



City Council  
AGENDA

Tuesday, May 4, 2021, 6:00 p.m.

Teleconference - Broadcast via Webinar

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Pages

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE

Council Member Andy Pease will lead the Pledge of Allegiance.

3. PRESENTATIONS

- 3.a. CITY MANAGER REPORT

Receive a brief report from City Manager Derek Johnson.

- 3.b. PRESENTATION ON THE "BIKE THERE!" EVENT ON MAY 20, 2021

Receive a presentation from Peter Williamson on the "Bike There!" event on Thursday, May 20, 2021.

- 3.c. FAIR TRADE MONTH PROCLAMATION

Mayor Harmon will proclaim the month of May as "Fair Trade Month."

- 3.d. PUBLIC WORKS AND UTILITIES WEEK PROCLAMATION

Mayor Harmon will proclaim the week of May 16 - 22, 2021 as "Public Works and Utilities Week."

- 3.e. MAYOR'S AWARD FOR COMMUNITY SERVICE

Mayor Harmon will recognize students from Laguna Middle School with an award for community service.

- 3.f. INTRODUCTION OF HOMELESS RESPONSE MANAGER, KELSEY NOCKET

Community Development Director Michael Codron will introduce Kelsey Nocket, Homeless Response Manager.

#### 4. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

(Not to exceed 15 minutes total)

The Council welcomes your input. State law does not allow the Council to discuss or take action on issues not on the agenda, except that members of the Council or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights (Gov. Code sec. 54954.2). Staff may be asked to follow up on such items.

#### 5. CONSENT AGENDA

Matters appearing on the Consent Calendar are expected to be non-controversial and will be acted upon at one time. A member of the public may request the Council to pull an item for discussion. Pulled items shall be heard at the close of the Consent Agenda unless a majority of the Council chooses another time. The public may comment on any and all items on the Consent Agenda within the three-minute time limit.

Recommendation:

To Approve Consent Calendar Items

##### 5.a. WAIVE READING IN FULL OF ALL RESOLUTIONS AND ORDINANCES

Recommendation:

Waive reading of all resolutions and ordinances as appropriate.

##### 5.b. MINUTES REVIEW - APRIL 13, 2021 AND APRIL 20, 2021 COUNCIL MINUTES

7

Approve the minutes of the City Council meetings held on April 13, 2021 and April 20, 2021.

##### 5.c. AUTHORIZE AMENDMENT NUMBER 4 TO THE TRANSIT OPERATIONS & MAINTENANCE CONTRACT WITH FIRST TRANSIT INC

17

Recommendation:

Authorize the Mayor to execute Amendment No. 4 to the Transit Operations & Maintenance Agreement with First Transit Inc. to extend the term until June 30, 2022 at the agreed upon and negotiated rate not



to exceed \$2,883,946.

**5.d. AUTHORIZE A CONTRACT WITH HDL COMPANIES FOR CANNABIS PROGRAM SERVICES** 46

Recommendation:

Authorize the City Manager, or their designee, to execute a contract with HdL Companies to provide support services for the operations of the City's Cannabis Business Program.

**5.e. AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR A CONSULTANT TO SERVE AS THE CITY'S BELOW MARKET RATE (BMR) HOUSING PROGRAM ADMINISTRATOR** 93

Recommendation:

1. The issuance of a Request for Proposals (RFP) for a Below Market Rate (BMR) Program Administrator; and
2. The City Manager to enter into a consultant services agreement if proposals are received within the available budget of \$117,000 annually for the project.

**5.f. AUTHORIZATION TO ADVERTISE 2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT, SPECIFICATION NO. 1000167** 125

Recommendation:

1. Approve the project plans and specifications for the 2021 Downtown Pavement Improvements Project, Specification No. 1000167 (Project); and
2. Authorize staff to advertise for bids; and
3. Authorize the City Manager to award the construction contract including the Base Bid and any Additive Alternates if the lowest responsible bid is within the Publicly Disclosed Funding Amount of \$3,400,000 and the funding amount is consistent with the adopted 2021-22 budget appropriation for this project; and
4. Authorize the City Engineer to approve Contract Change Orders up to available project budget of \$4,233,095

**5.g. AUTHORIZATION TO ADVERTISE SINSHEIMER IRRIGATION AND DRAINAGE, SPECIFICATION NO. 91658** 241

Recommendation:

1. Authorize staff to advertise for bids and approve the project

plans and special provisions for the Sinsheimer Irrigation and Drainage, Specification Number 91658; and

2. Authorize the City Manager to award the construction contract for the bid total if the lowest responsible bid is within the Engineer's Estimate of \$500,000 and the funding amount is consistent with the adopted 2021-23 budget appropriation for this project.

5.h. **AUTHORIZATION TO RECLASSIFY SIX SUPPLEMENTAL YOUTH SERVICES SITE SPECIALISTS TO SIX FULL-TIME EQUIVALENTS** 294

Recommendation:

Adopt a Resolution to create six full-time equivalent (FTE) positions due to a reclassification of the Youth Services Site Specialist position.

5.i. **FISCAL YEAR 2021-22 CENTRAL SERVICE COST ALLOCATION PLAN** 301

Recommendation:

Approve the 2021-22 Central Service Cost Allocation Plan including the Cost of Services Allocation and Labor Rates.

5.j. **ADOPTION OF ORDINANCE 1695 (2021 SERIES) AMENDING THE SAN LUIS OBISPO MUNICIPAL CODE TO ADD CHAPTER 8.10 (SHOPPING CARTS), AND ORDINANCE 1696 (2021 SERIES) TO AMENDING CHAPTER 12.04 (ENCROACHMENTS AND EXCAVATIONS) AND CHAPTER 12.20 (PARK REGULATIONS)** 762

Recommendation:

1. Adopt Ordinance 1695 (2021 Series) entitled, "An Ordinance of the City Council of the City of San Luis Obispo, California, amending Title 8, Health and Safety, of the Municipal Code to add Chapter 8.10 pertaining to the unauthorized removal of shopping carts from retail establishments and to facilitate retrieval of abandoned shopping carts."
2. Adopt Ordinance 1696 (2021 Series) entitled, "An Ordinance of the City Council of the City of San Luis Obispo, California, amending Chapter 12.04 and Chapter 12.20 of the San Luis Obispo Municipal Code to clarify expressly that tents and similar structures are prohibited encroachments in public parks."

5.k. **SECOND READING OF ORDINANCE NO. 1697 (2021 SERIES) APPROVING THE LEVY OF THE SPECIAL TAX FOR THE SAN LUIS RANCH COMMUNITY FACILITIES DISTRICT** 776

Recommendation:

Adopt Ordinance No. 1697 (2021 Series) entitled, "An Uncodified Ordinance of The City of San Luis Obispo, California, levying a Special Tax for the fiscal year 2021-2022 and following fiscal years solely within and relating to the City of San Luis Obispo Community Facilities District No. 2019-1 (San Luis Ranch)."

**5.I. POLICE DEPARTMENT 2019/2020 CRIME COMPARISON AND UPDATE**

783

Recommendation:

Receive and file the 2020 Police Department Crime Report.

**6. STUDY SESSION**

**6.a. STUDY SESSION ON THE PUBLIC DRAFT PARKS + RECREATION BLUEPRINT FOR THE FUTURE: 2021-2041 (PARKS AND RECREATION PLAN AND GENERAL PLAN ELEMENT UPDATE)**

814

Recommendation:

1. Receive a presentation on the Public Draft Parks + Recreation Blueprint for the Future: 2021-2041 (Parks and Recreation Plan and General Plan Element Update); and
2. Provide comments and direction to staff to guide the Final Draft Parks + Recreation Blueprint for the Future: 2021-2041 (Parks and Recreation Plan and General Plan Element Update).

**7. LIAISON REPORTS AND COMMUNICATIONS**

(Not to exceed 15 minutes)

Council Members report on conferences or other City activities. At this time, any Council Member or the City Manager may ask a question for clarification, make an announcement, or report briefly on his or her activities. In addition, subject to Council Policies and Procedures, they may provide a reference to staff or other resources for factual information, request staff to report back to the Council at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov. Code Sec. 54954.2)

**8. ADJOURNMENT**

The next Regular Meeting of the City Council will be held on Tuesday, May 18,

2021 at 6:00 p.m., via teleconference.

LISTENING ASSISTIVE DEVICES are available for the hearing impaired--  
please see City Clerk.

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# Council Minutes

City Hall, 990 Palm Street, San Luis Obispo

## Tuesday, April 13, 2021 Special Meeting of the City Council

### CALL TO ORDER

A Special Meeting of the San Luis Obispo City Council was called to order on Tuesday, April 13, 2021 at 5:33 p.m. by Mayor Harmon, with all Members present via teleconference.

### ROLL CALL

#### **Council Members**

**Present:** Council Members Carlyn Christianson, Jan Marx, Andy Pease, Vice Mayor Erica A. Stewart, and Mayor Heidi Harmon.

#### **Council Members**

**Absent:** None

#### **City Staff**

**Present:** Derek Johnson, City Manager; Christine Dietrick, City Attorney; and Teresa Purrington, City Clerk; were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

### PLEDGE OF ALLEGIANCE

Mayor Harmon led the Pledge of Allegiance.

### PRESENTATIONS

#### **1. ADVISORY BODY RECOGNITION**

The Mayor and City Council recognized the Advisory Body members for their service.

### PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Tim Jouet

---End of Public Comment---

**PUBLIC HEARING ITEMS AND BUSINESS ITEMS****2. INTRODUCE AN ORDINANCE AMENDING THE SAN LUIS OBISPO MUNICIPAL CODE TO ADD CHAPTER 8.10 (SHOPPING CARTS), AND AN ORDINANCE AMENDING CHAPTER 12.04 (ENCROACHMENTS AND EXCAVATIONS) AND CHAPTER 12.20 (PARK REGULATIONS)**

Assistant City Manager Shelly Stanwyck, Parks and Recreation Director Greg Avakian and Public Works Director Matt Horn provided an in-depth staff report and responded to Council questions.

**Public Comments:**

Amman Asfaw  
 SBSLO Alliance  
 Thomas Arndt  
 Kevin Foote  
 Marshall James  
 Eva Ulz  
 Frank Kopcinski  
 Donna Hare Price  
 Lisa Jouet  
 Michelle M.

*---End of Public Comment---*

**RECESS**

Council recessed at 8:15 p.m. and reconvened at 8:27 p.m., with all Council Members present.

**ACTION:** MOTION BY COUNCIL MEMBER PEASE, SECOND BY COUNCIL MEMBER CHRISTIANSON, CARRIED 5-0 to introduce Ordinance No. 1695 (2021 Series) entitled, “An Ordinance of the City Council of the City of San Luis Obispo, California, amending Title 8, Health and Safety, of the Municipal Code to add Chapter 8.10 pertaining to the unauthorized removal of shopping carts from retail establishments and to facilitate retrieval of abandoned shopping carts;”

Revise Section 8.10.040 (Packet Page 15) as follows:

- A. “Abandoned or unattended shopping cart” means a shopping cart which is either:
1. ~~Removed from the premises of a retail establishment by any person without the written authorization or consent of the cart’s owner; or~~
  2. ~~Left unattended, discarded, or abandoned upon any public or private property other than the premises from which the shopping cart was removed, regardless of whether such shopping cart was removed from the premises with the authorization or consent of the cart’s owner. For purposes of this chapter, a shopping cart located on any public or private property other than the premises of the retail establishment from which such shopping cart was removed is presumed abandoned, even if in the possession of any person, unless the person possessing the shopping cart is:~~

- ~~a. The owner, or an employee or authorized agent of the owner, entitled to possession of such shopping cart;~~
- ~~b. An officer, employee or agent of a cart retrieval service hired by the owner to retrieve such carts;~~
- ~~c. Enforcing this chapter upon the Director's authority; or~~
- ~~d. Has written permission to possess such shopping cart from the owner entitled to possession of such shopping cart.~~

Revise Section 8.10.060 Prohibitions (Packet Page 17) as follows:

A. It is unlawful for any business to allow or permit the removal of a shopping cart from the premises of the cart's owner.

~~A. It is unlawful to possess a shopping cart off the premises of a retail establishment without the prior written authorization or consent of the shopping cart's owner, unless the person in possession of the shopping cart is in the process of immediately returning the shopping cart to the premises of the retail establishment.~~

~~B. It is unlawful for any person to leave, or cause to be left, a shopping cart that was in his or her possession or custody, on any public area or upon any public or private property such that it becomes an abandoned shopping cart.~~

~~C. It is unlawful to possess or use a shopping cart in City parks or open spaces and in any creek, stream bed, or riparian area located within the City.~~

**ACTION:** MOTION BY COUNCIL MEMBER CHRISTIANSON, SECOND BY COUNCIL MEMBER MARX, CARRIED 4-1 (COUNCILMEMBER PEASE VOTING NO) to introduce Ordinance No. 1696 (2021 Series) entitled, "An Ordinance of the City Council of the City of San Luis Obispo, California, amending Chapter 12.04 and Chapter 12.20 of the San Luis Obispo Municipal Code to clarify expressly that tents and similar structures are prohibited encroachments in public parks" consistent with a previously issued clarifying Memorandum.

**ACTION:** By consensus, the Council directed staff to continue to monitor the use of child play areas in parks, check in with the Parks and Recreation Commission and report back to the Council if there is further recommendations or direction needed from the Council.

### **STUDY SESSION ITEMS**

#### **3. 2020 URBAN WATER MANAGEMENT PLAN AND WATER SHORTAGE CONTINGENCY PLAN**

Utilities Director Aaron Floyd and Deputy Utilities Director of Water Mychal Boerman provided an in-depth staff report and responded to Council questions.

#### **Public Comments:**

None

*---End of Public Comment---*

By consensus, Council provided the following comments to staff:

- Prohibition on wheeling water at 5 years or less.
- As part of any wheeling agreement there should be a statement at what tier it gets cut off.
- Offers of audits could be in the Watch category.
- Keep up with the irrigation situation both in residential and around the school.
- Water bill inserts may not be the best way to outreach to customer because of auto bill pay.
- Make sure to include Social Media in outreach.
- Look for incentive ideas (contests) to make saving water more fun.

### **COUNCIL COMMUNICATIONS AND LIAISON REPORTS**

None

### **ADJOURNMENT**

The meeting was adjourned at 9:48 p.m. The next Regular City Council Meeting is scheduled for Tuesday, April 20, 2021 at 5:30 p.m., via teleconference.

APPROVED BY COUNCIL: XX/XX/2021





# Council Minutes

City Hall, 990 Palm Street, San Luis Obispo

## Tuesday, April 20, 2021 Regular Meeting of the City Council

### CALL TO ORDER

A Regular Meeting of the San Luis Obispo City Council was called to order on Tuesday, April 20, 2021 at 5:30 p.m. by Mayor Harmon, with all Members present via teleconference.

### ROLL CALL

#### **Council Members**

**Present:** Council Members Carlyn Christianson, Jan Marx, Andy Pease, Vice Mayor Erica A. Stewart, and Mayor Heidi Harmon.

#### **Council Members**

**Absent:** None

#### **City Staff**

**Present:** Derek Johnson, City Manager; Christine Dietrick, City Attorney; and Teresa Purrington, City Clerk; were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

### PLEDGE OF ALLEGIANCE

Renoda Campbell led the Pledge of Allegiance.

### PUBLIC HEARING ITEMS AND BUSINESS ITEMS

#### **1. RATE AND METHOD OF APPORTIONMENT AMENDMENT APPROVAL FOR CITY OF SAN LUIS OBISPO COMMUNITY FACILITIES DISTRICT NO. 2019-1 (SAN LUIS RANCH)**

Council Member Marx indicated she would be recusing from the item as she is considering a real property acquisition in the area.

Finance Director Brigitte Elke and Financial Analyst Esteban Cano provided an in-depth staff report and responded to Council questions.

#### Public Comments

None

---End of Public Comment---

**ACTION:** MOTION BY COUNCIL MEMBER CHRISTIANSON, SECOND BY COUNCIL MEMBER PEASE, CARRIED 4-0-1 (WITH COUNCIL MEMBER MARX RECUSED) To adopt a Resolution No. 11237 (2021 Series), “A Resolution of the City Council of the City of San Luis Obispo, California, calling a Special Mailed-Ballot Election related to change proceedings within City of San Luis Obispo Community Facilities District No. 2019-1 (San Luis Ranch).”

**ACTION:** MOTION BY COUNCIL MEMBER CHRISTIANSON, SECOND BY COUNCIL MEMBER PEASE, CARRIED 4-0-1 (WITH COUNCIL MEMBER MARX RECUSED) To adopt Resolution No. 11238 (2021 Series) entitled, “A Resolution of Change of the City Council of the City of San Luis Obispo, California, relating to City of San Luis Obispo Community Facilities District No. 2019-1 (San Luis Ranch).”

**ACTION:** MOTION BY COUNCIL MEMBER CHRISTIANSON, SECOND BY COUNCIL MEMBER PEASE, CARRIED 4-0-1 (WITH COUNCIL MEMBER MARX RECUSED) To introduce Ordinance No. 1697 (2021 Series) entitled, “An Uncodified Ordinance of the City of San Luis Obispo, California, levying a Special Tax for the Fiscal Year 2021-2022 and following fiscal years solely within and relating to the City of San Luis Obispo Community Facilities District No. 2019-1 (San Luis Ranch)” to Levy the Special Tax for The Fiscal Year 2021-2022 and Following Fiscal Years Solely Within the Boundaries of The San Luis Ranch CFD.”

**2. AUTHORIZE THE ISSUANCE OF THE SAN LUIS RANCH CFD SPECIAL TAX BONDS, IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$20,500,000, AUTHORIZING THE EXECUTION AND DELIVERY OF AN INDENTURE, A BOND PURCHASE AGREEMENT AND A CONTINUING DISCLOSURE CERTIFICATE**

Council Member Marx indicated she would be recusing herself from the item as she is considering a real property acquisition in the area.

Finance Director Brigitte Elke and Financial Analyst Esteban Cano provided an in-depth staff report and responded to Council questions.

Public Comments

None

*---End of Public Comment---*

**ACTION:** MOTION BY COUNCIL MEMBER CHRISTIANSON, SECOND BY COUNCIL MEMBER PEASE, CARRIED 4-0-1 (WITH COUNCIL MEMBER MARX RECUSED) To adopt Resolution No. 11240 (2021 Series) entitled, “A Resolution of the City Council of the City of San Luis Obispo, California, authorizing the issuance of City of San Luis Obispo Community Facilities District No. 2019-1 (San Luis Ranch) Special Tax Bonds, Series 2021, in an aggregate principal amount of not to exceed \$20,500,000 authorizing the execution and delivery of an Indenture, a Bond Purchase Agreement and a Continuing Disclosure Certificate, authorizing the distribution of an official statement in connection therewith and authorizing the execution of necessary documents and certificates and related actions.”

**PRESENTATIONS**

**3. CITY MANAGER REPORT**

City Manager Derek Johnson provided a PowerPoint presentation updating Council on current projects and COVID-19 status.

**4. INTRODUCTION OF NICK TEAGUE, WATER RESOURCES PROGRAM MANAGER; CHRISTINA CLAXTON, ENVIRONMENTAL PROGRAMS MANAGER; MATT ANDERSON, LABORATORY MANAGER; AND JORDAN LANE, SOLID WASTE COORDINATOR**

Utilities Director Aaron Floyd introduced Matt Anderson, Laboratory Manager, Christina Claxton, Environmental Programs Manager, Jordan Lane, Solid Waste Coordinator and Nick Teague, Water Resources Program Manager.

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

John Ashbaugh  
Michelle M  
Andrew Gaebel  
Michael Guiffre

*---End of Public Comment---*

**CONSENT AGENDA**

**ACTION:** MOTION BY COUNCIL MEMBER CHRISTIANSON, SECOND BY COUNCIL MEMBER MARX, CARRIED 5-0 to approve Consent Calendar Items 5 - 9.

**5. WAIVE READING IN FULL OF ALL RESOLUTIONS AND ORDINANCES**

CARRIED 5-0, to waive reading of all resolutions and ordinances as appropriate.

**6. MINUTES REVIEW - APRIL 6, 2021 COUNCIL MINUTES**

CARRIED 5-0, to approve the minutes of the City Council meeting held on April 6, 2021.

**7. AUTHORIZATION TO ADVERTISE LAGUNA LAKE 2021 MAINTENANCE DREDGING PROJECT, SPECIFICATION NO. 91392**

CARRIED 5-0, to:

1. Approve the Project Plans and Special Provisions for the Laguna Lake 2021 Maintenance Dredging Project; and
2. Authorize staff to advertise for bids; and
3. Authorize the City Manager or designee to award the construction contract for the bid total if the lowest responsible bid is within the publicly disclosed funding amount of \$650,000 and the funding amount is consistent with the adopted 2021-23 budget appropriation for this project.

**8. APPROVAL OF THE FINAL TRACT MAP FOR TRACT 3140, 1137 PEACH STREET (FMAP-0542-2020)**

CARRIED 5-0, to adopt Resolution No. 11241 (2021 Series) entitled “A Resolution of the City Council of the City of San Luis Obispo, California, approving the Final Map for Tract 3140 (1137 Peach Street, FMAP-0542-2020).”

**9. AUTHORIZATION TO INCLUDE THE PROPERTY AT 79 BENTON WAY IN THE CITY’S INVENTORY OF HISTORIC RESOURCES AS A MASTER LIST RESOURCE (ELBERT EARLE CHRISTOPHER HOUSE)**

CARRIED 5-0, to adopt Resolution No. 11242 (2021 Series) entitled, “A Resolution of the City Council of the City of San Luis Obispo, California, adding the property located at 79 Benton Way to the Master List of Historic Resources as “The Elbert Earle Christopher House” (HIST 0675 2020).”

**PUBLIC HEARING ITEMS AND BUSINESS ITEMS****10. 2021-23 FINANCIAL PLAN – STRATEGIC BUDGET DIRECTION AND MAJOR CITY GOAL WORK PROGRAM REVIEW**

Finance Director Brigitte Elke and Principal Budget Analyst Natalie Harnett provided an in-depth staff report and responded to Council questions.

**Public Comments**

Amman Asfaw  
Marshall James  
Kelly Fisher  
Jim Dantona  
Elle  
Tim Jouet  
Rylee Terry  
Alejandro  
Bettina Swigger  
David Baldwin  
Joshua Medrano  
Chelsie Patterson  
Rita Cassaverde  
Brandon  
Montzerrat Morales

*---End of Public Comment---*

**RECESS**

Council recessed at 8:35 p.m. and reconvened at 8:50 p.m., with all Council Members present.

**By Consensus**, the Council provided the following direction and requested that staff come back on June 1, 2021 with the adjustments to the work plan needed to make the changes:

**Economic Recovery**

Add \$50,000 in support for creating Community Workforce Agreements using the WRRF as a case study.

**Diversity Equity Inclusion (DEI)**

Crisis Intervention Training – remove from DEI work program description Increase amount for feasibility study to \$40,000 for Multi-Cultural Center.

The police department will implement new federal and state laws and mandates for police reform and update its strategic plan to integrate new requirements and return to Council for a discussion on further integration of the principles of 21st policing and other actions as determined by the City Council.

**Climate Action, Open Space, and Sustainable Transportation**

Look into Climate Coalition request

Remove Implementation of Open Space Winter Hours of Use from Climate Action MCG, into operating with the understanding that work will continue to be directed by Natural Resources staff.

**By Consensus**, the Council reviewed the remaining portions of the Strategic Budget Direction document (Ongoing Community Services, Local Revenue Measure, SOBC's, CIP and Enterprise Funds) and had no changes.

**COUNCIL COMMUNICATIONS AND LIAISON REPORTS**

Vice Mayor Stewart reported on the League of California Cities Quarterly Community Services Policies meeting, and the upcoming CAPSLO meeting is holding an equity summit and interviewing for a Homeless Services Manager.

Council Member Marx reported on the IWMA meeting and the status of the poly styrene ban.

**ADJOURNMENT**

The meeting was adjourned at 10:52 p.m. The next Regular City Council Meeting is scheduled for Tuesday, May 4, 2021 at 6:00 p.m., via teleconference.

APPROVED BY COUNCIL: XX/XX/2021

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## Council Agenda Report

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**Department Name:** Public Works  
**Cost Center:** 5201 (Transit)  
**For Agenda of:** May 4, 2021  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Matt Horn, Public Works Director  
**Prepared By:** Gamaliel Anguiano, Transit Manager

**SUBJECT:** AUTHORIZE AMENDMENT NUMBER 4 TO THE TRANSIT OPERATIONS & MAINTENANCE CONTRACT WITH FIRST TRANSIT INC.

### RECOMMENDATION

Authorize the Mayor to execute Amendment No. 4 to the Transit Operations & Maintenance Agreement with First transit Inc. to extend the term until June 30, 2022 at the agreed upon and negotiated rate not to exceed \$2,883,946.

### DISCUSSION

#### Background

The City of San Luis Obispo operates a fixed-route public transit system within City limits and the California Polytechnic State University (Cal Poly) campus. Vehicle operations and maintenance have been outsourced and provided by third-party vendors since the 1990s. Throughout this time the City has continued to use various vendors/contractors to perform these duties and often does multi-year contracts with potential one-year extensions as allowed by the Federal Transit Administration (FTA).

On June 16, 2015, the City Council approved the award of the Transit Operations and Maintenance contract to First Transit Inc. who was deemed to be the “best in value” vendor of the seven considered. The recommendation for the award came at the end of a successful Request for Proposal process where multiple vendors submitted proposals for this work and a competitive process arrived at the vendor that was deemed most appropriate to conduct the services. This contract called for a base four-year contract term with the potential for an additional three extensions in one-year increments. Thus far it has been beneficial for the City to exercise the first of the three possible extensions. Recommendations for exercising an extension are based on several factors including vendor performance, market indicators, and strategic operational benefits.

Per the existing contract there are several key performance indicators (KPIs) with associated liquidated damages and incentives. These KPIs are designed to gauge the performance of the vendor. The City has a high standard for the expected level of service and the vendor has satisfactorily met these standards with improvements in safety, reliability, and on-time performance.

The vendor has also demonstrated to be responsive and adapted to change to improve transit services offered based upon community needs.

Another consideration for recommending an extension are market indicators such as competitive pricing that may be available if a new RFP process were undertaken. This is usually somewhat offset by the additional costs for completing the RFP process and the lost time due to this additional work. Current pricing for the SLO Transit services is in line with current industry standards and the negotiated amounts are consistent with similar contracts.

The negotiated price with the vendor, in a not exceed amount is consistent with the Transit Fund's Fiscal Year 2021-22 forecast. With projected federal funds as part of various pandemic "rescue efforts" there should be sufficient revenue to cover these costs as ridership returns to pre-pandemic levels.

The extension will also have strategic operational benefits. Staff is currently in negotiations with Cal Poly University for a new transit service agreement. Additionally, the impacts of electrification of the fleet will have impacts on operations and having a better understanding of the same before issuing an RFP will be important.

#### **Previous Council or Advisory Body Action**

City Council has previously approved exercising other contract amendments including exercising the first of three possible extensions.

