

THE CITY OF



City of Kalamazoo, Michigan

Water Fund

Department Plan

Based on FY 2015 Actual Expenditures

MGT of America Consulting, LLC
2343 Delta Road
Bay City, Michigan 48706



**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Table of Contents

Schedule Description	Allocation Basis Units	Allocation Basis Source	Page #
Table of Contents			1
Summary Schedule			2
Building Depreciation			4
1 Department Costs			5
1 Incoming Costs			6
1 Depreciation	Assigned Sq Footages	Maintenance Records	7
1 Allocation Summary			8
591-551 Administration			9
2 Department Costs			10
2 Incoming Costs			12
2 Interfund Transfer	Departmental Expenditures Excluding Transfers	Financial Statements	13
2 Retiree Health Care	Wages by Division	Year End Expenditure Report	14
2 Allocation Summary			15
591-552 Accounting			16
3 Department Costs			17
3 Incoming Costs			18
3 Interfund Transfers	Accounting Transactions by Dept	General Ledger Detail	19
3 Allocation Summary			20
591-563 Water Commercial Office			21
4 Department Costs			22
4 Incoming Costs			23
4 Commercial Office (Treas)	Percentage of payments processed	Treasurer's Receipt Log	24
4 Other	Direct		25
4 Allocation Summary			26
591-564 Water Building Services			27
5 Department Costs			28
5 Incoming Costs			29
5 Building Maintenance	Assigned Sq Footages	Maintenance Records	30
5 Allocation Summary			31
City Wide Indirect Costs			32
6 Department Costs			33
6 Incoming Costs			34
6 City Wide Cost Allocation	Based on Expenditures (Excluding billings)	Financials	35
6 Allocation Summary			36

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Summary Schedule

Department	101-441-00 Public Works General	101-630 Engineering	101-635 City Maintenance	101-640 City Fleet	101-721 Planning and Community Dev	202 Major Street Fund	203 Local Street Fund	209 Cemeteries	226 Solid Waste	590 Wastewater Admin
1 Building Depreciation	\$126	\$185	\$0	\$0	\$385	\$217	\$146	\$10	\$170	\$63
2 591-551 Administration	8,452	12,191	7,355	20,887	2,869	62,868	39,417	5,955	41,713	92,774
3 591-552 Accounting	2,562	3,258	2,739	9,823	475	5,204	3,144	864	1,895	24,634
4 591-563 Water Commercial Office	0	0	0	0	0	0	0	0	0	(1,558)
5 591-564 Water Building Services	33,042	48,474	0	155,832	100,933	57,003	38,327	2,565	44,484	16,572
6 City Wide Indirect Costs	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	\$44,182	\$64,108	\$10,095	\$186,542	\$104,663	\$125,293	\$81,034	\$9,394	\$88,262	\$132,485

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Summary Schedule

Department	591 Water Fund Admin	Other	2nd Allocation Orphans	Total
1 Building Depreciation	\$0	\$0	\$0	\$1,302
2 591-551 Administration	82,619	2,489	0	379,591
3 591-552 Accounting	17,549	0	0	72,147
4 591-563 Water Commercial Office	(2,060)	324,298	0	320,679
5 591-564 Water Building Services	0	0	0	497,233
6 City Wide Indirect Costs	0	1,597,988	0	1,597,988
Total Current Allocations	\$98,108	\$1,924,775	\$0	\$2,868,940

**City of Kalamazoo - Water Fund
Departmental Study
Building Depreciation
Nature and Extent of Services**

CY2015
8/9/2016

The Water Fund (591) operates and maintains the Stockbridge Public Services Building. Under the federal guidelines contained in *2 CFR, Part 200*, the costs of facilities can be recovered based on identified depreciation expenses. The City maintains detailed depreciation schedules with all capitalized improvements included. Identified depreciation charges for the Stockbridge building are allocated to all occupants based on their assigned square footage.

The plan is designed to allocate other central service cost pools to the various rate study cost pools including this department. These costs are designated as first and second allocations and are added to the expenses of the department for further allocation to benefitting departments.

Any direct charges made within the City's accounting system are adjusted through direct billing credits.

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

A. Department Costs

Dept:1 Building Depreciation

Description		Amount	General Admin	Depreciation
<hr/>				
Personnel Costs				
Salaries	S	0	0	0
<i>Salary % Split</i>			<i>.00%</i>	<i>.00%</i>
Benefits	S	0	0	0
Subtotal - Personnel Costs		<hr/> 0	<hr/> 0	<hr/> 0
Services & Supplies Cost				
Depreciation - Stockbridge HVAC	P	1,302	0	1,302
Subtotal - Services & Supplies		<hr/> 1,302	<hr/> 0	<hr/> 1,302
Department Cost Total		1,302	0	1,302
Adjustments to Cost				
Subtotal - Adjustments		<hr/> 0	<hr/> 0	<hr/> 0
Total Costs After Adjustments		1,302	0	1,302
General Admin Distribution			0	0
Grand Total		<hr/> <hr/> \$1,302		<hr/> <hr/> \$1,302

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

B. Incoming Costs - (Default Spread Custom%)

Dept:1 Building Depreciation

No Indirect Costs

Page Intentionally Left Blank

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Depreciation Allocations

Dept:1 Building Depreciation

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
7 101-441-00 Public Works General	3,075.61	9.68%	\$126	\$0	\$126	\$0	\$126
8 101-630 Engineering	4,512.00	14.20%	185	0	185	0	185
11 101-721 Planning and Community Dev	9,395.00	29.56%	385	0	385	0	385
12 202 Major Street Fund	5,305.90	16.70%	217	0	217	0	217
13 203 Local Street Fund	3,567.51	11.23%	146	0	146	0	146
14 209 Cemeteries	238.79	0.75%	10	0	10	0	10
15 226 Solid Waste	4,140.61	13.03%	170	0	170	0	170
16 590 Wastewater Admin	1,542.58	4.85%	63	0	63	0	63
Subtotal	31,778.00	100.00%	1,302	0	1,302	0	1,302
Direct Bills					0		0
Total					\$1,302		\$1,302

Basis Units: Assigned Sq Footages
Source: Maintenance Records

City of Kalamazoo - Water Fund
Departmental Study

CY2015
8/9/2016

Allocation Summary

Dept:1 Building Depreciation

Department	Depreciation	Total
7 101-441-00 Public Works General	\$126	\$126
8 101-630 Engineering	185	185
11 101-721 Planning and Community Dev	385	385
12 202 Major Street Fund	217	217
13 203 Local Street Fund	146	146
14 209 Cemeteries	10	10
15 226 Solid Waste	170	170
16 590 Wastewater Admin	63	63
Total	<u>\$1,302</u>	<u>\$1,302</u>

**City of Kalamazoo - Water Fund
Departmental Study
Administration 591-551
Nature and Extent of Services**

CY2015
8/9/2016

The Water Fund (591) operates an administrative division which oversees much of the public works activities funded from multiple sources. For plan purposes the costs of the operation have been identified and these costs are functionalized and allocated as described below:

- **Interfund Transfer** – The costs associated with the oversight of the various public works activities is allocated to all benefitting funds and programs based on the dollar values of the expenditures recorded. NOTE: Only the Administrative Costs for the Water (591) and Wastewater (590) Funds are included for allocation purposes.
- **Retiree Health Care** – The costs associated with the Water Fund’s share of the retiree health care liability is identified and is allocated to the benefitting departments based on the wages for each division. The other funds and programs pay their own portion and therefore no further allocation for the retiree health care is included.

The plan is designed to allocate other central service cost pools to the various rate study cost pools including this department. These costs are designated as first and second allocations and are added to the expenses of the department for further allocation to benefitting departments.

Any direct charges made within the City’s accounting system are adjusted through direct billing credits.

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

A. Department Costs

Dept:2 591-551 Administration

Description		Amount	General Admin	Interfund Transfer	Retiree Health Care
Personnel Costs					
Salaries	S1	253,729	0	253,729	0
<i>Salary % Split</i>			<i>.00%</i>	<i>100.00%</i>	<i>.00%</i>
Benefits	P	60,955	0	57,716	3,239
Subtotal - Personnel Costs		314,683	0	311,444	3,239
Services & Supplies Cost					
728 Office Supplies	P	512	0	512	0
729 Operating Expenses	P	10,942	0	10,942	0
805 Travel	P	11,857	0	11,857	0
810 Fees	P	2,106	0	2,106	0
815 Utilities	P	2,710	0	2,710	0
840 Bonds, Fees, Depreciation	D	3,095,900	0	0	0
845 Outside Contractual Services	D	106,363	0	0	0
850 Charges for Services	D	2,127,886	0	0	0
860 Memberships and Dues	D	9,814	0	0	0
865 Subscriptions	D	66	0	0	0
870 Post Employment Retirement Ben	D	(8,017,038)	0	0	0
872 OPEB Contribution	D	9,102,925	0	0	0
880 Property Taxes	D	2,233	0	0	0
971 Land	D	(47)	0	0	0
991 Principal Payments	D	2,030,428	0	0	0
992 Bond Principal	D	(2,030,428)	0	0	0
995 Interest / Amortization	D	998,539	0	0	0
998 Interest on Deposits	D	31,194	0	0	0
Subtotal - Services & Supplies		7,485,963	0	28,128	0
Department Cost Total		7,800,646	0	339,572	3,239
Adjustments to Cost					
840 Bonds, Fees, Depreciation	D	(3,095,900)	0	0	0

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

A. Department Costs

Dept:2 591-551 Administration

Description		Amount	General Admin	Interfund Transfer	Retiree Health Care
845 Outside Contractual Services	D	(106,363)	0	0	0
850 Charges for Services	D	(2,127,886)	0	0	0
860 Memberships and Dues	D	(9,814)	0	0	0
865 Subscriptions	D	(66)	0	0	0
870 Post Employment Retirement Ben	D	8,017,038	0	0	0
872 OPEB Contribution	D	(9,102,925)	0	0	0
880 Property Taxes	D	(2,233)	0	0	0
971 Land	D	47	0	0	0
991 Principal Payments	D	(2,030,428)	0	0	0
992 Bond Principal	D	2,030,428	0	0	0
995 Interest / Amortization	D	(998,539)	0	0	0
998 Interest on Deposits	D	(31,194)	0	0	0
Subtotal - Adjustments		(7,457,835)	0	0	0
Total Costs After Adjustments		342,811	0	339,572	3,239
General Admin Distribution			0	0	0
Grand Total		\$342,811		\$339,572	\$3,239

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

B. Incoming Costs - (Default Spread Custom%)

Dept:2 591-551 Administration

Department	First Incoming	Second Incoming	Interfund Transfer	Retiree Health Care
2 Retiree Health Care	\$0	\$379	\$379	\$0
Subtotal - 591-551 Administration	0	379	379	0
6 City Wide Cost Allocation	0	37,151	37,151	0
Subtotal - City Wide Indirect Costs	0	37,151	37,151	0
Total Incoming	0	37,530	37,530	0
C. Total Allocated		\$380,341	\$377,102	\$3,239
			99.15%	0.85%

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Interfund Transfer Allocations

Dept:2 591-551 Administration

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
7 101-441-00 Public Works General	798,045	2.24%	\$7,611	\$0	\$7,611	\$841	\$8,452
8 101-630 Engineering	1,151,074	3.23%	10,978	0	10,978	1,213	12,191
9 101-635 City Maintenance	694,474	1.95%	6,623	0	6,623	732	7,355
10 101-640 City Fleet	1,972,113	5.54%	18,809	0	18,809	2,079	20,887
11 101-721 Planning and Community Dev	270,925	0.76%	2,584	0	2,584	286	2,869
12 202 Major Street Fund	5,935,848	16.67%	56,612	0	56,612	6,257	62,868
13 203 Local Street Fund	3,721,652	10.45%	35,494	0	35,494	3,923	39,417
14 209 Cemeteries	562,220	1.58%	5,362	0	5,362	593	5,955
15 226 Solid Waste	3,938,394	11.06%	37,561	0	37,561	4,151	41,713
16 590 Wastewater Admin	8,759,404	24.60%	83,541	0	83,541	9,233	92,774
17 591 Water Fund Admin	7,800,646	21.91%	74,397	0	74,397	8,222	82,619
Subtotal	35,604,795	100.00%	339,572	0	339,572	37,530	377,102
Direct Bills					0		0
Total					\$339,572		\$377,102

Basis Units: Departmental Expenditures Excluding Transfers
Source: Financial Statements

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Retiree Health Care Allocations

Dept:2 591-551 Administration

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
2 591-551 Administration	253,728.50	11.71%	\$379	\$0	\$379	\$0	\$379
3 591-552 Accounting	48,499.88	2.24%	73	0	73	0	73
4 591-563 Water Commercial Office	145,052.96	6.70%	217	0	217	0	217
5 591-564 Water Building Services	53,926.14	2.49%	81	0	81	0	81
18 Other	1,664,671.25	76.86%	2,489	0	2,489	0	2,489
Subtotal	2,165,878.73	100.00%	3,239	0	3,239	0	3,239
Direct Bills					0		0
Total					\$3,239		\$3,239

Basis Units: Wages by Division
Source: Year End Expenditure Report

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Allocation Summary

Dept:2 591-551 Administration

Department	Interfund Transfer	Retiree Health Care	Total
2 591-551 Administration	\$0	\$379	\$379
3 591-552 Accounting	0	73	73
4 591-563 Water Commercial Office	0	217	217
5 591-564 Water Building Services	0	81	81
7 101-441-00 Public Works General	8,452	0	8,452
8 101-630 Engineering	12,191	0	12,191
9 101-635 City Maintenance	7,355	0	7,355
10 101-640 City Fleet	20,887	0	20,887
11 101-721 Planning and Community Dev	2,869	0	2,869
12 202 Major Street Fund	62,868	0	62,868
13 203 Local Street Fund	39,417	0	39,417
14 209 Cemeteries	5,955	0	5,955
15 226 Solid Waste	41,713	0	41,713
16 590 Wastewater Admin	92,774	0	92,774
17 591 Water Fund Admin	82,619	0	82,619
18 Other	0	2,489	2,489
Total	\$377,102	\$3,239	\$380,341

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

**Accounting Water Fund 591-552
Nature and Extent of Services**

The accounting function of the Water Fund (591-552) provides assistance for the financial records management of the various public works activities overseen by the Water fund's administration. For plan purposes the costs associated with the accounting function are allocated to all benefitting funds and activities based on the number of transactions posted during the year.

The plan is designed to allocate other central service cost pools to the various rate study cost pools including this department. These costs are designated as first and second allocations and are added to the expenses of the department for further allocation to benefitting departments.

Any direct charges made within the City's accounting system are adjusted through direct billing credits.

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

A. Department Costs

Dept:3 591-552 Accounting

Description		Amount	General Admin	Interfund Transfers
<hr/>				
Personnel Costs				
Salaries	S1	48,500	0	48,500
<i>Salary % Split</i>			<i>.00%</i>	<i>100.00%</i>
Benefits	P	16,209	0	16,209
Subtotal - Personnel Costs		<hr/> 64,709	0	<hr/> 64,709
Services & Supplies Cost				
729 Operating Expenses	P	258	0	258
850.003 Computer Services	P	0	0	0
850.005 Charges for Services	D	0	0	0
Subtotal - Services & Supplies		<hr/> 258	0	<hr/> 258
Department Cost Total		64,967	0	64,967
Adjustments to Cost				
850.005 Charges for Services	D	0	0	0
Subtotal - Adjustments		<hr/> 0	0	<hr/> 0
Total Costs After Adjustments		64,967	0	64,967
General Admin Distribution			0	0
Grand Total		<hr/> <hr/> \$64,967		<hr/> <hr/> \$64,967

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

B. Incoming Costs - (Default Spread Expense%)

Dept:3 591-552 Accounting

Department	First Incoming	Second Incoming	Interfund Transfers
2 Retiree Health Care	\$73	\$0	\$73
Subtotal - 591-551 Administration	73	0	73
6 City Wide Cost Allocation	0	7,108	7,108
Subtotal - City Wide Indirect Costs	0	7,108	7,108
Total Incoming	73	7,108	7,180
C. Total Allocated		\$72,147	\$72,147
			100.00%

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Interfund Transfers Allocations

Dept:3 591-552 Accounting

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
7 101-441-00 Public Works General	3,718	3.55%	\$2,309	\$0	\$2,309	\$252	\$2,562
8 101-630 Engineering	4,728	4.52%	2,937	0	2,937	321	3,258
9 101-635 City Maintenance	3,976	3.80%	2,470	0	2,470	270	2,739
10 101-640 City Fleet	14,257	13.62%	8,855	0	8,855	968	9,823
11 101-721 Planning and Community Dev	690	0.66%	429	0	429	47	475
12 202 Major Street Fund	7,553	7.21%	4,691	0	4,691	513	5,204
13 203 Local Street Fund	4,563	4.36%	2,834	0	2,834	310	3,144
14 209 Cemeteries	1,254	1.20%	779	0	779	85	864
15 226 Solid Waste	2,751	2.63%	1,709	0	1,709	187	1,895
16 590 Wastewater Admin	35,754	34.14%	22,207	0	22,207	2,427	24,634
17 591 Water Fund Admin	25,471	24.32%	15,820	0	15,820	1,729	17,549
Subtotal	104,715	100.00%	65,039	0	65,039	7,108	72,147
Direct Bills					0		0
Total					\$65,039		\$72,147

Basis Units: Accounting Transactions by Dept
Source: General Ledger Detail

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Allocation Summary

Dept:3 591-552 Accounting

Department	Interfund Transfers	Total
7 101-441-00 Public Works General	\$2,562	\$2,562
8 101-630 Engineering	3,258	3,258
9 101-635 City Maintenance	2,739	2,739
10 101-640 City Fleet	9,823	9,823
11 101-721 Planning and Community Dev	475	475
12 202 Major Street Fund	5,204	5,204
13 203 Local Street Fund	3,144	3,144
14 209 Cemeteries	864	864
15 226 Solid Waste	1,895	1,895
16 590 Wastewater Admin	24,634	24,634
17 591 Water Fund Admin	17,549	17,549
Total	\$72,147	\$72,147

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

**Commercial Office Water Fund (591-563)
Nature and Extent of Services**

The Commercial Office of the Water Fund (591-563) works within the City Treasurer's office and provides support for the collection of Water and Waste Water accounts. For plan purposes the costs associated with the Commercial Office have been separated and the costs allocated as follows:

- **Commercial Office – (Treasurer)** – Costs associated with the Treasurer's Office staff are allocated to all benefitting funds based on the percentage of payments processed for each fund.
- **Other** – This portion of the expenses relate to meter reading and maintenance activities and are not allocated.

The plan is designed to allocate other central service cost pools to the various rate study cost pools including this department. These costs are designated as first and second allocations and are added to the expenses of the department for further allocation to benefitting departments.

Any direct charges made within the City's accounting system are adjusted through direct billing credits.

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

A. Department Costs

Dept:4 591-563 Water Commercial Office

Description		Amount	General Admin	Commercial Office (Treas)	Other
Personnel Costs					
Salaries	S1	145,053	0	41,205	103,848
<i>Salary % Split</i>			<i>.00%</i>	<i>28.41%</i>	<i>71.59%</i>
Benefits	P	67,774	0	15,159	52,615
Subtotal - Personnel Costs		212,827	0	56,364	156,463
Services & Supplies Cost					
728 Office Supplies	P	0	0	0	0
729 Operating Supplies	P	3,868	0	0	3,868
810 Fees	P	0	0	0	0
840 Fees / Bad Debts	P	(64,400)	0	(64,400)	0
845 Outside Contractual Services	P	136,564	0	4,777	131,788
850.003 Computer Charges	D	0	0	0	0
850.005 Charges for Services	D	0	0	0	0
Subtotal - Services & Supplies		76,032	0	(59,623)	135,656
Department Cost Total		288,860	0	(3,260)	292,119
Adjustments to Cost					
850.003 Computer Charges	D	0	0	0	0
850.005 Charges for Services	D	0	0	0	0
Subtotal - Adjustments		0	0	0	0
Total Costs After Adjustments		288,860	0	(3,260)	292,119
General Admin Distribution			0	0	0
Grand Total		\$288,860		\$(3,260)	\$292,119

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

B. Incoming Costs - (Default Spread Expense%)

Dept:4 591-563 Water Commercial Office

Department	First Incoming	Second Incoming	Commercial Office (Treas)	Other
2 Retiree Health Care	\$217	\$0	\$(2)	\$219
Subtotal - 591-551 Administration	217	0	(2)	219
6 City Wide Cost Allocation	0	31,603	(357)	31,959
Subtotal - City Wide Indirect Costs	0	31,603	(357)	31,959
Total Incoming	217	31,603	(359)	32,178
C. Total Allocated		\$320,679	\$(3,619)	\$324,298
			(1.13)%	101.13%

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Commercial Office (Treas) Allocations

Dept:4 591-563 Water Commercial Office

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
16 590 Wastewater Admin	43.06	43.06%	\$(1,405)	\$0	\$(1,405)	\$(154)	\$(1,558)
17 591 Water Fund Admin	56.94	56.94%	(1,857)	0	(1,857)	(203)	(2,060)
Subtotal	100.00	100.00%	(3,262)	0	(3,262)	(357)	(3,619)
Direct Bills					0		0
Total					\$(3,262)		\$(3,619)

Basis Units: Percentage of payments processed
Source: Treasurer's Receipt Log

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Other Allocations

Dept:4 591-563 Water Commercial Office

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
18 Other	100	100.00%	\$292,339	\$0	\$292,339	\$31,959	\$324,298
Subtotal	100	100.00%	292,339	0	292,339	31,959	324,298
Direct Bills					0		0
Total					\$292,339		\$324,298

Basis Units: Direct
Source:

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Allocation Summary

Dept:4 591-563 Water Commercial Office

Department	Commercial Office (Treas)	Other	Total
16 590 Wastewater Admin	\$(1,558)	\$0	\$(1,558)
17 591 Water Fund Admin	(2,060)	0	(2,060)
18 Other	0	324,298	324,298
Total	\$(3,619)	\$324,298	\$320,679

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

**Water Building Services - Water Fund (591-564)
Nature and Extent of Services**

The Water Building Services activity **(591-564)** identifies the cost of the maintenance of the Stockbridge – Public Services Building and the Fleet Building. Costs associated with the operations and maintenance of these buildings are allocated to occupants based on their assigned square footages.

The plan is designed to allocate other central service cost pools to the various rate study cost pools including this department. These costs are designated as first and second allocations and are added to the expenses of the department for further allocation to benefitting departments.

Any direct charges made within the City's accounting system are adjusted through direct billing credits.

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

A. Department Costs

Dept:5 591-564 Water Building Services

Description		Amount	General Admin	Building Maintenance
Personnel Costs				
Salaries	S1	53,926	0	53,926
<i>Salary % Split</i>			<i>.00%</i>	<i>100.00%</i>
Benefits	S	20,552	0	20,552
Subtotal - Personnel Costs		<u>74,478</u>	0	<u>74,478</u>
Services & Supplies Cost				
729 Operating Supplies	S	28,471	0	28,471
815 Utilities	S	144,791	0	144,791
825 Insurance	S	148,620	0	148,620
845 Outside Contractual Services	S	51,751	0	51,751
850.003 Computer Services	D	0	0	0
880 Rental/Lease Equip	S	14	0	14
Subtotal - Services & Supplies		<u>373,647</u>	0	<u>373,647</u>
Department Cost Total		448,125	0	448,125
Adjustments to Cost				
850.003 Computer Services	D	0	0	0
Subtotal - Adjustments		<u>0</u>	0	<u>0</u>
Total Costs After Adjustments		448,125	0	448,125
General Admin Distribution			0	0
Grand Total		<u><u>\$448,125</u></u>		<u><u>\$448,125</u></u>

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

B. Incoming Costs - (Default Spread Salary%)

Dept:5 591-564 Water Building Services

Department	First Incoming	Second Incoming	Building Maintenance
2 Retiree Health Care	\$81	\$0	\$81
Subtotal - 591-551 Administration	81	0	81
6 City Wide Cost Allocation	0	49,027	49,027
Subtotal - City Wide Indirect Costs	0	49,027	49,027
Total Incoming	81	49,027	49,107
C. Total Allocated		\$497,233	\$497,233
		100.00%	

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

Building Maintenance Allocations

Dept:5 591-564 Water Building Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
7 101-441-00 Public Works General	3,075.61	6.65%	\$29,784	\$0	\$29,784	\$3,258	\$33,042
8 101-630 Engineering	4,512.00	9.75%	43,694	0	43,694	4,779	48,474
10 101-640 City Fleet	14,505.00	31.34%	140,467	0	140,467	15,365	155,832
11 101-721 Planning and Community Dev	9,395.00	20.30%	90,981	0	90,981	9,952	100,933
12 202 Major Street Fund	5,305.90	11.46%	51,382	0	51,382	5,620	57,003
13 203 Local Street Fund	3,567.51	7.71%	34,548	0	34,548	3,779	38,327
14 209 Cemeteries	238.79	0.52%	2,312	0	2,312	253	2,565
15 226 Solid Waste	4,140.61	8.95%	40,098	0	40,098	4,386	44,484
16 590 Wastewater Admin	1,542.58	3.33%	14,938	0	14,938	1,634	16,572
Subtotal	46,283.00	100.00%	448,206	0	448,206	49,027	497,233
Direct Bills					0		0
Total					\$448,206		\$497,233

Basis Units: Assigned Sq Footages
Source: Maintenance Records

City of Kalamazoo - Water Fund
Departmental Study

CY2015
8/9/2016

Allocation Summary

Dept:5 591-564 Water Building Services

Department	Building Maintenance	Total
7 101-441-00 Public Works General	\$33,042	\$33,042
8 101-630 Engineering	48,474	48,474
10 101-640 City Fleet	155,832	155,832
11 101-721 Planning and Community Dev	100,933	100,933
12 202 Major Street Fund	57,003	57,003
13 203 Local Street Fund	38,327	38,327
14 209 Cemeteries	2,565	2,565
15 226 Solid Waste	44,484	44,484
16 590 Wastewater Admin	16,572	16,572
Total	\$497,233	\$497,233

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

**City-Wide Indirect Costs
Nature and Extent of Services**

A portion of the costs of the Water Fund (591) is the indirect costs identified in the City's Cost Allocation Plan. For this plan the costs for the Water Fund identified in the City-Wide Plan are added. The costs are allocated to each of the identified Water Divisions identified in this plan based on the dollars of operating expenditures with the balance going to the "Other" category based on the level of expenditures recorded for the year.

The plan is designed to allocate other central service cost pools to the various rate study cost pools including this department. These costs are designated as first and second allocations and are added to the expenses of the department for further allocation to benefitting departments.

Any direct charges made within the City's accounting system are adjusted through direct billing credits.

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

A. Department Costs

Dept:6 City Wide Indirect Costs

Description		Amount	General Admin	City Wide Cost Allocation
Personnel Costs				
Salaries	S	0	0	0
<i>Salary % Split</i>			<i>.00%</i>	<i>.00%</i>
Benefits	S	0	0	0
Subtotal - Personnel Costs		<u>0</u>	<u>0</u>	<u>0</u>
Services & Supplies Cost				
City Wide Indirect	P	1,722,876	0	1,722,876
Subtotal - Services & Supplies		<u>1,722,876</u>	<u>0</u>	<u>1,722,876</u>
Department Cost Total		1,722,876	0	1,722,876
Adjustments to Cost				
Subtotal - Adjustments		<u>0</u>	<u>0</u>	<u>0</u>
Total Costs After Adjustments		1,722,876	0	1,722,876
General Admin Distribution			0	0
Grand Total		<u>\$1,722,876</u>		<u>\$1,722,876</u>

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

B. Incoming Costs - (Default Spread Expense%)

Dept:6 City Wide Indirect Costs

No Indirect Costs

Page Intentionally Left Blank

**City of Kalamazoo - Water Fund
Departmental Study**

CY2015
8/9/2016

City Wide Cost Allocation Allocations

Dept:6 City Wide Indirect Costs

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
2 591-551 Administration	339,571.86	2.16%	\$37,151	\$0	\$37,151	\$0	\$37,151
3 591-552 Accounting	64,966.54	0.41%	7,108	0	7,108	0	7,108
4 591-563 Water Commercial Office	288,859.72	1.83%	31,603	0	31,603	0	31,603
5 591-564 Water Building Services	448,125.11	2.85%	49,027	0	49,027	0	49,027
18 Other	14,606,257.69	92.75%	1,597,988	0	1,597,988	0	1,597,988
Subtotal	15,747,780.92	100.00%	1,722,876	0	1,722,876	0	1,722,876
Direct Bills					0		0
Total					\$1,722,876		\$1,722,876

Basis Units: Based on Expenditures (Excluding billings)
Source: Financials

City of Kalamazoo - Water Fund
Departmental Study

CY2015
8/9/2016

Allocation Summary

Dept:6 City Wide Indirect Costs

Department	City Wide Cost Allocation	Total
2 591-551 Administration	\$37,151	\$37,151
3 591-552 Accounting	7,108	7,108
4 591-563 Water Commercial Office	31,603	31,603
5 591-564 Water Building Services	49,027	49,027
18 Other	1,597,988	1,597,988
Total	\$1,722,876	\$1,722,876