments: Moved from FYE 23 due to COVID-19. Increased scope, increased estimate from \$50k, and moved from FYE 25 due to cost increase.																	
Replace Screens in Water Treatment Plant Clarifiers	Replace aluminum screens with stainless steel screens in clarifier.	82127115.80100	TBD	N/A	935 River Street	New	Water	Yes						\$ 250,000		\$ 250,000	Reviewed	
	Add'l Comments:																	
SUB-TOTAL:									\$ -	\$ 190,000	\$ 2,450,000	\$ 1,300,000	\$ 228,000	\$ 500,000	\$ 4,668,000			

Definition of terms used:

Project Name	The name of the project.
Project Description	Provides a description and additional narrative to assist in the understanding of the need and value of the proposed project.
Org/Object	The proposed account code where the expense will be accounted for.
Project Number	The number assigned to track all expenses related to the project.
Allocation to Multi-funds	Indicates if the cost of the proposed cost is shared. In this case, here it will state what other funds are sharing the cost.
Project Status	This indicates whether the project is "NEW", "IN PROGRESS", "ONGOING", "DEFERRED", or "COMPLETED".
Funding Source	The Fund the actual expense will come out of.
Funding Identified	"Yes" indicating funding has been identified and will be available, "No" indicating funding has not yet been identified and is unavailable.
Funding Source Add'l Comments	To further explain, as necessary, the funding type used selected.
Costs to date	Costs spent on the project.
Estimated Costs per Fiscal Year	Costs estimated to be spent in each of the fiscal years.
Totals	The sum of the five year estimate for each project.
Comments	Additional information as needed.
City Council Status	"Not Reviewed"- First time that Council has been presented the project; "Reviewed" - Council has been presented the project during an agenda meeting; "Explore" - Council has reviewed and has asked staff to further explore; "Reviewed and Supported" - Council has reviewed and supports the placement of the project on the CIP Plan; "Budget Adopted" - Council has approved the project through the Council action that takes place through either the full budget adoption process, or through a specific agenda item brought to Council.
Shovel Ready	Project is ready to be sent out to bid.



City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2024/2025

ITEM: POLICE CARS - ANNUAL REPLACEMENT - 2 EACH		ASSET USEFUL LIFE: 5-10 YEARS		ESTIMATED COST: \$175,000
SUBMITTED BY: Dave Kirch, Fleet & Plant Maintenance Supervisor				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
Police	Police Patrol	TBD	10020210.80100	\$87,500
Police	Police Patrol	TBD	10020210.80100	\$87,500
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
CURRENT CONDITION: Poor				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)			MEET CARB STANDARDS?
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): Based on standard features, and what is available at time of purchase.				
EST. MILEAGE/HOURS PER YEAR				
JUSTIFICATION/USE/NEED: The standard annual replacement is necessary to keep the Police fleet in service. This is especially important as staff navigates supply chain issues and delays.				
COST/BENEFIT ANALYSIS: N/A				
OTHER INDIRECT BENEFITS: N/A				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: N/A				
REVIEWED & APPROVED BY:	SIGNATURE			DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



City of Ukiah

Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2024/2025

ITEM: Ford F-150 Pick-up EV		ASSET USEFUL LIFE: 10-15 years		ESTIMATED COST \$60,000.00
SUBMITTED BY: Dave Kirch, Fleet & Plant Maintenance Supervisor				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacement				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
Public Works	Building Maintenance	V3286	20822700.80100	\$60,000.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
3760	1997	Dodge	1B7HC16X7VS184613	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
100,000 miles	59,670	Unknown		\$1,500.00
CURRENT CONDITION: Poor				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)			MEET CARB STANDARDS?
\$10,000	None			Yes
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
80		After Market		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2024 FORD F-150 EV PRO Truck or Equal				
EST. MILEAGE/HOURS PER YEAR 2,000 to 3,000				
JUSTIFICATION/USE/NEED: This vehicle we be used on a daily basis to perform building and grounds maintenance of all City-owned buildings and properties. Already tried to replace once, and now renewing budget to attempt to purchase again.				
COST/BENEFIT ANALYSIS: EV vehicle lower maintenance cost to maintain.				
OTHER INDIRECT BENEFITS: N/A				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: None				
REVIEWED & APPROVED BY:		SIGNATURE		DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2023/2024

ITEM: 2024 RAM Pro Master 2500 Ambulance		ASSET USEFUL LIFE: 5-7 years		ESTIMATED COST \$444,500
SUBMITTED BY: Dave Kirch, Fleet & Plant Maintenance Supervisor				
NEW REQUEST OR REPLACEMENT OF EXISTING?: New Request				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
UVFA	Ambulance	TBD	TBD	\$112,500.00
UVFA	Ambulance	TBD	TBD	\$112,500.00
UVFA	Ambulance	TBD	TBD	\$112,500.00
UVFA	Ambulance	TBD	TBD	\$112,500.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
N/A	N/A	N/A	N/A	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
N/A	N/A	N/A		N/A
CURRENT CONDITION:				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)		MEET CARB STANDARDS?	
N/A	N/A		N/A	
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
N/A		N/A		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY): 2024 RAM Pro Master 2500 Ambulance				
EST. MILEAGE/HOURS PER YEAR				
JUSTIFICATION/USE/NEED: Support Adventist IFT (Inter-Facility Transfer) Contract				
COST/BENEFIT ANALYSIS: N/A				
OTHER INDIRECT BENEFITS: N/A				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: None				
REVIEWED & APPROVED BY:	SIGNATURE			DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				



Vehicle & Heavy Equipment Request & Justification

FOR FISCAL YEAR: 2023/2024

ITEM: Ford F-250 with Service Body and Lift Gate		ASSET USEFUL LIFE: 10-15 years		ESTIMATED COST \$85,000.00
SUBMITTED BY: Dave Kirch, Fleet & Plan Maintenance Supervisor				
NEW REQUEST OR REPLACEMENT OF EXISTING?: Replacemnet				
DEPARTMENT(S)	DIVISION(S)	PROJECT CODE	ORG & OBJECT ACCOUNT CODE	PROPOSED BUDGETED AMOUNT FOR EACH DEPT/DIV
Water Resources	Water Treatment Plant	TBD	82027110.80100	\$85,000.00
EXISTING VEHICLE OR EQUIPMENT REQUESTING TO BE REPLACED				
CITY EQUIPMENT #	YEAR	MODEL	VIN/SERIAL #	
3746	2007	Ford	1FDNF205X7EA61120	
ESTIMATED LIFE IN MILEAGE/HOURS	CURRENT MILEAGE/HOURS	ORIGINAL PURCHASE PRICE		ESTIMATED SALVAGE/RESALE VALUE
100,000 miles	125,000			\$5,000.00
CURRENT CONDITION: Fair				
MAINTENANCE COSTS TO DATE	ADDITIONAL NEEDED REPAIRS ESTIMATE (IF APPLICABLE)			MEET CARB STANDARDS?
\$22,500.00	None			Yes
ESTIMATED OUT-OF-SERVICE TIME		PARTS AVAILABLE		
230 hours		Yes		
PROPOSED VEHICLE OR HEAVY EQUIPMENT				
PROPOSED EQUIPMENT SPECIFICATIONS (ATTACH ADDITIONAL DOCUMENTATION IF NECESSARY):2024 Ford F250 Service Body and Lift Gate				
EST. MILEAGE/HOURS PER YEAR 5,000-7,000 miles				
JUSTIFICATION/USE/NEED: This vehicle will be used on a daily basis for the operation of the Water Treatment Plant, Water Wells, Reservoirs and Booster Pump Stations. This vehicle will also be used at the On-Call vehicle. This vehicle will also be used for operation and maintenance of the Recycled Water System				
COST/BENEFIT ANALYSIS: N/A				
OTHER INDIRECT BENEFITS: N/A				
ALTERNATE SOLUTIONS EXPLORED: N/A				
ADDITIONAL COMMENTS: None				
REVIEWED & APPROVED BY:	SIGNATURE			DATE
DEPARTMENT HEAD				
FLEET MAINTENANCE SUPERVISOR				

Budget Workshop

Fiscal Year 2024-25 (2025)

June 3, 2024

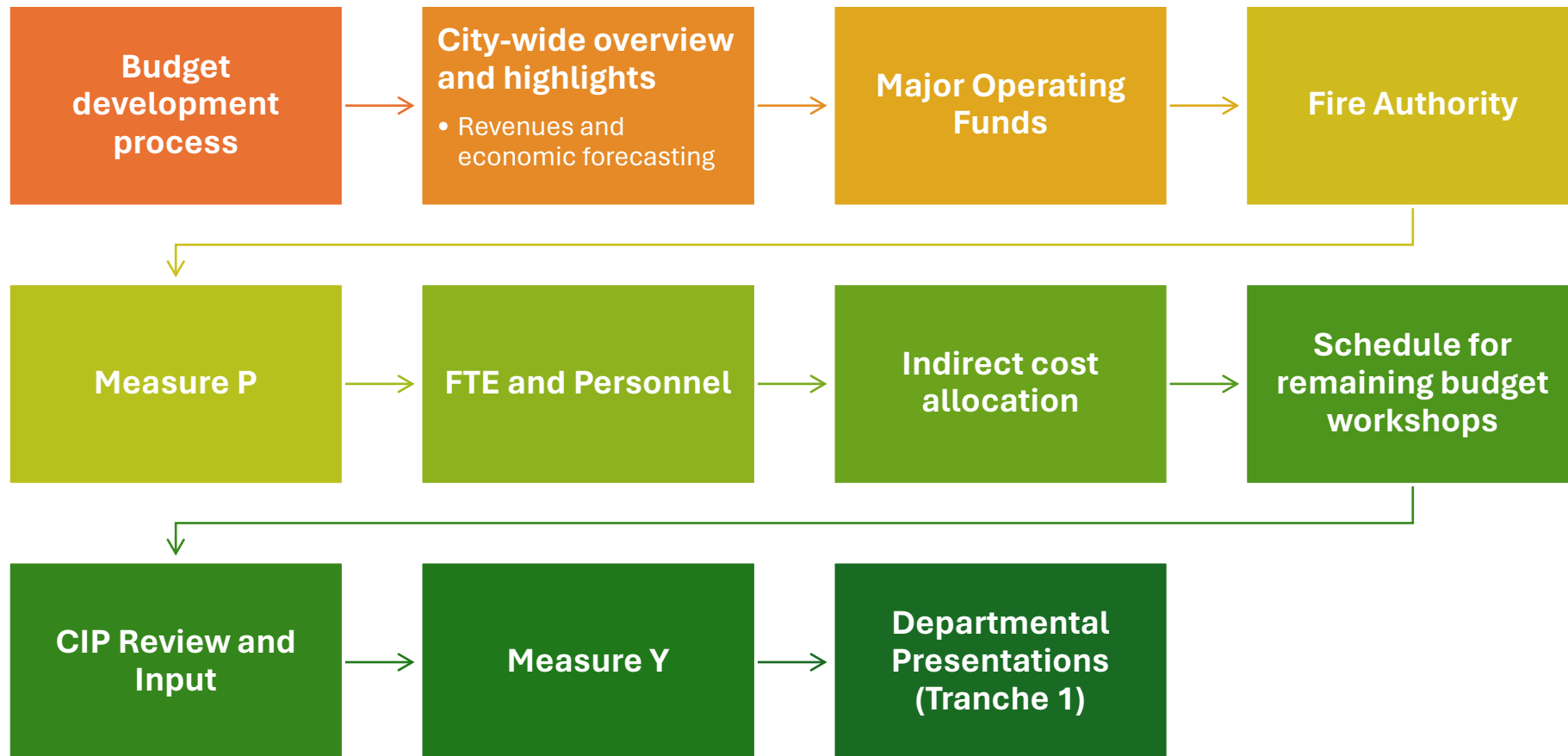
Daniel Buffalo | *Finance Director*

Sage Sangiacomo | *City Manager*

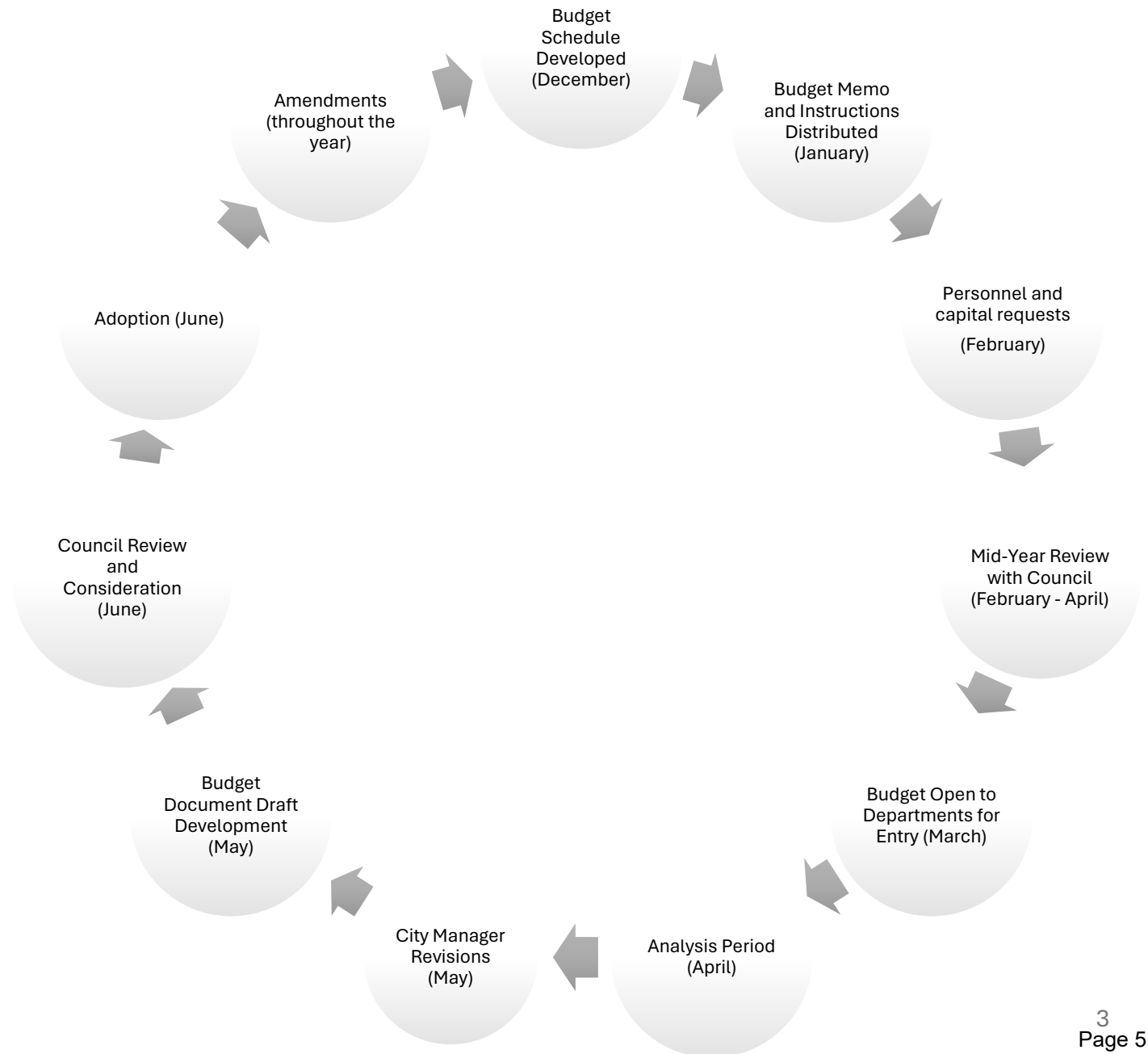
Sheri Mannion | *HR/Risk Management Director*

Mary Horger | *Financial Services Manager*

Agenda



Budget Process



Budget Team

Primary Budget Team

Sage Sangiacomo, City Manager

Daniel Buffalo, Finance Director

Sheri Mannion, HR/Risk Management Director

Mary Horger, Financial Services Manager

Olga Keough, Controller

Diana Ramos, Assistant Accountant

Departmental Budget Teams

Supporting Team

Kristine Lawler, City Clerk

Shannon Riley, Deputy City Manager

Traci Boyd, Management Analyst

City-wide Overview and Highlights

Fund Facts

Number of:

Funds (budgeted):	103 (69)
-------------------	----------

Departments:	16
--------------	----

Divisions:	55
------------	----

Accounts:	2,594
-----------	-------



Objectives for 2024-25 Budget

- Outcomes based: maintain current service levels
- Aligning revenues with cost of service
 - Rates, charges, and fees
 - Grants
- Prepare for new partners and new customers
 - UVWA
- Annexations
- Expenditure control
- Completion of capital projects

Key Takeaways

- Budgets are about tradeoffs
- Revenues:
 - Slower revenue growth in the general fund
 - Sales taxes down from prior year but expected to stabilize and grow
 - Faster revenue growth in the utility funds
 - Caveat: sewer rates need revision
- Costs:
 - Personnel costs are up
 - Other operating and fixed cost expenditures are adjusted down
 - Capital expenditures trending down as grant funded projects conclude
- Recruitment and retention remains a high priority
 - Positioning funds to respond to market forces
 - Team member development
- Appropriations for capital projects remain significant
- Economic conditions are uncertain
 - Inflationary cost pressures: fuel, energy, labor
- Political conditions are uncertain
 - Ballot initiatives in November can significantly affect City revenue streams and annexation plans
- New positions added to address increasing workload and service delivery
- We're small but complex

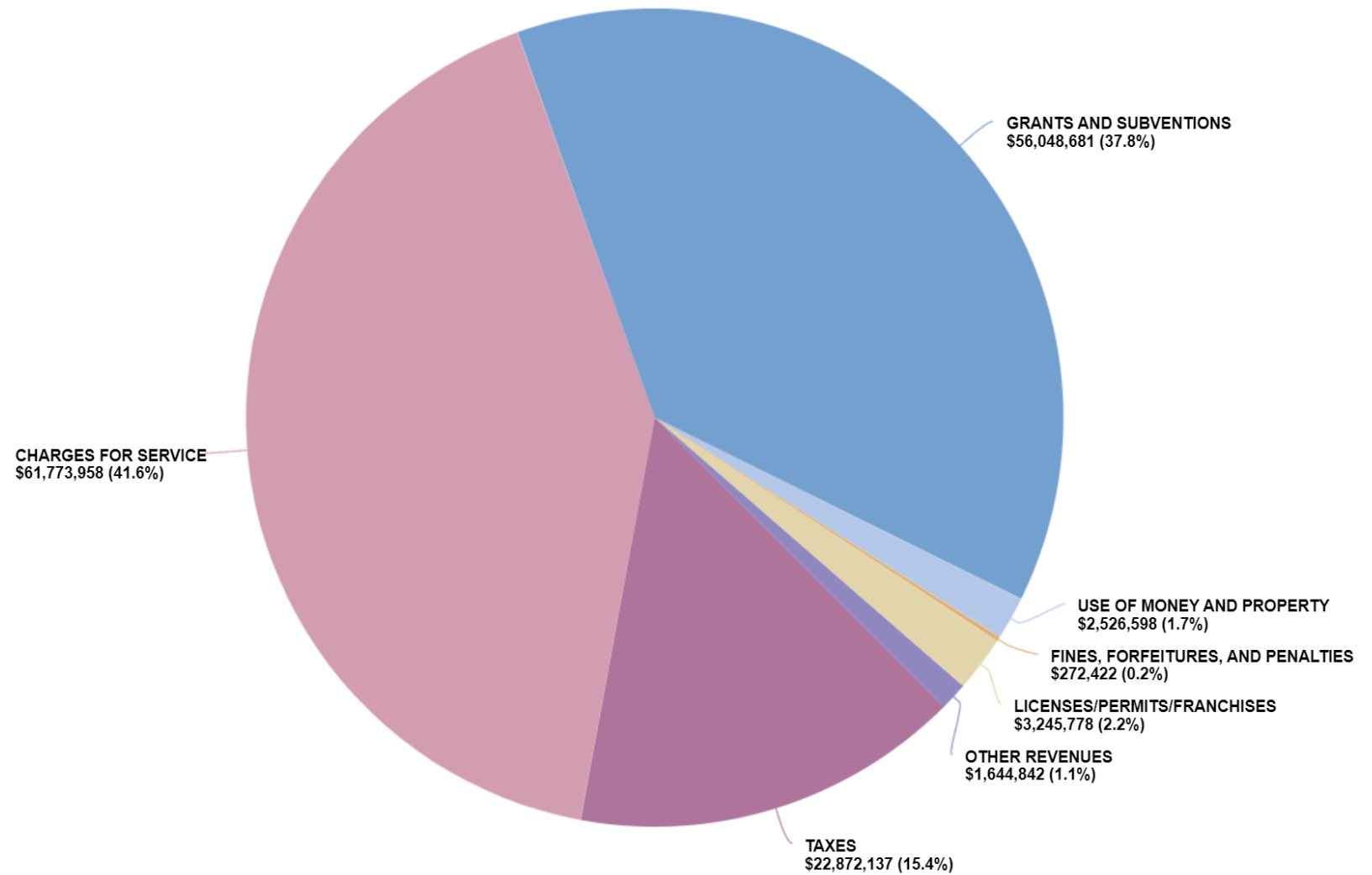
Big Picture City-Wide (All Funds)