- On June 16, 2015, the City entered into an Agreement with Vendor for Transit Operations & Maintenance.
- On April 5, 2018, the City and Contractor entered into an Amendment to Agreement No. 1, amending the scope of services to reflect changes in Revenue Service Hours as a result of the implementation of Short-Range Transit Plan.
- On January 8, 2019, the City and Vendor entered into an Amendment to Agreement No. 2, amending the scope of services to reflect the pass-thru purchase of an Automatic Vehicle Location System.
- On March 3, 2020 the City exercise the first of three possible extensions Amendment to Agreement No. 3 of the 2016 Transit Operations & Maintenance contract with First Transit Inc.

#### **Policy Context**

The City' adopted Financial Management Manual states that contract's greater than \$100,000 fall under the purview of City Council for approval (page 46).

#### **Public Engagement**

At the May 4, 2021 City Council meeting, the public will have the opportunity to provide comment as part of the item. The public will also have an opportunity to submit letters or speak during Public Comment for this agenda item.



## ENVIRONMENTAL REVIEW

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a “Project” under CEQA Guidelines Sec. 15378.

## FISCAL IMPACT

Budgeted: Yes  
Funding Identified: Yes

Budget Year: 2021-22

### Fiscal Analysis:

Funding Sources	Current FY Cost	Annualized On-going Cost	Total Project Cost
Transit Fund	\$576,790		
State	\$1,153,578		
Federal	\$1,153,578		
Fees			
Other:			
Total	\$2,883,946		

At First Transit Inc.'s request to the City, negotiations commenced in the Fall of 2020. Negotiations have brought down the initial request from a 7% increase to 3% for FY 2021-22. The additional costs requested by First Transit are largely attributable to the increased cost for maintaining an older fleet with 50% of the vehicles past their federally approved “useful-life”, the State mandated increase to minimum wages, increased costs for drivers’ wages, and increased cost for insurance. The total contract value of \$2,883,946, is in line with the projected FY 2021-22 costs and revenue projections.

## ALTERNATIVES

***Deny the extension request and direct staff to go out to bid.*** This not recommended as any new long-term contract will take a significant work effort at this time and may not result in any cost savings and likely cannot be completed in a time for fiscal year end.

### Attachments:

- a - First Transit Amendment to Agreement No. 4 to Extend Contract**
- b - COUNCIL READING FILE - First Transit Operation Contract - June 2016**

**AMENDMENT TO AGREEMENT  
NO. 4**

THIS AMENDMENT TO AGREEMENT is made on \_\_\_\_\_, by and between the CITY OF SAN LUIS OBISPO a municipal corporation and charter city, hereinafter referred to as "CITY" and FIRST TRANSIT INC., hereinafter referred to as "CONTRACTOR."

WITNESSETH:

**WHEREAS**, on June 16, 2015, the City entered into an Agreement with Contractor for Transit Operations & Maintenance (Agreement); and,

**WHEREAS**, on April 5, 2018, the City and Contractor entered into an Amendment to Agreement No. 1, amending the scope of services to reflect changes in Revenue Service Hours as a result of the implementation of Short-Range Transit Plan; and

**WHEREAS**, on January 8, 2019, the City and Contractor entered into an Amendment to Agreement No. 2, amending the scope of services to reflect the pass-thru purchase of an Automatic Vehicle Location System; and

**WHEREAS**, on March 3, 2020, the City and Contractor entered into an Amendment to Agreement No. 3, to exercise the first of three possible extensions provisioned within the original contract at anegotiated price; and

**WHEREAS**, the Agreement's term is set to expire on June 30, 2021 and the City desires to exercise a second one-year contract extension option as indicated in the Agreement's Section 2.c.; and

**WHEREAS**, the Agreement requires the City and Contractor to negotiate the price formulas for the one-year contract extension; and

**WHEREAS**, the Contractor has submitted a proposal for this purpose and said proposal is acceptable to the City. Attached hereto as attachment A is a copy of the Contractor's Proposal.

**NOW, THEREFORE**, in consideration of their mutual promises, obligations, and covenants hereinafter contained, the parties hereto agree as follows:

1. TERM OF AGREEMENT

Term. Subject to the terms and conditions of this agreement, the term of this agreement shall be from July 1, 2021 through and including June 30, 2022.

2. MAXIMUM OBLIGATION

City agrees to pay Contractor in consideration for its services as described herein.

The maximum cost to be paid by City to Contractor shall not exceed **\$2,883,946** based on services in Agreement's Exhibit A.

### 3. PRICE FORMULA

City agrees to pay Contractor for performance of the services set forth in this agreement as follows:

- a. Payment of a fixed hourly rate per vehicle service hour of \$38.92 in Year One;  
A vehicle service hour is defined as on vehicle providing passenger service for one hour during the service hours specified herein. A vehicle service hour shall be deemed to have commenced when a vehicle leaves CITY's Transit Center (located at 990 Palm Street) to provide the services required herein and shall not include any out-of-service vehicle time used for vehicle operator breaks or lunches. A vehicle service hour shall terminate when a vehicle returns to CITY Transit Center prior to any cleaning, servicing or fueling of the vehicle. The hourly rate shall include vehicle operator wages, fringe benefits, indirect labor and all consumable material costs that can be tracked by vehicle service hour such as vehicle maintenance parts and supplies including oil.
- b. Payment of a fixed monthly rate of \$100,201.89 in Year One; to compensate CONTRACTOR for all work to be performed under this agreement as defined in Exhibit A, except that which is included under Paragraph 5(a) and Paragraph 7 of this agreement including, but not limited to: vehicle operator non-service wages; management, controller and maintenance employee wages and said employees fringe benefits and indirect labor costs; bus washing and cleaning supplies; uniforms; report reproduction; office supplies; project telephones; all other related operational costs; and the contract management fee.
- c. Payment of a fixed monthly rate of \$11,888.16 in Year One; for the cost incurred in providing all vehicle and general liability insurance required under this agreement as such insurance is defined in this agreement. This amount shall be in excess of the fixed monthly rate as defined herein. CITY reserves the right, however, to alternatively secure all or part of the specified insurance coverage

### 4. EXTRA SERVICES

Special promotional and community services shall be considered extra services and will be provided only with the authorization of City and the mutual consent of the Contractor. Such services shall be defined as those non-permanent service hours operated outside of the services identified in Exhibit A. Extra services shall be considered a change to this agreement as defined herein and shall be in excess of the maximum price defined in Paragraph 4. The costs for extra services will be determined at a rate per vehicle service hours of \$38.92 in Year Four and billed separately from the services specified in the Agreement's Exhibit A.

5. All other terms and conditions of the Agreement, Amendment No. 1, Amendment No. 2, and Amendment No. 3 remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be executed by and through their respective officers thereunto duly authorized on the date written below their signatures.

ATTEST:

CITY OF SAN LUIS OBISPO

\_\_\_\_\_  
Teresa Purrington, City Clerk

By: \_\_\_\_\_  
Mayor Heidi Harmon

APPROVED AS TO FORM:

CONTRACTOR: FIRST TRANSIT INC.

\_\_\_\_\_  
J. Christine Dietrick, City Attorney

By: \_\_\_\_\_  
Fadi Chakbazof, Senior Vice President

**CITY OF SAN LUIS OBISPO  
CALIFORNIA**

**OPERATIONS AND MAINTENANCE AGREEMENT  
SLO TRANSIT, CITY OF SAN LUIS OBISPO**

This AGREEMENT is made this 16<sup>th</sup> day of JUNE, 2016, by and between the CITY OF SAN LUIS OBISPO a municipal corporation and charter city, hereinafter referred to as "CITY" and FIRST TRANSIT, hereinafter referred to as "CONTRACTOR."

**WITNESSED:**

WHEREAS, on Dec 15<sup>th</sup>, 2015, the City Council authorized the release of a Request for Proposals (RFP) for the operation and maintenance of specified transportation services; and,

WHEREAS, CONTRACTOR submitted a proposal dated March 9, 2016 in response to the said RFP to provide such services in the method and manner and for the costs set forth in the proposal, subsequent clarifications and the "Best and Final Offer" dated May 23, 2016; and,

WHEREAS, CITY has determined that CONTRACTOR has the management and technical personnel, expertise and other useful assets of sufficient quantity and quality to provide CITY's transportation services; and,

WHEREAS, the subject RFP is attached to this agreement as Exhibit B and CONTRACTOR's proposal including the "Best and Final Offer" is attached as Exhibit C and both are by this reference made a part of this agreement;

NOW, THEREFORE, for good and valuable consideration, the parties do agree as follows:

**1. PURPOSE OF AGREEMENT**

CITY hereby contracts with CONTRACTOR to operate and maintain specified transportation services upon the terms and conditions hereinafter set forth.

**2. TERM OF AGREEMENT**

- a. **Term.** Subject to the terms and conditions of this agreement, the term of this agreement shall be from July 1, 2016 through and including June 30, 2020 with three (3) one-year contract extension options as indicated in Section 2.c.
- b. **Month-to-Month Extensions.** Upon completion of the term of this agreement, including any option term described below, CITY may, at its sole discretion, extend the term of this agreement on a month-to-month basis up to a maximum of six (6) months. CITY shall notify CONTRACTOR of such extensions at least thirty (30) days prior to the termination date of this agreement. The compensation rates in effect during the last monthly period of the full term of this agreement or any option terms as applicable shall remain in effect during any such extensions.
- c. **Option Terms.** CITY, at its sole discretion, may extend this agreement for up to three option terms of one year each for a maximum contract term, including the initial term, of four years (through June 30, 2020). If the CITY decides to consider exercising option term years, the price formulas for the extension years shall be negotiated. If the negotiation price formula are not

advantageous to the CITY, the CITY can have the contract go to back to RFP.

### 3. SCOPE OF WORK

CONTRACTOR shall provide the transportation services set forth in Exhibit A entitled "Scope of Work" attached and by this reference made a part of this agreement. Such services shall continue to be provided by CONTRACTOR until the "Scope of Work" is amended pursuant to the terms and conditions of this agreement.

### 4. MAXIMUM OBLIGATION

CITY agrees to pay CONTRACTOR in consideration for its services as described herein.

The maximum cost to be paid by CITY to CONTRACTOR shall not exceed \$2,212,108 in Year One;

\$2,250,930 in Year Two; \$2,330,088 in Year Three; and, \$2,398,270 in Year Four based on the services specified in Exhibit A.

### 5. PRICE FORMULA

CITY agrees to pay CONTRACTOR for performance of the services set forth in this agreement as follows:

- a. Payment of a fixed hourly rate per vehicle service hour of \$30.06 in Year One; \$31.09 in Year Two; \$32.25 in Year Three; \$33.32 in Year Four. A vehicle service hour is defined as on vehicle providing passenger service for one hour during the service hours specified herein. A vehicle service hour shall be deemed to have commenced when a vehicle leaves CITY's Transit Center (located at 990 Palm Street) to provide the services required herein and shall not include any out-of-service vehicle time used for vehicle operator breaks or lunches. A vehicle service hour shall terminate when a vehicle returns to CITY Transit Center prior to any cleaning, servicing or fueling of the vehicle. The hourly rate shall include vehicle operator wages, fringe benefits, indirect labor and all consumable material costs that can be tracked by vehicle service hour such as vehicle maintenance parts and supplies including oil.
- b. Payment of a fixed monthly rate of \$98,047.28 in Year One; \$98,393.04 in Year Two; \$101,773.57 in Year Three; and \$104,429.54 in Year Four to compensate CONTRACTOR for all work to be performed under this agreement as defined in Exhibit A, except that which is included under Paragraph 5(a) and Paragraph 7 of this agreement including, but not limited to: vehicle operator non-service wages; management, controller and maintenance employee wages and said employees fringe benefits and indirect labor costs; bus washing and cleaning supplies; uniforms; report reproduction; office supplies; project telephones; all other related operational costs; and the contract management fee.
- c. Payment of a fixed monthly rate of \$4,754.82 in Year One; \$4,849.37 in Year Two; \$4,945.52 in Year Three; and \$5,044.07 in Year Four for the cost incurred in providing all vehicle and general liability insurance required under this agreement as such insurance is defined in this agreement. This amount shall be in excess of the fixed monthly rate as defined herein. CITY reserves the right, however, to alternatively secure all or part of the specified insurance coverage through other means.
- d. Compensation for those items and services provided by CITY and which are specified in Exhibit A shall not be included in the hourly or monthly rates as defined above. Such items and services include, but are not limited to diesel fuel and gasoline; tires; radios including connection fees and service agreements; city owned vehicles; licenses for radios

and vehicles; routine maintenance of radios; major facility furnishings; telephone system, building security, office copy machine; all major vehicle components which are engines, transmissions, differentials, and design retrofits; and, office, garage and parking facilities.

Additionally, CITY shall provide all marketing, tickets, passes, brochures, and related collateral service materials.

## **6. EXTRA SERVICES**

Special promotional and community services shall be considered extra services and will be provided only with the authorization of CITY and the mutual consent of the CONTRACTOR. Such services shall be defined as those non-permanent service hours operated outside of the services identified in Exhibit A. Extra services shall be considered a change to this agreement as defined herein and shall be in excess of the maximum price defined in Paragraph 4. The costs for extra services will be determined at a rate per vehicle service hours of \$33.27 in Year One; \$33.63 in Year Two; \$34.95 in Year Three; and \$36.03 in Year Four and billed separately from the services specified in Exhibit A.

## **7. GENERAL AND VEHICLES INSURANCE**

- a. Throughout the term of this Agreement, CONTRACTOR shall procure and maintain a comprehensive general liability insurance policy providing no less than TEN MILLION DOLLARS (\$10,000,000) per occurrence with a total policy limit of no less than TEN MILLION DOLLARS (\$10,000,000) combined single limit bodily injury and property damage coverage. Said policy shall include coverage for premises (specifically including dangerous condition of public property as well as coverage for the facility and property provided by CITY for CONTRACTOR's use during the term of this contract), personal injury, and blanket contractual, but shall not include coverage for vehicle liability and/or vehicle physical damage insurance (vehicle liability and vehicle damage insurance shall be provided pursuant to Paragraph (b), below). CONTRACTOR shall name CITY and each of its member jurisdictions or other parties as required by CITY, including their officers, employees and agents, as additional insureds on said policy. CONTRACTOR shall cause such additional insureds to be added to its policy of insurance by way of an endorsement which endorsement shall be a CG 20 10 11/85 or equivalent additional insured endorsement. (The **ADDITIONAL INSURED ENDORSEMENT**) The **ADDITIONAL INSURED ENDORSEMENT** shall not be an omnibus endorsement, but shall specifically and directly name each additional insured. Such **ADDITIONAL INSURED ENDORSEMENT** will explicitly include coverage for the additional insureds for both ongoing and completed operations so long as the liability of an additional insured arises out of the work of the named insured, or so long as an additional insured's liability arises out of the named insured's performance of this Agreement. The **ADDITIONAL INSURED ENDORSEMENT** shall not contain any provisions which limit or restrict coverage for the additional insureds beyond the extent set forth above. Any insurance carrier providing insurance called for in this section shall be from a California admitted carrier and have a minimum rating of A.M. Best Rated A, or better. Any self-insured retention shall be declared by CONTRACTOR and approved in writing by CITY. With respect to any self-insured retention, the coverage provided for CITY, its member jurisdictions, and other parties required by CITY shall be equal and identical to the coverage of the CONTRACTOR. CONTRACTOR shall provide written documentation to CITY that establishes that as to any self-insured retention, the additional insured parties shall have coverage to the same extent as the CONTRACTOR. CONTRACTOR shall provide CITY with the **ADDITIONAL INSURED ENDORSEMENTS** required by this paragraph within thirty (30) days of the Notice of Contract Award and, upon request,

a copy of the entire policy of insurance. Such policy or policies of insurance shall provide that they may not be cancelled without at least 30 days written notice to CITY. CONTRACTOR shall provide CITY a copy of the current policy of insurance and all endorsements, as well as documentation for coverage under any self-insured retention, within ten (10) days of receiving such a request from CITY).

- b. CONTRACTOR shall provide CITY with vehicle liability insurance in the amount of TEN MILLION DOLLARS (\$10,000,000) per occurrence with a total policy limit of TEN MILLION DOLLARS (\$10,000,000) combined single limit for bodily injury and property damage. Coverage will also include collision and comprehensive physical damage with a deductible not to exceed TEN THOUSAND DOLLARS (\$10,000). Any deductible will be the responsibility of CONTRACTOR. CONTRACTOR shall name CITY and each of the member jurisdictions, or other parties as required by CITY, including their officers, employees and agents, as additional insured on said policy and shall furnish CITY with evidence of insurance within 30 days of the notice of contract award. Such policy or policies shall provide that they may not be cancelled without at least thirty (30) days written notice to CITY. CONTRACTOR shall provide CITY a copy of the current policy of insurance and all endorsements within ten (10) days of receiving such a request from CITY.
- c. In case of damage, destruction or loss of any vehicle or equipment provided by CITY under the terms of this agreement, CITY agrees that the liability of CONTRACTOR for said damage or destruction shall be limited to the fair market value of the vehicle or equipment at the time of loss.
- d. During this agreement, CONTRACTOR shall maintain an appropriate Fidelity Bond or other security acceptable to CITY providing protection up to the amount of FIFTY THOUSAND DOLLARS (\$50,000.00) with respect to any one occurrence of theft or other dishonest conduct by CONTRACTOR'S employees, officers or agents of CITY funds, equipment or inventory other than vehicles.

In lieu of a Fidelity Bond, CONTRACTOR may provide CITY with an irrevocable and absolute Letter of Credit in the form set out in Exhibit D attached hereto and incorporated herein.

CITY shall be entitled to draw upon the Letter of Credit to compensate it for all losses it sustains occasioned by the theft or other misconduct of CONTRACTOR's employees, officers or agents. CITY's losses shall include its investigative expenses, including the costs of its experts and attorneys, in addition to the value of the funds, equipment or property in question. At the earliest practicable time, and not later than thirty (30) days after discovery by CITY of the loss, CITY shall give CONTRACTOR written notice of such discovery. CONTRACTOR shall have thirty (30) days to directly reimburse such loss to CITY. With appropriate notice, CONTRACTOR shall be provided a reasonable time to investigate the loss. CONTRACTOR's responsibility to reimburse CITY for the loss shall be to the full extent of such loss and shall not be limited to TWENTY-FIVE THOUSAND DOLLARS. CONTRACTOR reserves the right to dispute the value of the loss. In the event that CONTRACTOR has not reimbursed the loss within said thirty (30) days, CITY may draw against the Letter of Credit to recover its loss and, as stated above, if the Letter of Credit is insufficient to fully compensate CITY, CONTRACTOR shall remain obligated to compensate CITY to the full extent of its loss.



When a loss is alleged to have been caused the theft, fraud or other dishonesty of any one or more of CONTRACTOR's employees, officers, or agents, but CITY is unable to designate the specific person causing such loss, CITY shall have the benefit of the Letter of Credit provided that the evidence submitted reasonably establishes that the loss was in fact due to the fraud or dishonesty of one or more such persons.

Presentation of the Letter of Credit shall be required either electronically or not more than fifty (50) miles from San Luis Obispo, California.

Notice shall be delivered in accordance with Section 25 of this Agreement.

Not less than thirty (30) days after CITY has drawn against the letter of credit, CONTRACTOR shall deposit funds sufficient to restore the letter of credit to the original amount thereof.

In lieu of a Fidelity Bond or Letter of Credit, CONTRACTOR may provide CITY with a cash deposit of FIFTY THOUSAND DOLLARS which shall be held without payment of interest by CITY and CITY shall be entitled to draw upon the deposit in the same manner and for the same purposes as regarding the above described Letter of Credit. Not less than thirty (30) days after CITY has drawn against the cash deposit, CONTRACTOR shall restore the cash deposit to the original amount thereof. The cash deposit shall be held by CITY during the term of the Agreement. Within thirty (30) days of termination or expiration of the Agreement, CITY shall return the cash deposit to CONTRACTOR, less any amount used by CITY pursuant to this Agreement.

- e. Should, at any time, any of the insurance policies required by this Agreement be unsatisfactory to CITY, at its sole discretion, CONTRACTOR shall promptly obtain a new policy, submit the same to CITY. Upon failure of CONTRACTOR to furnish, deliver or maintain any insurance and endorsements as required by this Agreement, at the election of CITY, this Agreement may be immediately terminated as provided herein. Failure of CONTRACTOR to obtain and maintain any required insurance shall not relieve CONTRACTOR of any liability under this Agreement (and CONTRACTOR may be answerable to CITY for damages or any other remedy on account of such breach) nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of CONTRACTOR concerning indemnification.
- f. All insurance provided by CONTRACTOR shall be primary and any insurance or self-insurance maintained by CITY and its member jurisdictions shall be excess of CONTRACTOR's insurance and shall not contribute to it.
- g. CONTRACTOR's failure to provide the insurance required by this section, or CONTRACTOR's submission of insurance policies, endorsements and other documentation (whether or not such documentation is "accepted" by CITY) shall not waive or satisfy the CONTRACTOR's obligation to provide CITY with the insurance required by this Agreement if it has failed to do so. Should CONTRACTOR fail to provide insurance in the form and amount specified by this Agreement, CONTRACTOR shall be directly liable to CITY to provide it with both a defense and indemnity for any losses which CITY incurs to the extent such losses would have been covered by insurance as is specified in this Agreement. Notwithstanding the above, CONTRACTOR shall not be required to indemnify CITY from loss or liability to the extent such loss or liability arises from the sole negligence or willful misconduct of

CITY, its agents, directors and employees, at such time that such sole negligence or willful misconduct has been finally determined by a court of competent jurisdiction.

- h. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements as set forth above and/or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and limits of coverage of any insurance policy or proceeds available to the named insured, whichever is greater. The defense and indemnifications of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement. All deductibles and self-insured retentions (SIR) must be disclosed to CITY for approval and shall not reduce the limits of the liability. Policies containing any SIR provision shall provide, or be endorsed to provide, that the SIR may be satisfied by either the named insured or CITY. CITY reserves the right to obtain a full certified copy of any insurance policy and endorsement coverage under this Agreement. Failure to exercise this right shall not constitute a waiver of the right to exercise it later.

## **8. WORKER'S COMPENSATION**

CONTRACTOR certifies that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions and furnish CITY with a Certificate of Insurance before commencing the performance of this agreement. Furthermore, CONTRACTOR shall indemnify CITY, its officers and employees, for any claims in law or equity occasioned by failure of CONTRACTOR to comply with this provision or which arise out of any job related injury, including third party claims against CITY by CONTRACTOR'S or subcontractor's employees. The indemnification provisions of this paragraph shall survive the termination of this agreement or any extensions thereof.

## **9. INDEMNIFICATION**

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold CITY (and CITY's member jurisdictions) and its representative officers, directors, employees and agents free and harmless from and against any and all claims, suits, liens, demands, damages, injuries, liabilities, losses and expenses of any kind, including reasonable fees of attorneys and expert witnesses, to the extent they arise out of or are in any way connected with the performance of this Agreement by CITY, its agents, directors or employees, or by CONTRACTOR, its agents, directors or employees, whether such claims, liens, demands, damages, losses or expenses are based upon a contract or upon a claim for personal injury, death or property damage or upon any other legal or equitable theory whatsoever.

CONTRACTOR agrees, at its own expense and upon written request by CITY, to defend any claim, suit, action or demand brought against CITY on any injury, loss or liability, actual or alleged, covered herein. Notwithstanding this defense obligation, CONTRACTOR shall not be required to indemnify CITY from loss or liability to the extent such loss or liability arises from the sole negligence or willful misconduct of CITY, its agents, directors and employees, at such time that such sole negligence or willful misconduct has been finally determined by a court of competent jurisdiction. CONTRACTOR shall provide CITY with a defense until such determination has been made (i.e. until a court of competent jurisdiction has determined that the loss or liability arises from the sole negligence or willful misconduct of CITY, CONTRACTOR shall provide a defense as to such loss or liability). CONTRACTOR's indemnity obligations survive termination of this Agreement.

#### **10. PERFORMANCE BOND**

The faithful performance by CONTRACTOR of each and every term, condition, and provision of this agreement is expressly made a condition precedent for the payment of any sums agreed herein to be paid to CONTRACTOR by CITY. To insure performance, CONTRACTOR shall post with CITY a bond or other acceptable security in the amount of TWENTY-FIVE PERCENT (25%) of the first year contract price. Such bond or security shall be subject to the approval of CITY's Attorney and Finance Director and shall be executed by CONTRACTOR and a surety company licensed to do business as such in the State of California. The condition of the bond shall be that the CONTRACTOR shall fully and faithfully perform all conditions and covenants of this agreement or the face amount of such bond shall be forfeited to CITY. The bond may be a renewable one-year bond, and shall be renewed annually before its expiration date; provided, however, that such bond must remain in full force and effect from and after the date CITY makes any demands for payment on the bond until CITY releases such claim. Provision of such bond or its equivalent is a material covenant of this agreement and CITY shall not approve any security which is not unconditionally payable to CITY upon CITY demand. CITY reserves the right to rescind the requirement for a performance bond at any time.

#### **11. INVOICES**

- a. All hourly costs shall be invoiced to CITY monthly following the service month provided. Said invoices shall specify the dates of service and the number of vehicle service hours claimed. Hourly costs shall be directly traceable by dispatcher and/or driver trip sheets and/or employee time cards, copies of which will be submitted to CITY monthly with each invoice.
- b. The monthly fixed rate and insurance rate shall be invoiced monthly following the service month provided. All reports and submissions required under this agreement shall be accurately completed and submitted to CITY prior to payment of said monthly rate invoices.
- c. Any extra services provided under this agreement shall be invoiced separately following the provision of such services. Copies of all appropriate passenger and service logs shall be attached to each extra service invoice prior to payment.

#### **12. PAYMENT**

All payments by CITY to CONTRACTOR shall be made in arrears. Payment shall be made by CITY no more than thirty (30) days from receipt of an invoice. Payment of invoices will be made on a monthly basis. If CITY disputes any item on an invoice for a reasonable cause, CITY may deduct that disputed item from the payment, but shall not delay payment for the undisputed portions. The amounts and reasons for such deletions shall be documented to CONTRACTOR within fifteen (15) working days of the receipt of the invoice by CITY. Payments shall be by voucher or check payable to and mailed first-class to:  
[INSERT CONTRACTOR NAME & MAILING ADDRESS]

#### **13. OPERATING REVENUES**

All operating revenues collected by CONTRACTOR are the property of CITY. Operating revenues include, but are not limited to, all fares and the proceeds from the sale of tickets and passes. Operating revenues shall be counted and kept separately under appropriate security. Within one working day from collection, unless otherwise agreed upon, CONTRACTOR shall deposit fares at a banking institution as directed by CITY. Reports on the revenues collected and deposited shall be provided to CITY on a timely basis. CITY shall be provided with a written description of CONTRACTOR'S procedures regarding the collection, counting and controlling of fare revenues. These procedures are subject to CITY's audit and approval.

#### **14. CONTROL**

- d. All services to be rendered by CONTRACTOR under this agreement shall be subject to the

control of CITY. CONTRACTOR shall advise CITY of matters of importance and make recommendations when appropriate; however, final CITY shall rest with CITY.

- e. CITY shall not interfere with the management of CONTRACTOR'S normal internal business affairs and shall not attempt to directly discipline or terminate CONTRACTOR employees. CITY may advise CONTRACTOR of the performance of any employee having a negative effect on the service being provided.

#### **15. CONTRACT ASSIGNMENT**

This agreement shall not be sold, assigned, transferred, conveyed or encumbered by CONTRACTOR without the prior written consent of CITY which consent may be withheld in CITY's sole and absolute discretion. Any assignment, transfer, conveyance or encumbrance of this agreement without CITY's prior written approval shall be null and void. CONTRACTOR shall not sell or otherwise transfer its interest in this agreement without prior written notification to CITY. Upon receiving such notification from CONTRACTOR, CITY may, at its sole discretion, decide to exercise its right to terminate this agreement. Subject to this provision, the agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the respective parties.

#### **16. DISPUTE RESOLUTION**

- a. Disputes arising in the performance of this agreement shall be decided in writing by the Transit Manager. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, CONTRACTOR mails or otherwise furnishes a written appeal to the Transit Manager. In connection with any such appeal, CONTRACTOR shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Transit Manager shall be binding upon the CONTRACTOR and the CONTRACTOR shall abide by the decision.
- b. Unless otherwise directed by CITY, CONTRACTOR shall continue performance under this agreement while matters in dispute are being resolved.
- c. Should either party to this agreement suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.
- d. Unless this agreement provides otherwise, all claims, counterclaims, disputes and other matters in question between CITY and CONTRACTOR arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of California.
- e. The duties and obligations imposed by this agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by CITY or CONTRACTOR shall constitute a waiver of any right or duty afforded any of them under this agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

#### **17. RESOLUTION OF FEDERAL PROCUREMENT ISSUES**

The Federal Procurement Regulations shall be used where applicable to define, resolve, and settle procurement issues. Unless otherwise directed by CITY, CONTRACTOR shall continue performance under this agreement while matters in dispute are being resolved.

## **18. STOP WORK**

CITY may stop work on CITY's transportation system upon forty-eight (48) hours written notice to CONTRACTOR. CITY shall be liable for all relevant costs incurred prior to the stop-work period and for restart, if any. When exercising this provision, CITY shall be obligated for the costs of severance for personnel assigned to CITY's transportation system in accordance with the published policy and procedures of CONTRACTOR, a copy of which shall be provided to CITY upon request. Additionally, the cost associated with operations and facilities close down, shall be the obligation of CITY. CONTRACTOR shall make all reasonable efforts to minimize costs to CITY.

## **19. TERMINATION FOR DEFAULT**

- a. All the terms, conditions, and covenants of this agreement are considered material and in the event CONTRACTOR breaches or defaults in the performance of any such terms, conditions, or covenants which are to be kept, done or performed by it, CITY shall give CONTRACTOR ten days written notice either by certified mail or by personal service, describing such breach or default, and if CONTRACTOR fails, neglects or refuses for a period or more than ten days thereafter to remedy, or cure such breach or default, then CITY without further notice, may terminate this agreement. In the event of termination of this agreement as hereinabove specified, CITY shall have the right to take immediate possession of all equipment and facilities provided by CITY to CONTRACTOR and of the facilities and equipment supplied by CONTRACTOR under the provisions of this agreement. In the event CITY does take possession of CONTRACTOR-supplied facilities and equipment, CONTRACTOR shall be reimbursed by CITY for the actual cost of the temporary use of said facilities and equipment. If it is later determined by CITY that CONTRACTOR had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of CONTRACTOR, CITY, after setting up a new delivery of performance schedule, may allow CONTRACTOR to continue work, or treat the termination as a termination for convenience.
- b. Bankruptcy: Either (a) the appointment of a receiver to take full possession of all or substantially all of the assets of CONTRACTOR or (b) a general assignment by CONTRACTOR for the benefit of creditors, or (c) any action taken by or suffered by CONTRACTOR under any insolvency or bankruptcy act shall constitute a breach of the agreement by CONTRACTOR and CITY shall have the option to terminate this agreement. The parties specifically agree that the selection of CONTRACTOR is based on factors that render contractor especially suited to perform this agreement, such that the identity of contractor is central to the obligations in this contract. Accordingly, this contract is similar to a personal services contract and non-assignable under 11 USC 365 (c).

## **20. TERMINATION FOR CONVENIENCE**

The performance of work under this agreement may be terminated by CITY in accordance with this clause in whole, or from time to time in part, whenever the Transit Manager shall determine that such termination is in the best interest of CITY. Any such termination shall be effected by delivery to CONTRACTOR of a notice of termination specifying the extent to which performance of work under the agreement is terminated, and the date upon which such termination becomes effective. After receipt of a notice of termination, and except as otherwise directed by the Transit Manager, CONTRACTOR shall:

- a. Stop work under the agreement on the date and to the extent specified in the notice of termination;
- b. Place no further orders or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the work under the agreement as is not terminated;

- c. Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the notice of termination; assign to CITY in the manner, at the times, and to the extent directed by the Transit Manager, all of the right, title, and interest of CONTRACTOR under the orders and subcontracts so terminated, in which case CITY shall have the right, in its discretion, to settle or pay and or all claims arising out of the termination of such orders and subcontracts; settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Transit Manager, to the extent he may require, which approval or ratification shall be final for all the purposes of this clause; transfer title to CITY and deliver in the manner, at the times, and to the extent, if any, directed by Transit Manager the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced as part of, or acquired in connection with the performance of, the work. terminated, and the completed or partially completed plans, drawings, information and other property which, if the agreement had been completed, would have been required to be furnished to CITY; use its best efforts to sell, in the manner, at the times, to the extent, and at the price(s) directed or authorized by the Transit Manager, any property of the types referred to above, provided, however, that CONTRACTOR shall not be required to extend credit to any purchaser, and may acquire any such property under the conditions prescribed by and at a price(s) approved by the Transit Manager, and provided further, that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by CITY to CONTRACTOR under this agreement or shall otherwise be credited to the price or cost of the work covered by this Contract or paid in such other manner as the Transit Manager may direct; complete performance of such part of the work as shall not have been terminated by the notice of termination; and take such action as may be necessary, or as the Transit Manager may direct, for the protection or preservation of the property related to this agreement which is in the possession of CONTRACTOR and in which CITY has or may acquire an interest.
- d. CONTRACTOR shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. CONTRACTOR shall promptly submit its termination claim to CITY to be paid CONTRACTOR.

## **21. REMEDIES ON BREACH (WAIVER OF REMEDIES)**

The duties and obligations imposed by the agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by CITY or CONTRACTOR shall constitute a waiver of any right or duty afforded any of them under the agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach hereunder, except as may be specifically agreed in writing. In the event that CITY elects to waive its remedies for any breach by CONTRACTOR of any covenant, term or condition of this agreement, such waiver shall not limit CITY's remedies for any succeeding breach of that or of any other term, covenant or condition of this agreement. It is agreed that in the event of failure by CONTRACTOR to perform the services required by this agreement, in addition to all other remedies, penalties and damages provided by law, CITY may provide such services, and deduct the cost of doing so from the amounts due or to become due to the CONTRACTOR. The costs to be deducted shall be the actual costs to CITY to provide such services.

## **22. RIGHTS UPON TERMINATION OR EXPIRATION AND WAIVER OF CLAIMS**

Upon expiration or earlier termination of this agreement, CITY shall have the right to provide the services by means of its own employees or pursuant to contract with other carrier(s) or otherwise. CONTRACTOR agrees to forever waive any claim, of any sort or nature, against CITY based upon CITY's operation, or contracting for the operation, of the service, or any portion of it. CONTRACTOR shall also waive any

right that it otherwise might have to claim entitlement to benefits afforded to private mass transportation companies under Section 3(e) of the Federal Transit Act of 1964 (49 USC Sec. 1602(e)), as it now exists or hereafter may be amended. CONTRACTOR also hereby forever waives any claims of unfair competition that it otherwise might assert, any rights that otherwise might accrue to it under the above- mentioned provisions or under any other similar or comparable provisions of the law. Having entered into this agreement shall not be the sole reason whereby the CONTRACTOR shall be inhibited, penalized, or disqualified from submitting proposals for subsequent transportation, management, and operation programs under the jurisdiction of CITY.

## **23. CHANGES**

CITY, without invalidating this agreement may order additions to or deletions from the work to be performed. Such changes shall be specified to CONTRACTOR in writing. If justified, the "Maximum Obligation" will be adjusted accordingly. New provisions must be mutually agreeable to both CITY and CONTRACTOR. A shift of vehicle service hours between services within the maximum value or an increase or decrease of up to 15% percent change (up or down) within the current span of service would not constitute a change as defined in this agreement, but any such shift or change shall only occur at the direction of CITY.

## **24. MODIFICATION OF AGREEMENT**

This writing constitutes the entire agreement between the parties relative to the subject matter of this agreement and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this agreement. There are no understandings, agreements or conditions with respect to the subject matter of this agreement except those contained in this writing.

## **25. NOTICES**

All notices required to be given with respect to this agreement shall be in writing and mailed first class, postage prepaid to the persons named below or at such addresses as the parties may file with each other for such purpose.

If to CONTRACTOR:	Mr. Nick Promponas, SVP, First Transit, Inc. 7581 S. Willow Drive, Suite 102; Tempe, AZ 85283-5033
Copy To:	Mr. Mike Petrucci, General Counsel, First Transit, Inc. 600 Vine Street, Suite 1400, Cincinnati, OH 45202-2400
If to CITY:	Transit Manager City of San Luis Obispo, SLO TRANSIT 919 Palm Street San Luis Obispo, CA 93401

## **26. PROPRIETARY RIGHTS**

All inventions, improvements, discoveries, proprietary rights, copyrights and patents made by CONTRACTOR under this agreement shall be made available to CITY with no royalties, charges, or other costs, but shall be owned by CONTRACTOR. All manuals prepared by CONTRACTOR for use by CONTRACTOR in other locales shall be made available to CITY at no charge but shall be owned by CONTRACTOR and shall not be disclosed, or released by CITY without prior written consent of CONTRACTOR. Reports and manuals prepared by CONTRACTOR under this agreement for specific use in CITY's system shall become the property of CITY. CONTRACTOR, however, shall have the right to print and issue copies of these reports. CONTRACTOR may make presentations and releases relating to the project. Papers and other formal publications shall be approved by CITY prior to release.

## **27. FORCE MAJEURE**

CONTRACTOR shall not be held responsible for losses, failure to perform, or excess costs caused by

events beyond the control of CONTRACTOR. Such events may include, but are not restricted to, the following: fire, epidemics, earthquake, flood, or other natural disaster; acts of the government; riots, strikes, war or other civil disorders; or fuel shortages. In every case, CONTRACTOR shall resume performance at the earliest possible date following the cessation of such unforeseen causes or events. CONTRACTOR shall be entitled to no compensation for any service, the performance of which is excused pursuant to this paragraph.

## **28. INFORMATION AND DOCUMENTS**

All information, data, reports, records, maps, survey results as are existing, available, and necessary for carrying out the work under this agreement, shall be furnished to CONTRACTOR without charge by CITY, and CITY shall cooperate in every way possible in the carrying out of the work without undue delay.

## **29. EMERGENCY PROCEDURES**

In the event of a major emergency such as an earthquake, flood, or man-made catastrophe, CONTRACTOR shall make transportation and communication resources available to the degree possible for emergency assistance. If the normal line of direct CITY from CITY is intact, CONTRACTOR shall follow instruction of CITY. If the normal line of direct CITY is broken, and for the period it is broken, CONTRACTOR shall make best use of transportation resources following to the degree possible the direction of an organization such as the San Luis Obispo Office of Emergency Services, the police, Red Cross, or National Guard, which appears to have assumed responsibility within CITY's service area. Emergency uses of transportation may include evacuation, transportation of injured, and movement of people to food and shelter. CONTRACTOR shall be reimbursed in accordance with the normal "Price Formula" and "Payment" or, if the normal method does not cover the types of emergency services involved, then on the basis of fair, equitable and prompt reimbursement of CONTRACTOR'S actual costs. Reimbursement for such major emergency services shall be over and above the "Maximum Obligation" of this contract. Immediately when the emergency condition ceases, CONTRACTOR shall reinstate normal transportation services.

## **30. ACCESS TO RECORDS AND REPORTS (AUDIT AND INSPECTION)**

- a. In accordance with 49 C.F.R. 18.36(i), CONTRACTOR shall permit CITY, the FTA Administrator, the Comptroller General of the United States, the California State Controller, and the Sacramento Area Council of Governments or any of their authorized representatives access to any to books, documents, papers and records of CONTRACTOR which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Further, CONTRACTOR agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- b. CONTRACTOR agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case CONTRACTOR agrees to maintain same until CITY, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

## **31. TRANSFER OF TITLE TO EQUIPMENT**

All equipment, parts and supplies purchased by CONTRACTOR under this agreement, either as a direct charge expense or within the defined scope of services, shall become the property of CITY upon either the payment of the direct charge invoice or the expiration or termination of this agreement for any reason



unless otherwise specified in writing. The applicable depreciation schedule and residual value, if any, of such items shall be established prior to the execution of this agreement. CONTRACTOR shall maintain a perpetual inventory of all such equipment and supplies purchased under this and any prior agreement, to be submitted for review on or before August 31 of each year. CONTRACTOR shall be responsible for the replacement of any equipment, parts and supplies purchased or provided, either by CITY or CONTRACTOR, under this agreement that is lost or unreasonably destroyed while under the control of CONTRACTOR.

### **32. TRANSPORTATION DATA REPORTING**

CONTRACTOR shall report operating and financial data to CITY in accordance with the California Public Utilities Code, Chapter 4, Section 99243, and California Administrative Code Title 21, Chapter 3, Subchapter 2, as required under California Transportation Development Act, and with Level "R" of the Uniform Financial Accounting and Reporting Elements as required by the National Transit Database System and the Federal Transit Act of 1964 as both are amended from time to time.

### **33. PERMITS AND LICENSES**

At its sole cost and expense, CONTRACTOR shall obtain any and all permits, licenses, certificates, or entitlement to operate as are now or hereafter required by any agency, specifically including, but not limited to, those that may be required by the California Public Utilities Commission, the California Highway Patrol, the Department of Motor Vehicles and local jurisdictions, to enable CONTRACTOR to perform this agreement. Copies of all such entitlements shall be provided to CITY when received by CONTRACTOR. In the event that any aspect of this agreement requires prior approval by the PUC, the CONTRACTOR shall submit necessary application forms. Both parties shall appear as necessary and cooperate in the commission approval process. CITY reserves the right to oppose, support or be neutral on any such request and on the PUC's ruling thereon. CONTRACTOR covenants to obtain all such approvals before commencing operations, and to conform to the PUC ruling thereon, at its sole cost and expense.

### **34. NON-DISCRIMINATION IN EMPLOYMENT AND SERVICE**

- a. In connection with the execution of this agreement, CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, or national origin or ancestry. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or terminations; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. CONTRACTOR must submit a properly executed and current Employer Information Report (EEO-1) upon request of CITY. CONTRACTOR further agrees to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.
- b. CONTRACTOR shall also comply with the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and with all applicable regulations, statutes, laws, etc., promulgated pursuant to the civil rights acts of the state and federal government now in existence or hereafter enacted. Further, CONTRACTOR shall also comply with the provisions of Section 1735 of the California Labor Code.
- c. CONTRACTOR shall not discriminate, nor allow any of its officers, employees, or agents to discriminate against any passenger or patron because of race, color, sex, age, or national origin or ancestry.

- d. CONTRACTOR shall promptly notify CITY of any discrimination complaints. CONTRACTOR shall, at its sole cost and expense, conform to any final orders issued by any State or Federal agency with jurisdiction to correct the CONTRACTOR'S discrimination in employment and/or service and shall fully save harmless and indemnify CITY in this regard.

### 35. LABOR PROVISIONS

In accordance with 40 U.S.C. 329 and 29 CFR Part 5, CONTRACTOR hereby certifies compliance with the following provisions related to the employment of mechanics and laborers under the Contract Work Hours and Safety Standards Act.

- a. **Overtime Requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of eight hours in any calendar day or in excess of forty hours in such work week unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such work week.
- b. **Violation; Liability for Unpaid Wages; Liquidated Damages.** In the event of any violation of the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5, contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen or guards, employed in violation of the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5 in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of eight hours or in excess of the standard work week of forty hours without payment of the overtime wages required by the clause set forth in subparagraph (b)(1) of 29 CFR Section 5.5.
- c. **Withholding for Unpaid Wages and Liquidated Damages.** CITY shall upon its own action or upon written request of authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (b)(2) of 29 CFR Section 5.5.
- d. **Non-Construction Grants.** Contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the recipient shall require the contracting Officer to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by contractor or subcontractor for inspection, copying, or transcription by authorized representatives of Department of Transportation ("DOT") and the Department of Labor and the Contractor or subcontractor will permit such representatives to interview employees during working hours on the job.
- e. **Subcontracts.** Contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (a) through (e) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for

compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (a) through (e) of this paragraph.

- f. CONTRACTOR and any subcontractor shall comply with 40 U.S.C. 3701.

### **36. TRANSIT EMPLOYEE PROTECTIVE AGREEMENTS**

- a. **General Transit Employee Protective Requirements** – To the extent that the Federal Transit Administration (FTA) determines that transit operations are involved, CONTRACTOR agrees to carry out the transit operations work on the underlying contract in compliance with terms and conditions determined by the U.S. Secretary of Labor to be fair and equitable to protect the interests of employees employed under this contract and to meet the employee protective requirements of 49 U.S.C. A 5333(b), and U.S. DOL guidelines at 29 C.F.R.-Part 215, and any amendments thereto. These terms and conditions are identified in the letter of certification from the U.S. DOL to FTA applicable to the FTA Recipient's project from which Federal assistance is provided to support work on the underlying contract. CONTRACTOR agrees to carry out that work in compliance with the conditions stated in that U.S. DOL letter. The requirements of this subsection (1), however, do not apply to any contract financed with Federal assistance provided by FTA either for projects for elderly individuals and individuals with disabilities authorized by 49 U.S.C. § 5310(a)(2), or for projects for nonurbanized areas authorized by 49 U.S.C. § 5311. Alternative provisions for these projects are set forth in subsections (b) and (c) of this clause.
- b. **Transit Employee Protective Requirements for Projects Authorized by 49 U.S.C. § 5310(a)(2) for Elderly Individuals and Individuals with Disabilities** – If the contract involves transit operations financed in whole or in part with Federal assistance authorized by 49 U.S.C. § 5310(a)(2), and if the U.S. Secretary of Transportation has determined or determines in the future that the employee protective requirements of 49 U.S.C. § 5333(b) are necessary or appropriate for the state and the public body subrecipient for which work is performed on the underlying contract, CONTRACTOR agrees to carry out the Project in compliance with the terms and conditions determined by the U.S. Secretary of Labor to meet the requirements of 49 U.S.C. § 5333(b), U.S. DOL guidelines at 29 C.F.R. Part 215, and any amendments thereto. These terms and conditions are identified in the U.S. DOL's letter of certification to FTA, the date of which is set forth Grant Amendment or Cooperative Agreement with the state. CONTRACTOR agrees to perform transit operations in connection with the underlying contract in compliance with the conditions stated in that U.S. DOL letter.
- c. **Transit Employee Protective Requirements for Projects Authorized by 49 U.S.C. § 5311 in Nonurbanized Areas** – If the contract involves transit operations financed in whole or in part with Federal assistance authorized by 49 U.S.C. § 5311, CONTRACTOR agrees to comply with the terms and conditions of the Special Warranty for the Nonurbanized Area Program agreed to by the U.S. Secretaries of Transportation and Labor, dated May 31, 1979, and the procedures implemented by U.S. DOL or any revision thereto.
- d. CONTRACTOR also agrees to include any applicable requirements in each subcontract involving transit operations financed in whole or part with Federal assistance provided by FTA.

### **37. ACCESS REQUIREMENTS FOR PERSONS WITH DISABILITIES**

CONTRACTOR agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§ 12101 *et seq.*, Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; 49 U.S.C. § 5301(d); and all regulations promulgated to implement the ADA and Section 504 of the Rehabilitation Act of 1973, as amended, as may be applicable to CONTRACTOR.

### 38. CIVIL RIGHTS

During the performance of this contract, CONTRACTOR, for itself, its assignees and successors in interest, agrees as follows:

- a. **Nondiscrimination.** In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, CONTRACTOR agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex age, or disability. In addition, CONTRACTOR agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- b. **Equal Employment Opportunity.** The following equal employment opportunity requirements apply to the underlying contract:
- c. **Race, Color, Creed, National Origin, Sex** – In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, CONTRACTOR agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. CONTRACTOR agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, CONTRACTOR agrees to comply with any implementing requirements FTA may issue.
- d. **Age** – In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, CONTRACTOR agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, CONTRACTOR agrees to comply with any implementing requirements FTA may issue.
- e. **Disabilities** – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, CONTRACTOR agrees that it will comply with the requirements of the U.S. Equal Employment Opportunity Commission, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, CONTRACTOR agrees to comply with any implementing requirements FTA may issue.
- f. **Subcontracts.** CONTRACTOR agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.
- g. **Employer Information Report.** CONTRACTOR must submit a properly executed and current Employer Information Report (EEO-1) upon request of CITY

### **39. DISADVANTAGED BUSINESS ENTERPRISE**

- e. It is the policy of the U.S. Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 applies to this agreement.
- f. CONTRACTOR agrees to ensure that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard, CONTRACTOR and subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. CONTRACTOR and its subcontractors shall not discriminate on the basis of race, creed, national origin, age or sex in the award and performance of federal-assisted contracts.
- g. CONTRACTOR shall cooperate fully with CITY in meeting any of CITY's commitments and goals with regard to the maximum utilization of disadvantaged business enterprises. CONTRACTOR shall keep records of DBE participation in all activities carried out pursuant to this agreement, and shall report to CITY all such participation and efforts made to encourage DBE participation as required by CITY. See Appendix H – DBE Goal for the current established goal.
- h. CONTRACTOR shall incorporate the provisions of this paragraph in all applicable subcontracts.

### **40. DRUG AND ALCOHOL TESTING**

CONTRACTOR agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, produce any documentation necessary to establish its compliance with Part 655, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of California, or CITY, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Part 655 and review the testing process. CONTRACTOR agrees further to certify annually its compliance with Part 655 and to submit the Management Information System (MIS) reports by March 1 of each year to CITY. To certify compliance, CONTRACTOR shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

### **41. CHARTER SERVICE OPERATIONS**

The CONTRACTOR agrees to comply with 49 U.S.C. 5323(d) and 49 CFR Part 604, and any amendments thereto that may be issued, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except under one of the exceptions at 49 CFR 604.9. Any charter service provided under one of the exceptions must be "incidental," i.e., it must not interfere with or detract from the provision of mass transportation.

### **42. SCHOOL BUS OPERATIONS**

CONTRACTOR agrees that neither it nor any subcontractor performing work in connection with this agreement will engage in school bus operations for the transportation of students or school personnel exclusively in competition with private school bus operators, except as permitted by 49 U.S.C. § 5323(f) and FTA regulations, "School Bus Operations," 49 C.F.R. Part 605, and any amendments thereto that may be issued. Any applicable school bus agreement required by these regulations is incorporated by reference and made part of this agreement.

#### 43. MISCELLANEOUS PROVISIONS

- a. **Energy Conservation.** CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- b. **Interest of Members of or Delegates to Congress.** In accordance with 18 USC, Section 431, no member of, or delegate to, the Congress of the United States shall be admitted to any share or part of this agreement or to any benefit arising therefrom.
- c. **Conflict of Interest.** No employee, officer, director or agent of CITY shall participate in the selection, award or administration of this agreement if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, or any member of his immediate family, or an organization which employs, or is about to employ same, has a financial or other interest in the firm selected for award. No employee, officer, or agent of CITY shall have any interest, direct or indirect, in this contract or the proceeds thereof during his tenure or for one year thereafter.
- d. **Clean Water Act.** CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. CONTRACTOR agrees to report each violation to CITY and understands and agrees that CITY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. CONTRACTOR also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
- e. **Clean Air Act.** CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. CONTRACTOR agrees to report each violation to CITY and understands and agrees that CITY will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. CONTRACTOR also agrees to include this requirement in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.
- f. **Debarred Bidders.** This agreement is a covered transaction for purposes of 49 CFR Part 29. As such, CONTRACTOR has verified by signed certification that none of its principals, as defined at 49 CRR 29.995, or affiliates, as defined by 49 CFR 29.905, are excluded or disqualified at 49 CFR 29.940 and 29.945. CONTRACTOR is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49CFR 29, Subpart C in any lower tier covered transaction it enters into.
- g. **Conflict of Transportation Interests.** The CONTRACTOR shall not divert any revenues, passengers, or other business from CITY's project to any taxi or other transportation operation of CONTRACTOR without the written approval of CITY.
- h. **Conflicting Use.** The CONTRACTOR shall not use any vehicle, equipment, personnel or other facilities which are dedicated to CITY for performing services under this agreement for any use whatsoever other than provided for in this agreement without the prior approval of CITY.
- i. **Fair Employment and Housing Act.** CONTRACTOR shall comply with the requirements of the California Fair Employment and Housing Act,

- j. **Working Conditions.** It shall be a condition of this agreement, and shall be made a condition of each subcontract entered into pursuant to this agreement, that the CONTRACTOR or the subcontractor shall not require any laborer or mechanic employed in connection with the performance of this agreement to work under working conditions which are unsanitary, hazardous or dangerous to his health or safety, as determined under the California Occupational Safety and Health Act of 1973 (Chapter 993, Statutes of 1973).
- k. **Federal Changes.** CONTRACTOR shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between CITY and FTA, as they may be amended or promulgated from time to time during the term of this contract. CONTRACTOR'S failure to so comply shall constitute a material breach of this contract.
- l. **No Obligation By The Federal Government.**
1. CITY and CONTRACTOR acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to CITY, CONTRACTOR, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
  2. CONTRACTOR agrees to include the above clause in each subcontract financed in whole in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
- m. **Fly America Requirements.** CONTRACTOR agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.
- n. **Recycled Products.** CONTRACTOR agrees to comply with all of the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247. CONTRACTOR agrees to include these requirements in every subcontract.
- o. **Taxes/Licenses.** CONTRACTOR shall be responsible for paying any and all Federal, State, and Local taxes. CONTRACTOR shall also be responsible for securing and paying for any and all business licenses and taxes that may be required for the operation of services within the scope of this agreement.

- p. **Failure to Act.** No action or failure to act by either party shall be a waiver of a right or duty afforded under this agreement, nor shall such action or failure to act constitute a breach of this agreement, except as specifically agreed to in writing.
- q. **Conflict of Interests.** CONTRACTOR shall not divert any revenues, passengers, or other business from CITY to any taxi or other transportation operation.
- r. **Waiver and Non-Waiver.** A waiver by one party of a right to a remedy for breach of this contract by the other party shall not be deemed to waive the right to a remedy for a subsequent breach by the other party. Both parties, having had the opportunity to consult an attorney regarding the provisions of this agreement, agree to waive the principle of contract interpretation that an ambiguity will be construed against the party that drafted the ambiguous provision.
- s. **Time is of the Essence.** Time is of the essence in this agreement. CONTRACTOR'S failure to deliver goods/services on time shall be a material breach of this contract. If CONTRACTOR fails to deliver goods/services on time, CITY, at its discretion, may procure those goods/services from another source. If the price paid by CITY for goods/services procured from another source under this paragraph is higher than the price under this agreement, CONTRACTOR shall pay CITY the difference between those prices. CITY may deduct that difference from any amount CITY owes CONTRACTOR.
- t. **Intelligent Transportation System (ITS).** For all ITS property and services, the Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the National ITS Architecture and Standards to the extent required by 23 U.S.C. Section 517(d) and 23 CFR part 655 and 940.

#### 44. LOBBYING

CONTRACTOR shall comply with 31 U.S.C. 1352, which provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. CONTRACTORS who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient."

#### 45. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS

CONTRACTOR warrants and covenants that it shall fully and completely comply with all applicable Federal, State, and Local laws and ordinances, and all lawful orders, rules and regulations issued by any CITY with jurisdiction in all aspects of its performance of this



agreement. CONTRACTOR shall hold CITY harmless from any claims or charges by reason of the CONTRACTOR's or any subcontractor's failure to comply with the applicable laws or any regulations adopted pursuant thereto and shall reimburse CITY for any fines, damages or expenses of any kind incurred by it by reason of said failure. This paragraph shall survive the termination of this agreement or any extensions thereof.

#### **46. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS**

- a. CONTRACTOR acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies", 49 C.F.R. Part 31, apply to its actions pertaining to this agreement. Upon execution of the underlying contract, CONTRACTOR certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, CONTRACTOR further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on CONTRACTOR to the extent the Federal Government deems appropriate.
- b. CONTRACTOR also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under CITY of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on CONTRACTOR, to the extent the Federal Government deems appropriate.
- c. CONTRACTOR agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

#### **47. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS**

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. CONTRACTOR shall not perform any act, fail to perform any act, or refuse to comply with any CITY requests, which would cause CITY to be in violation of the FTA terms and conditions.

#### **48. PRIVACY ACT**

The following requirements apply to the CONTRACTOR and its employees that administer any system of records on behalf of the Federal Government under any contract involving Federal Privacy Act requirements. CONTRACTOR agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, CONTRACTOR agrees to obtain the express consent of the Federal Government before the CONTRACTOR or its employees operate a system of records on behalf of the Federal Government. CONTRACTOR understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract. CONTRACTOR also agrees to

include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

#### **49. INDEPENDENT CONTRACTOR**

- a. Neither of the parties hereunder shall be deemed to be the agent, employee, partner, or joint venture of the other. CONTRACTOR is and should be an independent contractor performing services under this agreement for the consideration herein set forth.
- b. CONTRACTOR'S employees shall at all times be and remain the sole employees of CONTRACTOR, and CONTRACTOR shall be solely responsible for payment of all employees' wages and benefits. CONTRACTOR, without any cost or expenses to CITY, shall faithfully comply with the requirements of all applicable State and Federal enactments with respect to employer's liability, worker's compensation, unemployment insurance and other forms of Social Security, and also with respect to withholding of income tax at its source from wages of said employee and shall indemnify and hold harmless CITY from and against any and all liability, damages, claims, costs and expenses of whatever nature arising from alleged violation of such enactments or from any claims of subrogation provided for in such enactment or otherwise.
- c. This agreement does not constitute a contract of employment between CITY and CONTRACTOR or any agents, officers or employees of CONTRACTOR. After the expiration or termination of this agreement, CONTRACTOR'S successor shall be permitted to hire any CONTRACTOR employees previously employed on this program. At that time, in hiring a CONTRACTOR employee or a former CONTRACTOR employee, CITY shall ensure and require that such employment process fairly treat former CONTRACTOR employees as members of the general public with no discrimination, no waiver of job advertising, no consideration of employee's seniority with CONTRACTOR and no other privilege different from that accorded to members of the general public.

#### **50. TRANSITION TO FUTURE OPERATOR**

Up to and for a minimum of thirty (30) days following the effective date of termination or expiration of this agreement, CONTRACTOR shall provide to either CITY or any future operator selected by CITY, CONTRACTOR'S full cooperation in the transition to the successor operator. This shall include, at a minimum, consultation regarding labor and management issues (including a delineation of wages and benefits by employee category), access to non-confidential personnel files and maintenance records. CONTRACTOR shall provide its best professional effort to assure a smooth transition from CONTRACTOR'S services to those provided by the new operator and shall cooperate fully with CITY and the new operator to this end.

#### **51. SEVERABILITY**

If any provision of this agreement is held invalid or unconstitutional by any court of competent jurisdiction, such decision shall have no effect on the validity of the remaining provisions of this agreement and such remaining provisions shall continue to remain in full force and effect.

#### **52. PRECEDENCE OF CONTRACT DOCUMENTS**

The total agreement between the parties consists of the documents specified in this paragraph. In the event of a conflict or ambiguity arising between said documents, or any term or condition therein, the document having precedence shall be determined as follows:

- a. Any supplemental agreements executed after the date of this agreement.
- b. This agreement and attachments thereto, including Exhibit A (Scope of Work).

- c. Exhibits B (RFP) and C (CONTRACTOR'S proposal including any "Best & Final Offer") to this agreement.

### 53. ADDITIONAL TERMS

In the case of dispute the prevailing party in any action between the parties to this agreement, brought to enforce the terms of this agreement, may recover from the other party its reasonable costs and attorneys' fees in connection with such an action.

The validity in whole or in part of any provision of this agreement shall not affect the validity of other provisions. CITY's failure to insist in any one or more instances upon the performance of any term or terms of this agreement shall not be construed as a waiver or relinquishment of CITY's right to such performance or to future performance of such a term or terms, and CONTRACTOR'S obligations in respect thereto shall continue in full force and effect. Time shall be of the essence. Changes hereto shall not be binding upon CITY except when specifically confirmed in writing by CITY.

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be executed by and through their respective officers thereunto duly authorized on the date written below their signatures.

ATTEST:

  
City Clerk

CITY OF SAN LUIS OBISPO

By:   
Mayor

APPROVED AS TO FORM:

  
J. Christine Dietrick  
City Attorney

CONTRACTOR:

*First Transit Inc.*

By:   
*Nick Promponas*  
Its: Senior Vice President



## Council Agenda Report

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**Department Name:** Administration  
**Cost Center:** 1001  
**For Agenda of:** May 4, 2021  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Greg Hermann, Deputy City Manager  
**Prepared By:** Georgina Bailey, Cannabis Program Coordinator/Management Fellow  
Victoria Tonikian, Acting Assistant to the City Manager

**SUBJECT:** AUTHORIZE A CONTRACT WITH HDL COMPANIES FOR CANNABIS PROGRAM SERVICES

### RECOMMENDATION

Authorize the City Manager, or their designee, to execute a contract with HdL Companies to provide support services for the operations of the City's Cannabis Business Program.

### RECOMMENDATION

Authorize the City Manager, or their designee, to execute a contract (Attachment A) with HdL Companies to provide support services for the operations of the City's Cannabis Business Program.

### DISCUSSION

Following a year of analysis of operator license fees, on January 19, 2021, the City Council approved Resolution 11213 (Attachment B), updating the commercial cannabis business operator permit fee for all types of cannabis businesses within the City. The operator permit fee adopted by City Council captures the total costs involved to ensure the City is 100% reimbursed for the staff time, consultant fees, and other expenses, which are essential to managing the Cannabis Program.

Following the approval of Resolution 11213, City staff is recommending using HdL Companies (HdL) to assist with continuation of the City's Cannabis Program. Should Council authorize this contract, HdL will continue to provide cannabis application services and provide new services related to cannabis operator permits.

### Background

Following the passage of the City's Cannabis Business Tax ballot measure in November 2018, the City Council approved the fee structure, application criteria and zoning regulations to allow for cannabis businesses to operate in the City on November 27, 2018. A year after the initial regulations were adopted, staff returned to the City Council on December 3, 2019 with a Cannabis Program update.

At this meeting, the City Council adopted recommended changes to the original cannabis application fees, which allowed all operators to pay an initial application fee and a secondary fee once the contingent operator permit was granted, thus lowering the initial application costs. Additionally, staff committed to come back to Council with an analysis of operator license fees after one full year of operations to collect information on actual time spent compared to the assumptions used in developing the original fees. Staff brought that analysis to City Council on January 19, 2021 in the form of a fee study and fee recommendation, which the City Council adopted.

As part of the fee study process, the City researched alternative service delivery approaches for regulatory compliance inspections, cannabis tax audits, and background check renewals for owners and employees. Through the research, staff determined that the City can provide the same level and quality of service for some aspects of the program for a reduced cost by utilizing a consultant for some components of regulatory compliance inspections, cannabis tax audits, and background check renewals for owners and employees. This approach is consistent with other cities that have utilized consultants similarly for some aspects of the cannabis program services such as Grover Beach, Goleta, Port Hueneme, etc.

City staff has since concluded – through a review of consultant services needed, cost, and the Cannabis Program requirements – that HdL can provide the services desired in accordance with the City's Cannabis Program regulations and the fees adopted by City Council. HdL has over 30 years of experience providing consulting services to government agencies throughout California and other states. HdL's Cannabis Management Program has been used by many agencies in the State to assist with application proctoring, compliance monitoring, auditing, background checks, and other consulting services.

Locally, HdL has worked successfully with other agencies' Cannabis Programs such as Grover Beach to provide compliance checks and audits. Likewise, HdL has experience working with the City's Cannabis Program as they have assisted with two application rounds in which they proctored the application scoring and assisted with application completeness checks. Outside of the Cannabis Program, the City's Finance Department has utilized HdL for multiple years as a sales tax consultant and has recently partnered with them for Utility User Tax services. It is therefore staff's recommendation to enter into a contract with HdL to assist with the City's Cannabis Program to provide Operator Permit and Application services.

### **Scope of Services (Attachment C)**

Should the contract with HdL Companies be authorized, the City will utilize HdL for the following services:

#### *Operator Permit Services:*

- Conduct one annual cannabis tax audit of each licensed cannabis business to ensure proper reporting and remittance of cannabis taxes to the City.
- Conduct four on-site compliance inspections of each licensed cannabis business annually to ensure ongoing compliance with all state and local laws in conjunction with the Police Department,

#### *Application Permit Services:*

- Screen all initial cannabis business applications for completeness.
- Proctor the City's application review process.
- Provide initial background checks and renewals for all owners, managers and employees of the City's commercial cannabis businesses subject to review and approval of the Police Department.

#### *Additional Cannabis Program Support:*

- Provide technical assistance and support for process improvement and program modification.

### **Previous Council or Advisory Body Action**

On November 27, 2018, the City Council approved both application and operating license fees for the Cannabis Business Program.

On December 3, 2019, the City Council approved a change to the cannabis application fees that allowed all operators to pay an initial application fee and a secondary fee once the contingent operator permit was granted, thus lowering the initial application fee.

On January 19, 2021, the City Council approved a change to the operator permit renewal fee, which reduced the fee for all operators and placed all operators on the same fiscal year renewal cycle.

### **Policy Context**

The recommendation to execute a contract with HdL Companies to support cannabis services is consistent with overall goals of the Cannabis Business Program and all applicable sections of the Municipal Code. The adopted cannabis operator permit renewal fees and application fees not only provide business support and compliance monitoring for cannabis businesses, but consultant support will also streamline the process administratively for both businesses and City staff.

### **Public Engagement**

The current application and operator permit fee ordinances and resolutions were considered and adopted by City Council on May 15, 2018, October 16, 2018, November 27, 2018, December 3, 2019 and January 19, 2021. Since that time, staff have been in regular communication with applicants, business operators and industry representatives receiving feedback on a wide range of issues related to the implementation of the Cannabis Business Program.

For this item, no public engagement was conducted as this is considered to be an administrative item. However, extensive public engagement was done prior to City Council's adoption of the operator permit renewal fees adopted January 19, 2021, in which cannabis operator permit holders supported the recommendation to reduce the cannabis operator permit fees based on the results of the fee study.

## CONCURRENCE

A Steering Committee and Cannabis Team of City staff members including staff from the departments of Administration, the City Attorney's Office, Community Development, Finance and the Police Department supports the action to execute a contract with HdL Companies to support cannabis services for cannabis operator permits and cannabis application scoring as it relates to the City's Cannabis Program.

## ENVIRONMENTAL REVIEW

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a "Project" under CEQA Guidelines Sec. 15378.

## FISCAL IMPACT

Budgeted: Yes

Budget Years: 2021-2023

Funding Identified: Yes

### Fiscal Analysis:

Funding Sources	FY 2021-2022 Cost	FY 2022-2023 Cost	Total Project Cost
General Fund			
State			
Federal			
Community Development	\$52,095	\$57,345	
Finance	\$30,000	\$48,000	
Other:			
Total	\$82,095	\$105,345	

As a part of the 2021-2023 Financial Plan which will be brought before the City Council on June 1, 2021, staff has included a request for Cannabis Consultant Services for both fiscal years. The request is for required consultant support of the Cannabis Business Program and will be funded through either operator permit or application fees.

Due to the fee-for service model and contract, the total work by HdL Companies for the Cannabis Program could exceed \$100,000 in any given fiscal year dependent on the number of operator permits and applications received. As is consistent with the City's purchasing policy, this contract is being brought to the Council for review as it may exceed \$100,000 in any given year.

## **ALTERNATIVES**

1. ***Do not move forward with the contract with HdL Companies and instead have staff complete the proposed Scope of Services.*** This is not advised as the cost for staff to provide the same Scope of Services would be significantly higher than HdL Companies and the overall operator permit fee adopted in Resolution 11213. For staff to provide the same Scope of Services, staff would need to readjust the fees and come back to City Council with a new fee recommendation as staff cannot provide the full scope of services within the current fee adopted by City Council January 19, 2021.
2. ***Do not move forward with the contract with HdL and instead select a different consultant to complete this work.*** This is not advised as HdL Companies provides expert services with experience working within the City of San Luis Obispo's Cannabis Program at a rate within the fees adopted by City Council. Likewise, staff is not aware of any vendor, aside from HdL, that provides the full suite of services needed at the quality of HdL's work and cost that fits within the fees adopted by the City Council.
3. ***Authorize staff to move forward with modified recommendation.*** Given the nature of the contract, the City Council could authorize the contract with HdL Companies under the fee-for-service model but require staff to return to the City Council should contract exceed \$200,000 or any amount deemed appropriate by the City Council in any given fiscal year.

### **Attachments:**

- a - Contract with HdL Companies for Cannabis Program Services**
- b - Resolution No. 11213 (2021 Series) - Master Fee Schedule**
- c - COUNCIL READING FILE - HdL Scope of Services**



## AGREEMENT

THIS AGREEMENT is made and entered into in the City of San Luis Obispo on [ ] by and between the CITY OF SAN LUIS OBISPO, a municipal corporation, hereinafter referred to as City, and Hinderliter, de Llamas and Associates, hereinafter referred to as Consultant.

### WITNESSETH:

WHEREAS, the City desires to utilize Consultant to assist the City with cannabis management services, specifically in the oversight of cannabis operator permits and with ongoing cannabis permit applications; and

WHEREAS, the Consultant will provide the following services: conduct one annual cannabis tax audit of each licensed cannabis business, conduct four on-site inspections of each licensed business annually, screen all cannabis business applications to ensure they are complete, proctor the City's Application Review process, conduct background checks and renewals for all owners, managers and employees of the City's commercial cannabis businesses, and provide additional hours of technical assistance and subject matter expertise as needed; and

WHEREAS, the aforementioned services of Consultant are necessary for the continued operation of the City's Cannabis Program; and

WHEREAS, the operator permit fees and application fees adopted by the City Council have captured the total costs involved to ensure the City is 100% reimbursed for the staff time, consultants fees, and other expenses; and

WHEREAS, Consultant can conduct the full Scope of Services necessary to implement the City's Cannabis Program, regulations, and the fees adopted by City Council; and

WHEREAS, Consultant is qualified to perform these type of services and has submitted a proposal to do so which has been accepted by City.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. **TERM.** The term of this Agreement shall be from the date this Agreement is made and entered, as first written above, until the parties terminate this Agreement pursuant to mutual written agreement and acceptance or completion of said services.

**INCORPORATION BY REFERENCE** The Consultant's fees and scope of work are incorporated in and made a part of this Agreement attached as Exhibit A. The City's terms and conditions are hereby incorporated in and made a part of this Agreement as Exhibit B. The City's insurance requirements and Consultant's proof of insurance are hereby incorporated in and made part of this Agreement attached as Exhibit C. To the extent that there are any conflicts between the Consultant's fees and scope of work and the City's terms and conditions, the City's terms and conditions shall prevail, unless specifically agreed otherwise in writing signed by both parties.

2. **CITY'S OBLIGATIONS.** For providing services as specified in this Agreement, City will pay, and Consultant shall receive therefore compensation for completion of each service for the quoted price per service as set forth in Exhibit A.

4. **CONSULTANT'S OBLIGATIONS.** For and in consideration of the payments and Agreements herein before mentioned to be made and performed by City, Consultant agrees with City to provide services as set forth in Exhibit A.

5. **AMENDMENTS.** Any amendment, modification or variation from the terms of this Agreement shall be in writing and shall be effective only upon approval by the Department Head or City Manager of the City.

6. **COMPLETE AGREEMENT.** This written Agreement, including all writings specifically incorporated herein by reference, shall constitute the complete Agreement between the parties hereto. No oral Agreement, understanding, or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral Agreement, understanding, or representation be binding upon the parties hereto.

7. **NOTICE.** All written notices to the parties hereto shall be sent by United States mail, postage prepaid by registered or certified mail addressed as follows:

**City**

Community Development Department  
City of San Luis Obispo  
919 Palm St.  
San Luis Obispo, CA 93401

**Consultant**

Hinderliter, de Llamas & Associates  
120 S. State College Blvd., Ste 200  
Brea, CA 92821

8. **AUTHORITY TO EXECUTE AGREEMENT.** Both City and Consultant do covenant that each individual executing this Agreement on behalf of each party is a person duly authorized and empowered to execute Agreements for such party.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

CITY OF SAN LUIS OBISPO, A Municipal Corporation

By: \_\_\_\_\_  
Michael Codron, Community Development Director

APPROVED AS TO FORM:

CONSULTANT

| \_\_\_\_\_  
City Attorney

DocuSigned by:  
By: Gary Lott  
C2134C7656B7445...  
Gary Lott, Chief Operating Officer  
Hinderliter de Llamas & Associates

**EXHIBIT A**

# City of San Luis Obispo

## **Cannabis Compliance and Audit Services**

March 25, 2021

# HdL<sup>®</sup> Companies

**SUBMITTED BY**

HdL Companies  
120 S. State College Blvd., Ste 200  
Brea, CA 92821  
hdlcompanies.com

**CONTACT**

David McPherson  
T: 714.879.5000  
E: dmcpherson@hdlcompanies.com

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*March 25, 2021*

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**I. LETTER OF TRANSMITTAL**

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March 25, 2021

Greg Herman  
Deputy City Manager  
City of San Luis Obispo  
990 Palm Street  
San Luis Obispo, CA 93401

**Re: Proposal for Cannabis Compliance and Audit Services**

Dear Mr. Herman,

Thank you for the opportunity to submit this proposal for cannabis management services for the City of San Luis Obispo. The enclosed scope of services is designed to provide annual cannabis tax audits of each licensed cannabis business, quarterly compliance inspections, screening of cannabis business applications and proctoring meetings of the City's review panel, along with background check renewals and additional hours of technical assistance or subject matter expertise to be used as needed at the City's request. All services are offered at a straight per-unit cost and would be billed on a monthly basis depending on the number of each service requested and provided.

HdL was incorporated in 1983 and has over 30 years of experience providing revenue enhancement and consulting services to local governments in California. HdL is a consortium of three companies established to maximize local government revenues by providing audit, compliance, economic development, consulting services and software products. Its audit and consulting services include sales, use and transaction taxes, property taxes, transient occupancy taxes, and a Cannabis Management Program. HdL's systematic approach to revenue management and economic analysis is currently being utilized by over 500 agencies in six states. The firm currently serves 49 counties, 311 cities and 132 transactions tax districts in California.

Our knowledgeable team of professionals have more than 52 years' combined experience in the establishment and implementation of cannabis regulatory programs including establishing land-use regulations, registration processes, operation regulations for cannabis facilities, staffing plans, cost recovery, structuring cannabis business taxes and conducting compliance and financial audits.

We look forward to the opportunity to partner with the City of San Luis Obispo in developing a strategy which meets your program needs. If you have any questions or require additional information, please feel free to contact me by email at [anickerson@hdlcompanies.com](mailto:anickerson@hdlcompanies.com) or David McPherson at [dmcperson@hdlcompanies.com](mailto:dmcperson@hdlcompanies.com) or by phone at 714.879.5000.

Sincerely,



Andy Nickerson  
President, HdL Companies

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## **II. PROPOSED SCOPE OF SERVICES**

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In May of 2018, the San Luis Obispo City Council approved an ordinance allowing commercial cannabis businesses to operate in the City. That ordinance was followed in late 2018 by the development of a cannabis business operator permit process. The first permit application period opened in January 2019, followed by a second application period in July of 2019, and two other application periods in January 2020 and June 2020. There are currently 7 cannabis businesses who have been granted operator permits by the City. Currently 2 cannabis businesses are operating within the City and the remaining 5 cannabis business are at various stages in the permitting process.

In May of 2020, the City engaged the services of HdL Companies to review the City's existing fee structure to determine the total costs involved in the administration of the Cannabis Business Program. In addition, HdL was asked to review the application process and merit criteria to determine how the application process could be streamlined and be more efficient.

As the City's cannabis program has grown and expanded, so has the need for rigorous monitoring and oversight of the local industry to verify compliance with all state and local laws and to ensure that all applicable cannabis taxes are being properly reported and remitted to the City. To assist with these needs, the City of San Luis Obispo has requested that HdL develop a proposal to provide the following services:

- Conduct one annual cannabis tax audit of each licensed cannabis business to ensure proper reporting and remittance of cannabis taxes to the City.
- Conduct four on-site compliance inspections of each licensed cannabis business annually to ensure ongoing compliance with all state and local laws.
- Screen all cannabis business applications to ensure they are complete.
- Proctor the City's Application Review Process
- Provide background check renewals of all owners, managers and employees of the City's commercial cannabis businesses.
- Provide additional hours of technical assistance and subject matter expertise

This proposal provides a fixed unit cost for each of these services, which are described below.

### **Objective 1: Cannabis Tax Audits**

HdL will conduct an annual financial audit to verify the accuracy of revenues reported to the City during the review period and will recommend a tax assessment should the audit reveal any unreported revenue. As part of the process, HdL will conduct a risk based analytical review of the business using the proprietary Cannabis Analytical Tracking Solution (CATS™) program to ensure there is no diversion of product or cash. Our unique audit approach allows us to identify if an operator is under-reporting its taxes or diverting product from its facility. HdL audit staff will also use information gathered as part of the onsite inspection to assist with the financial audit.

HdL will help the City prepare a notification letter to send to the business to start the audit. The letter will contain pertinent information about the audit, including a list of the records requested and a request for access to the business' point of sale system. HdL recommends the notification letter be sent by the City to encourage cooperation from the business and communicate HdL's authority to conduct the audit. The audit shall include:

- Gross receipts verification
- Risk based CATS™ Analytic Review
- Inventory review (subject to access to the track and trace system)
- POS data entry requirements review
- Preparation and issuance of report
- Exit conference with the City

HdL will provide a draft audit report to the commercial cannabis business. The business will be given the appropriate time to respond or appeal the report in accordance with the City ordinance. HdL will review any documentation provided by the business to dispute the findings and will adjust the tax assessment as necessary prior to issuing the final report to the City.

The City will inform HdL when a cannabis business receives permission to operate (i.e., through the issuance of a development agreement, conditional use permit, certificate of occupancy or other indication the business has opened). HdL will then work with the City to schedule financial audits and will coordinate with the City as the time for each audit approaches.

Depending upon the corporate structure of each cannabis business and any subdivisions or subsidiaries, it is possible that some businesses may be subject to multiple audits. For purposes of this proposal, a business that holds multiple state cannabis licenses shall be considered a single business provided that all licenses are held and operated under the same name, ownership and a single tax ID number. Any variation may indicate separate business entities requiring separate audits. Any such determination would be made on a case-by-case basis in consultation with the City.

## **Objective 2: Regulatory Compliance Inspections**

HdL will conduct four on-site compliance inspections annually for each licensed cannabis business to determine compliance with State and/or local laws. If HdL identifies any non-compliant activities, we will provide the City with a recommended appropriate action to address the deficiency and to ensure future compliance by the permittee. The cost for these services includes all of the following:

- Notifying permittee of pending inspection
- On-site inspection to ensure that each business complies with all State and local laws and regulatory protocols for all of the following:
  - Inventory management
  - Cash handling procedures
  - Access control
  - Video surveillance



- 
- Alarm system maintenance and safety
    - Lock standards
    - Packaging and labeling
    - Waste management
    - Transportation documentation
    - Surveillance equipment maintenance
    - Occupational badges
    - Business records
    - Other items as necessary to ensure compliance with laws
  - Preparation of a draft report detailing the findings of the inspection and providing recommendations for improvement where needed. If the inspection identifies any violations of law or other non-compliance issues, then HdL will prepare a notice to comply as an included part of the report.
  - All travel costs associated with the inspection
  - All phone, email and other communications involved in preparing for, scheduling and coordinating the inspections and providing the report.

As with cannabis tax audits, the number of compliance inspections necessary for each business will be determined in consultation with the City, based upon the number and type of state licenses held and operated under the same name, ownership and tax ID number. In addition, operations at separate locations, addresses, building numbers or premises may be subject to separate inspections at additional cost, even if under a single ownership.

The cost for this service does not include any follow-up re-inspection or review of any supplemental documents provided to address or contest any findings of non-compliance, nor does it include any assistance with the appeal of any enforcement action by the City. Any costs associated with such additional services would be billed at HdL's hourly rate.

### **Objective 3: Initial Screening of Applications for Completeness**

HdL staff will conduct an initial screening of all applications for completeness based upon an objective checklist of required documentation. This initial screening shall allow for some limited discretion in determining whether submitted documents are substantively complete but shall not otherwise consider the quality of the submissions.

Applications for competitive licenses that are deemed incomplete will be disqualified and those applicants will not be allowed to submit any supplemental information. Applications for non-competitive licenses that are deemed incomplete will be provided an opportunity to submit supplemental information to complete the application. All applications which have been deemed complete will move forward for a full review by the City's review panel.

**Objective 4: Proctor the City's Application Review Process**

HdL shall provide a subject matter expert who will be available to attend and facilitate the City's application review process. The City's application process includes a review panel that will review all of the applications and then meet to score and rank them. HdL's subject matter expert shall attend the review panel meeting (or meetings) to proctor or facilitate the process and to serve as a resource to the review team. HdL staff will not separately review the applications, nor will HdL recommend scores or ranking for any applications. This service shall be billed at HdL's hourly rate, plus travel costs

**Objective 5: Supplemental Background Checks**

HdL shall provide background checks of all owners, principals, managers and employees of cannabis businesses as a part of their annual license renewal process. Our supplemental background process expands upon the State-required Live Scan information by checking the subject's social security number and up to 5 variations of their name or aliases against over 200 million databases nationwide.

Our supplemental background checks can identify other factors that local governments may wish to consider before granting discretionary business licenses or permits, including other felony offenses, misdemeanor convictions, arrest records, civil judgements, restraining orders, the terrorist screening database, the national sex offender registry, delinquent child support payments, bankruptcies, employment and credit records, and more.

HdL offers a reduced rate for annual renewals after the initial background check has been completed. Our rates include an HdL-designed employee identification badge with the city logo which meets all State requirements. HdL provides an online portal for applicants to submit their application, authorization and all necessary documentation.

Background Checks	Owner, principal or manager	Employee or line staff
Initial background check	\$300	\$100
Annual renewal	\$100	\$100
Reissue lost or stolen badge	\$10	\$10

Prices valid as of the date of this proposal and subject to change without notice.

**Objective 6: Provide Subject Matter Expertise & Technical Support**

HdL shall provide additional hours of general consulting in the form of subject matter expertise or technical assistance, to be utilized on an as-needed basis at the City's request. Such assistance may include monitoring of changes to State laws and regulations, community outreach, participation in conference calls, responding to staff inquiries via phone and email, reviewing staff reports to the City Council, assisting with responses to inquiries from the public, or other issues yet to be determined as requested by the City.

**III. COST**

The proposed services are broken down into specific line items in the cost table below. All of these services are to be provided on an as-needed basis to be billed to the City via invoice. HdL's fees are based on time, materials and travel-related expenses associated with the execution of the services. The hours and costs in the table below do not include any additional items that are not specifically contemplated by this scope of services.

Prices offered here are valid for 90 days from the date of this proposal to allow time for consideration and negotiating a service agreement. Once under contract, prices shall be honored for the initial term of that contract, up to a maximum of 3 years.

Scope of Service Objectives	Estimated Cost
<b>Objective 1: Cannabis Tax Audits</b> Conduct one annual audit of each cannabis business.	\$6,000 per audit
<b>Objective 2: Regulatory Compliance Inspections</b> Assumes 4 inspections per business/per year for an annual cost of \$5,000 per business. Includes travel.	\$1,250 per inspection
<b>Objective 3: Initial Screening of Applications for Completeness</b>	\$195 per application
<b>Objective 4: Proctor the City's Application Review Process</b> To be billed on an hourly basis.	\$250 per hour
<b>Objective 5: Supplemental Background Checks</b>	See below
<b>Objective 6: Subject Matter Expertise and Technical Assistance</b> To be billed on an hourly basis as needed.	\$250 per hour
<b>Travel Cost</b> If and as needed for any overnight travel.	\$600 per site visit
<b>Estimate of Total Costs</b>	<b>N/A</b>

Background Checks	Owner, principal or manager	Employee or line staff
Initial background check	\$300	\$100
Annual renewal	\$100	\$100
Reissue lost or stolen badge	\$10	\$10

## **IV. OPTIONAL SERVICES**

### **Hourly Rates for HdL Staff**

The prices in this proposal are based on the hourly rates for HdL staff as shown in the chart below. Any additional services requested by the client that are not specifically described in this proposal would be billed at the standard rate for the assigned staff person.

<b>HdL Staff</b>	<b>Title</b>	<b>Hourly Rate</b>
David McPherson	Compliance Director	\$250
Matt Eaton	Deputy Compliance Director	\$250
Ajay Kolluri	Deputy Audit Director	\$250
Mark Lovelace	Senior Policy Advisor	\$250
Kami Miller	Senior Compliance Inspector	\$195
Michelle Shaw	Compliance Inspector	\$195
Elizabeth Eumurian	Senior Auditor	\$195
Alfredo Marquez	Senior Auditor	\$195
Odette Mikhail	Auditor	\$195
Mark Brogan	Auditor	\$195
Tao Lu	Auditor	\$195
<b>All rates current as of the date of this proposal</b>		

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## **V. EXPERIENCE AND RESOURCES**

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### **Company Profile**

Founded in 1983, HdL is a consortium of three companies established to maximize local government revenues by providing audit, compliance, economic development, consulting services and software products. Its audit and consulting services include sales, use and transaction taxes, property taxes, transient occupancy taxes, and a Cannabis Management Program. The firm also provides a variety of enterprise software processing tools for business licensing, code enforcement, animal control, building permits and tracking/billing of false alarms. HdL's systematic and coordinated approach to revenue management and economic data analysis is currently being utilized by over 500 agencies in six states. The firm currently serves 49 counties, 311 cities and 132 transactions tax districts in California.

HdL's key staff has extensive experience serving local government and many have previously held positions in city management, finance, planning, economic development or revenue collection. HdL is a Corporate Partner of the League of California Cities and California State Association of Counties and works extensively with the County Auditor's Association of California, California Society of Municipal Finance Officers (CSMFO) and California Municipal Revenue and Tax Association (CMRTA) on anticipation and planning of programs to strengthen local government revenues.

This close understanding of local government needs coupled with extensive databases and advanced methodology provides for the most relevant, productive and responsive revenue recovery; forecasting; and economic services available.

Our team of professionals has over 52 years of direct experience establishing and implementing cannabis regulatory and taxation programs, including establishing land-use regulations, permit processes, staffing plans, and cost recovery fees; structuring cannabis business tax fees; regulatory compliance; financial audits; and law enforcement training. Our team has conducted over 18,000 cannabis compliance inspections and investigations in California, Colorado and Nevada.

### **Key Personnel**

#### **David McPherson, Compliance Director**

David McPherson works with local agencies to prepare them to mitigate regulatory issues surrounding Proposition 64 and SB 94. Prior to joining HdL, David served 28 years in local government for the County of Orange and the cities of Newport Beach, San Jose and Oakland. David's experience as a law enforcement officer, compliance auditor, and tax administrator has provided him a wealth of experience that makes him uniquely qualified to manage HdL's Cannabis Management Program. While working for the City of Oakland, he became the first Tax Administrator in the country to successfully tax, regulate and audit medical marijuana businesses. David has over 10 years of experience working with cannabis regulatory programs.

David is one of the state's most recognized experts in cannabis regulatory policies, compliance implementation and tax policies. His unique knowledge in horticulture, processing and dispensary operations while working for the City of Oakland has made him one of the pioneers in creating a Cannabis Management Program. He uses his experience to assist local and state agencies in developing cannabis policies for regulation, compliance, auditing and economic development. He worked closely with the League of Cities on the development of the Medical Cannabis Regulation and Safety Act (MCRSA) and helped shape SB 94, the Medicinal Adult-Use Cannabis Regulation and Safety Act (MAUCRSA).

David provides technical support on cannabis-related matters to the League of Cities, the Police Chief's Association, Rural County Representatives of California and the California State Association of Counties. In addition, David is working collaboratively with the Department of Consumers Affairs, Department of Food & Agriculture, Department of Health Services and the State Board of Equalization on the implementation of best practices for regulating the cannabis industry for local agencies.

David received his Bachelor's Degree in History from California State University, Fullerton and his Master's Degree in Public Administration from California State University, Long Beach. While at Long Beach, he was named "Future Urban Administrator of the Year".

### **Matt Eaton, Deputy Compliance Director**

Matt Eaton is the Deputy Compliance Director at HdL and plays a critical role in implementing the Cannabis Compliance Program for local agencies. Prior to joining the firm, he was a progressive law enforcement professional with 30 years' experience conducting criminal/regulatory investigations, and corporate/individual background investigations.

While working as a Supervisory Investigator at the Colorado Department of Revenue in the Marijuana Enforcement Division (MED), Matt managed criminal investigators and civilian staff in the Denver Metro and Longmont field offices. During his six-year tenure at the MED, he conducted approximately 10,000 criminal investigations and compliance reviews, including regulatory and financial investigations. He is a subject matter expert on track and trace systems and understands the complexity of reviewing data to ensure businesses are in compliance with state and local regulations. Matt was responsible for planning, developing and implementing report and field inspection protocols for the agency. He also played an instrumental role in recommending changes to current regulations and identifying essential language for new legislation in Colorado. Matt is well known for his ability to maintain working relationships with cannabis industry leaders and external stakeholders in resolving issues.

Matt received his Bachelor of Science Degree from Biola University and maintained Police Officer Service Training (POST) certification for over 30 years in California and Colorado. He has also served as an adjunct instructor teaching law enforcement principle related to criminology, correctional processes, procedural law, interviews, interrogations and criminal evidence at AIMS Community College in Greeley, Colorado.

**Ajay Kolluri, Deputy Director of Policy and Audits**

Ajay Kolluri is the Deputy Director of Audits and Operations for HdL's Cannabis Division. Ajay is responsible for overseeing the cannabis audit team and the daily operations of the division, which includes special projects such as community outreach, surveys, grant solicitation, revenue analysis, cost recovery fee studies, contracts, budgeting, and marketing. Ajay previously served as Program Manager for the Office of Cannabis Oversight (OCO) at City of Long Beach. Working within the City Manager's Office, Ajay was responsible for the licensing, regulation and enforcement of all commercial cannabis activity in the City, with one of the largest legal cannabis markets in the state. During his tenure with the OCO, Ajay oversaw the issuance over 200 cannabis business licenses, generating over \$10 million in annual revenue for the City. Ajay has experience in all aspects of cannabis oversight, including public health and education, planning and zoning, building inspections, enforcement, social equity, fee development, economic analysis and revenue projections.

Prior to overseeing the OCO, Ajay worked in public finance, serving as Budget Analyst for the Department of Financial Management in the City of Long Beach. Ajay holds a Bachelor's degree in business economics from the University of California, Santa Barbara, and a Master's degree in public policy from the University of Michigan.

**Mark Lovelace, Senior Policy Advisor**

Mark Lovelace has 16 years of broad experience in public policy, community engagement and advocacy and is recognized as a leader in advancing the statewide discussion of medical and recreational cannabis as a policy issue in California.

Mark served on the Humboldt County Board of Supervisors from 2009 through 2016 where he was instrumental in developing a comprehensive approach to regulating cannabis, including a voter-approved tax on commercial cultivation and an innovative track and trace pilot program. Mark established and co-chaired the Medical Marijuana Working Group for the California State Association of Counties (CSAC) and helped draft CSAC's legislative platform for cannabis issues. Mark pioneered the first regional summit on cannabis issues in 2015 which helped guide the development of SB 643 and AB 243, two components of the Medical Cannabis Regulation and Safety Act (MCRSA).

Mark has worked extensively with public agencies and statewide associations on cannabis issues, including CSAC, Rural County Representatives of California, the Association of California Water Agencies, the North Coast Resource Partnership, California Department of Fish and Wildlife, the State Water Board, the North Coast Regional Water Board, the Bureau of Cannabis Control, State legislators, and others. He has led numerous presentations, workshops and panel discussions on cannabis issues and has been a sought-after speaker on the topic for government agencies, community organizations and industry groups.

Mark received his Bachelor of Science degree in Industrial Design from San Jose State University. Prior to his time on the Board, he worked for many years as a respected advocate on land use, planning, development and environmental issues.



**Kami Miller, Senior Compliance Inspector**

Kami Miller is a Senior Compliance Inspector at HdL whose primary role is to ensure cannabis compliance and identify the risk assessment in the supply chain process of each permitted business. Prior to joining the firm, she served three years as a Marijuana Compliance Manager for the Department of Public Behavior and Health (DPBH) for the State of Nevada. During this time Kami played a key role in Nevada's implementation of its Medical Marijuana Program in which she was responsible for statewide monitoring of medical marijuana facilities that included cultivation, production, testing labs and retail stores.

During her tenure at the DPBH, Kami managed compliance auditors and support staff in the Las Vegas office. She conducted approximately 1,000 compliance and financial inspections for which she developed the inspection protocols documentation to create comprehensive reports. In addition, her experience with various cannabis track and trace systems allowed her to develop industry supply chain practices for the Department of Taxation.

Kami received her Bachelor of Business Administration in E-Commerce and Supply Chain Management from Tennessee State University.

**Michelle Shaw, Compliance Inspector**

Michelle is a Cannabis Compliance Inspector at HdL and is tasked with conducting onsite inspections, examinations and other actions to monitor compliance with established standards for local licensed cannabis businesses. Prior to joining HdL, she was a Compliance Specialist Officer at a large, multinational bank where she managed, validated and oversaw the effectiveness and accuracy of numerous compliance issues within the consumer retail space. Throughout her eight years of experience at the bank, she performed onsite assessments of affiliate businesses to determine compliance/non-compliance of their processes and procedures pursuant to bank standards and state regulations.

A graduate of Cypress College, Michelle holds a Foundations of Banking Risk certificate from the Global Association of Risk Professionals and a paralegal certificate from the Southern California College of Business and Law.

**Alfredo Marquez, Senior Auditor**

Alfredo Marquez is a Senior Auditor at HdL. His primary role is to conduct cannabis tax audits. Alfredo previously worked for a publicly traded corporation as a Senior Internal Auditor where he performed risk assessments of new business acquisitions, financial and Sarbanes & Oxley audits. He also conducted compliance audits in the areas of commercial and government contracts, export and import activities, and general information technology controls. In these roles he worked with employees at various levels within the organization across North America, Latin America, Europe, and Asia in order to meet organizational objectives. Alfredo has recently done work for the Cities of Cotati, Cloverdale, Desert Hot Springs, Perris, Port Hueneme, and Vallejo. He earned his Bachelor's degree in Accounting from the University of La Verne.



**Elizabeth Eumurian, Senior Auditor**

Elizabeth Eumurian is a Senior Auditor at HdL. Her primary role is to conduct financial audits, evaluate cannabis applications and conduct background checks. As part of the audit program, she will be conducting and preparing analytical information through the CATS™ program to prepare Tax Analytical Remittance Reports (TARR) summaries to evaluate under reporting or anomalies in the remittance of tax payments to local jurisdictions.

Elizabeth previously worked as a senior auditor in the entertainment industry. In this role, she executed testing procedures for targeted audit programs, analyzed findings and prepared audit and compliance reports. She also has experience working for a large financial institution analyzing data for reporting anomalies and performing internal audits. Elizabeth has recently done work for Blythe, California City, Coachella, Cotati, Desert Hot Springs, Long Beach, Mammoth Lakes, Moreno Valley, Perris, San Bernardino, and Vallejo.

Elizabeth earned her Bachelor of Arts degree in History from California State University and holds a certificate in CannaBusiness from Oaksterdam University.

**Odette Mikhail, Auditor**

Odette Mikhail is an Auditor at HdL. Her primary role is to conduct financial audits. Odette previously worked as a senior auditor at public accounting firms. In this role, she executed testing procedures for audit and review engagements, identified accounting issues, reviewed internal controls, and prepared financial reports and statements. Odette earned her Bachelor of Science degree in Accounting and Business Administration from Ain Shams University in Cairo, Egypt.

**Tao Lu, Auditor**

Tao Lu works as an Auditor for HdL's Cannabis Management Team. Tao has two and a half years' experience as an accountant with an emphasis in information technology and food manufacturing industries. He also has public audit work experience at RSM China.

Tao was born and raised in China. He earned a Bachelor's Degree in Accounting and Finance from Syracuse University in New York before relocating to Southern California with his family.

**Mark Brogan, Auditor**

Mark Brogan works as an Auditor for HdL's Cannabis Management Team. Mark previously worked for the City of San Jose as a Financial Analyst and later as a Supervisor in the Revenue Management Division of the City's Department of Finance. Mark also worked in the City's Housing Department prior to his time with the Department of Finance.

Mark holds a Bachelor's Degree in Business Administration from San Jose State University, with a minor in Economics. Mark is also an accomplished triathlete and has successfully completed numerous marathons and Iron Man competitions.



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## **VI. REFERENCES**

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### **City of Port Hueneme**

Tony Stewart

Director of Community Development

Phone: 805.986.6520

Email: [tstewart@cityofporthueneme.org](mailto:tstewart@cityofporthueneme.org)

### **City of Maywood**

Jennifer Vasquez

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### **City of King City**

Steve Adams

City Manager

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### **City of Goleta**

Luke Rioux

Finance Director

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## **EXHIBIT B**

### **GENERAL TERMS AND CONDITIONS**

1. **Insurance Requirements.** The Contractor shall provide proof of insurance in the form, coverages and amounts specified in Section E of the City's Request for Proposal referenced in paragraph 2 of the Agreement, unless changes are otherwise approved and agreed to in writing between the parties. If the Agreement is entered into outside of a Request for Proposal, Contractor shall provide proof of insurance in the form of coverages and amounts specified in Exhibit C.
2. **Business License & Tax.** The Contractor must have a valid City of San Luis Obispo business license & tax certificate before execution of the contract. Additional information regarding the City's business tax program may be obtained by calling (805) 781-7134.
3. **Ability to Perform.** The Contractor warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with all federal, state, county, city, and special district laws, ordinances, and regulations.
4. **Laws to be Observed.** The Contractor shall keep itself fully informed of and shall observe and comply with all applicable state and federal laws and county and City of San Luis Obispo ordinances, regulations and adopted codes during its performance of the work.
5. **Payment of Taxes.** The contract prices shall include full compensation for all taxes that the Contractor is required to pay.
6. **Permits and Licenses.** The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary.
7. **Safety Provisions.** The Contractor shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.
8. **Public and Employee Safety.** Whenever the Contractor's operations create a condition hazardous to the public or City employees, it shall, at its expense and without cost to the City, furnish, erect and maintain such fences, temporary railings, barricades, lights, signs and other devices and take such other protective measures as are necessary to prevent accidents or damage or injury to the public and employees.
9. **Preservation of City Property.** The Contractor shall provide and install suitable safeguards, approved by the City, to protect City property from injury or damage. If City property is injured or damaged resulting from the Contractor's operations, it shall be replaced or restored at the Contractor's expense. The facilities shall be replaced or restored to a condition as good as when the Contractor began work.
10. **Immigration Act of 1986.** The Contractor warrants on behalf of itself and all

subcontractors engaged for the performance of this work that only persons authorized to work in the United State pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

11. **Contractor Non-Discrimination.** In the performance of this work, the Contractor agrees that it will not engage in, nor permit such subcontractors as it may employ, to engage in discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, sexual orientation, or religion of such persons.

12. **Work Delays.** Should the Contractor be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the City, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions arising out of defense or war programs, then the time of completion may, at the City's sole option, be extended for such periods as may be agreed upon by the City and the Contractor. In the event that there is insufficient time to grant such extensions prior to the completion date of the contract, the City may, at the time of acceptance of the work, waive liquidated damages that may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.

13. **Payment Terms.** The City's payment terms are 30 days from the receipt of an original invoice and acceptance by the City of the materials, supplies, equipment, or services provided by the Contractor (Net 30).

14. **Inspection.** The Contractor shall furnish City with every reasonable opportunity for City to ascertain that the services of the Contractor are being performed in accordance with the requirements and intentions of this contract. All work done, and all materials furnished, if any, shall be subject to the City's inspection and approval. The inspection of such work shall not relieve Contractor of any of its obligations to fulfill its contract requirements.

15. **Audit.** The City shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its invoices to City as a condition precedent to any payment to Contractor.

16. **Interests of Contractor.** The Contractor covenants that it presently has no interest, and shall not acquire any interest—direct, indirect or otherwise—that would conflict in any manner or degree with the performance of the work hereunder. The Contractor further covenants that, in the performance of this work, no subcontractor or person having such an interest shall be employed. The Contractor certifies that no one who has or will have any financial interest in performing this work is an officer or employee of the City. It is hereby expressly agreed that, in the performance of the work hereunder, the Contractor shall at all times be deemed an independent contractor and not an agent or employee of the City.

17. **Hold Harmless and Indemnification.**

(a) **Non-design, non-construction Professional Services:** To the fullest extent permitted by

law (including, but not limited to California Civil Code Sections 2782 and 2782.8), Consultant shall indemnify, defend, and hold harmless the City, and its elected officials, officers, employees, volunteers, and agents (“City Indemnitees”), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels’ fees and costs of litigation (“claims”), arising out of the Consultant’s performance or Consultant’s failure to perform its obligations under this Agreement or out of the operations conducted by Consultant, including the City’s active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant’s performance of this Agreement, the Consultant shall provide a defense to the City Indemnitees or at the City’s option, reimburse the City Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims.

**(b) Non-design, construction Professional Services:** To the extent the Scope of Services involve a “construction contract” as that phrase is used in Civil Code Section 2783, this paragraph shall apply in place of paragraph A. To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8), Consultant shall indemnify, defend, and hold harmless the City, and its elected officials, officers, employees, volunteers, and agents (“City Indemnitees”), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels’ fees and costs of litigation (“claims”), arising out of the Consultant’s performance or Consultant’s failure to perform its obligations under this Agreement or out of the operations conducted by Consultant, except for such loss or damage arising from the active negligence, sole negligence or willful misconduct of the City. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant’s performance of this Agreement, the Consultant shall provide a defense to the City Indemnitees or at the City’s option, reimburse the City Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims.

**(c) Design Professional Services:** In the event Consultant is a “design professional”, and the Scope of Services require Consultant to provide “design professional services” as those phrases are used in Civil Code Section 2782.8, this paragraph shall apply in place of paragraphs A or B. To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8) Consultant shall indemnify, defend and hold harmless the City and its elected officials, officers, employees, volunteers and agents (“City Indemnitees”), from and against all claims, damages, injuries, losses, and expenses including costs, attorney fees, expert consultant and expert witness fees arising out of, pertaining to or relating to, the negligence, recklessness or willful misconduct of Consultant, except to the extent caused by the sole negligence, active negligence or willful misconduct of the City. Negligence, recklessness or willful misconduct of any subcontractor employed by Consultant shall be conclusively deemed to be the negligence, recklessness or willful misconduct of Consultant unless adequately corrected by Consultant. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant’s performance of this Agreement, the Consultant shall provide a defense to the City Indemnitees or at the City’s option, reimburse the City Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims. In no event shall the cost to defend charged to Consultant

under this paragraph exceed Consultant's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with other parties regarding unpaid defense costs.

(d) The review, acceptance or approval of the Consultant's work or work product by any indemnified party shall not affect, relieve or reduce the Consultant's indemnification or defense obligations. This Section survives completion of the services or the termination of this contract. The provisions of this Section are not limited by and do not affect the provisions of this contract relating to insurance.

18. **Contract Assignment.** The Contractor shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City.

19. **Termination for Convenience.** The City may terminate all or part of this Agreement for any or no reason at any time by giving 30 days written notice to Contractor. Should the City terminate this Agreement for convenience, the City shall be liable as follows: (a) for standard or off-the-shelf products, a reasonable restocking charge not to exceed ten (10) percent of the total purchase price; (b) for custom products, the less of a reasonable price for the raw materials, components work in progress and any finished units on hand or the price per unit reflected on this Agreement. For termination of any services pursuant to this Agreement, the City's liability will be the lesser of a reasonable price for the services rendered prior to termination, or the price for the services reflected on this Agreement. Upon termination notice from the City, Contractor must, unless otherwise directed, cease work and follow the City's directions as to work in progress and finished goods.

20. **Termination.** If, during the term of the contract, the City determines that the Contractor is not faithfully abiding by any term or condition contained herein, the City may notify the Contractor in writing of such defect or failure to perform. This notice must give the Contractor a 10 (ten) calendar day notice of time thereafter in which to perform said work or cure the deficiency.

If the Contractor has not performed the work or cured the deficiency within the ten days specified in the notice, such shall constitute a breach of the contract and the City may terminate the contract immediately by written notice to the Contractor to said effect. Thereafter, neither party shall have any further duties, obligations, responsibilities, or rights under the contract except, however, any and all obligations of the Contractor's surety shall remain in full force and effect, and shall not be extinguished, reduced, or in any manner waived by the terminations thereof.

In said event, the Contractor shall be entitled to the reasonable value of its services performed from the beginning date in which the breach occurs up to the day it received the City's Notice of Termination, minus any offset from such payment representing the City's damages from such breach. "Reasonable value" includes fees or charges for goods or services as of the last milestone or task satisfactorily delivered or completed by the Contractor as may be set forth in

the Agreement payment schedule; compensation for any other work, services or goods performed or provided by the Contractor shall be based solely on the City's assessment of the value of the work-in-progress in completing the overall work scope.

The City reserves the right to delay any such payment until completion or confirmed abandonment of the project, as may be determined in the City's sole discretion, so as to permit a full and complete accounting of costs. In no event, however, shall the Contractor be entitled to receive in excess of the compensation quoted in its proposal.



## **Exhibit C – Insurance**

The Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or subcontractors.

**Minimum Scope of Insurance.** Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions Liability insurance as appropriate to the consultant's profession.

**Minimum Limits of Insurance.** Consultant shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions Liability: \$1,000,000 per occurrence.

**Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**Other Insurance Provisions.** The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, official, employees, agents or volunteers.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be

suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

**Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

**Verification of Coverage.** Consultant shall furnish the City with a certificate of insurance showing maintenance of the required insurance coverage. Original endorsements effecting general liability and automobile liability coverage required by this clause must also be provided. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before work commences.

# City of San Luis Obispo

## Cannabis Compliance and Audit Services

March 25, 2021

**HdL**  Companies

### **SUBMITTED BY**

HdL Companies  
120 S. State College Blvd., Ste 200  
Brea, CA 92821  
[hdlcompanies.com](http://hdlcompanies.com)

### **CONTACT**

David McPherson  
T: 714.879.5000  
E: [dmcpherson@hdlcompanies.com](mailto:dmcpherson@hdlcompanies.com)

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## I. LETTER OF TRANSMITTAL

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March 25, 2021

Greg Herman  
Deputy City Manager  
City of San Luis Obispo  
990 Palm Street  
San Luis Obispo, CA 93401

**Re: Proposal for Cannabis Compliance and Audit Services**

Dear Mr. Herman,

Thank you for the opportunity to submit this proposal for cannabis management services for the City of San Luis Obispo. The enclosed scope of services is designed to provide annual cannabis tax audits of each licensed cannabis business, quarterly compliance inspections, screening of cannabis business applications and proctoring meetings of the City's review panel, along with background check renewals and additional hours of technical assistance or subject matter expertise to be used as needed at the City's request. All services are offered at a straight per-unit cost and would be billed on a monthly basis depending on the number of each service requested and provided.

HdL was incorporated in 1983 and has over 30 years of experience providing revenue enhancement and consulting services to local governments in California. HdL is a consortium of three companies established to maximize local government revenues by providing audit, compliance, economic development, consulting services and software products. Its audit and consulting services include sales, use and transaction taxes, property taxes, transient occupancy taxes, and a Cannabis Management Program. HdL's systematic approach to revenue management and economic analysis is currently being utilized by over 500 agencies in six states. The firm currently serves 49 counties, 311 cities and 132 transactions tax districts in California.

Our knowledgeable team of professionals have more than 52 years' combined experience in the establishment and implementation of cannabis regulatory programs including establishing land-use regulations, registration processes, operation regulations for cannabis facilities, staffing plans, cost recovery, structuring cannabis business taxes and conducting compliance and financial audits.

We look forward to the opportunity to partner with the City of San Luis Obispo in developing a strategy which meets your program needs. If you have any questions or require additional information, please feel free to contact me by email at [anickerson@hdlcompanies.com](mailto:anickerson@hdlcompanies.com) or David McPherson at [dmcpherson@hdlcompanies.com](mailto:dmcpherson@hdlcompanies.com) or by phone at 714.879.5000.

Sincerely,



Andy Nickerson  
President, HdL Companies

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## II. PROPOSED SCOPE OF SERVICES

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In May of 2018, the San Luis Obispo City Council approved an ordinance allowing commercial cannabis businesses to operate in the City. That ordinance was followed in late 2018 by the development of a cannabis business operator permit process. The first permit application period opened in January 2019, followed by a second application period in July of 2019, and two other application periods in January 2020 and June 2020. There are currently 7 cannabis businesses who have been granted operator permits by the City. Currently 2 cannabis businesses are operating within the City and the remaining 5 cannabis business are at various stages in the permitting process.

In May of 2020, the City engaged the services of HdL Companies to review the City's existing fee structure to determine the total costs involved in the administration of the Cannabis Business Program. In addition, HdL was asked to review the application process and merit criteria to determine how the application process could be streamlined and be more efficient.

As the City's cannabis program has grown and expanded, so has the need for rigorous monitoring and oversight of the local industry to verify compliance with all state and local laws and to ensure that all applicable cannabis taxes are being properly reported and remitted to the City. To assist with these needs, the City of San Luis Obispo has requested that HdL develop a proposal to provide the following services:

- Conduct one annual cannabis tax audit of each licensed cannabis business to ensure proper reporting and remittance of cannabis taxes to the City.
- Conduct four on-site compliance inspections of each licensed cannabis business annually to ensure ongoing compliance with all state and local laws.
- Screen all cannabis business applications to ensure they are complete.
- Proctor the City's Application Review Process
- Provide background check renewals of all owners, managers and employees of the City's commercial cannabis businesses.
- Provide additional hours of technical assistance and subject matter expertise

This proposal provides a fixed unit cost for each of these services, which are described below.

### **Objective 1: Cannabis Tax Audits**

HdL will conduct an annual financial audit to verify the accuracy of revenues reported to the City during the review period and will recommend a tax assessment should the audit reveal any unreported revenue. As part of the process, HdL will conduct a risk based analytical review of the business using the proprietary Cannabis Analytical Tracking Solution (CATS™) program to ensure there is no diversion of product or cash. Our unique audit approach allows us to identify if an operator is under-reporting its taxes or diverting product from its facility. HdL audit staff will also use information gathered as part of the onsite inspection to assist with the financial audit.

HdL will help the City prepare a notification letter to send to the business to start the audit. The letter will contain pertinent information about the audit, including a list of the records requested and a request for access to the business' point of sale system. HdL recommends the notification letter be sent by the City to encourage cooperation from the business and communicate HdL's authority to conduct the audit. The audit shall include:

- Gross receipts verification
- Risk based CATS™ Analytic Review
- Inventory review (subject to access to the track and trace system)
- POS data entry requirements review
- Preparation and issuance of report
- Exit conference with the City

HdL will provide a draft audit report to the commercial cannabis business. The business will be given the appropriate time to respond or appeal the report in accordance with the City ordinance. HdL will review any documentation provided by the business to dispute the findings and will adjust the tax assessment as necessary prior to issuing the final report to the City.

The City will inform HdL when a cannabis business receives permission to operate (i.e., through the issuance of a development agreement, conditional use permit, certificate of occupancy or other indication the business has opened). HdL will then work with the City to schedule financial audits and will coordinate with the City as the time for each audit approaches.

Depending upon the corporate structure of each cannabis business and any subdivisions or subsidiaries, it is possible that some businesses may be subject to multiple audits. For purposes of this proposal, a business that holds multiple state cannabis licenses shall be considered a single business provided that all licenses are held and operated under the same name, ownership and a single tax ID number. Any variation may indicate separate business entities requiring separate audits. Any such determination would be made on a case-by-case basis in consultation with the City.

## **Objective 2: Regulatory Compliance Inspections**

HdL will conduct four on-site compliance inspections annually for each licensed cannabis business to determine compliance with State and/or local laws. If HdL identifies any non-compliant activities, we will provide the City with a recommended appropriate action to address the deficiency and to ensure future compliance by the permittee. The cost for these services includes all of the following:

- Notifying permittee of pending inspection
- On-site inspection to ensure that each business complies with all State and local laws and regulatory protocols for all of the following:
  - Inventory management
  - Cash handling procedures
  - Access control
  - Video surveillance

- 
- Alarm system maintenance and safety
  - Lock standards
  - Packaging and labeling
  - Waste management
  - Transportation documentation
  - Surveillance equipment maintenance
  - Occupational badges
  - Business records
  - Other items as necessary to ensure compliance with laws
- Preparation of a draft report detailing the findings of the inspection and providing recommendations for improvement where needed. If the inspection identifies any violations of law or other non-compliance issues, then HdL will prepare a notice to comply as an included part of the report.
  - All travel costs associated with the inspection
  - All phone, email and other communications involved in preparing for, scheduling and coordinating the inspections and providing the report.

As with cannabis tax audits, the number of compliance inspections necessary for each business will be determined in consultation with the City, based upon the number and type of state licenses held and operated under the same name, ownership and tax ID number. In addition, operations at separate locations, addresses, building numbers or premises may be subject to separate inspections at additional cost, even if under a single ownership.

The cost for this service does not include any follow-up re-inspection or review of any supplemental documents provided to address or contest any findings of non-compliance, nor does it include any assistance with the appeal of any enforcement action by the City. Any costs associated with such additional services would be billed at HdL's hourly rate.

### **Objective 3: Initial Screening of Applications for Completeness**

HdL staff will conduct an initial screening of all applications for completeness based upon an objective checklist of required documentation. This initial screening shall allow for some limited discretion in determining whether submitted documents are substantively complete but shall not otherwise consider the quality of the submissions.

Applications for competitive licenses that are deemed incomplete will be disqualified and those applicants will not be allowed to submit any supplemental information. Applications for non-competitive licenses that are deemed incomplete will be provided an opportunity to submit supplemental information to complete the application. All applications which have been deemed complete will move forward for a full review by the City's review panel.



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**Objective 4: Proctor the City's Application Review Process**

HdL shall provide a subject matter expert who will be available to attend and facilitate the City's application review process. The City's application process includes a review panel that will review all of the applications and then meet to score and rank them. HdL's subject matter expert shall attend the review panel meeting (or meetings) to proctor or facilitate the process and to serve as a resource to the review team. HdL staff will not separately review the applications, nor will HdL recommend scores or ranking for any applications. This service shall be billed at HdL's hourly rate, plus travel costs

**Objective 5: Supplemental Background Checks**

HdL shall provide background checks of all owners, principals, managers and employees of cannabis businesses as a part of their annual license renewal process. Our supplemental background process expands upon the State-required Live Scan information by checking the subject's social security number and up to 5 variations of their name or aliases against over 200 million databases nationwide.

Our supplemental background checks can identify other factors that local governments may wish to consider before granting discretionary business licenses or permits, including other felony offenses, misdemeanor convictions, arrest records, civil judgements, restraining orders, the terrorist screening database, the national sex offender registry, delinquent child support payments, bankruptcies, employment and credit records, and more.

HdL offers a reduced rate for annual renewals after the initial background check has been completed. Our rates include an HdL-designed employee identification badge with the city logo which meets all State requirements. HdL provides an online portal for applicants to submit their application, authorization and all necessary documentation.

Background Checks	Owner, principal or manager	Employee or line staff
Initial background check	\$300	\$100
Annual renewal	\$100	\$100
Reissue lost or stolen badge	\$10	\$10

Prices valid as of the date of this proposal and subject to change without notice.

**Objective 6: Provide Subject Matter Expertise & Technical Support**

HdL shall provide additional hours of general consulting in the form of subject matter expertise or technical assistance, to be utilized on an as-needed basis at the City's request. Such assistance may include monitoring of changes to State laws and regulations, community outreach, participation in conference calls, responding to staff inquiries via phone and email, reviewing staff reports to the City Council, assisting with responses to inquiries from the public, or other issues yet to be determined as requested by the City.

### III. COST

The proposed services are broken down into specific line items in the cost table below. All of these services are to be provided on an as-needed basis to be billed to the City via invoice. HdL's fees are based on time, materials and travel-related expenses associated with the execution of the services. The hours and costs in the table below do not include any additional items that are not specifically contemplated by this scope of services.

Prices offered here are valid for 90 days from the date of this proposal to allow time for consideration and negotiating a service agreement. Once under contract, prices shall be honored for the initial term of that contract, up to a maximum of 3 years.

Scope of Service Objectives	Estimated Cost
<b>Objective 1: Cannabis Tax Audits</b> Conduct one annual audit of each cannabis business.	\$6,000 per audit
<b>Objective 2: Regulatory Compliance Inspections</b> Assumes 4 inspections per business/per year for an annual cost of \$5,000 per business. Includes travel.	\$1,250 per inspection
<b>Objective 3: Initial Screening of Applications for Completeness</b>	\$195 per application
<b>Objective 4: Proctor the City's Application Review Process</b> To be billed on an hourly basis.	\$250 per hour
<b>Objective 5: Supplemental Background Checks</b>	See below
<b>Objective 6: Subject Matter Expertise and Technical Assistance</b> To be billed on an hourly basis as needed.	\$250 per hour
<b>Travel Cost</b> If and as needed for any overnight travel.	\$600 per site visit
<b>Estimate of Total Costs</b>	<b>N/A</b>

Background Checks	Owner, principal or manager	Employee or line staff
Initial background check	\$300	\$100
Annual renewal	\$100	\$100
Reissue lost or stolen badge	\$10	\$10

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## IV. OPTIONAL SERVICES

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### Hourly Rates for HdL Staff

The prices in this proposal are based on the hourly rates for HdL staff as shown in the chart below. Any additional services requested by the client that are not specifically described in this proposal would be billed at the standard rate for the assigned staff person.

HdL Staff	Title	Hourly Rate
David McPherson	Compliance Director	\$250
Matt Eaton	Deputy Compliance Director	\$250
Ajay Kolluri	Deputy Audit Director	\$250
Mark Lovelace	Senior Policy Advisor	\$250
Kami Miller	Senior Compliance Inspector	\$195
Michelle Shaw	Compliance Inspector	\$195
Elizabeth Eumurian	Senior Auditor	\$195
Alfredo Marquez	Senior Auditor	\$195
Odette Mikhail	Auditor	\$195
Mark Brogan	Auditor	\$195
Tao Lu	Auditor	\$195
All rates current as of the date of this proposal		

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## V. EXPERIENCE AND RESOURCES

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### **Company Profile**

Founded in 1983, HdL is a consortium of three companies established to maximize local government revenues by providing audit, compliance, economic development, consulting services and software products. Its audit and consulting services include sales, use and transaction taxes, property taxes, transient occupancy taxes, and a Cannabis Management Program. The firm also provides a variety of enterprise software processing tools for business licensing, code enforcement, animal control, building permits and tracking/billing of false alarms. HdL's systematic and coordinated approach to revenue management and economic data analysis is currently being utilized by over 500 agencies in six states. The firm currently serves 49 counties, 311 cities and 132 transactions tax districts in California.

HdL's key staff has extensive experience serving local government and many have previously held positions in city management, finance, planning, economic development or revenue collection. HdL is a Corporate Partner of the League of California Cities and California State Association of Counties and works extensively with the County Auditor's Association of California, California Society of Municipal Finance Officers (CSMFO) and California Municipal Revenue and Tax Association (CMRTA) on anticipation and planning of programs to strengthen local government revenues.

This close understanding of local government needs coupled with extensive databases and advanced methodology provides for the most relevant, productive and responsive revenue recovery; forecasting; and economic services available.

Our team of professionals has over 52 years of direct experience establishing and implementing cannabis regulatory and taxation programs, including establishing land-use regulations, permit processes, staffing plans, and cost recovery fees; structuring cannabis business tax fees; regulatory compliance; financial audits; and law enforcement training. Our team has conducted over 18,000 cannabis compliance inspections and investigations in California, Colorado and Nevada.

### **Key Personnel**

#### **David McPherson, Compliance Director**

David McPherson works with local agencies to prepare them to mitigate regulatory issues surrounding Proposition 64 and SB 94. Prior to joining HdL, David served 28 years in local government for the County of Orange and the cities of Newport Beach, San Jose and Oakland. David's experience as a law enforcement officer, compliance auditor, and tax administrator has provided him a wealth of experience that makes him uniquely qualified to manage HdL's Cannabis Management Program. While working for the City of Oakland, he became the first Tax Administrator in the country to successfully tax, regulate and audit medical marijuana businesses. David has over 10 years of experience working with cannabis regulatory programs.

David is one of the state's most recognized experts in cannabis regulatory policies, compliance implementation and tax policies. His unique knowledge in horticulture, processing and dispensary operations while working for the City of Oakland has made him one of the pioneers in creating a Cannabis Management Program. He uses his experience to assist local and state agencies in developing cannabis policies for regulation, compliance, auditing and economic development. He worked closely with the League of Cities on the development of the Medical Cannabis Regulation and Safety Act (MCRSA) and helped shape SB 94, the Medicinal Adult-Use Cannabis Regulation and Safety Act (MAUCRSA).

David provides technical support on cannabis-related matters to the League of Cities, the Police Chief's Association, Rural County Representatives of California and the California State Association of Counties. In addition, David is working collaboratively with the Department of Consumers Affairs, Department of Food & Agriculture, Department of Health Services and the State Board of Equalization on the implementation of best practices for regulating the cannabis industry for local agencies.

David received his Bachelor's Degree in History from California State University, Fullerton and his Master's Degree in Public Administration from California State University, Long Beach. While at Long Beach, he was named "Future Urban Administrator of the Year".

### **Matt Eaton, Deputy Compliance Director**

Matt Eaton is the Deputy Compliance Director at HdL and plays a critical role in implementing the Cannabis Compliance Program for local agencies. Prior to joining the firm, he was a progressive law enforcement professional with 30 years' experience conducting criminal/regulatory investigations, and corporate/individual background investigations.

While working as a Supervisory Investigator at the Colorado Department of Revenue in the Marijuana Enforcement Division (MED), Matt managed criminal investigators and civilian staff in the Denver Metro and Longmont field offices. During his six-year tenure at the MED, he conducted approximately 10,000 criminal investigations and compliance reviews, including regulatory and financial investigations. He is a subject matter expert on track and trace systems and understands the complexity of reviewing data to ensure businesses are in compliance with state and local regulations. Matt was responsible for planning, developing and implementing report and field inspection protocols for the agency. He also played an instrumental role in recommending changes to current regulations and identifying essential language for new legislation in Colorado. Matt is well known for his ability to maintain working relationships with cannabis industry leaders and external stakeholders in resolving issues.

Matt received his Bachelor of Science Degree from Biola University and maintained Police Officer Service Training (POST) certification for over 30 years in California and Colorado. He has also served as an adjunct instructor teaching law enforcement principle related to criminology, correctional processes, procedural law, interviews, interrogations and criminal evidence at AIMS Community College in Greeley, Colorado.

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### **Ajay Kolluri, Deputy Director of Policy and Audits**

Ajay Kolluri is the Deputy Director of Audits and Operations for HdL's Cannabis Division. Ajay is responsible for overseeing the cannabis audit team and the daily operations of the division, which includes special projects such as community outreach, surveys, grant solicitation, revenue analysis, cost recovery fee studies, contracts, budgeting, and marketing. Ajay previously served as Program Manager for the Office of Cannabis Oversight (OCO) at City of Long Beach. Working within the City Manager's Office, Ajay was responsible for the licensing, regulation and enforcement of all commercial cannabis activity in the City, with one of the largest legal cannabis markets in the state. During his tenure with the OCO, Ajay oversaw the issuance over 200 cannabis business licenses, generating over \$10 million in annual revenue for the City. Ajay has experience in all aspects of cannabis oversight, including public health and education, planning and zoning, building inspections, enforcement, social equity, fee development, economic analysis and revenue projections.

Prior to overseeing the OCO, Ajay worked in public finance, serving as Budget Analyst for the Department of Financial Management in the City of Long Beach. Ajay holds a Bachelor's degree in business economics from the University of California, Santa Barbara, and a Master's degree in public policy from the University of Michigan.

### **Mark Lovelace, Senior Policy Advisor**

Mark Lovelace has 16 years of broad experience in public policy, community engagement and advocacy and is recognized as a leader in advancing the statewide discussion of medical and recreational cannabis as a policy issue in California.

Mark served on the Humboldt County Board of Supervisors from 2009 through 2016 where he was instrumental in developing a comprehensive approach to regulating cannabis, including a voter-approved tax on commercial cultivation and an innovative track and trace pilot program. Mark established and co-chaired the Medical Marijuana Working Group for the California State Association of Counties (CSAC) and helped draft CSAC's legislative platform for cannabis issues. Mark pioneered the first regional summit on cannabis issues in 2015 which helped guide the development of SB 643 and AB 243, two components of the Medical Cannabis Regulation and Safety Act (MCRSA).

Mark has worked extensively with public agencies and statewide associations on cannabis issues, including CSAC, Rural County Representatives of California, the Association of California Water Agencies, the North Coast Resource Partnership, California Department of Fish and Wildlife, the State Water Board, the North Coast Regional Water Board, the Bureau of Cannabis Control, State legislators, and others. He has led numerous presentations, workshops and panel discussions on cannabis issues and has been a sought-after speaker on the topic for government agencies, community organizations and industry groups.

Mark received his Bachelor of Science degree in Industrial Design from San Jose State University. Prior to his time on the Board, he worked for many years as a respected advocate on land use, planning, development and environmental issues.

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### **Kami Miller, Senior Compliance Inspector**

Kami Miller is a Senior Compliance Inspector at HdL whose primary role is to ensure cannabis compliance and identify the risk assessment in the supply chain process of each permitted business. Prior to joining the firm, she served three years as a Marijuana Compliance Manager for the Department of Public Behavior and Health (DPBH) for the State of Nevada. During this time Kami played a key role in Nevada's implementation of its Medical Marijuana Program in which she was responsible for statewide monitoring of medical marijuana facilities that included cultivation, production, testing labs and retail stores.

During her tenure at the DPBH, Kami managed compliance auditors and support staff in the Las Vegas office. She conducted approximately 1,000 compliance and financial inspections for which she developed the inspection protocols documentation to create comprehensive reports. In addition, her experience with various cannabis track and trace systems allowed her to develop industry supply chain practices for the Department of Taxation.

Kami received her Bachelor of Business Administration in E-Commerce and Supply Chain Management from Tennessee State University.

### **Michelle Shaw, Compliance Inspector**

Michelle is a Cannabis Compliance Inspector at HdL and is tasked with conducting onsite inspections, examinations and other actions to monitor compliance with established standards for local licensed cannabis businesses. Prior to joining HdL, she was a Compliance Specialist Officer at a large, multinational bank where she managed, validated and oversaw the effectiveness and accuracy of numerous compliance issues within the consumer retail space. Throughout her eight years of experience at the bank, she performed onsite assessments of affiliate businesses to determine compliance/non-compliance of their processes and procedures pursuant to bank standards and state regulations.

A graduate of Cypress College, Michelle holds a Foundations of Banking Risk certificate from the Global Association of Risk Professionals and a paralegal certificate from the Southern California College of Business and Law.

### **Alfredo Marquez, Senior Auditor**

Alfredo Marquez is a Senior Auditor at HdL. His primary role is to conduct cannabis tax audits. Alfredo previously worked for a publicly traded corporation as a Senior Internal Auditor where he performed risk assessments of new business acquisitions, financial and Sarbanes & Oxley audits. He also conducted compliance audits in the areas of commercial and government contracts, export and import activities, and general information technology controls. In these roles he worked with employees at various levels within the organization across North America, Latin America, Europe, and Asia in order to meet organizational objectives. Alfredo has recently done work for the Cities of Cotati, Cloverdale, Desert Hot Springs, Perris, Port Hueneme, and Vallejo. He earned his Bachelor's degree in Accounting from the University of La Verne.



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### **Elizabeth Eumurian, Senior Auditor**

Elizabeth Eumurian is a Senior Auditor at HdL. Her primary role is to conduct financial audits, evaluate cannabis applications and conduct background checks. As part of the audit program, she will be conducting and preparing analytical information through the CATS™ program to prepare Tax Analytical Remittance Reports (TARR) summaries to evaluate under reporting or anomalies in the remittance of tax payments to local jurisdictions.

Elizabeth previously worked as a senior auditor in the entertainment industry. In this role, she executed testing procedures for targeted audit programs, analyzed findings and prepared audit and compliance reports. She also has experience working for a large financial institution analyzing data for reporting anomalies and performing internal audits. Elizabeth has recently done work for Blythe, California City, Coachella, Cotati, Desert Hot Springs, Long Beach, Mammoth Lakes, Moreno Valley, Perris, San Bernardino, and Vallejo.

Elizabeth earned her Bachelor of Arts degree in History from California State University and holds a certificate in CannaBusiness from Oaksterdam University.

### **Odette Mikhail, Auditor**

Odette Mikhail is an Auditor at HdL. Her primary role is to conduct financial audits. Odette previously worked as a senior auditor at public accounting firms. In this role, she executed testing procedures for audit and review engagements, identified accounting issues, reviewed internal controls, and prepared financial reports and statements. Odette earned her Bachelor of Science degree in Accounting and Business Administration from Ain Shams University in Cairo, Egypt.

### **Tao Lu, Auditor**

Tao Lu works as an Auditor for HdL's Cannabis Management Team. Tao has two and a half years' experience as an accountant with an emphasis in information technology and food manufacturing industries. He also has public audit work experience at RSM China.

Tao was born and raised in China. He earned a Bachelor's Degree in Accounting and Finance from Syracuse University in New York before relocating to Southern California with his family.

### **Mark Brogan, Auditor**

Mark Brogan works as an Auditor for HdL's Cannabis Management Team. Mark previously worked for the City of San Jose as a Financial Analyst and later as a Supervisor in the Revenue Management Division of the City's Department of Finance. Mark also worked in the City's Housing Department prior to his time with the Department of Finance.

Mark holds a Bachelor's Degree in Business Administration from San Jose State University, with a minor in Economics. Mark is also an accomplished triathlete and has successfully completed numerous marathons and Iron Man competitions.





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## VI. REFERENCES

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### **City of Port Hueneme**

Tony Stewart

Director of Community Development

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Email: [tstewart@cityofporthueneme.org](mailto:tstewart@cityofporthueneme.org)

### **City of Maywood**

Jennifer Vasquez

City Manager

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### **City of King City**

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City Manager

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### **City of Goleta**

Luke Rioux

Finance Director

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Email: [lrioux@cityofgoleta.org](mailto:lrioux@cityofgoleta.org)



## Council Agenda Report

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**Department Name:** Community Dev.  
**Cost Center:** 4008  
**For Agenda of:** May 4, 2021  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Michael Codron, Community Development Director  
**Prepared By:** Cara Vereschagin, Housing Coordinator

**SUBJECT:** AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR A CONSULTANT TO SERVE AS THE CITY'S BELOW MARKET RATE (BMR) HOUSING PROGRAM ADMINISTRATOR

### RECOMMENDATION

1. Authorize the issuance of a Request for Proposals (RFP) for a Below Market Rate (BMR) Program Administrator (Attachment A); and
2. Authorize the City Manager to enter into a consultant services agreement if proposals are received within the available budget of \$117,000 annually for the project.

### DISCUSSION

#### **Below Market Rate Program History and Portfolio**

The City's first Inclusionary Housing Ordinance was adopted in 1999 and since that time, the City has made great strides in ensuring that a percentage of all new housing units are affordable to income-eligible households, defined as extremely low, very-low, low, and moderate income. These homes remain at Below Market Rate (BMR) prices for the required term through deed-restrictions, covenants, and affordability agreements. Over the past several years, the City's BMR portfolio has grown substantially, and staff has determined that the best way to effectively accomplish the management and administration of BMR housing going forward is through a consultant. As a result, staff is recommending issuance of an RFP to solicit outside consultant expertise to oversee BMR housing administration, including ownership and rental units, and administration of the City's First-Time Homebuyer Loan program.

#### **1. BMR Ownership Units**

There are approximately 73 BMR homeownership units within the City's portfolio. The most recent additions are five moderate-income units within the South Morros neighborhood, of which three have sold in the past eight months and the other two are expected to sell by the end of summer. These units are restricted through provisions included in the Deed of Trust, Promissory Note, and Resale Restriction Agreement that are recorded on title of each property when it is sold.

These documents, among other items, dictate the sale/resale process, the allowable sales price, income qualifications of subsequent buyers, refinancing provisions, and repayment requirements due upon sale or default.

Management of these units by a BMR Administrator under contract with the City is expected to provide a higher level of service to homeowners and potential homeowners under the program. Currently, the City has one staff member who has the training and knowledge to assist with these complex real estate transactions, while simultaneously engaging in other housing programs, including the Housing Major City Goal workplan, Housing Element programs, and coordination of new affordable housing development and financing. The use of a consultant to perform this work will ensure timely processing of purchase and sale agreements, refinancing, subordination agreements, and other time sensitive work.

## 2. BMR Rental Units

The City has approximately 106 affordable rental units scattered throughout the City. These units are located within market-rate projects and require close oversight since they are not normally managed by an experienced affordable housing administrator/provider. These units are typically built by private developers, consistent with the Inclusionary Housing Ordinance, and are secured as affordable through deed-restrictions (or affordability covenants/agreements) entered into by the City and the project owners. The units subject to these agreements are proposed to be managed by the BMR Administrator.

The City also has a healthy inventory of rental units managed by non-profit housing agencies (i.e., HASLO, Peoples' Self-Help Housing, etc.), which were partially developed by City financing mechanisms (i.e., the Affordable Housing Fund, Community Development Block Grants, Impact Fee Deferral loans). These units are within complexes that are 100% affordable due to tax credit and/or other subsequent federal, state, and local requirements, and thus have multiple deed-restrictions recorded on title of the properties due to the criteria stipulated by those various funding sources. Because these units are managed by experienced affordable housing administrators, the City is not proposing to have the proposed BMR Administrator manage these units—compliance monitoring and coordination with non-profit partners that manage these projects will stay within the scope of work of City staff.

## 3. First-Time Homebuyer/BEGIN Program Loans

The City also has various first-time homebuyer assistance loans utilizing the State grant BEGIN Program and City Affordable Housing Fund dollars. Currently, there are 11 active loans and approximately \$200,000 available for issuance. Funds are issued as 30-year loans, that are executed via a Promissory Note, evidenced by a Deed of Trust that is recorded on title of the property purchased.

Repayment is due upon sale, may be made at the request of the homeowner, or is due upon completion of the loan term. The BMR Administrator will monitor existing loans and improve City marketing of the program to make additional loans within the City's balance of available funding.

### **Anticipated Scope of Services for BMR Program Administrator:**

The RFP solicits the services of a BMR program administrator to oversee the administration of the City's BMR ownership and rental units, as well as the First-Time Homebuyer Loan program. It is anticipated that the BMR administrator will be responsible for the following:

#### **1. BMR Program Administration Setup**

- a. Review, update (if necessary), and transfer the City's existing BMR Interest List database to consultant administration which will be owned by the City.
- b. Review and organize San Luis Obispo BMR homeowner files, loan files, and the City's existing digital inventory and create a system for ongoing administration and monitoring.
- c. Review existing BMR Agreement templates and suggest modifications that are in line with industry best practices.
- d. Update existing flow charts and protocols for BMR home transfers, loan payoff/subordination, default remedies, and other processes associated with BMR ownership transactions.
- e. Review and develop recommendations to establish new City impact fees associated with costs of BMR Program transactions.
- f. Update City Affordable Housing webpage with content and information pertaining to updated/amended policies and procedures for the BMR Program, online application forms and other relevant information.

#### **2. BMR Program Administration**

- a. **BMR Inquiries (ongoing):** The BMR Administrator will be responsible for handling calls, emails, and in-person inquiries from current housing portfolio loan holders and respond in a timely manner.
- b. **BMR Eligibility and Interest List (ongoing):** The BMR Administrator will maintain a list of qualified buyers and interested prospective buyers.
- c. **BMR Program Reports:** The BMR Administrator will provide semi-annual updates to staff and the City Council on the general status of the BMR program administration, including:
  - i. General Program activity (e.g., BMR inquiries)
  - ii. BMR compliance. See item #3
  - iii. Loan activity. See item #4
  - iv. Current inventory of affordable units (subject to formal Agreement with the City)
  - v. Other information as needed for mandated State reporting

### **3. Annual BMR Compliance Monitoring**

- a. Documentation:** Administrator will administer the program and assure Affordability Deed Restrictions are recorded and followed by all parties as applicable for each property.
- b. BMR Homeowner Certification:** The BMR Administrator will coordinate with homeowners on an annual basis to certify that the original buyer continues to comply with the signed BMR Agreement including living in the BMR home as their principal residence. The BMR Administrator will work with the City to remedy potential BMR defaults in accordance with the BMR Agreement.
- c. BMR Renter Certification:** The BMR Administrator will coordinate with property managers, tenants, and the Housing Authority of San Luis Obispo (HASLO) on an annual basis to certify that all BMR units are occupied by renters who continue to meet income requirements. The BMR Administrator will also ensure that the appropriate rent and utilities are being charged given annual updates to the City's Affordable Housing Standards, based on State income limits for our area.

### **4. Existing Loan Administration**

- a.** The BMR Administrator will maintain an updated database, to be owned by the City, of all first-time-homebuyer and other housing loans (borrower name and address, loan amount, interest rate, loan term, loan distribution date and due date). This database will also include principal and interest received for loans that have been paid off, as well as any principal written off as a result of foreclosure or other default.
- b.** The BMR Administrator will monitor existing first-time-homebuyer and other housing loans annually to ensure that the borrower remains in compliance with the loan agreement (e.g., current homeowner insurance, original buyer continues to reside on property). In case of default, the BMR Administrator will contact the owner and work with the City to see that the loan is repaid.
- c.** The BMR Administrator will work with the City to process all paperwork and legal recordings required when first-time homebuyer loans and other housing loans are paid off or refinanced (as needed basis).

### **5. BMR Home Sales/Resales (as needed basis)**

- a. BMR Marketing:** The BMR Administrator will work with each Developer and/or the City to market the availability of new and resale BMR homes to eligible households who have expressed interest in the BMR program. BMR Administrator will also be responsible ensuring developers' compliance with sale provisions dictated in recorded Development Agreements (i.e. San Luis Ranch and Avila Ranch) and Affordable Housing Agreements. This task will include providing marketing materials in both English and Spanish to City staff for the City's website.
- b. Interest Rates, Homeowner's Association Fees, and Sales Price:** Upon request, the BMR Administrator will supply the City with current mortgage interest rates and other information necessary to amend (if necessary) sales prices and/or interest rates of new BMR homes and existing BMR homes being offered for resale.

- c. Homeowner Eligibility:** The BMR Administrator will submit the data on each eligible applicant to the City for approval prior to formalizing any Agreement.
- 6. BMR Programs:** The BMR Administrator will work with City staff to recommend, develop and implement programs. City Council will approve any new programs under this task.
  - a.** Administrator will regularly update program guidelines and program materials in conjunction with City staff to reflect the Administrator's administrative process for Program Administration including, but not limited to: applications, program pamphlets, rent & resale calculations (i.e. Affordable Housing Standards), selection processes, vacancies, sale and resale of units, refinancing requests, collection of Agency fees and other applicable fees, and default monitoring/resolution process. Administrator's objective will be to work alongside Agency Staff to incorporate "learnings" from the team's collective history with housing affordability programs in California.

### **Next Steps**

If approved, the RFP will be published on the City's website and distributed to consultants experienced in administering BMR Programs on behalf of local governments. After the submission date has closed, staff will review proposals received and interview consultants, to ultimately transfer the administration of the City's BMR Portfolio. Contract award will occur after July 1 if the budget for the proposed consultant services is approved as part of the 2021-23 Financial Plan. Timing to get a BMR Administrator onboard this summer is critical, as staff anticipating having little availability this fall amidst "grant season" and the Inclusionary Housing policy update work effort will be underway.

### **Policy Context**

The activity to consider outside consultant services to administer the City's BMR Program is currently identified in the 2021-23 Financial Plan and related Housing and Homelessness Major City Goal workplan.

### **Public Engagement**

Staff will notice the RFP release in alignment with proper procedures for public bidding as mandated in the Municipal Code and Public Engagement Manual. Staff will also circulate the notice to interested parties and publish the notice to various digital media channels.

### **ENVIRONMENTAL REVIEW**

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a "Project" under CEQA Guidelines Sec. 15378.

## FISCAL IMPACT

Budgeted: No  
Funding Identified: Yes

Budget Years: 2021-2023

### Fiscal Analysis:

Funding Sources	Current Cost	FY	Annualized On-going Cost	Total Project Cost
General Fund				
State				
Federal				
Fees				
Other: Local Revenue Measure G-20			\$117,000	\$234,00
<b>Total</b>			<b>\$117,000</b>	<b>\$234,000</b>

The activity to consider outside consultant services to administer the City's BMR Program is currently identified in the 2021-2023 Financial Plan, under Significant Operating Program Change (SOPC) – Housing and Homelessness Major City Goal (Consultant Contract) and \$117,000 has been estimated annually for this effort.

## ALTERNATIVES

1. ***Provide different direction to staff.*** The City Council can provide additional or different direction to staff regarding the scope of work, based on the identified issues and considerations, and continue authorization of the RFP.
2. ***Continue this item.*** Continue the discussion regarding the authorization of the RFP and provide staff direction on additional needed or necessary changes.

### Attachments:

**a - DRAFT Below Market Rate Program Administrator Request for Proposals**





**Notice Requesting Proposals for Below Market Rate Program Administrator  
Spec. No. SLO-BMR-2021**

The City of San Luis Obispo is requesting sealed proposals for a Below Market Rate (BMR) Housing Program Administrator over a 2-year term (with an option to extend for another 2 years). All proposals must be received by the Department of Finance (990 Palm Street) by 3:00 p.m. on **June 4, 2021**.

All firms interested in receiving further correspondence regarding this Request for Proposals (RFP) will be required to complete a free registration proposal using BidSync (<https://www.bidsync.com/bidsync-app-web/vendor/register/Login.xhtml>).

All proposals must be received via BidSync by the Department of Finance at or before **June 4, 2021**, when they will be opened electronically in BidSync.

Proposals received after said time may not be considered. The preferred method of submission is electronically via BidSync, but if you wish to send a hard copy, to guard against premature opening, each proposal shall be submitted to the Department of Finance in a sealed envelope plainly marked with the proposal title, project number, proposer name, and time and date of the proposal opening. Proposals shall be submitted using the forms provided in the project package.

An optional pre-proposal conference will be held to answer any questions that the prospective proposers may have regarding the City's request for proposals. **[Pre-proposal conferences are optional but should be included in the notice if one is held]**

**May 26, 2021 at 1:00 p.m.**

**Via Teleconference**

**Teleconferencing details TBD**

Project packages and additional information may be obtained at the City's BidSync website at [www.BidSync.com](http://www.BidSync.com).

Please contact Dan Clancy at [dclancy@slocity.org](mailto:dclancy@slocity.org) with any questions. For technical issues with BidSync, please contact BidSync customer help at **[800-990-9339]**



The City of San Luis Obispo is committed to including disabled persons in all of our services, programs and activities. Telecommunications Device for the Deaf (805) 781-7410.

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## **A. INTRODUCTION**

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The City's first Inclusionary Housing Ordinance was adopted in 1999 and since that time, the City has made great strides in ensuring that a percentage of all new housing units are affordable to income-eligible households, defined as extremely-low, very-low, low, and moderate income. These homes are insured to remain at prices "below the market rate (BMR)" through deed-restrictions, covenants, and affordability agreements. Over the past several years, the City's BMR Portfolio has grown substantially, and staff is experiencing that they do not have the capacity nor resources to effectively accomplish the management and administration of this effort moving forward, especially given the high volume of affordable housing development on the horizon, estimated to be approximately 160 units. It is for those reasons the City of San Luis Obispo is soliciting outside consultant expertise to oversee the administration of this program for BMR ownership and rental units, as well as the First-Time Homebuyer Loan program.

### **BMR Ownership Units**

There are approximately 73 BRM homeownership units within the City's Inclusionary Housing Portfolio. The most recent additions are 5 units within the South Morros neighborhood, of which 3 have sold in the past eight months and the other 2 are expected to sell by the end of summer. These units are restricted with a mix of Deeds of Trust, Promissory Notes, and Resale Restriction Agreements that are recorded on title of the properties. These documents, among other items, dictate the sale/resale process, the allowable sales price, income qualifications of subsequent buyers, refinancing provisions, and repayment requirements due upon sale or default.

### **BMR Rental Units**

The City has approximately 106 affordable rental units scattered throughout the City in majority market-rate complexes. These units were built consistent with the Inclusionary Housing Ordinance and are secured affordable through deed-restrictions (or affordability covenants/agreements) entered into by the City and the owners of the overall development. The units subject to these agreements are proposed to be managed by the BMR Administrator Consultant.

The City also has a healthy inventory of rental units managed by non-profit housing agencies (i.e. HASLO, Peoples' Self-Help Housing, etc.), which were partially developed by City financing mechanisms (i.e. the Affordable Housing Fund, Community Development Block Grants, Impact Fee Deferral loans). These units are within complexes that are 100% affordable due to tax credit and/or other subsequent federal, state, and local requirements, and thus have multiple deed-restrictions recorded on title of the properties due to the criteria stipulated by those various funding sources. Because of the complexity of these compliance requirements, the City is not proposing to have the BMR Administrator Consultant manage these units and will stay within staff's purview to monitor.

### **First-Time Homebuyer/BEGIN Program Loans**

The City also has various first-time homebuyer assistance loans utilizing the State grant BEGIN Program and City Affordable Housing Fund dollars. Currently, there are 11 active loans and approximately \$200,000 available for issuance. Funds are issued as 30-year loans, that are executed via a Promissory Note, evidenced by a Deed of Trust that are recorded on title of the property purchased, which are due upon sale or at the request of the homeowner. The City anticipates the BMR Administrator Consultant will be able to monitor and market these loans given their anticipated expertise in loan management.

## B. SCOPE OF WORK

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The subject RFP solicits the services of a BMR Program Administrator consultant to oversee the administration of the City's BMR ownership and rental units, as well as the First-Time Homebuyer Loan program. It is anticipated that administrator will be responsible for the following:

### 1. BMR Program Administration Setup

- a. Review, update (if necessary), and transfer the City's existing BMR Interest List database to consultant administration which will be owned by the City.
- b. Review and organize San Luis Obispo BMR homeowner files, loan files, and the City's existing digital inventory and create a system for ongoing administration and monitoring.
- c. Review existing BMR Agreement templates and suggest modifications that are in line with industry best practices.
- d. Update existing flow charts and protocols for BMR home transfers, loan payoff/subordination, default remedies, and other processes associated with BMR ownership transactions.
- e. Review and develop recommendations to establish new City impact fees associated with costs of BMR Program transactions.
- f. Update City Affordable Housing webpage with content and information pertaining to updated/amended policies and procedures for the BMR program, online application forms and other relevant information.

### 2. BMR Program Administration

- a. **BMR Inquiries (ongoing):** The BMR Administrator will be responsible for handling calls, emails, and in-person inquiries from current housing portfolio loan holders and respond in a timely manner.
- b. **BMR Eligibility and Interest List (ongoing):** The BMR Administrator will maintain a list of qualified buyers and interested prospective buyers.
- c. **BMR Program Reports:** The BMR Administrator will provide semi-annual updates to staff and the City Council on the general status of the BMR program administration, including:
  - i. General Program activity (e.g., BMR inquiries)
  - ii. BMR compliance. See item #3
  - iii. Loan activity. See item #4
  - iv. Current inventory of affordable units (subject to formal Agreement with the City)vii. Other information as needed for State reporting

### 3. Annual BMR Compliance Monitoring

- a. **Documentation:** Administrator will administer the program and assure Affordability Deed Restrictions are recorded and followed by all parties as applicable for each property.

- b. **BMR Homeowner Certification:** The BMR Administrator will coordinate with homeowners on an annual basis to certify that the original buyer continues to comply with the signed BMR Agreement including living in the BMR home as their principal residence. The BMR Administrator will work with the City to remedy potential BMR defaults in accordance with the BMR Agreement.
- c. **BMR Renter Certification:** The BMR Administrator will coordinate with property managers, tenants, and the Housing Authority of San Luis Obispo (HASLO) on an annual basis to certify that all BMR units are occupied by renters who continue to meet income requirements. The BMR Administrator will also ensure that the appropriate rent and utilities are being charged given annual updates to the City's Affordable Housing Standards, based on HUD income limits.

#### 4. Existing Loan Administration

- a. The BMR Administrator will maintain an updated database, to be owned by the City, of all first-time-homebuyer and other housing loans (borrower name and address, loan amount, interest rate, loan term, loan distribution date and due date). This database will also include principal and interest received for loans that have been paid off, as well as any principal written off as a result of foreclosure or other default.
- b. The BMR Administrator will monitor existing first-time-homebuyer and other housing loans annually to ensure that the borrower remains in compliance with the loan agreement (e.g., current homeowner insurance, original buyer continues to reside on property). In case of default, the BMR Administrator will contact the owner and work with the City to see that the loan is repaid.
- c. The BMR Administrator will work with the City to process all paperwork and legal recordings required when first-time homebuyer loans and other housing loans are paid off or refinanced (as needed basis).

#### 5. BMR Home Sales/Resales (as needed basis)

- a. **BMR Marketing:** The BMR Administrator will work with each Developer and/or the City to market the availability of new and resale BMR homes to eligible households who have expressed interest in the BMR program. BMR Administrator will also be responsible ensuring Developers compliance with sale provisions dictated in recorded Development Agreements (i.e. San Luis Ranch and Avila Ranch) and Affordable Housing Agreements. This task will include providing marketing materials in both English and Spanish to City staff for the City's website.
- b. **Interest Rates, Homeowner's Association Fees, and Sales Price:** Upon request, the BMR Administrator will supply the City with current mortgage interest rates and other information necessary to amend (if necessary) sales prices and/or interest rates of new BMR homes and existing BMR homes being offered for resale.
- c. **Homeowner Eligibility:** The BMR Administrator will submit the data on each eligible applicant to the City for approval prior to formalizing any Agreement.

- 6. **BMR Programs:** The BMR Administrator will work with City staff to recommend, develop and implement programs. City Council will approve any new programs under this task.

- a. Administrator will regularly update program guidelines and program materials in conjunction with Agency staff to reflect the Administrator’s administrative process for Program Administration including, but not limited to: applications, program pamphlets, rent & resale calculations (i.e. Affordable Housing Standards), selection processes, vacancies, sale and resale of units, refinancing requests, collection of Agency fees and other applicable fees, and default monitoring/resolution process. Administrator’s objective will be to work alongside Agency Staff to incorporate “learnings” from the team’s collective history with Affordability Programs in California.

## C. PROJECT SCHEDULE

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As this Project will be ongoing, no activity and scheduled dates are necessary. Instead, contractor will comply with expectations and reporting deadlines outlined in the Scope of Work and subsequent agreement to be executed upon selection of contractor. Please refer to Section I – Proposal Review below for a tentative schedule regarding the review process for proposals received. Note that administration of the BMR Program is due to commence on **August 16, 2021**.

## D. PROJECT BUDGET

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The administration of the City’s BMR Program is budgeted at \$117,000 annually for the next two City fiscal years (Year1: July 1, 2021 – June 30, 2022; Year 2: July 1, 2022 - June 30, 2023). Upon the end of the two-year period, the City will consider extending contract budget for subsequent 2-year period.

## E. GENERAL TERMS AND CONDITIONS

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### PROPOSAL REQUIREMENTS

1. **Requirement to Meet All Provisions.** Each individual or firm submitting a proposal (bidder) shall meet all the terms, and conditions of the Request for Proposals (RFP) project package. By virtue of its proposal submittal, the bidder acknowledges agreement with and acceptance of all provisions of the RFP specifications.
2. **Proposal Submittal.** Each proposal must be submitted on the form(s) provided in the specifications and accompanied by any other required submittals or supplemental materials. Proposal documents shall be enclosed in an envelope that shall be sealed and addressed to the Department of Finance, City of San Luis Obispo, 990 Palm Street, San Luis Obispo, CA, 93401. To guard against premature opening, the proposal should be clearly labeled with the proposal title, project number, name of bidder, and date and time of proposal opening. No FAX or emailed submittals will be accepted.
3. **Insurance Certificate.** Each proposal must include a certificate of insurance showing:
  - a. The insurance carrier and its A.M. Best rating.
  - b. Scope of coverage and limits.
  - c. Deductibles and self-insured retention.

The purpose of this submittal is to generally assess the adequacy of the bidder’s insurance coverage during proposal evaluation; as discussed under paragraph 12 below, endorsements are not required until contract award. The City’s insurance requirements are detailed in Section E.

4. **Proposal Quotes and Unit Price Extension.** The extension of unit prices for the quantities indicated and the lump sum prices quoted by the bidder must be entered in figures in the spaces provided on the Proposal Submittal Form(s). Any lump sum bid shall be stated in figures. The Proposal Submittal Form(s) must be totally completed. If the unit price and the total amount stated by any bidder for any item are not in agreement, the unit price alone will be considered as representing the bidder's intention and the proposal total will be corrected to conform to the specified unit price.
5. **Proposal Withdrawal and Opening.** A bidder may withdraw its proposal, without prejudice prior to the time specified for the proposal opening, by submitting a written request to the Director of Finance for its withdrawal, in which event the proposal will be returned to the bidder unopened. No proposal received after the time specified or at any place other than that stated in the "Notice Inviting Bids/Requesting Proposals" will be considered. All proposals will be opened and declared publicly. Bidders or their representatives are invited to be present at the opening of the proposals.
6. **Submittal of One Proposal Only.** No individual or business entity of any kind shall be allowed to make or file, or to be interested as the primary submitter in more than one proposal, except an alternative proposal when specifically requested; however, an individual or business entity that has submitted a sub-proposal to a bidder submitting a proposal, or who has quoted prices on materials to such bidder, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other bidders submitting proposals.
7. **Communications.** All timely requests for information submitted in writing will receive a written response from the City. Telephone communications with City staff are not encouraged but will be permitted. However, any such oral communication shall not be binding on the City.

#### **F. CONTRACT AWARD AND EXECUTION**

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8. **Proposal Retention and Award.** The City reserves the right to retain all proposals for a period of 60 days for examination and comparison. The City also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations. See the "special terms and conditions" in Section C of these specifications for proposal evaluation and contract award criteria.
9. **Competency and Responsibility of Bidder.** The City reserves full discretion to determine the competence and responsibility, professionally and/or financially, of bidders. Bidders will provide, in a timely manner, all information that the City deems necessary to make such a decision.
10. **Contract Requirement.** The bidder to whom award is made (Contractor) shall execute a written contract with the City within ten (10) calendar days after notice of the award has been sent by mail to it at the address given in its proposal. The contract shall be made in the form adopted by the City and incorporated in these specifications.

## G. CONTRACT PERFORMANCE

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11. **Insurance Requirements.** The Contractor shall provide proof of insurance in the form, coverages and amounts specified in Section E of these specifications within 10 (ten) calendar days after notice of contract award as a precondition to contract execution.
12. **Business License & Tax.** The Contractor must have a valid City of San Luis Obispo business license & tax certificate before execution of the contract. Additional information regarding the City's business tax program may be obtained by calling (805) 781-7134.
13. **Ability to Perform.** The Contractor warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with all federal, state, county, city, and special district laws, ordinances, and regulations.
14. **Laws to be Observed.** The Contractor shall keep itself fully informed of and shall observe and comply with all applicable state and federal laws and county and City of San Luis Obispo ordinances, regulations and adopted codes during its performance of the work.
15. **Payment of Taxes.** The contract prices shall include full compensation for all taxes that the Contractor is required to pay.
16. **Permits and Licenses.** The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary.
17. **Safety Provisions.** The Contractor shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.
18. **Public and Employee Safety.** Whenever the Contractor's operations create a condition hazardous to the public or City employees, it shall, at its expense and without cost to the City, furnish, erect and maintain such fences, temporary railings, barricades, lights, signs and other devices and take such other protective measures as are necessary to prevent accidents or damage or injury to the public and employees.
19. **Preservation of City Property.** The Contractor shall provide and install suitable safeguards, approved by the City, to protect City property from injury or damage. If City property is injured or damaged resulting from the Contractor's operations, it shall be replaced or restored at the Contractor's expense. The facilities shall be replaced or restored to a condition as good as when the Contractor began work.
20. **Immigration Act of 1986.** The Contractor warrants on behalf of itself and all subcontractors engaged for the performance of this work that only persons authorized to work in the United State pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
21. **Contractor Non-Discrimination.** In the performance of this work, the Contractor agrees that it will not engage in, nor permit such subcontractors as it may employ, to engage in discrimination



in employment of persons because of age, race, color, sex, national origin or ancestry, sexual orientation, or religion of such persons.

22. **Work Delays.** Should the Contractor be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the City, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions arising out of defense or war programs, then the time of completion may, at the City's sole option, be extended for such periods as may be agreed upon by the City and the Contractor. In the event that there is insufficient time to grant such extensions prior to the completion date of the contract, the City may, at the time of acceptance of the work, waive liquidated damages that may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.
23. **Payment Terms.** The City's payment terms are 30 days from the receipt of an original invoice and acceptance by the City of the materials, supplies, equipment, or services provided by the Contractor (Net 30).
24. **Inspection.** The Contractor shall furnish City with every reasonable opportunity for City to ascertain that the services of the Contractor are being performed in accordance with the requirements and intentions of this contract. All work done, and all materials furnished, if any, shall be subject to the City's inspection and approval. The inspection of such work shall not relieve Contractor of any of its obligations to fulfill its contract requirements.
25. **Audit.** The City shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its invoices to City as a condition precedent to any payment to Contractor.
26. **Interests of Contractor.** The Contractor covenants that it presently has no interest, and shall not acquire any interest—direct, indirect or otherwise—that would conflict in any manner or degree with the performance of the work hereunder. The Contractor further covenants that, in the performance of this work, no subcontractor or person having such an interest shall be employed. The Contractor certifies that no one who has or will have any financial interest in performing this work is an officer or employee of the City. It is hereby expressly agreed that, in the performance of the work hereunder, the Contractor shall at all times be deemed an independent contractor and not an agent or employee of the City.
27. **Hold Harmless and Indemnification.**
  - (a) **Non-design, non-construction Professional Services:** To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8), Consultant shall indemnify, defend, and hold harmless the City, and its elected officials, officers, employees, volunteers, and agents ("City Indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Consultant's performance or Consultant's failure to perform its obligations under this Agreement or out of the operations conducted by Consultant, including the City's active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City Indemnitees are made a

party to any action, lawsuit, or other adversarial proceeding arising from Consultant's performance of this Agreement, the Consultant shall provide a defense to the City Indemnitees or at the City's option, reimburse the City Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims.

(b) **Non-design, construction Professional Services:** To the extent the Scope of Services involve a "construction contract" as that phrase is used in Civil Code Section 2783, this paragraph shall apply in place of paragraph A. To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8), Consultant shall indemnify, defend, and hold harmless the City, and its elected officials, officers, employees, volunteers, and agents ("City Indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Consultant's performance or Consultant's failure to perform its obligations under this Agreement or out of the operations conducted by Consultant, except for such loss or damage arising from the active negligence, sole negligence or willful misconduct of the City. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant's performance of this Agreement, the Consultant shall provide a defense to the City Indemnitees or at the City's option, reimburse the City Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims.

(c) **Design Professional Services:** In the event Consultant is a "design professional", and the Scope of Services require Consultant to provide "design professional services" as those phrases are used in Civil Code Section 2782.8, this paragraph shall apply in place of paragraphs A or B. To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8) Consultant shall indemnify, defend and hold harmless the City and its elected officials, officers, employees, volunteers and agents ("City Indemnitees"), from and against all claims, damages, injuries, losses, and expenses including costs, attorney fees, expert consultant and expert witness fees arising out of, pertaining to or relating to, the negligence, recklessness or willful misconduct of Consultant, except to the extent caused by the sole negligence, active negligence or willful misconduct of the City. Negligence, recklessness or willful misconduct of any subcontractor employed by Consultant shall be conclusively deemed to be the negligence, recklessness or willful misconduct of Consultant unless adequately corrected by Consultant. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant's performance of this Agreement, the Consultant shall provide a defense to the City Indemnitees or at the City's option, reimburse the City Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims. In no event shall the cost to defend charged to Consultant under this paragraph exceed Consultant's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with other parties regarding unpaid defense costs.

(d) The review, acceptance or approval of the Consultant's work or work product by any indemnified party shall not affect, relieve or reduce the Consultant's indemnification or defense obligations. This Section survives completion of the services or the termination of this contract. The provisions of this Section are not limited by and do not affect the provisions of this contract relating to insurance.

28. **Contract Assignment.** The Contractor shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City.
29. **Termination for Convenience.** The City may terminate all or part of this Agreement for any or no reason at any time by giving 30 days written notice to Contractor. Should the City terminate this Agreement for convenience, the City shall be liable as follows: (a) for standard or off-the-shelf products, a reasonable restocking charge not to exceed ten (10) percent of the total purchase price; (b) for custom products, the less of a reasonable price for the raw materials, components work in progress and any finished units on hand or the price per unit reflected on this Agreement. For termination of any services pursuant to this Agreement, the City's liability will be the lesser of a reasonable price for the services rendered prior to termination, or the price for the services reflected on this Agreement. Upon termination notice from the City, Contractor must, unless otherwise directed, cease work and follow the City's directions as to work in progress and finished goods.
30. **Termination.** If, during the term of the contract, the City determines that the Contractor is not faithfully abiding by any term or condition contained herein, the City may notify the Contractor in writing of such defect or failure to perform. This notice must give the Contractor a 10 (ten) calendar day notice of time thereafter in which to perform said work or cure the deficiency.

If the Contractor has not performed the work or cured the deficiency within the ten days specified in the notice, such shall constitute a breach of the contract and the City may terminate the contract immediately by written notice to the Contractor to said effect. Thereafter, neither party shall have any further duties, obligations, responsibilities, or rights under the contract except, however, any and all obligations of the Contractor's surety shall remain in full force and effect, and shall not be extinguished, reduced, or in any manner waived by the terminations thereof.

In said event, the Contractor shall be entitled to the reasonable value of its services performed from the beginning date in which the breach occurs up to the day it received the City's Notice of Termination, minus any offset from such payment representing the City's damages from such breach. "Reasonable value" includes fees or charges for goods or services as of the last milestone or task satisfactorily delivered or completed by the Contractor as may be set forth in the Agreement payment schedule; compensation for any other work, services or goods performed or provided by the Contractor shall be based solely on the City's assessment of the value of the work-in-progress in completing the overall work scope.

The City reserves the right to delay any such payment until completion or confirmed abandonment of the project, as may be determined in the City's sole discretion, so as to permit a full and complete accounting of costs. In no event, however, shall the Contractor be entitled to receive in excess of the compensation quoted in its proposal.

#### **H. SPECIAL TERMS AND CONDITIONS**

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1. **Contract Award.** Subject to the reservations set forth in Paragraph 9 of Section B (General Terms and Conditions) of these specifications, the contract will be awarded to the lowest responsible, responsive proposer.

2. **Sales Tax Reimbursement.**  
For sales occurring within the City of San Luis Obispo, the City receives sales tax revenues. Therefore, for bids from retail firms located in the City at the time of proposal closing for which sales tax is allocated to the City, 1% of the taxable amount of the bid will be deducted from the proposal by the City in calculating and determining the lowest responsible, responsive proposer.
3. **Labor Actions.**  
In the event that the successful proposer is experiencing a labor action at the time of contract award (or if its suppliers or subcontractors are experiencing such a labor action), the City reserves the right to declare said proposer is no longer the lowest responsible, responsive proposer and to accept the next acceptable low proposal from a proposer that is not experiencing a labor action, and to declare it to be the lowest responsible, responsive proposer.
4. **Failure to Accept Contract.**  
The following will occur if the proposer to whom the award is made (Contractor) fails to enter into the contract: the award will be annulled; any bid security will be forfeited in accordance with the special terms and conditions if a proposer's bond or security is required; and an award may be made to the next lowest responsible, responsive proposer who shall fulfill every stipulation as if it were the party to whom the first award was made.
5. **Contract Term**  
The supplies or services identified in this specification will be used by the City for up to one year. The prices quoted for these items must be valid for the entire period indicated above unless otherwise conditioned by the proposer in its proposal.
6. **Contract Extension.**  
The term of the contract may be extended by mutual consent for an additional one-year, and annually thereafter, for a total of four years.
7. **Supplemental Purchases.**  
Supplemental Purchases. Supplemental purchases may be made from the successful proposer during the contract term in addition to the items listed in the Detail Proposal Submittal Form. For these supplemental purchases, the proposer shall not offer prices to the City in excess of the amounts offered to other similar customers for the same item. If the proposer is willing to offer the City a standard discount on all supplemental purchases from its generally prevailing or published price structure during the contract term, this offer and the amount of discount on a percentage basis should be provided with the proposal submittal.
8. **Contractor Invoices**  
The Contractor may deliver either a monthly invoice to the City with attached copies of detailed invoices as supporting detail, or one lump-sum upon completion.
9. **Non-Exclusive Contract.**  
The City reserves the right to purchase the items listed in the Detail Proposal Submittal Form, as well as any supplemental items, from other vendors during the contract term.
10. **Unrestrictive Brand Names.** Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing general

quality levels. Such references are not intended to be restrictive. Proposals will be considered for any brand that meets or exceeds the quality of the specifications given for any item. In the event an alternate brand name is proposed, supplemental documentation shall be provided demonstrating that the alternate brand name meets or exceeds the requirements specified herein. The burden of proof as to the suitability of any proposed alternatives is upon the proposer, and the City shall be the sole judge in making this determination.

11. **Delivery.** Prices quoted for all supplies or equipment to be provided under the terms and conditions of this RFP package shall include delivery charges, to be delivered F.O.B. San Luis Obispo by the successful proposer and received by the City within 90 days after authorization to proceed by the City.
12. **Start and Completion of Work.** Work on this project shall begin immediately after contract execution and shall be completed within 90 calendar days thereafter, unless otherwise negotiated with City by mutual agreement.
13. **Change in Work.** The City reserves the right to change quantities of any item after contract award. If the total quantity of any changed item varies by 25% or less, there shall be no change in the agreed upon unit price for that item. Unit pricing for any quantity changes per item in excess of 25% shall be subject to negotiation with the Contractor.
14. **Submittal of References.** Each proposer shall submit a statement of qualifications and references on the form provided in the RFP package.
15. **Statement of Contract Disqualifications.** Each proposer shall submit a statement regarding any past governmental agency bidding or contract disqualifications on the form provided in the RFP package.

## **I. PROPOSAL CONTENT**

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Proposals must, at a minimum, contain the information listed below, and may include any other information that the candidate feels will facilitate the City's consideration.

1. **Cover Letter.** Please include a cover letter which includes your interest in administering the City of San Luis Obispo's BMR Program and any other information that you would like to highlight. (MAXIMUM OF ONE PAGE)
2. **Qualifications.** Describe your firm's experience and qualifications to administer San Luis Obispo's BMR Program, including processing Resale Restriction Agreements and Deeds of Trust; loan subordination and payoff transactions; compliance monitoring and certification; transfers and defaults. Include a list of jurisdictions for which you provide similar services. Provide an example of your experience in dealing with compliance issues (i.e., steps taken, outcome, etc.). (MAXIMUM OF THREE PAGES)
3. **Program Administration.** Provide a detailed discussion of how your firm will implement and administer the BMR Program, including the protocol your firm will use for each of the tasks identified in the Scope of Services. Include a description of the anticipated interaction between your firm, the City, and BMR clients. Include an organizational chart which identifies the primary

role of each team member (e.g., BMR inquiries, document preparation, monitoring, etc.).  
(MAXIMUM OF SIX PAGES, NOT INCLUDING EXAMPLES)

- a. Provide example documents used to perform annual monitoring of both rental and ownership units.
  - b. Provide example application forms (pre-qualification, etc.) and helpful documents (e.g., FAQs, process, etc.) that an applicant would access on the dedicated webpage that would be set up for Gilroy's BMR program.
4. **Cost.**
  - a. Submit in a separate sealed envelope a cost estimate for each task in the Scope of Services (e.g., fixed fee for basic services, fee per transaction / sale). See attachment for example.
  - b. Include any other costs associated with administering the BMR program.
  - c. Include the estimated hours for each staff member assigned to each task, including the associated cost and hourly rate.
  - d. Include a not-to-exceed amount that would be contained in a potential agreement with the City.
  - e. Hourly rates may be used for pricing the cost of additional services (beyond the scope of services), as needed.
5. **Additional Information.** Provide general suggestions regarding the City's BMR program or the requested scope of services. For example, provide suggestions on how the City might improve San Luis Obispo's BMR program or finance the BMR Administrator contract through a self-sustaining fee structure, etc.
6. **Identify Key Staff.** Provide a resume for the BMR Program Manager, main point of contact, and any other key staff who will be involved in the day-to-day administration of the City's BMR program (e.g., interacting with applicants and city staff, preparing and recording legal documents, submitting reports, etc.).
7. **References.** Include the name, address, phone number, and email for a minimum of three (3) references for which you administer their affordable housing program.
8. **Insurance Coverage.** Provide a statement verifying that your firm meets the insurance requirements contained in Attachment A, Article 5, Section D. Identify carriers, A.M. Best ratings, types, and limits of insurance carried by your firm.
9. **Terminated Contracts/Litigation.** Please provide a list of contracts/agreements terminated for convenience or default within the past three years, if any. List any litigation that now affects or may affect the firm's ability to perform work in the future.

10. **Language Capabilities.** Please describe your capacity to serve Spanish speaking clients in both written and speaking form.

## J. PROPOSAL REVIEW

1. **Proposal Review and Award Schedule.** The following is an outline of the anticipated schedule for proposal review and contract award:

ACTIVITY	CONSULTANT	CITY	SCHEDULE
RFP sent to qualified consultants/Legal Ad		X	May 12, 2021
Pre-Proposal Conference (optional)	X	X	May 26, 2021
Responses due	X		June 4, 2021
City response to consultants regarding whether submittal will be considered through subsequent interview		X	June 11, 2021
Interview consultants (If needed)	X	X	June 21 – 24, 2021
Consultant selection and contract execution		X	July 9, 2021
Initial kick-off meeting with staff team	X	X	July 19 – 22, 2021
Internal Organization of Materials and Duties		X	July 19 – August 6, 2021
Transfer of Materials to Consultant	X	X	August 9 - 13, 2021
Consultant Will Commence Administration	X		August 16, 2021

2. **Pre-Proposal Conference.** An optional pre-proposal conference will be held at the following location, date, and time to answer any questions that prospective bidders may have regarding this RFP:
- May, 26, 2021 at 1:00 p.m.**  
**Via Teleconference**  
**(teleconferencing details TBD)**
3. **Ownership of Materials.** All original drawings, plan documents and other materials prepared by or in possession of the Contractor as part of the work or services under these specifications shall become the permanent property of the City and shall be delivered to the City upon demand.
4. **Release of Reports and Information.** Any reports, information, data, or other material given to, prepared by, or assembled by the Contractor as part of the work or services under these specifications shall be the property of the City and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.
5. **Copies of Reports and Information.** If the City requests additional copies of reports, drawings, specifications, or any other material in addition to what the Contractor is required to furnish in limited quantities as part of the work or services under these specifications, the Contractor shall provide such additional copies as are requested, and City shall compensate the Contractor for the costs of duplicating of such copies at the Contractor's direct expense.
6. **Required Deliverable Products.** The Contractor will be required to provide:

- a. One electronic submission - digital-ready original .pdf of all final documents. If you wish to file a paper copy, please submit in sealed envelope to the address provided in the RFP.
- b. Corresponding computer files compatible with the following programs whenever possible unless otherwise directed by the project manager:
 

Word Processing:	MS Word
Spreadsheets:	MS Excel
Desktop Publishing:	InDesign
Virtual Models:	Sketch Up
Digital Maps:	Geodatabase shape files in State Plan Coordinate System as specified by City GIS staff
- c. City staff will review any documents or materials provided by the Contractor and, where necessary, the Contractor will be required to respond to staff comments and make such changes as deemed appropriate.

#### **ALTERNATIVE PROPOSALS**

7. **Alternative Proposals.** The proposer may submit an alternative proposal (or proposals) that it believes will also meet the City's project objectives but in a different way. In this case, the proposer must provide an analysis of the advantages and disadvantages of each of the alternative and discuss under what circumstances the City would prefer one alternative to the other(s).
8. **Attendance at Meetings and Hearings.** As part of the work scope and included in the contract price is attendance by the Contractor at up to [number] public meetings to present and discuss its findings and recommendations. Contractor shall attend as many "working" meetings with staff as necessary in performing work-scope tasks.
9. **Accuracy of Specifications.** The specifications for this project are believed by the City to be accurate and to contain no affirmative misrepresentation or any concealment of fact. Bidders are cautioned to undertake an independent analysis of any test results in the specifications, as City does not guaranty the accuracy of its interpretation of test results contained in the specifications package. In preparing its proposal, the bidder and all subcontractors named in its proposal shall bear sole responsibility for proposal preparation errors resulting from any misstatements or omissions in the plans and specifications that could easily have been ascertained by examining either the project site or accurate test data in the City's possession. Although the effect of ambiguities or defects in the plans and specifications will be as determined by law, any patent ambiguity or defect shall give rise to a duty of bidder to inquire prior to proposal submittal. Failure to so inquire shall cause any such ambiguity or defect to be construed against the bidder. An ambiguity or defect shall be considered patent if it is of such a nature that the bidder, assuming reasonable skill, ability and diligence on its part, knew or should have known of the existence of the ambiguity or defect. Furthermore, failure of the bidder or subcontractors to notify City in writing of specification or plan defects or ambiguities prior to proposal submittal shall waive any right to assert said defects or ambiguities subsequent to submittal of the proposal.



To the extent that these specifications constitute performance specifications, the City shall not be liable for costs incurred by the successful bidder to achieve the project's objective or standard beyond the amounts provided there for in the proposal.

In the event that, after awarding the contract, any dispute arises as a result of any actual or alleged ambiguity or defect in the plans and/or specifications, or any other matter whatsoever, Contractor shall immediately notify the City in writing, and the Contractor and all subcontractors shall continue to perform, irrespective of whether or not the ambiguity or defect is major, material, minor or trivial, and irrespective of whether or not a change order, time extension, or additional compensation has been granted by City. Failure to provide the hereinbefore described written notice within one (1) working day of contractor's becoming aware of the facts giving rise to the dispute shall constitute a waiver of the right to assert the causative role of the defect or ambiguity in the plans or specifications concerning the dispute.

#### **K. FORM OF AGREEMENT**

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##### **AGREEMENT**

THIS AGREEMENT is made and entered into in the City of San Luis Obispo on [day, date, year] by and between the CITY OF SAN LUIS OBISPO, a municipal corporation, hereinafter referred to as City, and [CONTRACTOR'S NAME IN CAPITAL LETTERS], hereinafter referred to as Contractor.

##### **WITNESSETH:**

WHEREAS, on [date], City requested proposals for [ ], per Project No. [xxxx]

WHEREAS, pursuant to said request, Contractor submitted a proposal that was accepted by City for said project;

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. **TERM.** The term of this Agreement shall be from the date this Agreement is made and entered, as first written above, until acceptance or completion of said project.

**2. INCORPORATION BY REFERENCE.** City Specification No. \_\_\_\_\_ and Contractor's proposal dated [date] is hereby incorporated in and made a part of this Agreement and attached as Exhibit A. The City's terms and conditions are hereby incorporated in and made a part of this Agreement as Exhibit B. To the extent that there are any conflicts between the Contractor's fees and scope of work and the City's terms and conditions, the City's terms and conditions shall prevail, unless specifically agreed otherwise in writing signed by both parties.

3. **CITY'S OBLIGATIONS.** For providing the services as specified in this Agreement, City will pay, and Contractor shall receive therefore compensation [xxxxxxx]. If there are installment payments? Contractor shall be eligible for compensation installments after completion of milestone Tasks -E as shown in the attached project schedule.

4. **CONTRACTOR/CONSULTANT'S OBLIGATIONS.** For and in consideration of the payments and agreements hereinbefore mentioned to be made and performed by City, Contractor agrees with City to do everything required by this Agreement and the said specifications.

5. **AMENDMENTS.** Any amendment, modification, or variation from the terms of this Agreement shall be in writing and shall be effective only upon approval by the City Manager.

6. **COMPLETE AGREEMENT.** This written Agreement, including all writings specifically incorporated herein by reference, shall constitute the complete agreement between the parties hereto. No oral agreement, understanding or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral agreement, understanding or representation be binding upon the parties hereto.

7. **NOTICE.** All written notices to the parties hereto shall be sent by United States mail, postage prepaid by registered or certified mail addressed as follows:

**City**

Name  
Dept.  
Address

**Consultant**

Name  
Title  
Address  
Address

8. **AUTHORITY TO EXECUTE AGREEMENT.** Both City and Contractor do covenant that everyone executing this agreement on behalf of each party is a person duly authorized and empowered to execute Agreements for such party.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

CITY OF SAN LUIS OBISPO:

By: \_\_\_\_\_  
City Manager

APPROVED AS TO FORM:

CONSULTANT:

\_\_\_\_\_  
City Attorney

By: \_\_\_\_\_  
Name of CAO / President  
Its: CAO / President

#### **L. INSURANCE REQUIREMENTS**

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##### *Operation & Maintenance Contracts*

The Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

**Minimum Scope of Insurance.** Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

**Minimum Limits of Insurance.** Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used,

either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

**Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**Other Insurance Provisions.** The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, official, employees, agents or volunteers.
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

**Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

**Verification of Coverage.** Contractor shall furnish the City with a certificate of insurance showing required coverage. Original endorsements effecting general liability and automobile liability coverage are also required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before work commences.

**Subcontractors.** Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

#### **M. PROPOSAL SUBMITTAL FORM – SAMPLE**

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A complete proposal must include the forms in this section plus the required insurance certificate.

**THESE REQUIRED PROPOSAL DOCUMENTS SHALL BE ENCLOSED IN TWO SEPARATE SEALED ENVELOPES.**

The first envelope shall be labeled "Qualification Proposal" and shall include the following proposal documents completed in full:

1. Information about the Proposing Firm
2. References
3. Statement of Past Contract Disqualifications
4. Insurance Certificate

The second envelope shall be labeled "Price Proposal" and shall include the Price Proposal form.

These envelopes shall be enclosed in a larger envelope that shall be sealed and addressed to the Department of Finance, City of San Luis Obispo, 990 Palm Street, San Luis Obispo, CA 93401. In order to guard against premature opening, the larger envelope should be clearly labeled with the proposal title, specification number, and name of the proposing firm.

**INFORMATION ABOUT THE PROPOSER**

Firm Name

---

Mailing

---

Address

City, State, ZIP

---

Phone Number

---

FAX Number

---

Business Type (proprietorship/partnership/corporation)

---

Years Operating under this Firm Name

---

Insurance Company's A.M. Best Rating

---

Authorized Representative

---

Title of Authorized Representative

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Signature of Authorized Representative and Date

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## REFERENCES

Number of years engaged in providing the services included within the scope of the specifications under the present business name:\_\_\_\_\_.

Describe fully the last three contracts performed by your firm that demonstrate your ability to provide the services included with the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

### Reference No. 1:

Agency Name	
Contact Name	
Telephone & Email	
Street Address	
City, State, Zip Code	
Description of services provided including contract amount, when provided and project outcome	

### Reference No. 2:

Agency Name	
Contact Name	
Telephone & Email	
Street Address	
City, State, Zip Code	
Description of services provided including contract amount, when provided and project outcome	

**Reference No. 3**

Agency Name	
Contact Name	
Telephone & Email	
Street Address	
City, State, Zip Code	
Description of services provided including contract amount, when provided and project outcome	

**CURRENT CONTRACTS:**

- 1.
- 2.
- 3.
- 4.



## STATEMENT OF PAST CONTRACT DISQUALIFICATIONS

The proposer shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

- ***Do you have any disqualification as described in the above paragraph to declare?***

Yes ☐

No ☐

- ***If yes, explain the circumstances.***


Executed on \_\_\_\_\_ at \_\_\_\_\_ under penalty of perjury of the laws of the State of California, that the foregoing is true and correct.

\_\_\_\_\_  
Signature of Authorized Proposer Representative

PRICE PROPOSAL

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## Council Agenda Report

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**Department Name:** Public Works  
**Cost Center:** 5006  
**For Agenda of:** May 4, 2021  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Matt Horn, Public Works Director  
**Prepared By:** Brian Rodriguez, Engineer II

**SUBJECT:** AUTHORIZATION TO ADVERTISE 2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT, SPECIFICATION NO. 1000167

### RECOMMENDATION

1. Approve the project plans (Attachment A) and specifications (Attachment B) for the 2021 Downtown Pavement Improvements Project, Specification No. 1000167 (Project); and
2. Authorize staff to advertise for bids; and
3. Authorize the City Manager to award the construction contract including the Base Bid and any Additive Alternates if the lowest responsible bid is within the Publicly Disclosed Funding Amount of \$3,400,000 and the funding amount is consistent with the adopted 2021-22 budget appropriation for this project; and
4. Authorize the City Engineer to approve Contract Change Orders up to available project budget of \$4,233,095

### REPORT-IN-BRIEF

Following the City of San Luis Obispo's (City) Pavement Maintenance Plan (Pavement Plan), staff is requesting authorization to advertise a pavement improvement project for construction. The project will provide pavement maintenance and striping improvements to the streets shown in Figure 1 on the following page and the attached vicinity map (Attachment C).

Pavement maintenance projects often involve complete removal and replacement of roadway striping and pavement markings, which provides excellent opportunities to incorporate planned safety and complete street<sup>1</sup> improvements as part of these larger roadway maintenance efforts. The 2021 Project will implement several complete street modifications envisioned for Marsh and Higuera Streets in the City's Downtown Concept Plan and the recently adopted Active Transportation Plan to improve downtown safety and mobility for all road users.

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<sup>1</sup> A complete street is a transportation facility that is planned, designed, operated, and maintained to provide safe mobility for all users, including bicyclists, pedestrians, transit vehicles, truckers, and motorists, appropriate to the function and context of the facility.

These strategies include design elements intended to improve pedestrian crossing safety, increase separation between bicyclists and motor vehicle traffic, and calm traffic and reduce speeds through the downtown. Staff is requesting that funding be appropriated in the upcoming 2021-23 Financial Plan to complete this project.

### **Background**

On April 14, 1998, the City Council adopted the City's Pavement Plan. In 2009, the Pavement Plan was updated to provide additional emphasis on arterial streets. A key element of the Pavement Plan is a rotating and methodical approach to ensuring all areas of the City receive regular preventative and/or corrective paving maintenance. The City implements this rotation by performing maintenance in two neighborhood Pavement Areas in one year, and then focusing on arterial street work in the second year, thereby alternating between neighborhood areas and arterials biennially. Last summer, streets maintenance funding was used for local neighborhood streets in Pavement Areas 4 and 5 (Attachment D), which included roadway sealing and striping enhancements. Improvements to both pedestrian and bicycle access in the form of curb ramps, buffered bike lanes, and addition of two new neighborhood greenways were also completed.

### **2021 Downtown Pavement Improvements Project**

This year, the pavement maintenance work is planned for the following streets, as shown visually in Figure 1 below:

- a. Higuera Street (Marsh to Nipomo and Santa Rosa to Pepper)
- b. Marsh Street (Higuera to Nipomo and Santa Rosa to California)
- c. Nipomo Street (Buchon to Leff)
- d. Johnson Street (Mill to Phillips)
- e. Phillips Lane (Johnson to Pepper)
- f. Pepper Street (Phillips to Mill)



**Figure 1: Project Vicinity Map**

It is important to note that while work on segments of Higuera and Marsh outside of the downtown core is planned to proceed this upcoming summer and fall (2021), segments within the downtown core (between Nipomo and Santa Rosa) are planned to be deferred until summer/fall of 2022. This schedule is proposed to avoid the deconstruction of many recently installed parklets within the downtown core and to reduce potential disruption to activities within the core of the downtown where auto traffic, pedestrian activity, and on-street parking demand are highest. This will also provide time for planning and engagement with businesses and the community to determine viability and methods for implementation of a long term parklet program and not interrupt economic recovery following the pandemic.

### **Pavement Reconstruction and Maintenance**

A pavement investigation was completed (November 2020), which confirmed that Nipomo Street and Johnson/Philips/Pepper were in a failing condition and structurally deficient to carry current traffic loading, including frequent heavy transit bus traffic on Johnson/Philips/Pepper for which the original pavement was not designed. These pavement areas have moderate to severe cracking, rutting in wheel-paths, potholes, and have reached the end of their useful life. Full depth replacement is necessary to bring the pavement to new condition and eliminate the need for more frequent smaller maintenance repairs that would be ineffective in the long term.

This selected method of reconstruction is the most cost effective, with an expected service life of 15-20 years. The old pavement removed from the roadway will be recycled by the receiving aggregate plants for future recycled asphalt pavement (RAP) in other pavement projects.

The majority of Marsh and Higuera asphalt pavement is underlaid by concrete, creating a solid foundation. This pavement structure is acceptable, however, the pavement on Marsh and Higuera from Nipomo to the intersection of Marsh and Higuera is deteriorated and failing due to age and wear. This pavement will be removed and replaced to create a new smooth driving surface. On Marsh and Higuera East of Santa Rosa, pavement maintenance will include installation of a slurry seal coat. Slurry seal is a cost-effective treatment that extends pavement life up to 8 years and prevents more expensive maintenance work in the future. Applied as a thin pavement sealant, it shields the pavement beneath from ultraviolet damage, minimizes water intrusion, and provides a new wearing surface for vehicles. This preventative maintenance treatment is less costly than asphalt replacement. In advance of this year's paving project, the City's Street Maintenance team has completed crack sealing treatment and spot repairs on Higuera Street (Pepper to Santa Rosa) and Marsh Street (California to Santa Rosa). This preparatory work increases the long-term effectiveness of the planned roadway slurry seal coat installation and reduces overall construction costs.

In addition to roadway maintenance, this project will upgrade curb ramps to current ADA and City standards, as well as replace roadway striping and pavement markings, which provides an excellent opportunity to implement several complete street improvements as identified in the City's Traffic Safety Report, Active Transportation Plan and Downtown Concept Plan. These complete street improvements, which are described in more detail in the section below, will support the City's 2021-23 Major City Goal of Climate Action, Open Space and Sustainable Transportation, as well as the City's mode shift targets and Vision Zero goal to eliminate traffic-related fatalities and severe injuries citywide.

### **Complete Street Design Elements**

The Project includes the following complete streets elements along Marsh and Higuera Streets, which are intended to improve mobility and safety for all road users. Note that the summary below describes the design elements proposed for the full extent of Marsh and Higuera Streets, including the segments between Santa Rosa and Nipomo Streets within the downtown core, which are not planned for implementation until 2022. Staff will be conducting additional community outreach for the segments within the downtown core and the Council will have the opportunity to review and approve those designs when staff returns with a request to advertise the 2022 Paving Improvements Project for construction next spring.

- a. **Auto Lane Reductions** – Reduce the number of auto lanes on Marsh and Higuera Streets from three to two, as envisioned in the Downtown Concept Plan and Active Transportation Plan, and as currently exists on Higuera Street between Santa Rosa and Nipomo as an Open SLO pilot installation. Current plans also propose reducing the segment of Higuera from Johnson to Toro Street from two to one lane to provide width for dedicated bike lanes, similar to recent modifications to Pismo Street south of the downtown. (See Figure 2 below for lane reduction locations). Lane reductions, also referred to as “road diets” provide an opportunity to “right-size” oversized roadways to accommodate the actual auto traffic demand required, which provides the benefit of reducing illegal speeding and freeing up additional road space for other features, such as bike lanes, future sidewalk widening, or parking/parklets. