

**DATE:** SEPTEMBER 17, 2015

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**CC:** RUTH C. JONES, CITY MANAGER  
PAMALA H. RYAN, CITY ATTORNEY

**FROM:** RANDY M. SHERMAN, DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

**SUBJECT:** UTILITY SPECIAL DISTRICT BOARD STIPEND ELECTION

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The City Attorney has confirmed that the Utility Special District Board stipend is voluntary. It is not mandated that a Board member accept the payment. In light of this information, it is necessary for each eligible member of the Board to make an individual election to receive or to not receive the stipend.

As such, please find attached to this memo an election form drafted by the City Attorney. Document your election on the form, sign the form and return it to the Finance Department by September 25, 2015. This will allow adequate time to properly create the payroll adjustments.

Thank you very much for your cooperation. If I can answer any questions, please do not hesitate to contact me directly.