

ATTACHMENT B

Implementation Schedule and Budget Impacts (Amounts not anticipated in Adopted FY2016 budget)

No	Recommendation	Schedule and Additional Budget
1	Assign ownership of UUP to PWP	The two departments are currently working together in managing the UUP. Transition efforts are in progress and are expected to be completed by July 1, 2016. Transition of UUP Fund management will occur subsequent to completion of Recommendations 2, 10, and 11.
2	Prepare written policies and procedures on new processes	The two departments will jointly complete a dynamic document by end of the fiscal year based on lessons learned from Hill Avenue UUP. An estimated \$25,000 in support services will be needed to complete this assignment.
3	Conduct training and provide regular information updates for UUP-related staff	Ongoing and in parallel with Recommendation #2. All departments have reviewed Management Partners' process maps and list of recommendations with staff involved in the UUP so that everyone understands complete program and various roles.
4	Complete implementation of the master contractor for work on private property	Completed and ongoing. City Council awarded a contract to VCI Utility Service on June 8, 2015 in the amount of \$1,601,700. Construction will begin in October and will be completed in April 2016. After the work has been completed, the effectiveness will be evaluated following completion of Hill Avenue UUP on private property anticipated by September 2016.
5	Evaluate the \$3,000 maximum reimbursement allowance over the next three years to determine whether it is having the desired outcome.	No change is recommended at this time. Staff will reevaluate potential changes following completion of Recommendation #4.
6	Provide more proactive information in right-of-entry letter to property owners	Completed and ongoing. The Right-of-Entry form was revised in June 2015 and was sent to customers on Hill Avenue that had not responded to prior correspondence.

No	Recommendation	Schedule and Additional Budget
7	Establish written guidelines for determining authorized signers	The guidelines are incorporated into the Authorized Signature Form. The Finance Department updated the guidelines and subsequently had all departments resubmit the Authorized Signature Form.
8	Conduct regular W-9 compliance audits	The compliance audit is still in progress and is anticipated to be completed in October 29, 2015.
9	Ensure appropriate internal controls are implemented for new financial information software conversion	As part of the implementation of the Tyler Munis system, maintaining the inherent segregation of duties and internal controls available to us was a priority. As we continue to work through operational issues, we are mindful of the internal controls and that we do not bypass the integrity of the Tyler Munis system.
10	Review procedures for charging engineering staff time to the UUP fund	New procedures will be developed to review how all charges to UUP upon transfer of fund management to PWP by June 30, 2016 (prior to implementation of Recommendation #1).
11	Add analytical staff to Public Works to increase capability for financial analysis	As part of the original KPMG recommendation a need for increased project analytical review was identified not only for undergrounding but for overall CIP analysis. As the program transitions to PWP, they will seek an additional FTE in FY2016 budget cleanup report. An estimated additional \$150,000 in labor and/or support services for PWP Finance. Although the UUP is moving to PWP, PW still has an unmet need to provide additional analytical support to all CIP projects.
12	Review the goal of the UUP to determine the extent of undergrounding desired	Recommendations presented to the Municipal Services Committee on October 13, 2015. Staff will return to the Committee in December 2015 or January 2016 with additional information requested.
13	Determine if and when the surtax should be discontinued	Recommendations presented to the Municipal Services Committee on October 13, 2015. Staff will return to the Committee in December 2015 or January 2016 with additional information requested.

ATTACHMENT C

Past UUP Project Budget and Schedule Summary

Project Name	Limits	Initiated	Expected Schedule	Actual Timeline	Total Estimated Costs	Projected Actual
Fair Oaks Avenue	Washington Blvd. to NCL	FY 1991	FY 1994	FY 2004	\$ 1,296,676	\$ 1,078,838
Avenue 64	Colorado Blvd. to SCL	FY 1987	FY 2008	FY 2008	\$ 6,655,000	\$ 7,910,440
Los Robles Avenue	Washington Blvd. to NCL	FY 1990	FY 2001	FY 2013	\$ 2,512,520	\$ 3,183,650