Revenues	\$148.4 mil
Appropriations	\$104.5 mil
(with anticipated encumbrances)	(\$156.1 mil)
(with full allocation)	(\$174.6 mil)
Estimated ending fund balance/working capital:	\$92.9 mil
(with fiduciary funds)	(\$100.2 mil)

Note: Fiduciary funds (UVFD, RDA Successor, MSWMA, Millview Water, Redwood Valley Water)

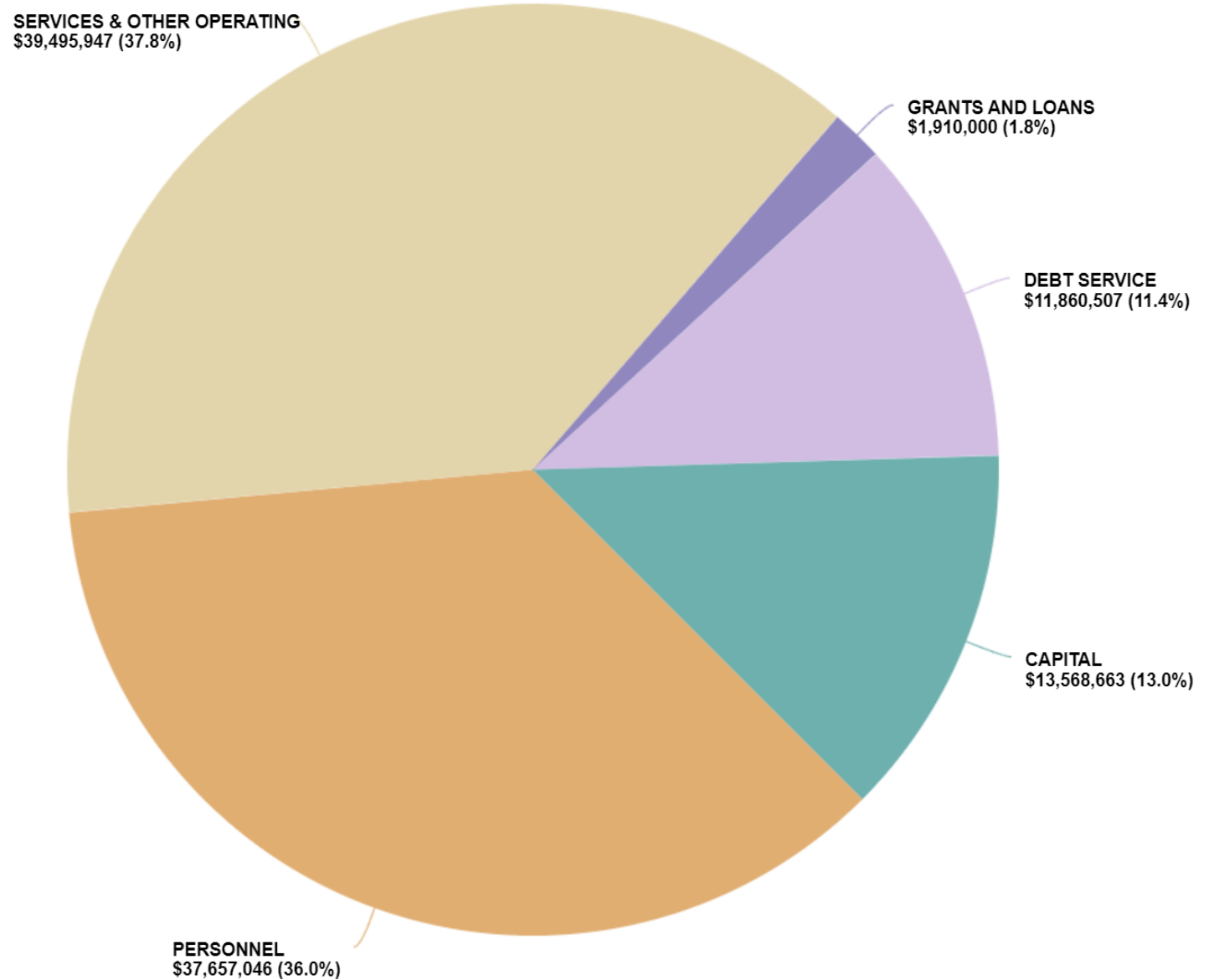
Revenues

City-Wide



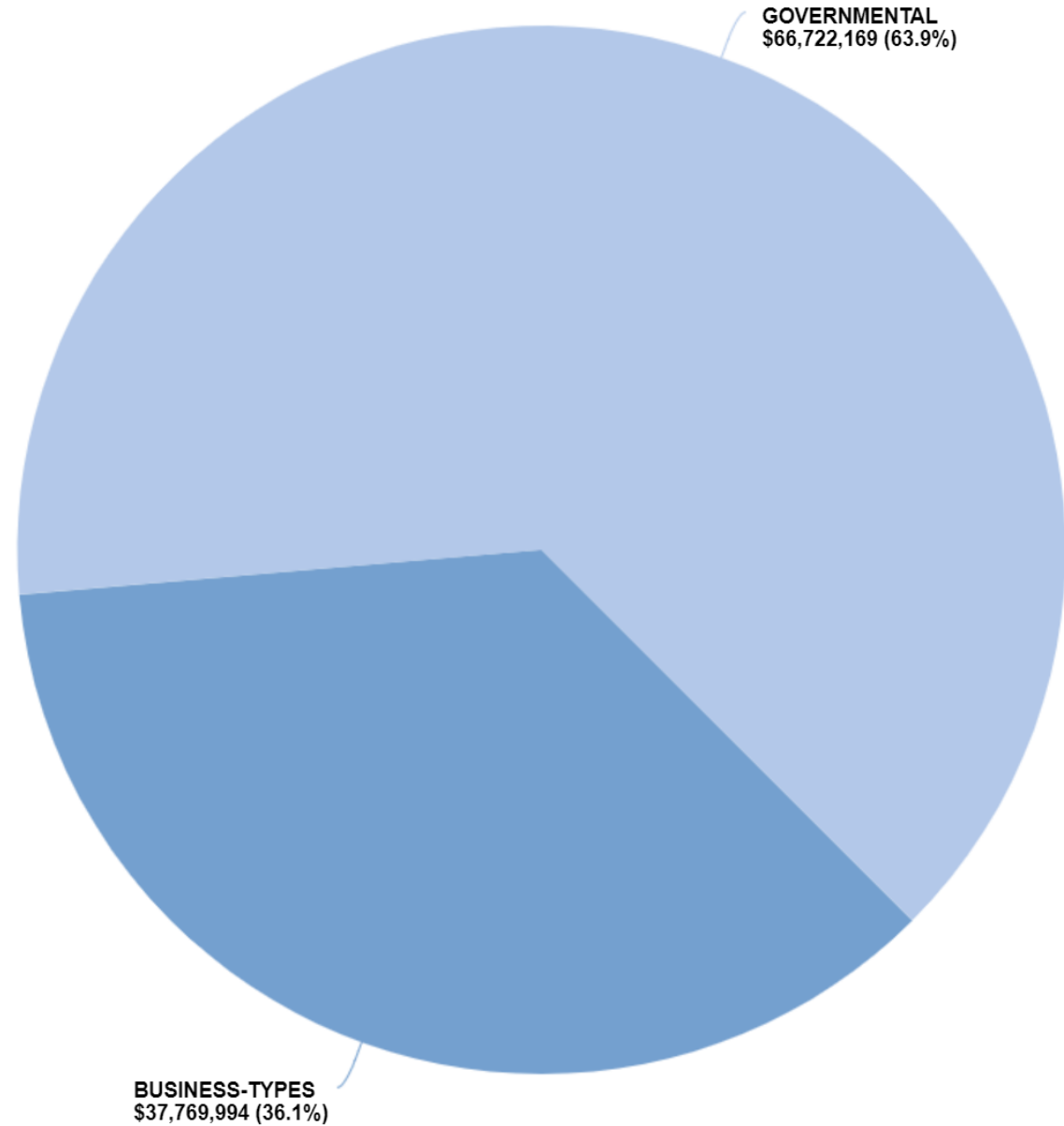
Appropriations by
Character
(Excluding Indirect
Allocation)

City-Wide (cont)



Appropriations by
Activity
(Excluding Indirect
Allocation)

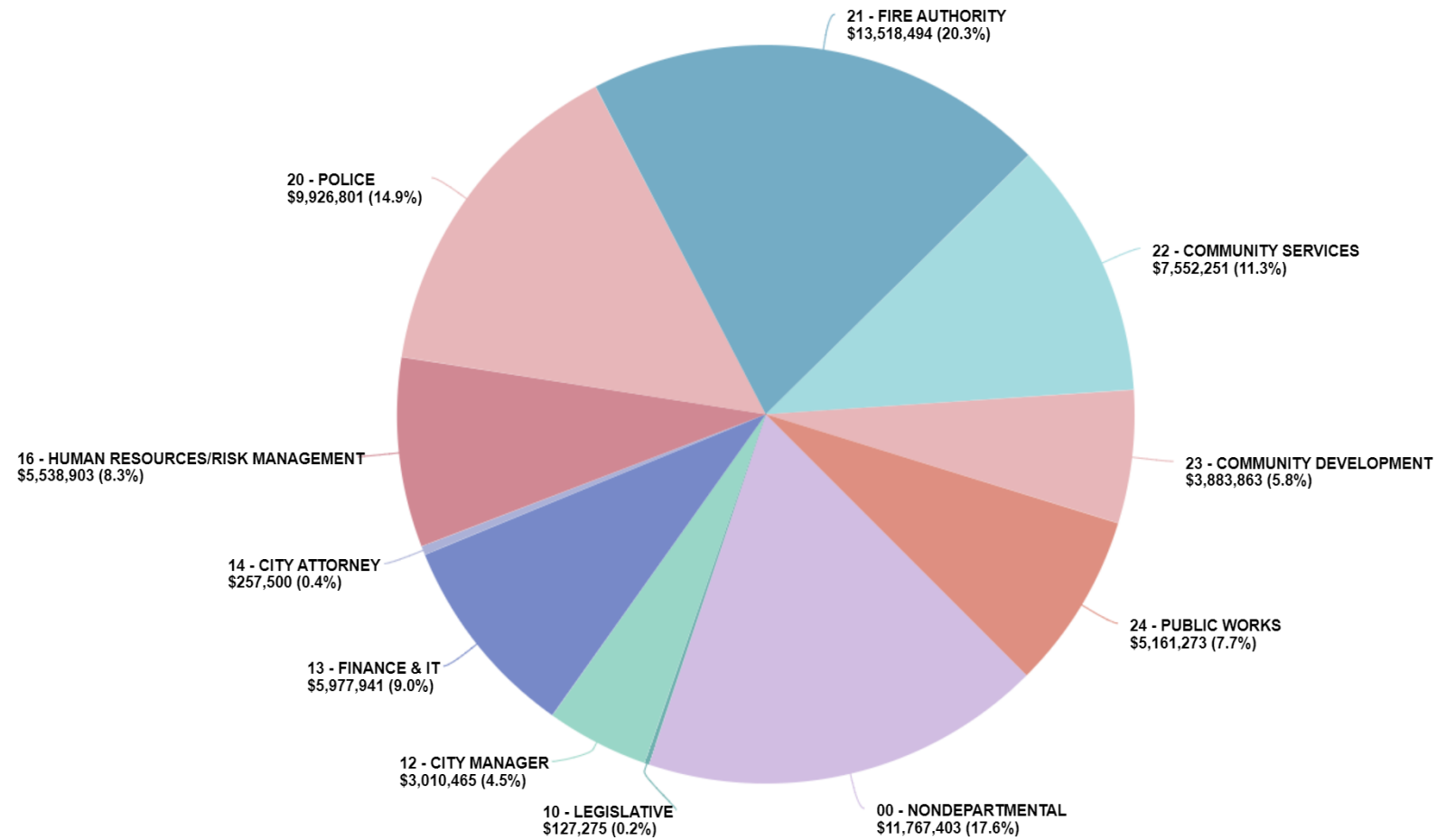
City-Wide (cont)



Appropriations by Activity

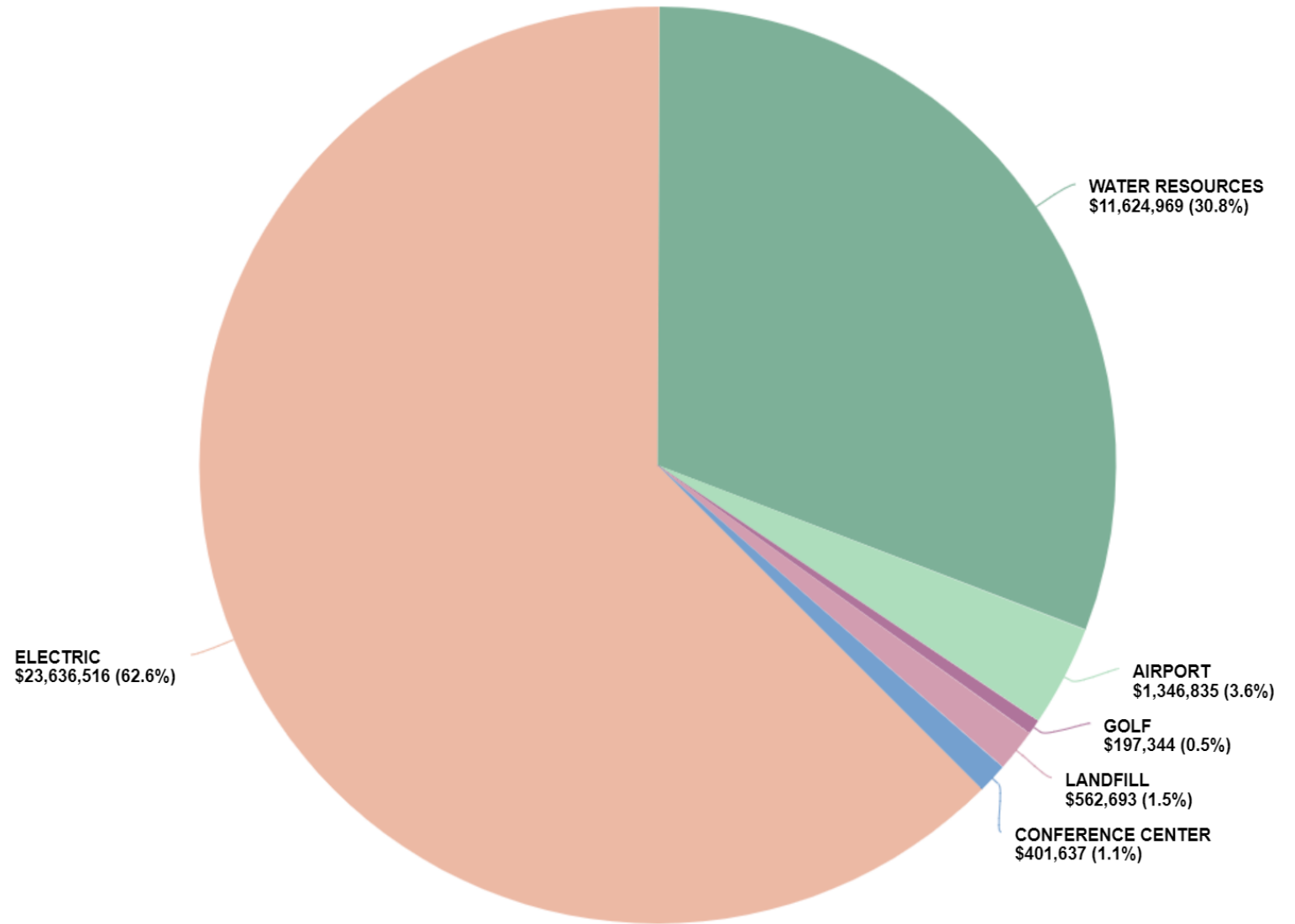
Governmental

City-Wide (cont)



Revenues

City-Wide (cont)



Major operating funds

General Fund

Water

Wastewater

Electric

General fund

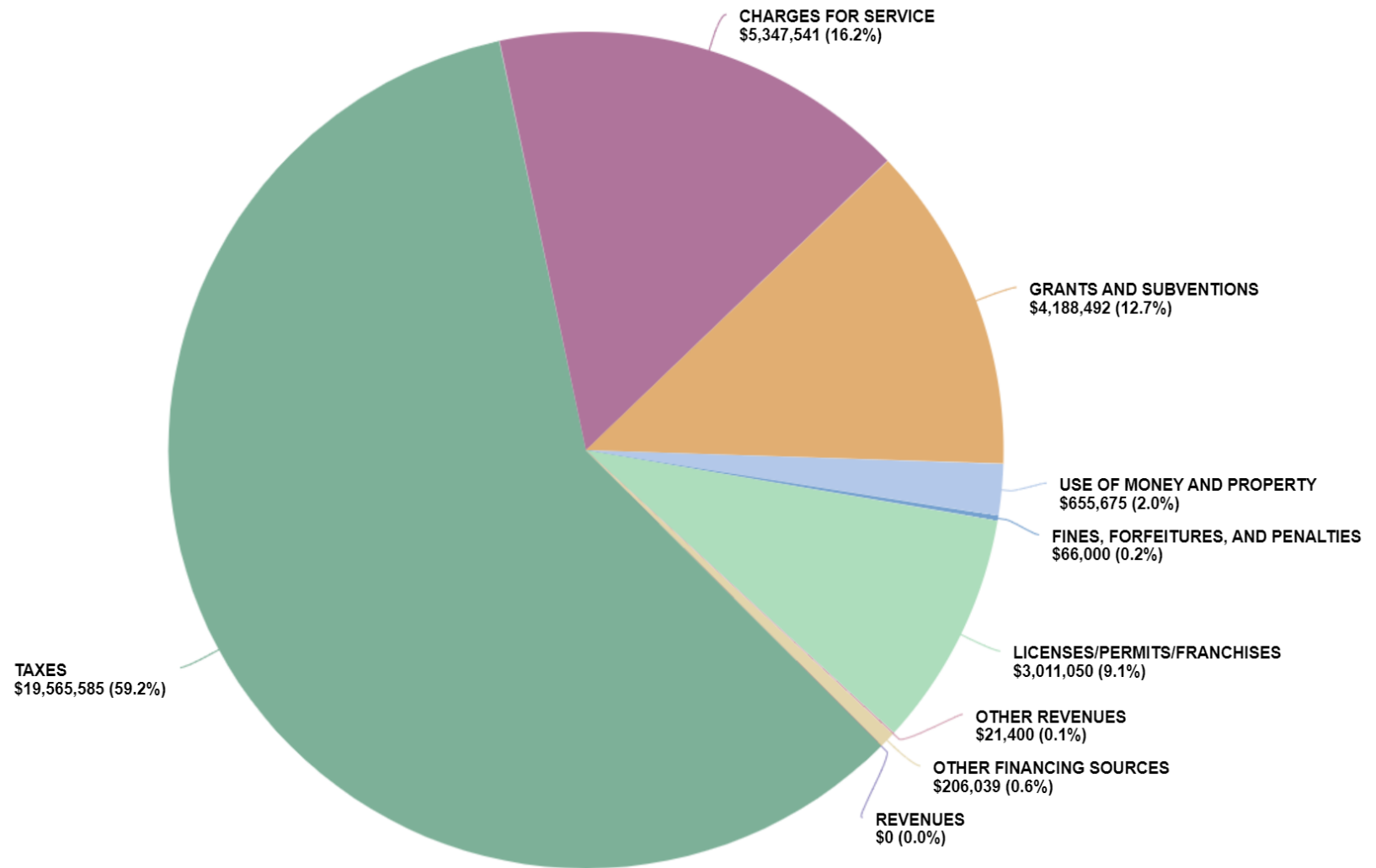
General Fund Summary

• Revenues	\$32.9 million
• Expenditures	\$29.8 mil
• Other financing sources	\$804K
• Other financing uses	\$3.1 mil
• Estimated ending fund balance	\$11.9 mil
• Fund balance reserve	40.8%
• % of expenditures	
• Minimum established by Council: 25%	



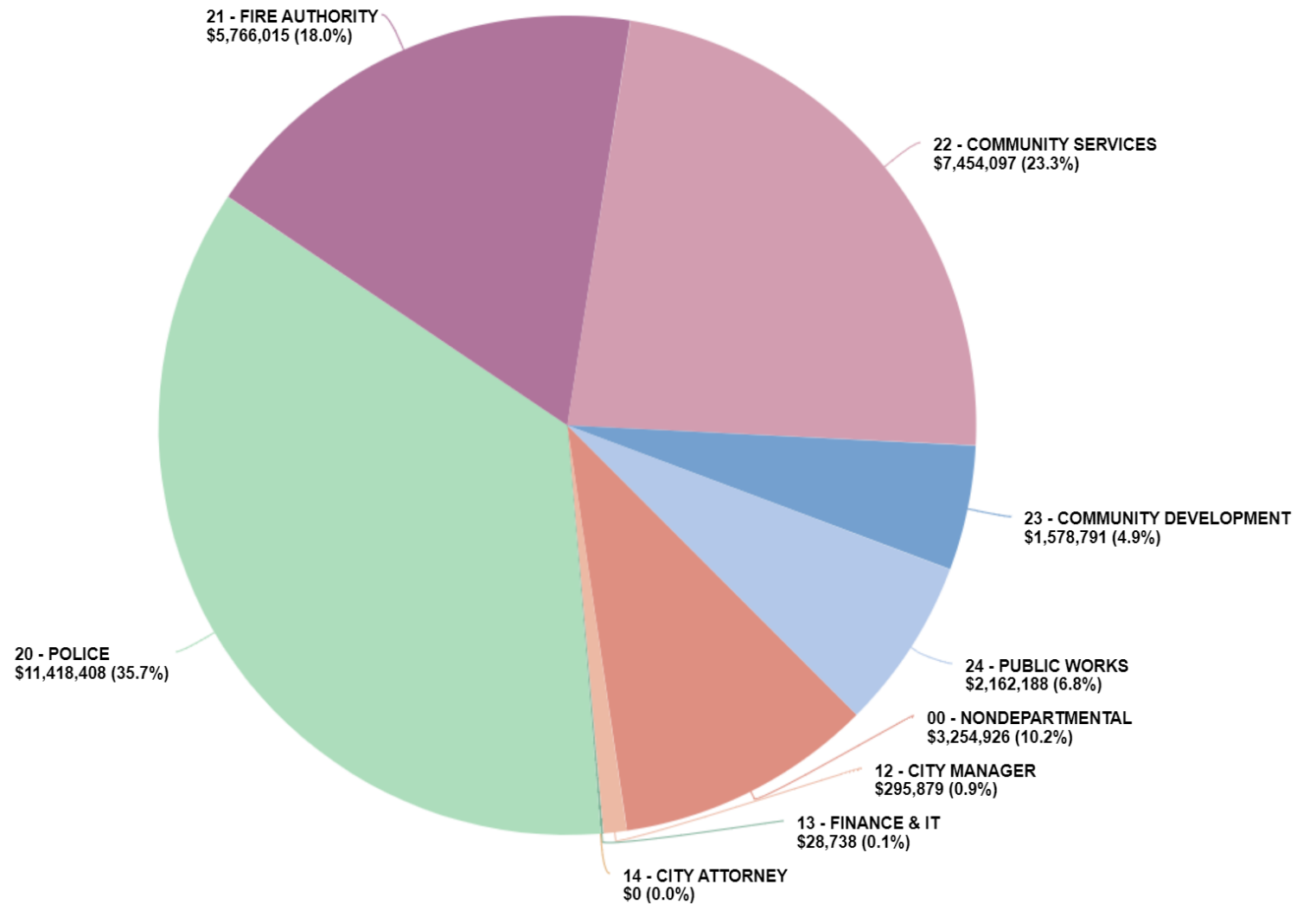
Revenues

General Fund



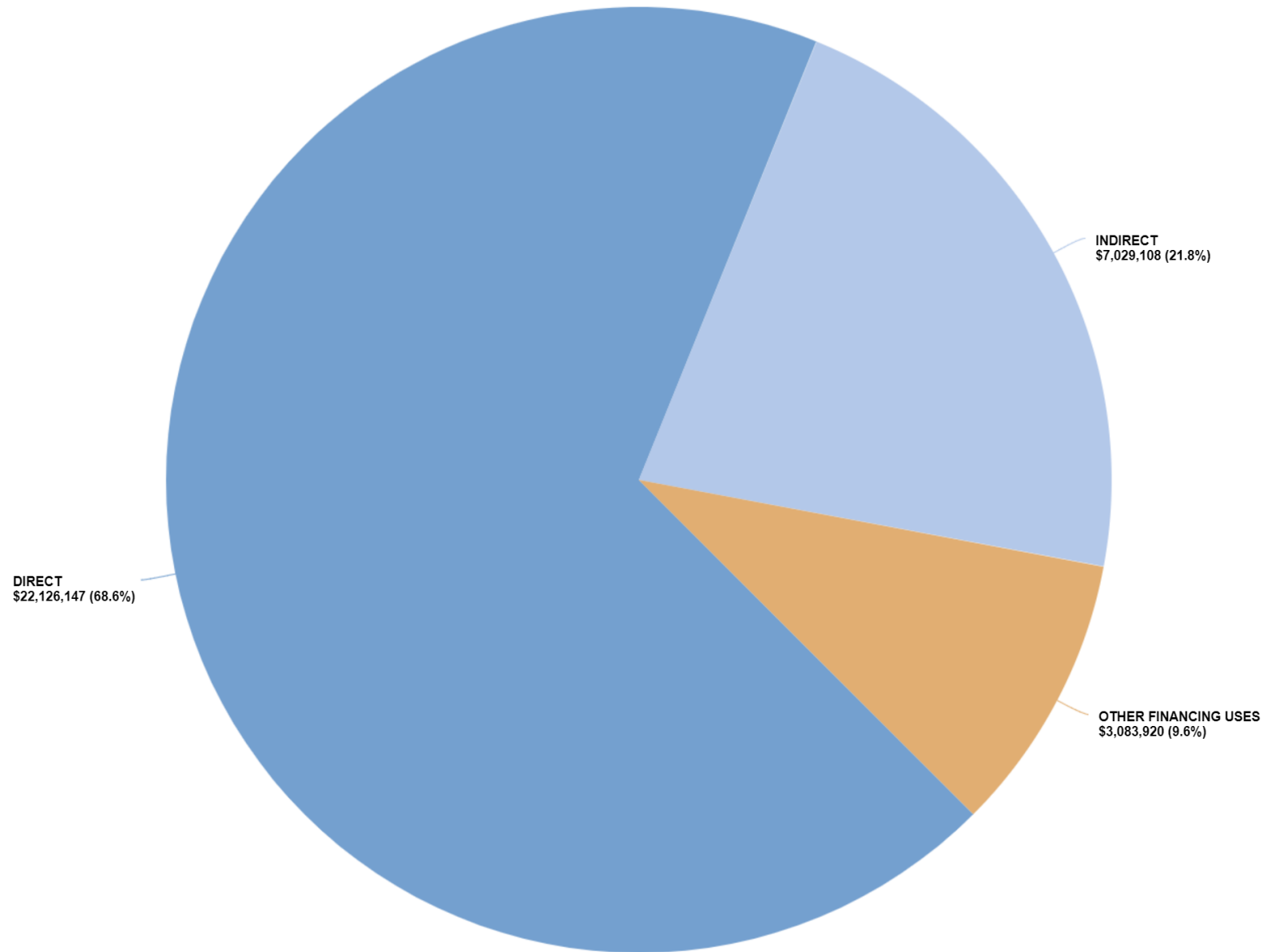
Appropriations by Activity

General Fund (cont)



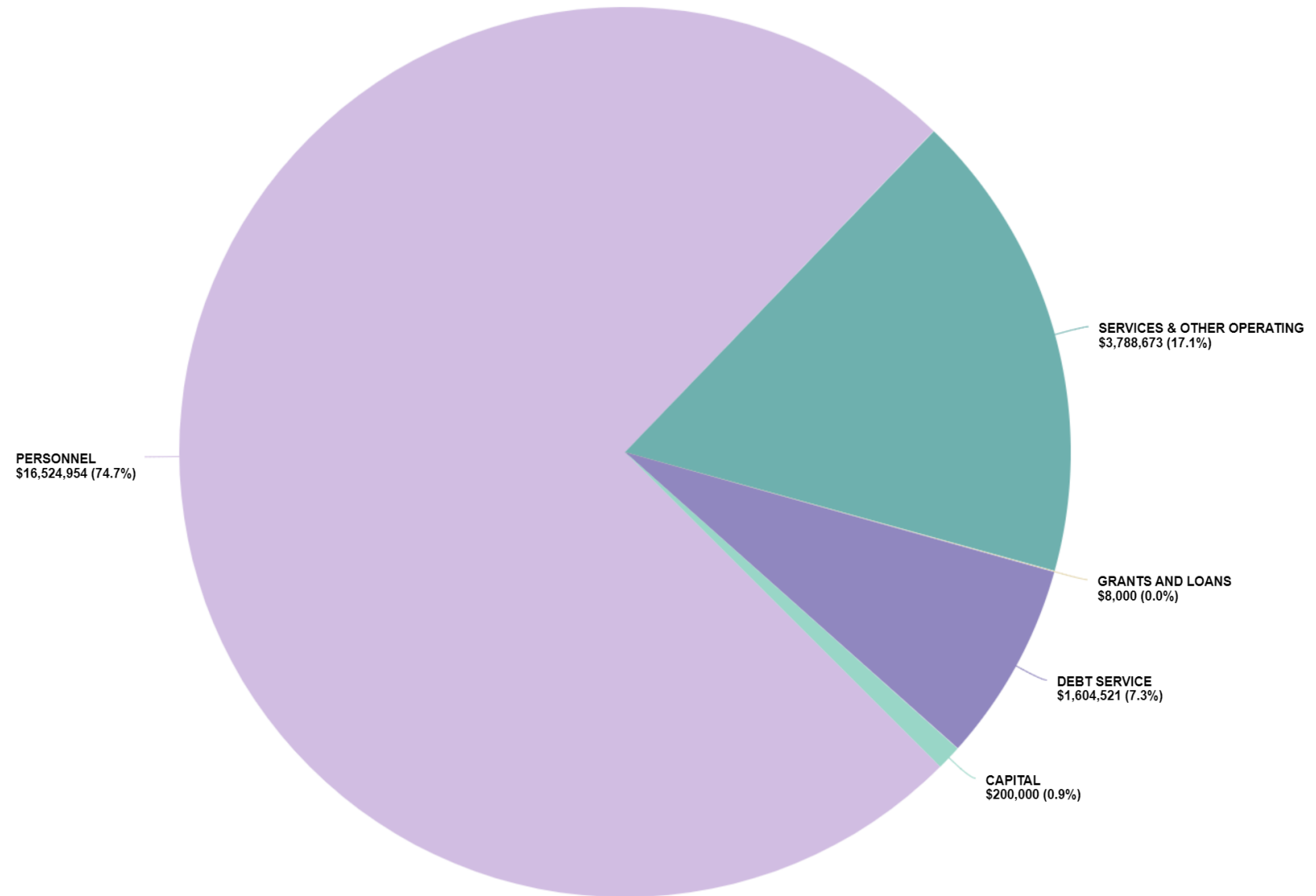
Appropriations by Character

General Fund (cont)



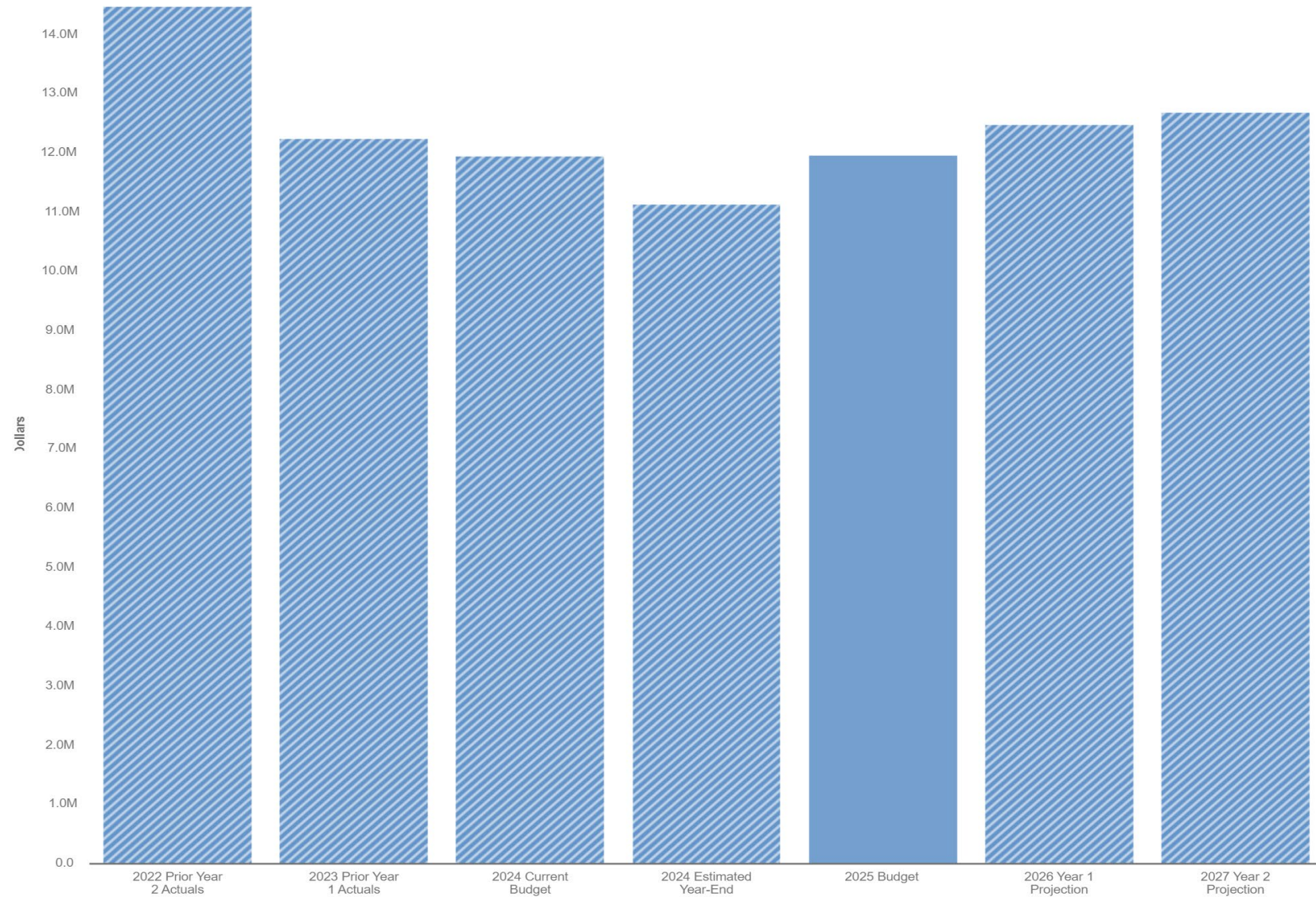
Direct Appropriations

General Fund (cont)



Fund Balance

General Fund (cont)





Electric Enterprise



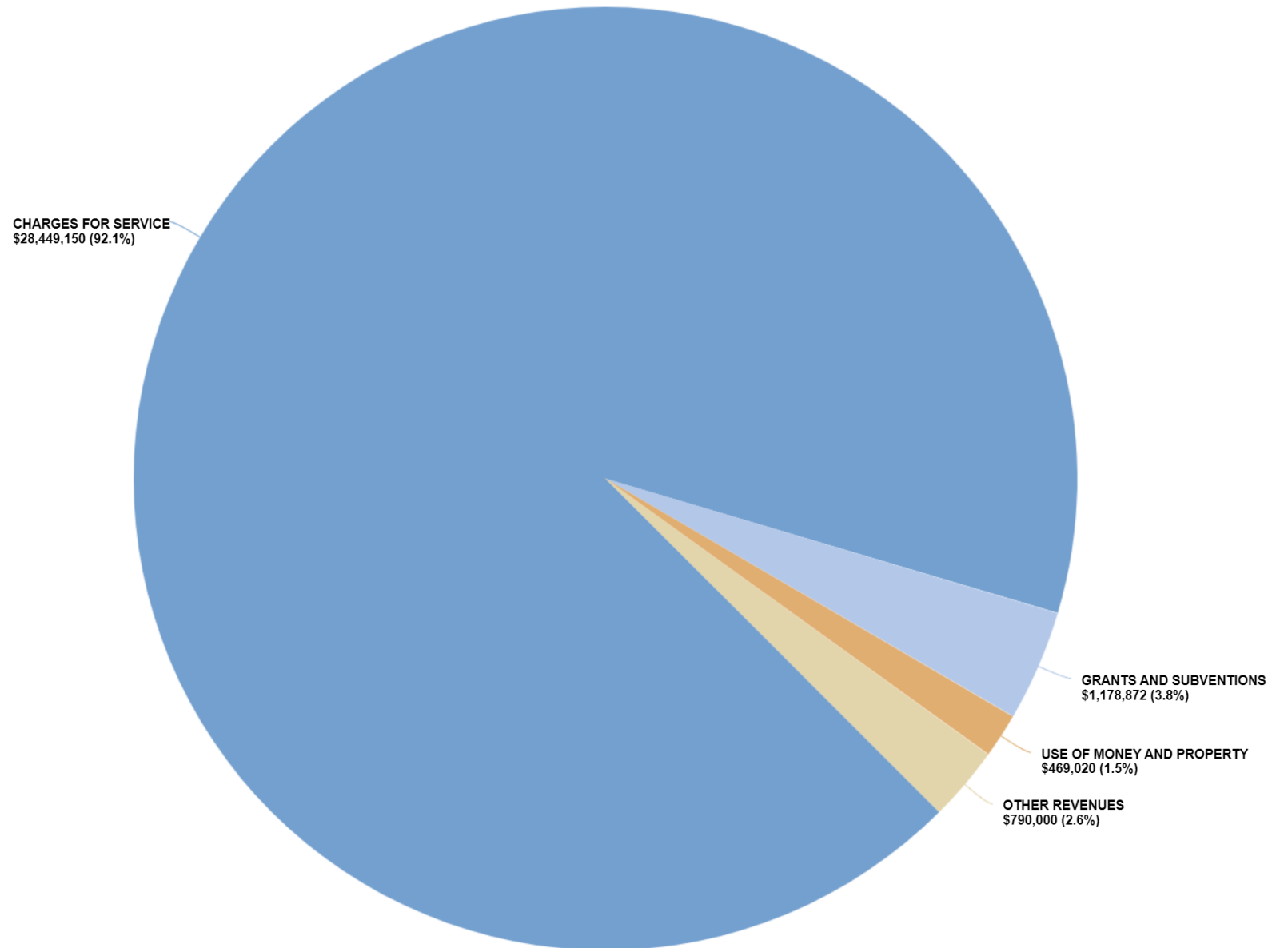
Electric Enterprise Summary

• Revenues	\$30.9 million
• Expenditures	\$31.9 mil
• Estimated ending fund balance	\$12.5 mil
• Working capital reserve %	39.18%



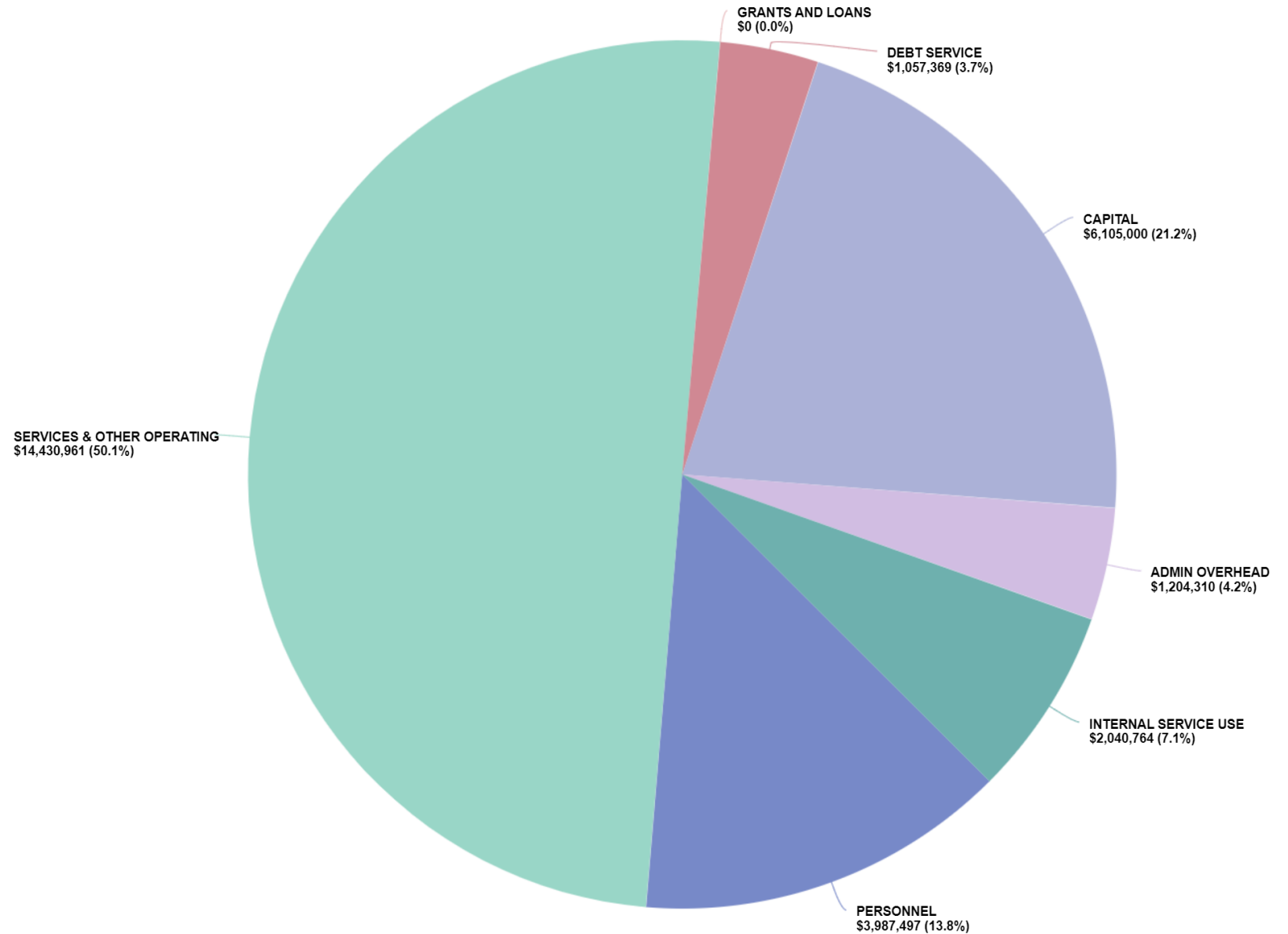
Revenues and Other Inflows

Electric Enterprise



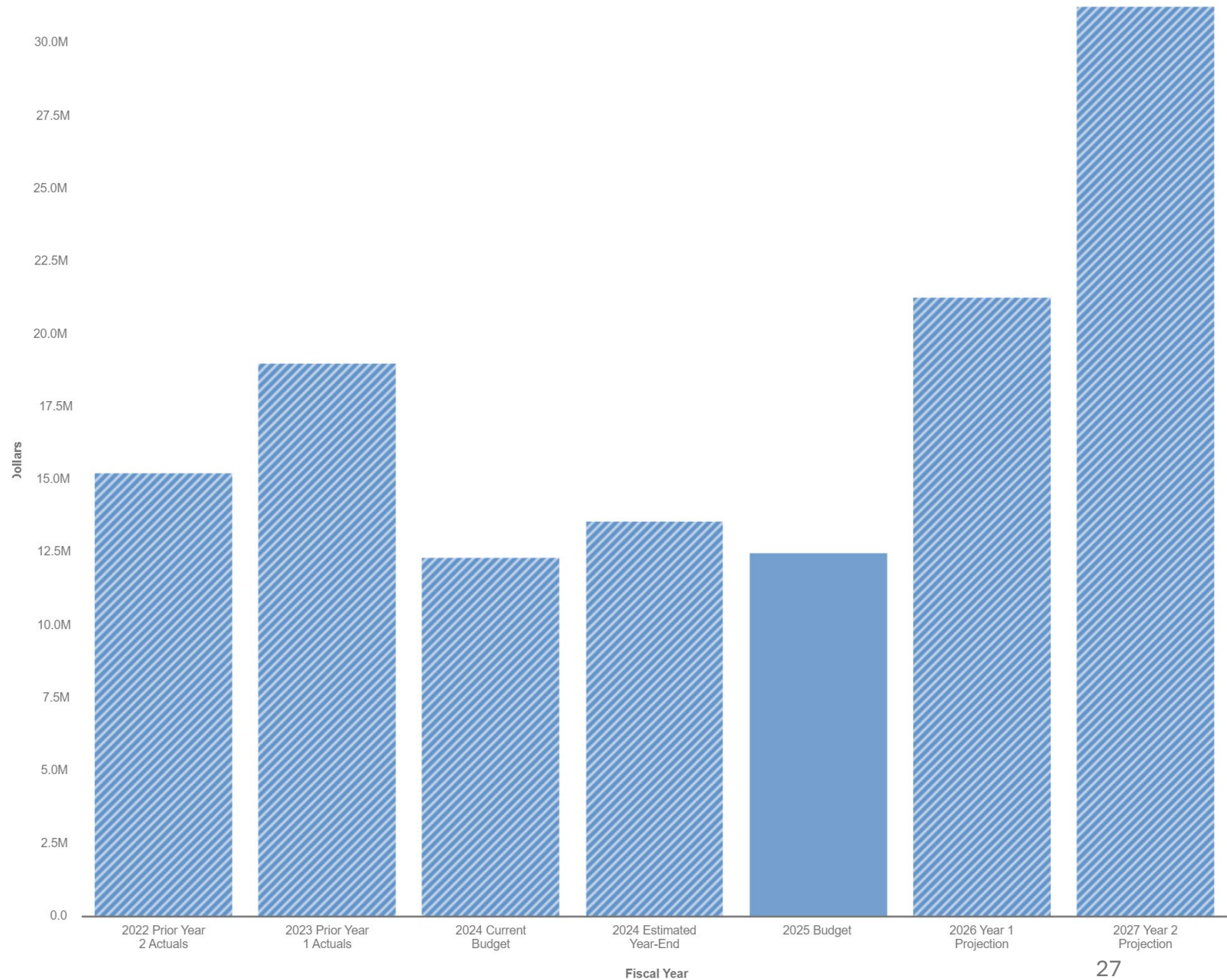
Appropriations by Character

Electric Enterprise (cont)



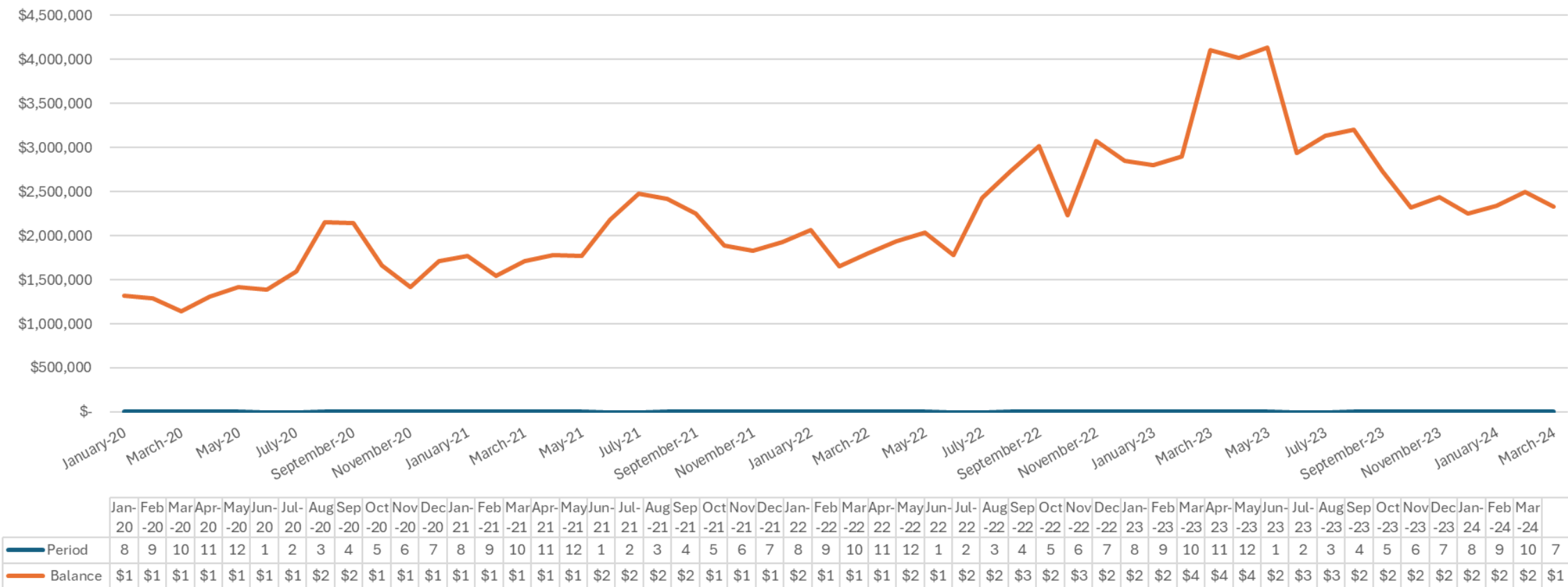
Working Capital

Electric Enterprise (cont)



Electric Enterprise Billing Receivable Analysis

Billing Receivables - Electric
Last 52 Months, Jan-20 to April-24



Water Enterprise



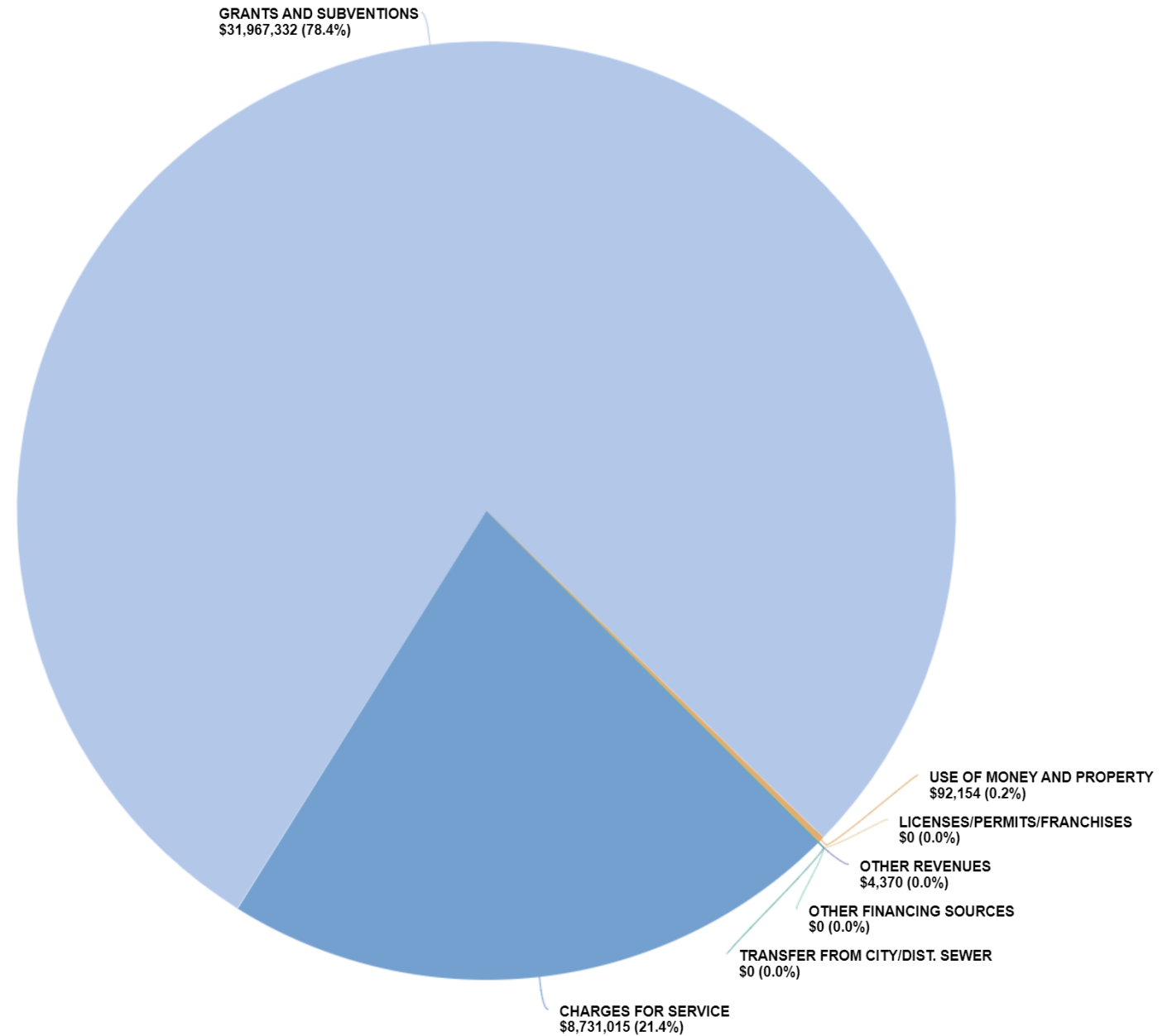
Water Enterprise Summary

• Revenues	\$40.8 million
• Other sources	\$300K
• Expenditures	\$40.3 mil
• Estimated ending fund balance	\$9.9 mil
• Working capital reserve %	25%



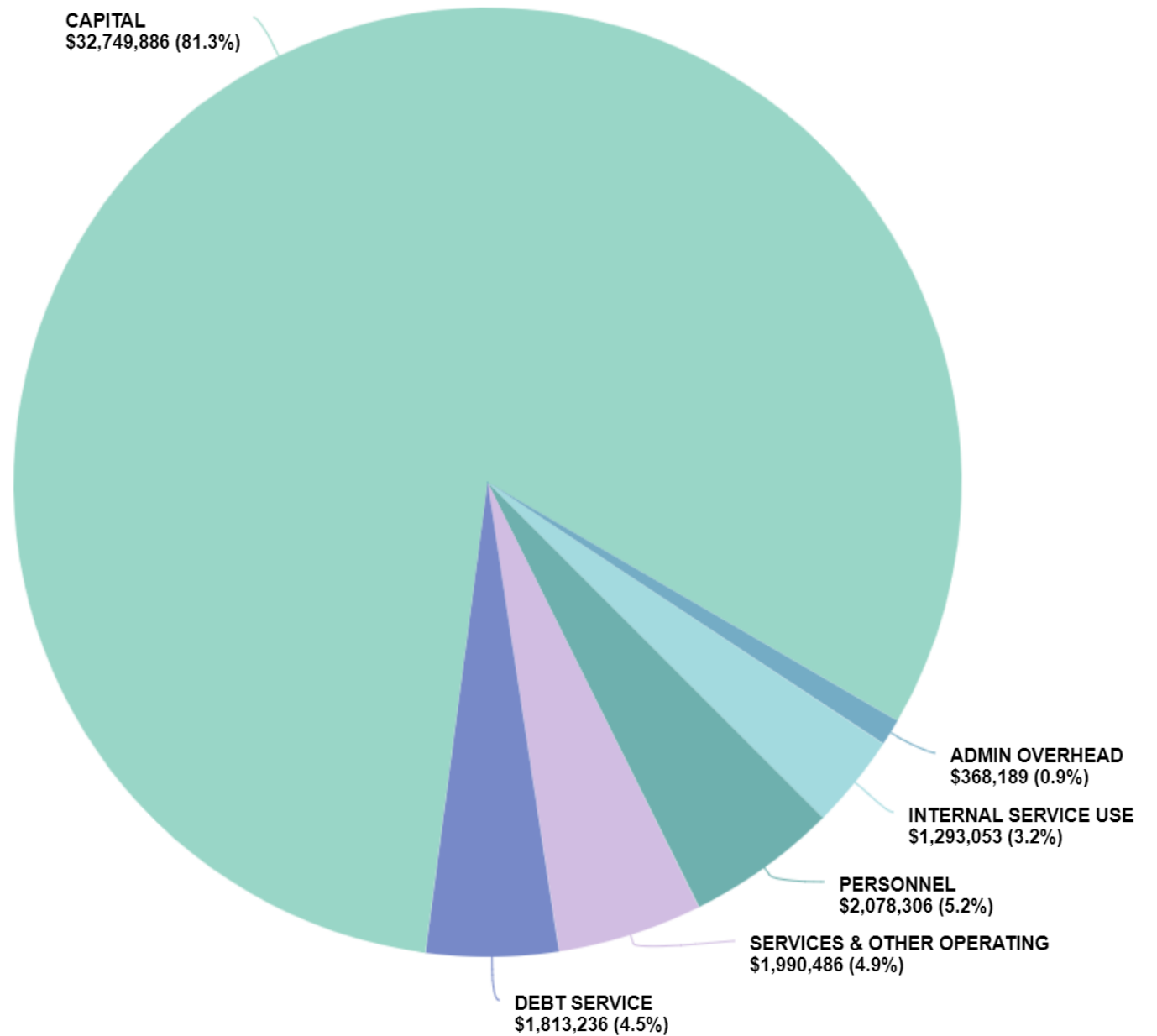
Revenues and Other Inflows

Water Enterprise



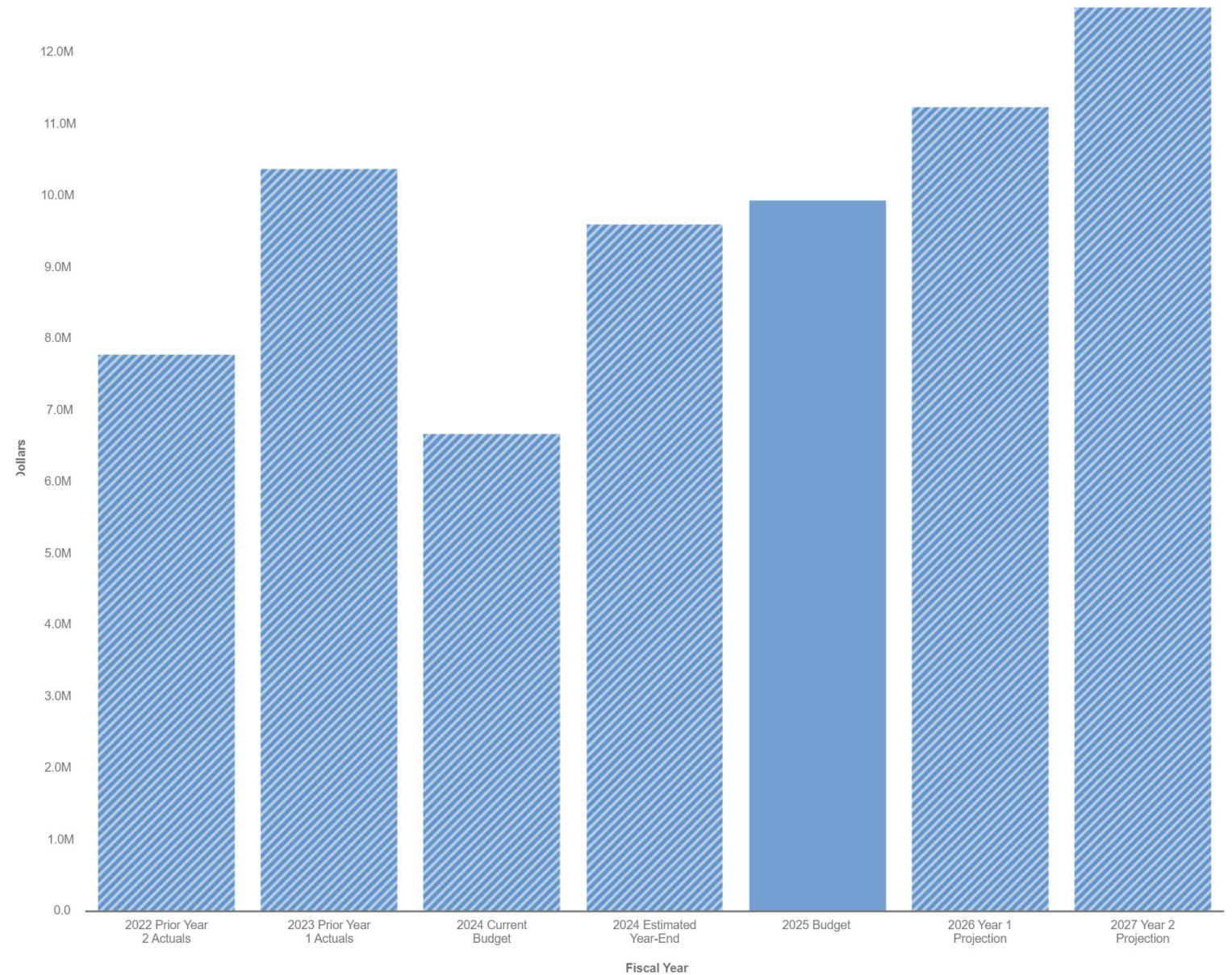
Appropriations by Character

Water Enterprise (cont)



Working Capital

Water Enterprise (cont)





Wastewater Enterprise



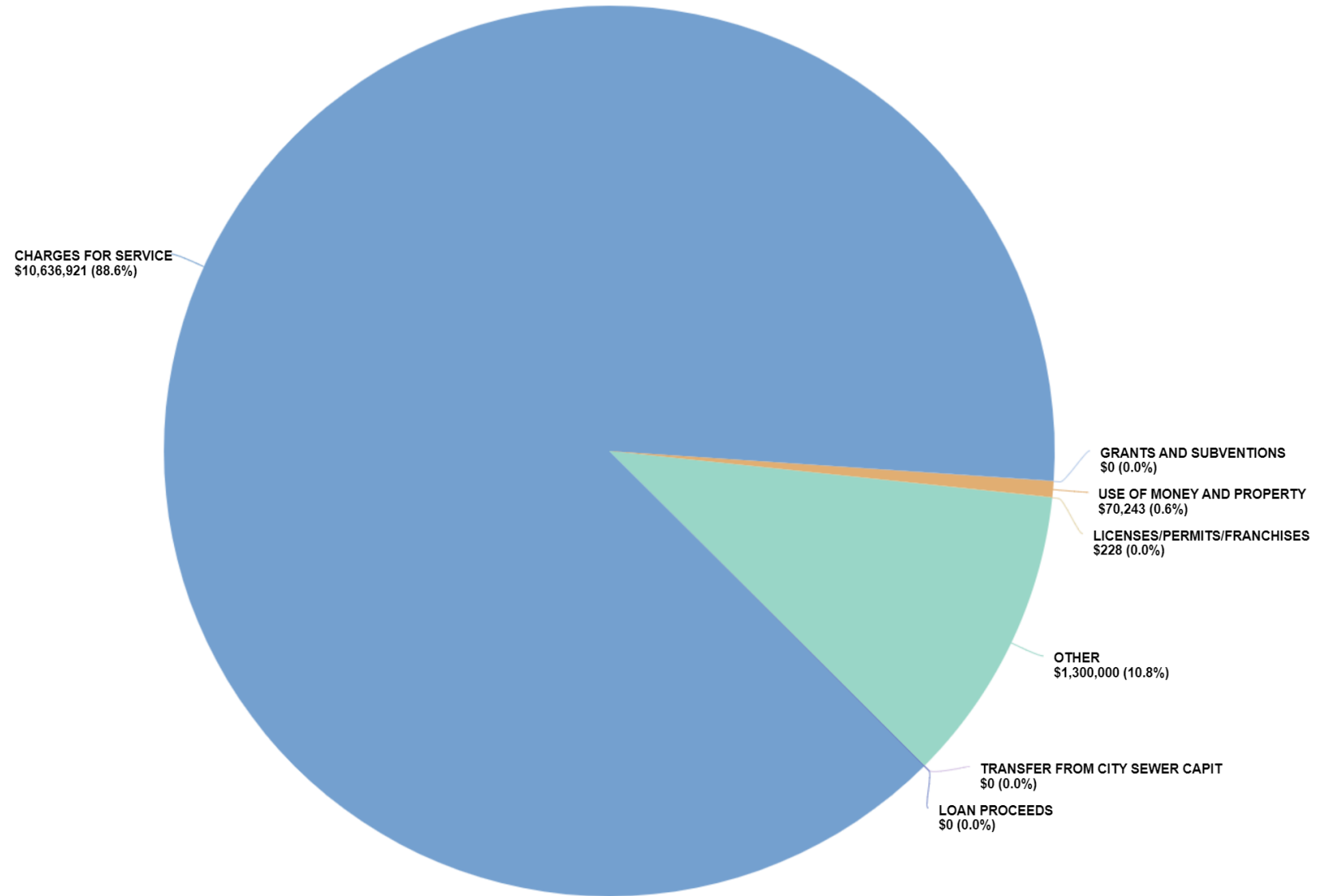
Wastewater Enterprise Summary

- Revenues \$10.7 million
- Expenditures \$13.3 mil
- Other financing sources \$1.3 mil
- Estimated ending fund balance \$393K
- Working capital reserve % 3%
- Assumes a rate adjustment in October



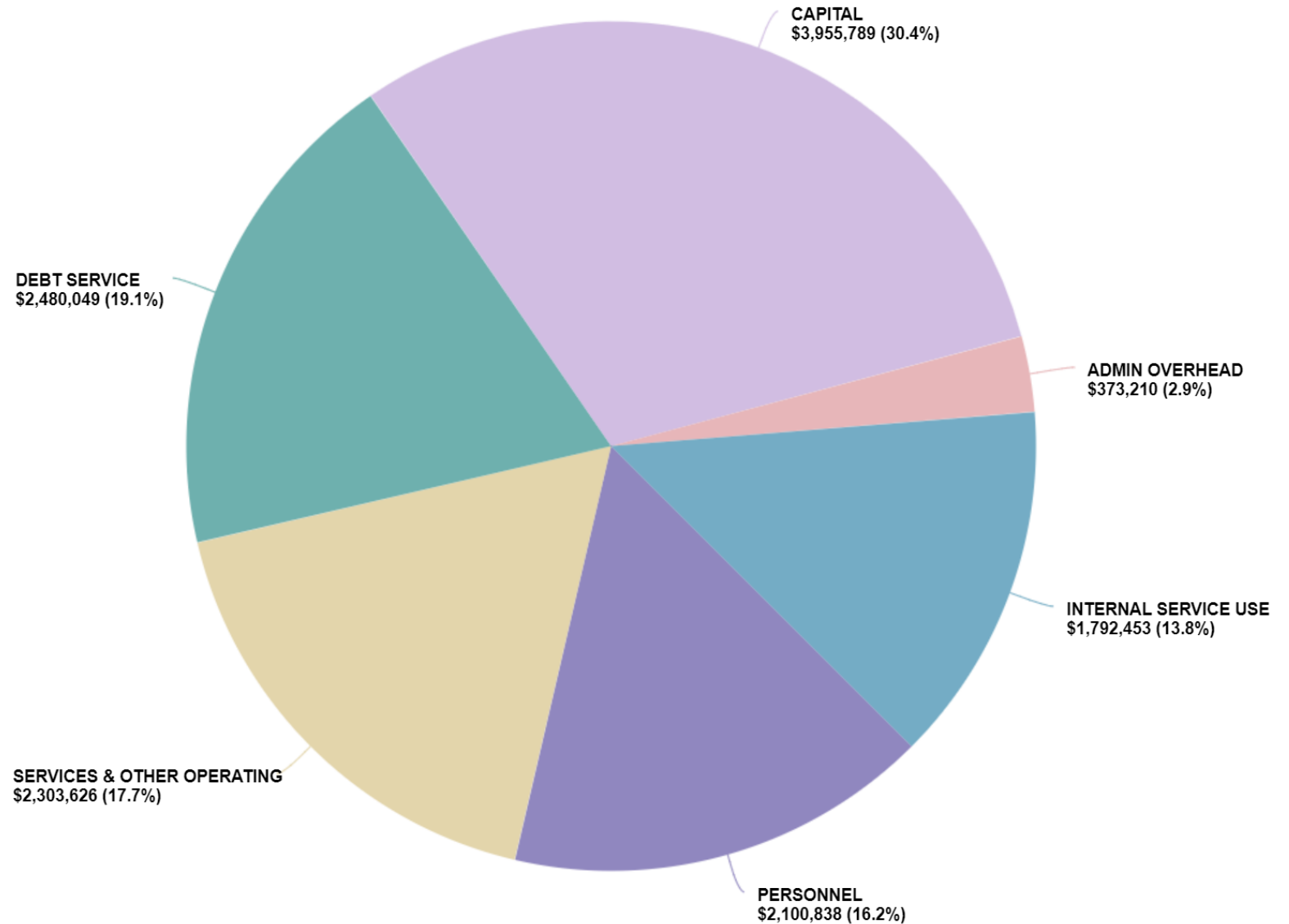
Revenues and Other Inflows

Wastewater Enterprise



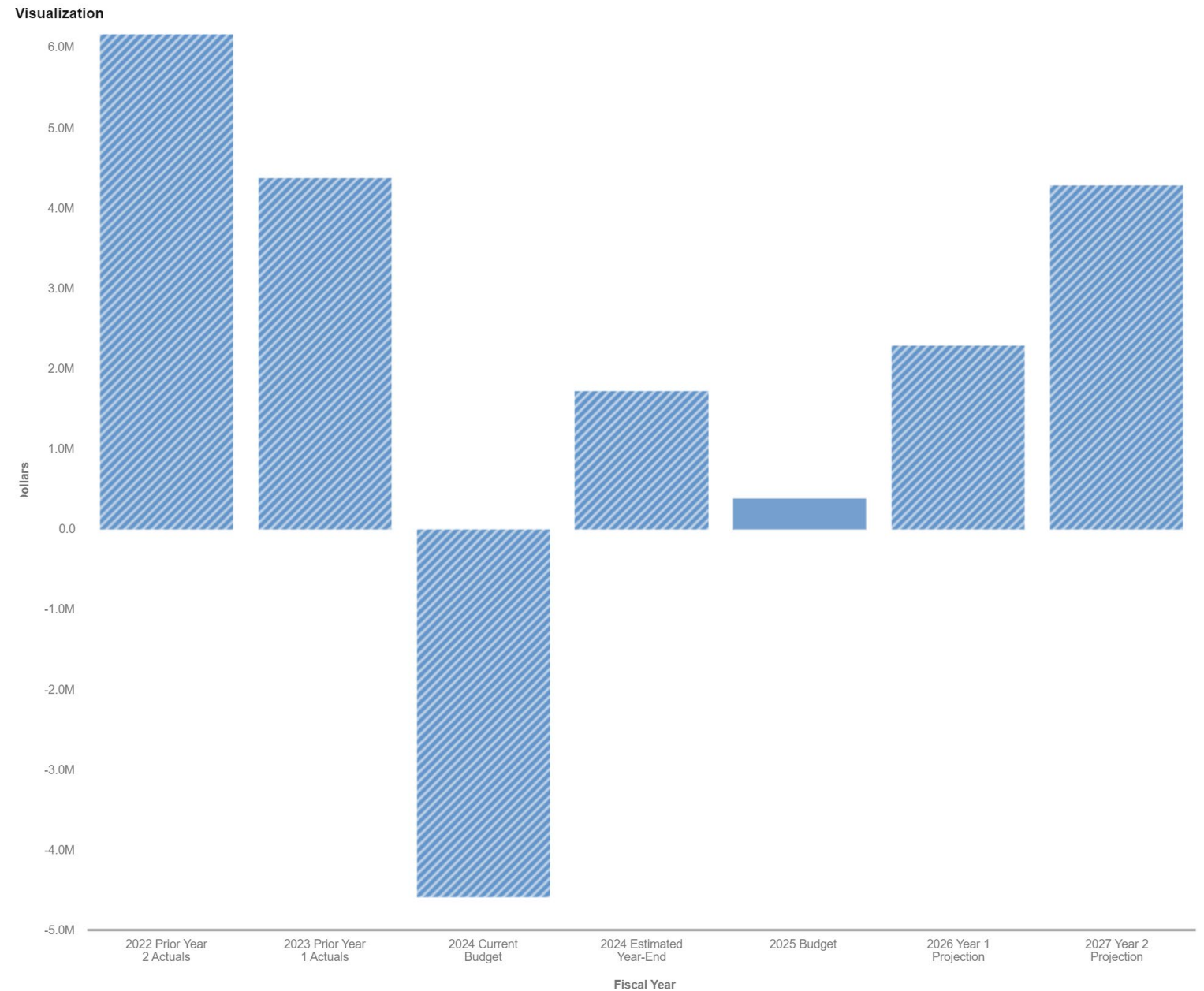
Appropriation by Character

Wastewater Enterprise (cont)



Working Capital

Wastewater Enterprise (Cont)

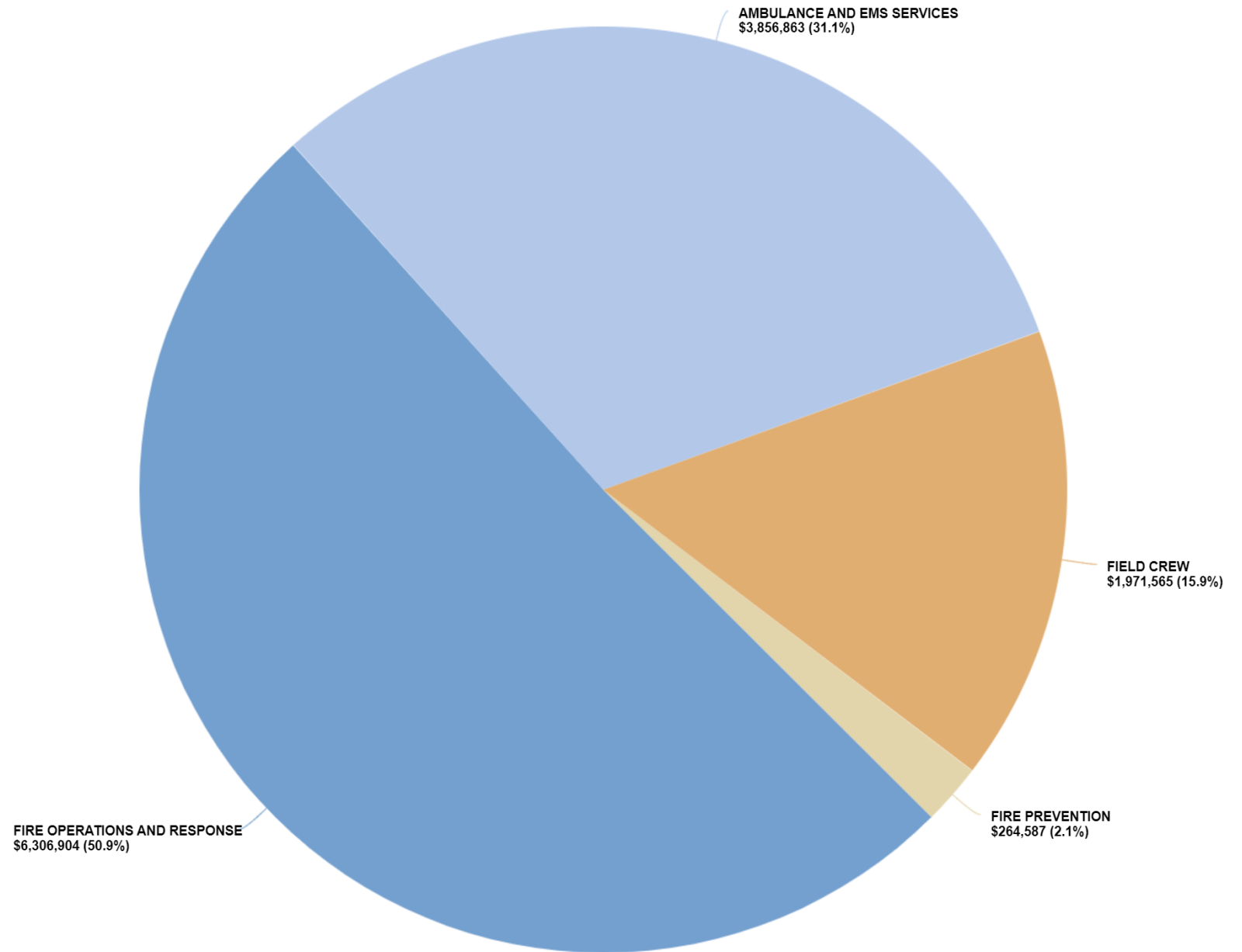


Ukiah Valley Fire Authority (UVFA)

Partnership Between City of Ukiah and Ukiah
Valley Fire District

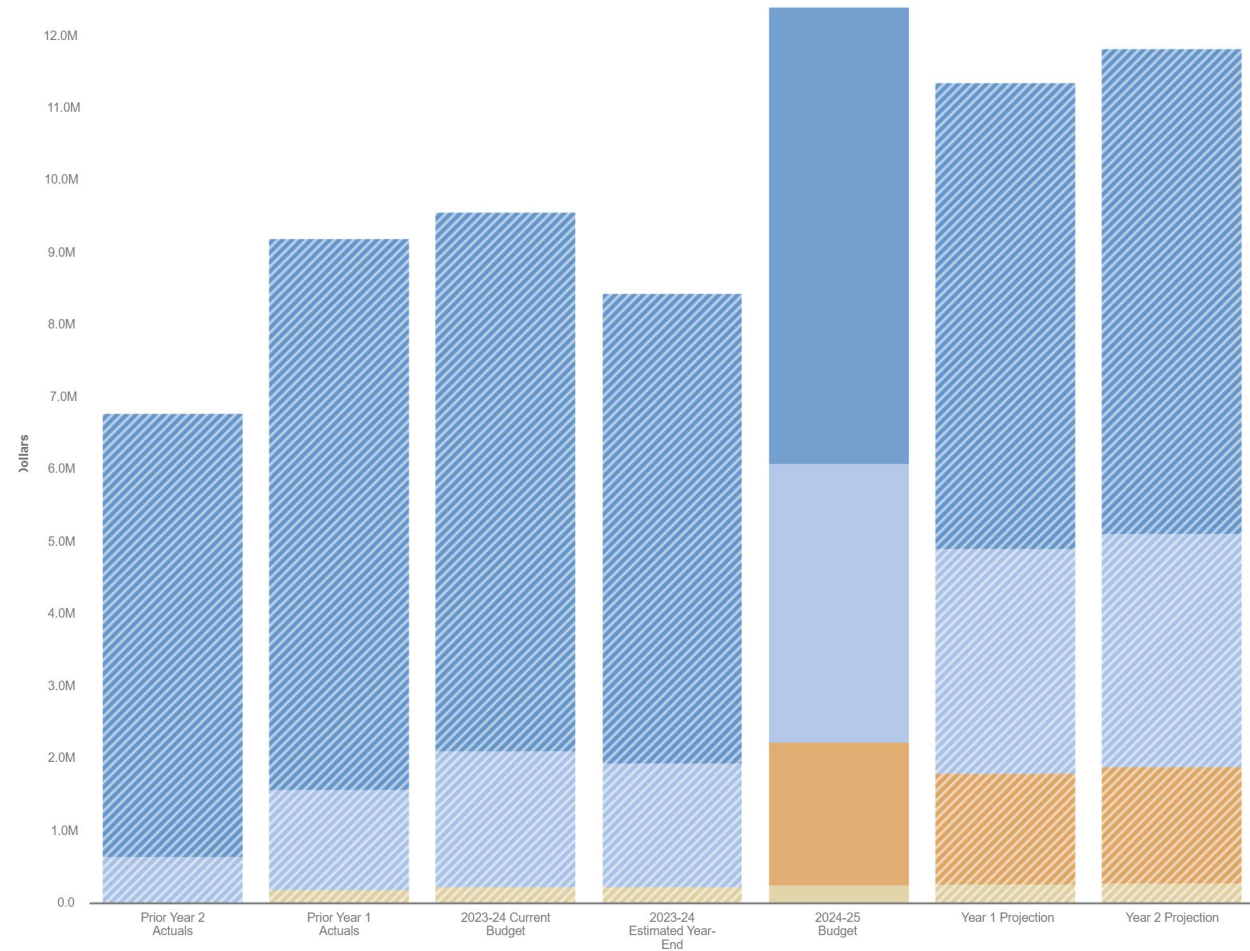
Activities

UVFA



UVFA (cont)

UVFA Expenditures Over Time



UVFA (cont)

Contribution Share

RECONCILIATION TO TOTAL CONTRIBUTION SHARE

	Prior Year 2 Actuals 2022	Prior Year 1 Actuals 2023	2023-24 Current Budget 2024	2023-24 Estimated Year-End 2024	2024-25 Budget 2025	Year 1 Projection 2026	Year 2 Projection 2027
GENERAL FUND	\$ 4,115,100	\$ 6,422,165	\$ 3,766,862	\$ 3,988,530	\$ 3,542,593	\$ 3,448,403	\$ 3,551,855
CITY PROP 172	36,729	-	14,481	14,481	-	-	-
UVFD GENERAL FUND	1,611,127	2,312,869	2,588,177	2,574,578	3,258,099	3,360,522	3,466,264
UVFD PROP 172	167,146	38,986	104,990	104,990	105,071	108,223	111,470
UVFD MEASURE B	67,491	220,838	630,418	284,843	152,937	58,131	58,330
UVFD MITIGATION FEES	16,341	26,789	112,710	83,720	140,721	144,321	148,029
Total	\$ 6,013,934	\$ 9,021,647	\$ 7,217,638	\$ 7,051,144	\$ 7,199,421	\$ 7,119,599	\$ 7,335,948
Share:							
City	69.04%	71.19%	52.39%	56.77%	49.21%	48.44%	48.42%
UVFD	30.96%	28.81%	47.61%	43.23%	50.79%	51.56%	51.58%

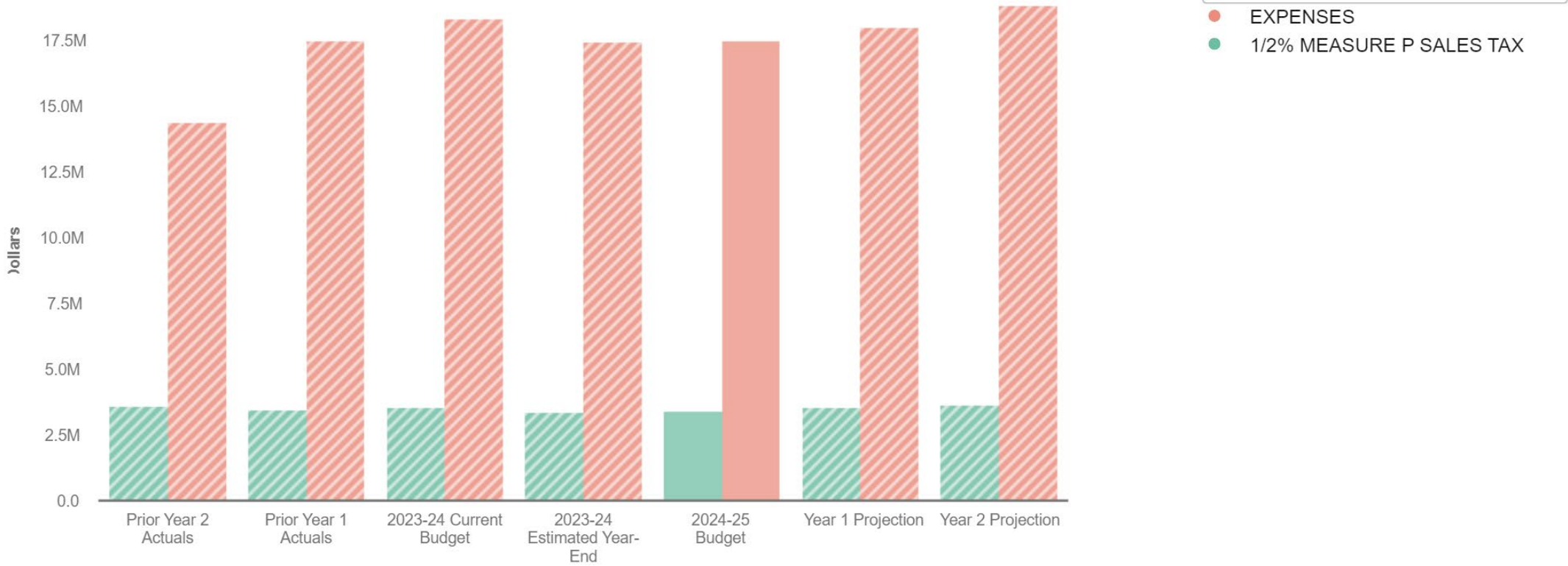
Note: does not include revenues generated by joint fire activities (e.g. grants, OES reimbursements, charges for service), ambulance services, or field crew operations.

Measure P

Measure P

Revenue v. Expenditures

Visualization



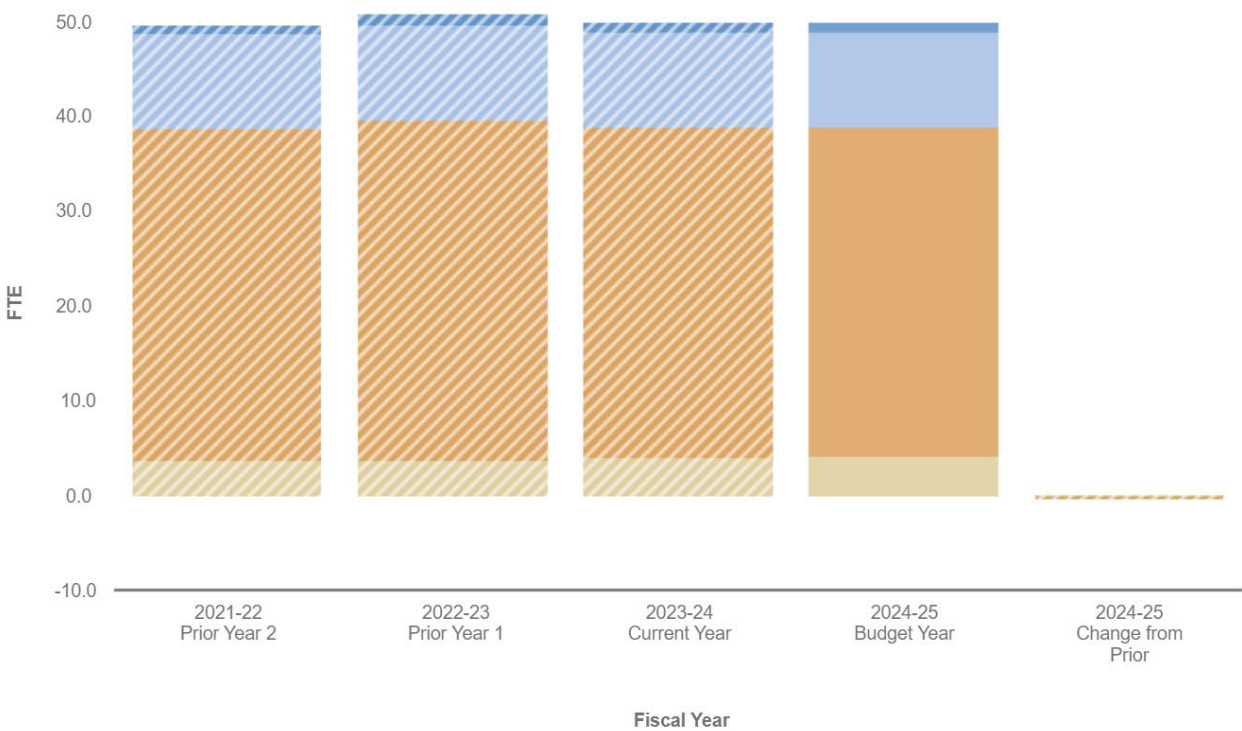
FY 2023-24

Measure P (cont)

Police Personnel
50 FTE (32 Sworn)

Budget 2025: Personnel

Visualization



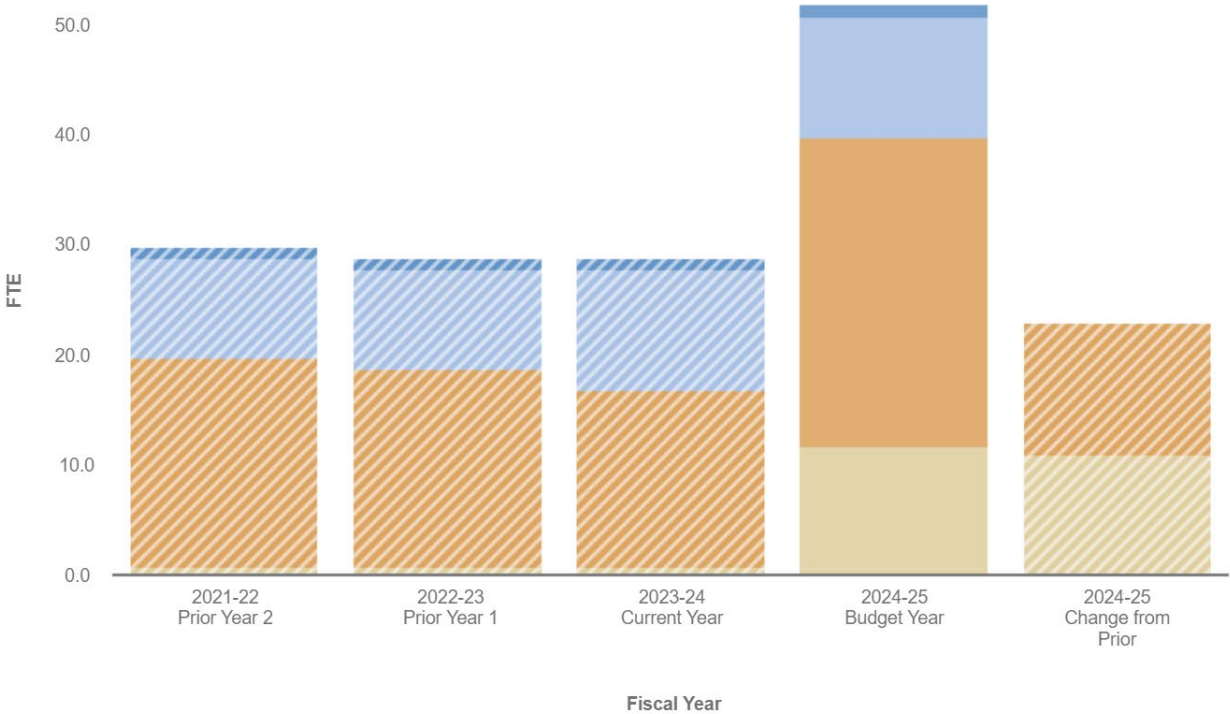
- Sort By Chart of Accounts
- EXECUTIVE
 - MANAGEMENT
 - PROFESSIONAL
 - ADMINISTRATIVE & TECHNICAL

Measure P (cont)

Fire Personnel
51.8 FTE
Increase of 23 FTE from 2023

Budget 2025: Personnel

Visualization



Sort By Chart of Accounts

- EXECUTIVE
- MANAGEMENT
- PROFESSIONAL
- ADMINISTRATIVE & TECHNICAL

FTE Changes

Personnel

FTE Count

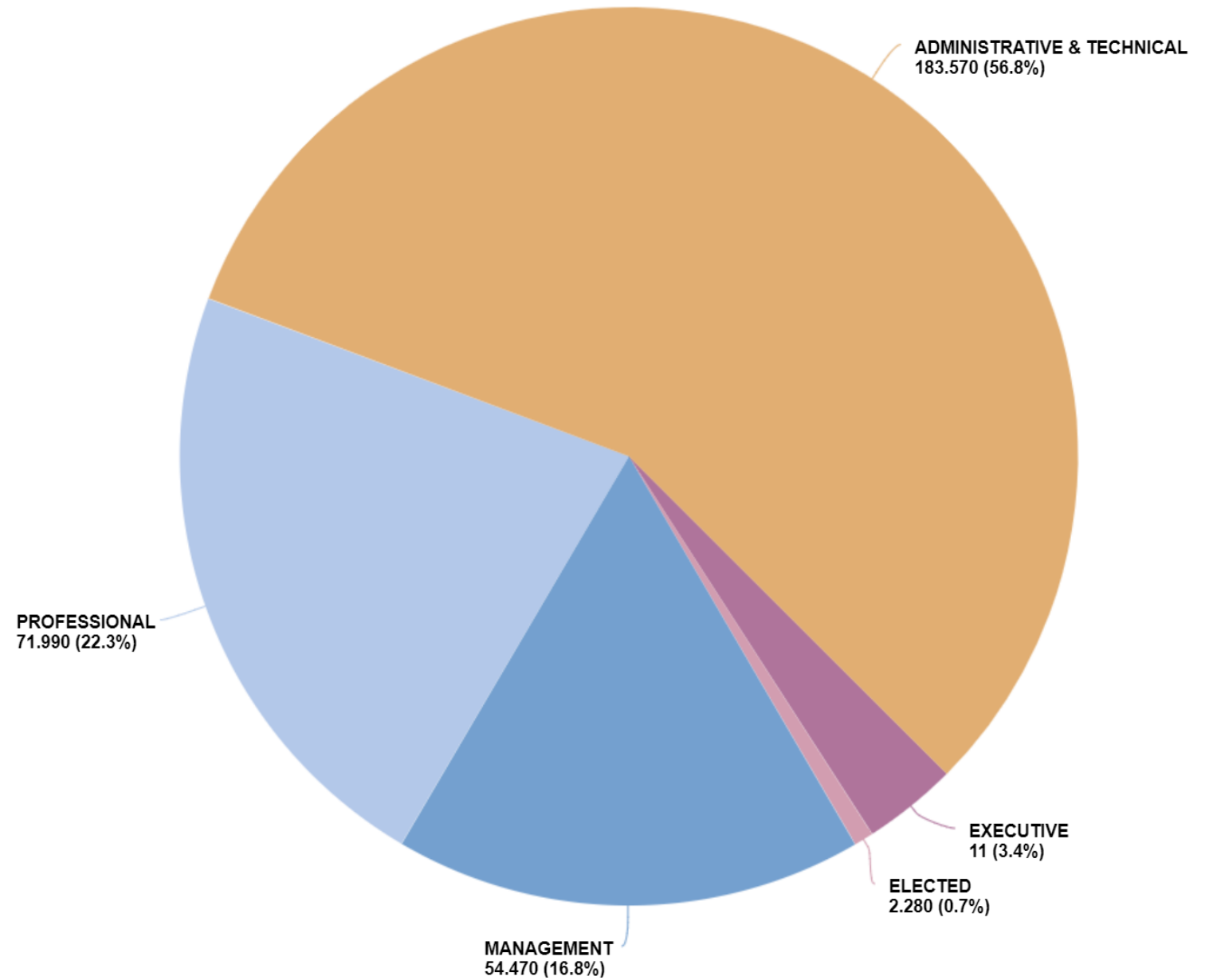
Our Team

323.31 FTE

- Up 21.88 from FY 2023

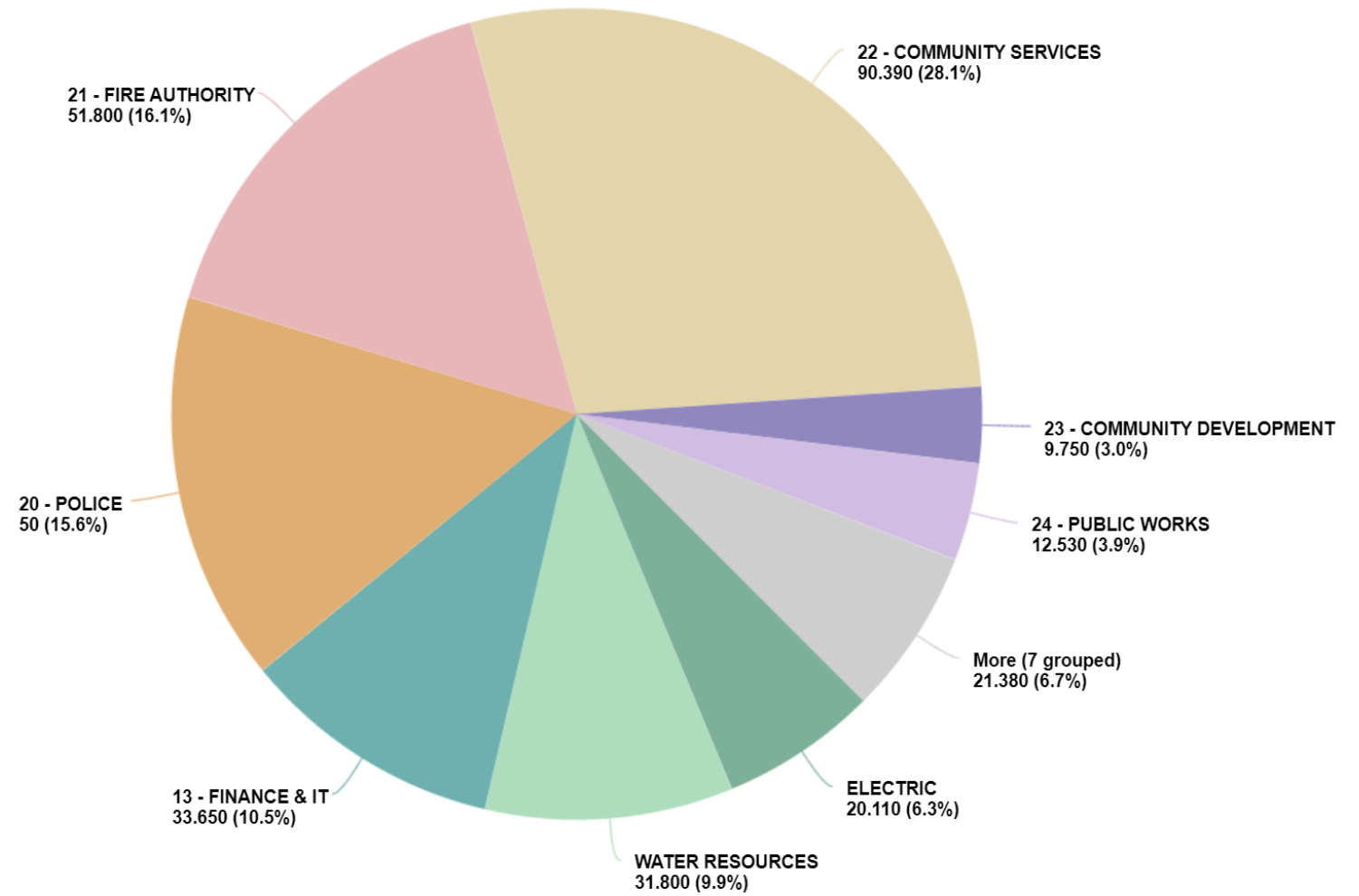
FTE Count by Class

Our Team (cont)



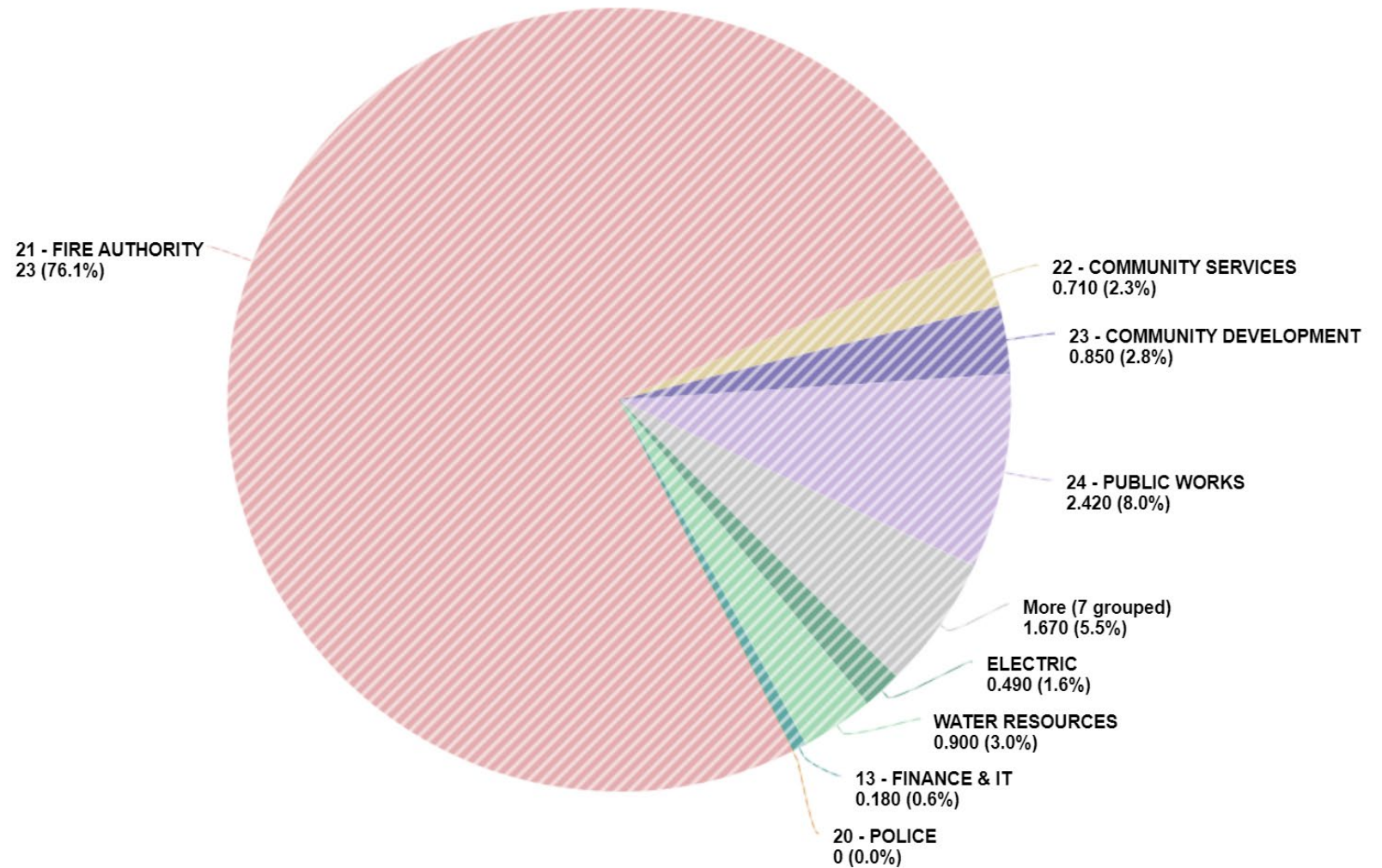
FTE by Department

Our Team (cont)



FTE Changes by Class

Our Team (cont)



Personnel FTE Changes

FTE CHANGES

Position	Department	FTE	Comment
New or enhanced positions:			
(6437) Customer Services Team Leader	Finance	1.00	Reinstate position; add 1 additional FTE and reclass 1 CSR
(7816) Meter Reader (Part-time, 32-Hour)	Finance	0.80	For additional services related to new water accounts.
(4020) Fire-Fuels Crew Superintendent	Fire	1.00	To staff 5-year federal grant for fire-fuel reduction activities.
(4021) Fire-Fuels Crew Squad Boss	Fire	2.00	To staff 5-year federal grant for fire-fuel reduction activities.
(4022) Fire-Fuels Crew Member	Fire	8.00	To staff 5-year federal grant for fire-fuel reduction activities.
(4063) Ambulance Operator/EMT	Fire	6.00	To staff new contract with Adventist Health for Interfacility transfer services.
(4065) Ambulance Operator/Paramedic	Fire	6.00	To staff new contract with Adventist Health for Interfacility transfer services.
(6834) Deputy City Clerk	City Clerk	0.50	For additional services related to new water accounts; budgeted for 1/2 year.
		25.30	

FTE CHANGES

Position	Department	FTE	Comment
Frozen:			
(6343) Engineering Technician II	Public Works	-1.00	
(2623) GIS Analyst II	Community Development	-1.00	
(6631) Horticulturist	Community Services	-1.00	
(6331) Public Works Maintenance I	Public Works	-1.00	
		-4.00	
	Total FTE Change	21.30	

Personnel Reclasses

FTE RECLASSIFICATIONS

Position		Department	FTE	Comment
Former:	Proposed:			
(6037) Department Analyst	(2659) Management Analyst II	Public Works	1.00	Promotion and reclassification of existing Analyst.
(6037) Department Analyst	(2715) Management Analyst I	Human Resources/Risk Management	1.00	Promotion and reclassification of existing Analyst.
(6237) Assistant Accountant	(2735) Associate Accountant	Finance	1.00	Promotion and reclassification of existing Accountant.
(6328) Financial Services Specialist I	(6634) Human Resources/Payroll Specialist	Human Resources/Risk Management	1.00	Reclassification of position due to HR/Payroll improved efficiencies.
(6330) Customer Services Representative	(6437) Customer Services Team Leader	Finance	1.00	Reclassification due to needs of bringing on more utility accounts.
(1526) Public Works Director/City Engineer	(1526) Public Works Director/City Engineer	Public Works	1.00	Reclassification to new salary range.
(1571) Fire Chief	(1571) Fire Chief	Fire Chief	1.00	Reclassification to new salary range.
(1550) Community Development Director	(1550) Community Development Director	Fire	1.00	Reclassification to new salary range.
(1560) Community Services Director	(1560) Community Services Director	Community Services	1.00	Reclassification to new salary range.
(1540) Deputy City Manager	(1540) Deputy City Manager	City Manager's Office	1.00	Reclassification to new salary range.
(1567) Finance Director	(1567) Finance Director	Finance	1.00	Reclassification to new salary range.
(1568) Human Resources/Risk Management Director	(1568) Human Resources/Risk Management Director	Human Resources/Risk Management	1.00	Reclassification to new salary range.
(1566) Water Resources Director	(1566) Water Resources Director	Water Resources	1.00	Reclassification to new salary range.
(2582) Assistant Finance Director	(2582) Assistant Finance Director	Finance	1.00	Reclassification to new salary range; unfilled
(2573) Deputy Director of Public Works	(2573) Deputy Director of Public Works	Public Works	1.00	Reclassification to new salary range, unfilled
(2589) Senior Civil Engineer	(2589) Senior Civil Engineer	Public Works	2.00	Reclassification to new salary range.
(2674) Fleet & Facility Maintenance Manager	(2674) Fleet & Facility Maintenance Manager	Public Works	1.00	Reclassification to new salary range.
(2637) City Clerk	(2637) City Clerk	City Manager's Office	1.00	Reclassification to new salary range.
(2671) Airport Manager	(2671) Airport Manager	City Manager's Office	1.00	Reclassification to new salary range.
(2593) Community Services Supervisor	(2593) Community Services Supervisor	Community Services	1.00	Reclassification to new salary range.
(2601) Financial Services Manager	(2601) Financial Services Manager	Finance	2.00	Reclassification to new salary range.
(2592) Controller	(2592) Controller	Finance	2.00	Reclassification to new salary range.
(2591) Senior Management Analyst	(2591) Senior Management Analyst	Human Resources/Risk Management	2.00	Reclassification to new salary range.
(2622) Housing & Grant Manager	(2622) Housing & Grant Manager	Community Development	1.00	Reclassification to new salary range.
(2731) Payroll Administrator	(2731) Payroll Administrator	Finance	1.00	Reclassification to new salary range.
(2588) Senior Information Technology Specialist	(2588) Senior Information Technology Specialist	Finance	1.00	Reclassification to new salary range.
(2725) Purchasing Manager	(2725) Purchasing Manager	Finance	1.00	Reclassification to new salary range.
(6435) Parks/Golf Lead Worker	(6435) Parks/Golf Lead Worker	Community Services	1.00	Reclassification to new salary range.
(6142) Lead Equipment Mechanic	(6142) Lead Equipment Mechanic	Public Works	1.00	Reclassification to new salary range.
(6044) Water & Sewer Lead Worker	(6044) Water & Sewer Lead Worker	Water Resources	1.00	Reclassification to new salary range.

Indirect Cost Allocation

Indirect Cost Allocation

The Plan



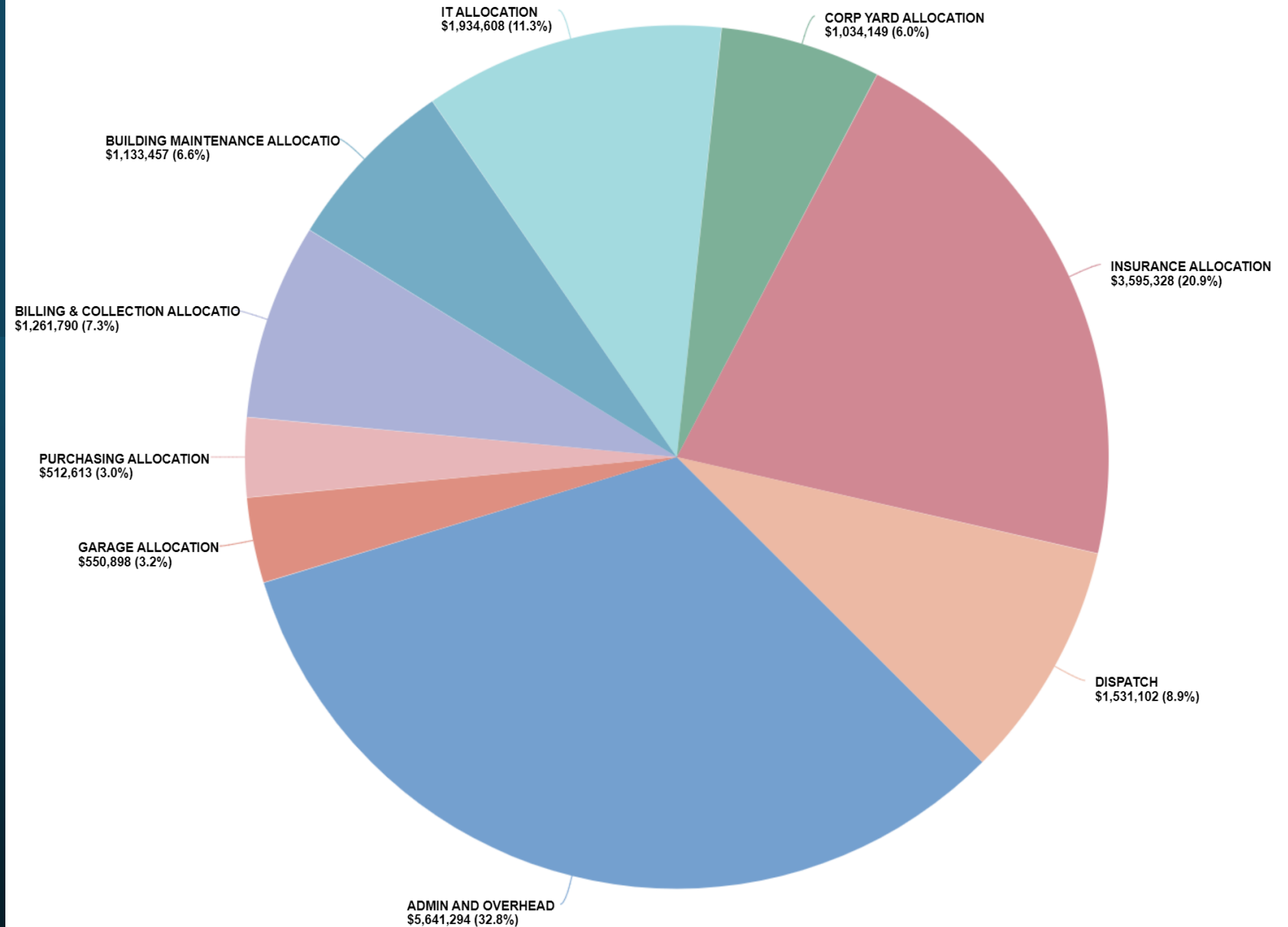
What is it?

- Used to allocate indirect costs to direct cost centers
- Direct costs + indirect costs = total cost
- Effectively an accounting and reporting function
- Not an offset of general fund costs
- No one way to allocate
 - Basic principles:
 - Logical
 - Consistent
 - Reasonable

Basis and Methodology

Administrative and Overhead	Basis of Allocation
City Council	% of Budget
City Manager	% of Budget
City-Wide Admin Services	% of Budget
Community Outreach/PIO	% of Budget
City Clerk	% of Budget
Economic Development	% of Budget
Emergency Management	% of Budget
Disbursements (AP, Payroll)	% of Budget
Accounting and Budgeting	% of Budget
City Attorney	% of Budget
City Treasurer	Prior Year Interest
Human Resources	FTE
Grant Program Management	% of Budget
Internal Services	
Worker's Comp	% of Salary
Insurance Liability	Risk assessment
Garage	Labor and parts
Purchasing	Contractual services and supplies
Billing & Collections	Billable revenues
Dispatch	Call volume
Buildings, Grounds, and Corp Yard	Square footage and total budget
Information Technology	FTE

Indirect cost center budget and allocations



Indirect Rate

Internal Services

11.28%

Admin and overhead

5.47%

Total

16.75%

Note: allocations have been discounted for increased fuel, utility, and power purchase costs.

Indirect Cost Allocation Plan Review Project

- Finance completed preliminary review of indirect cost centers
 - Focused on:
 - City Manager's Office
 - City Attorney
 - HR
 - Accounts Payable (Finance)
 - Payroll (Finance)
 - Procurement (Finance)
 - IT
- Applied an alternate measurement methodology to compare to current methodology
- Preliminary results analyzed
 - Alternative allocation generally mirrors current allocation

Indirect Cost Allocation Plan Review Project

- Certain costs have increased at a faster rate than others

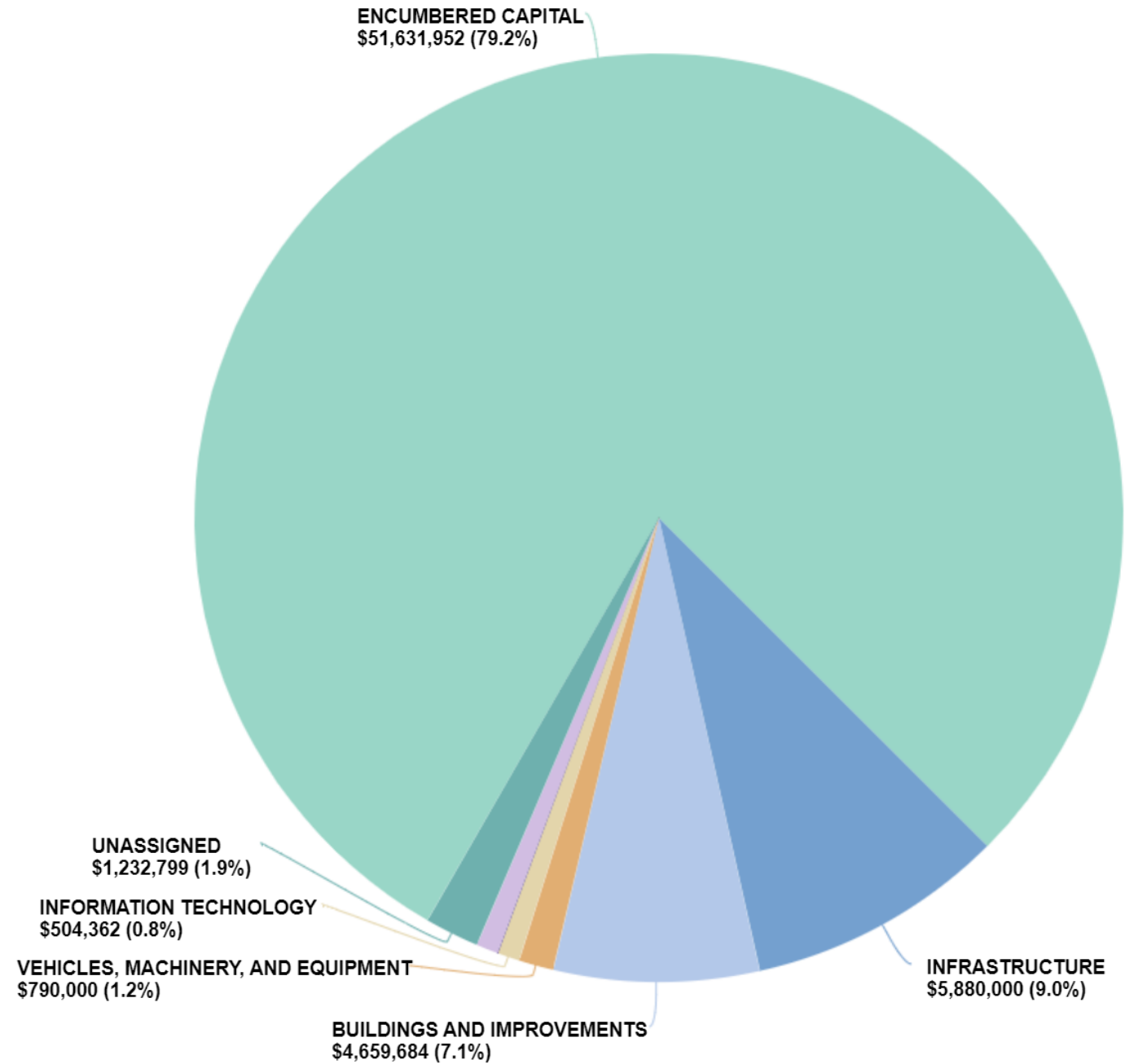
	<u>% CHANGE SINCE 2016</u>
UTILITIES	57.86%
FUEL & FLUIDS	168.26%
NCPA PLANT GENERATION	-223.14%
NCPA POWER PURCHASES	181.47%
NCPA TRANSMISSION	83.54%
AVIATION FUEL	19.62%
	50.13%

- Discounted these commodity values in the 2025 allocation

CIP Review and Input

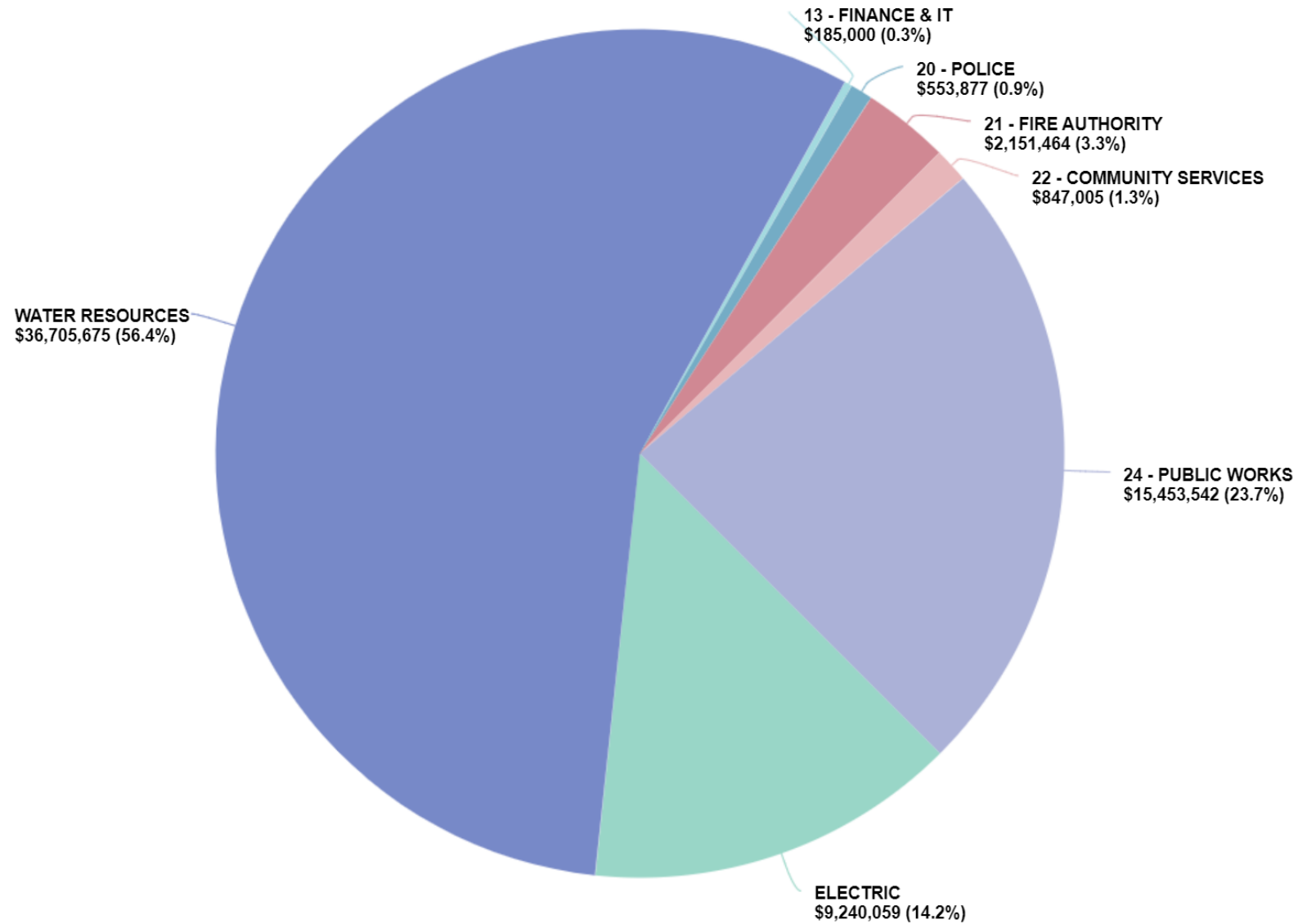
By Category

CIP



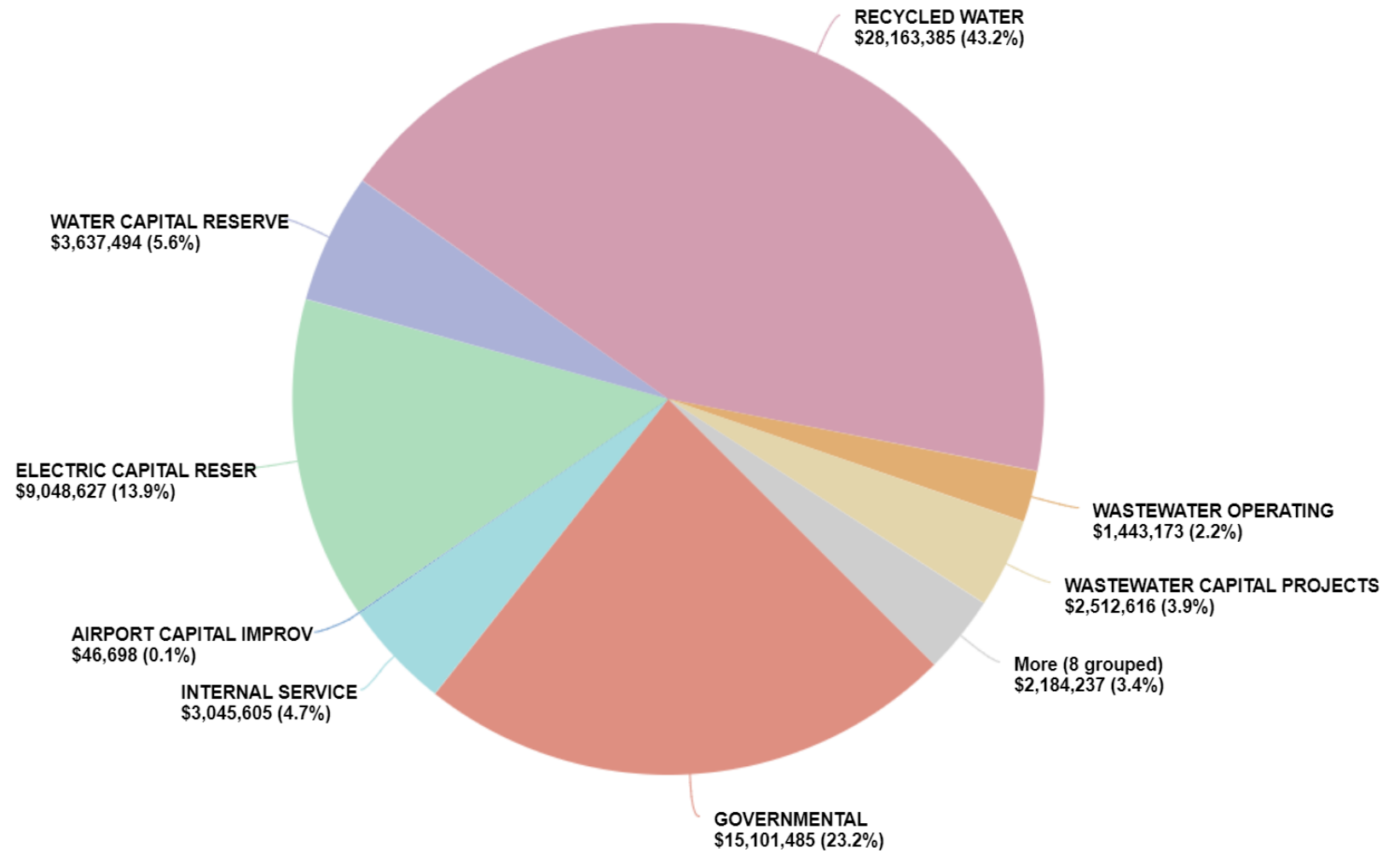
By Department

CIP



By Fund

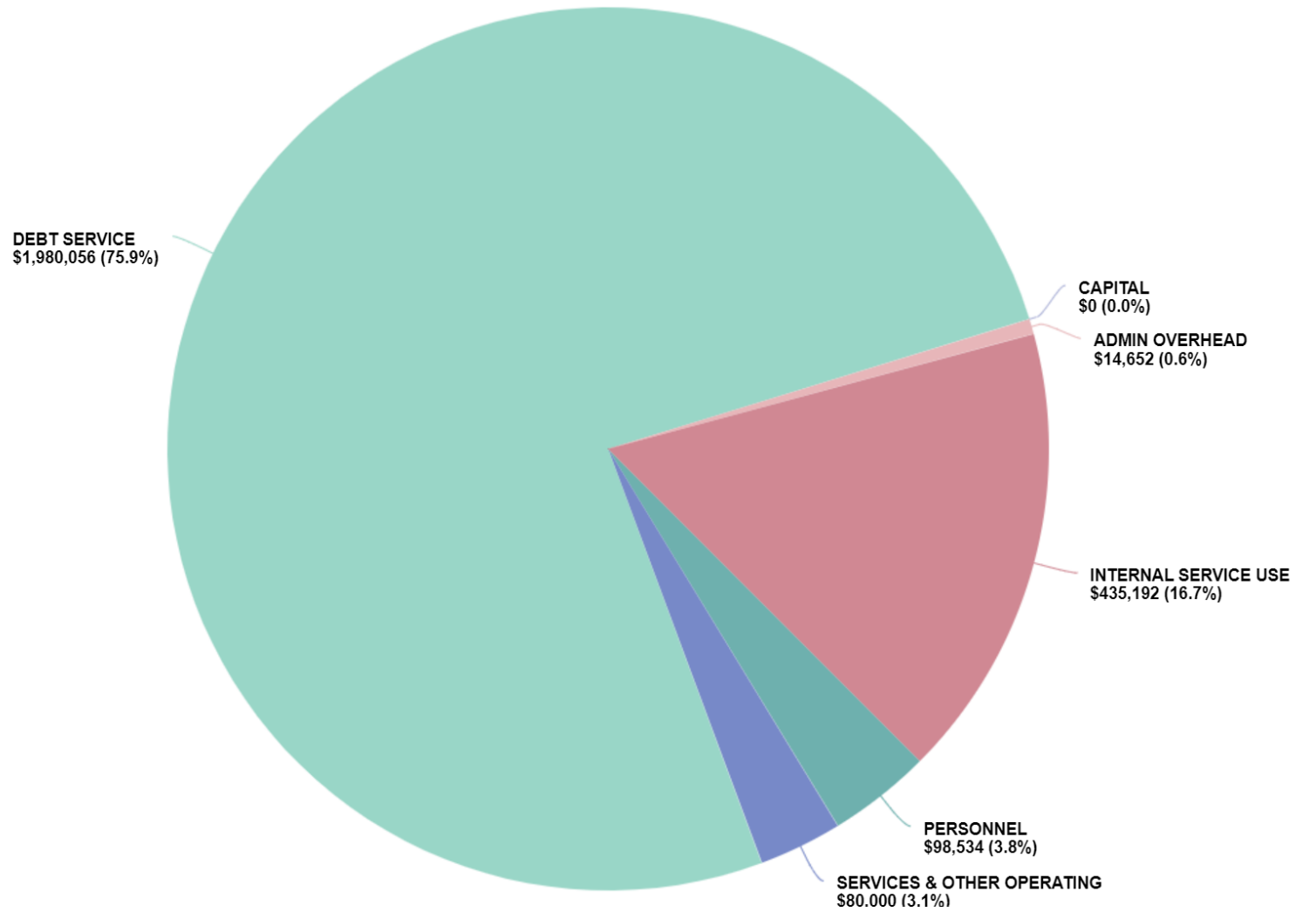
CIP



Measure Y

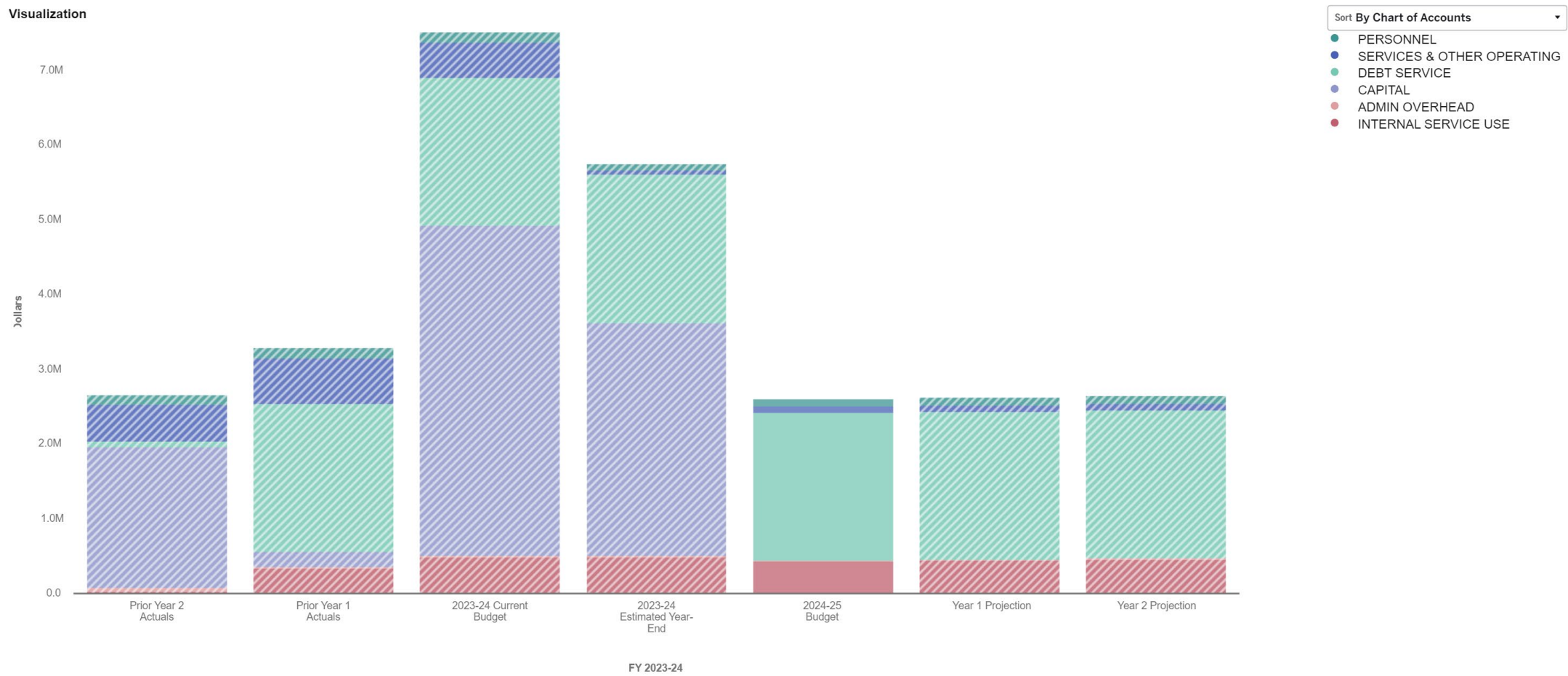
Uses

Measure Y



Measure Y (cont)

Uses



Remaining Budget Schedule

Remaining Schedule

Key Dates

June 4	Departmental budget presentation (cont), 3:00 PM start
June 5 (tentative)	Departmental presentations (cont), if needed, 3:00 PM start
June 19	Further consideration and adoption
July 17	Completed document on consent calendar (receive and file)

Questions

Recognition 7th Consecutive Year





Fin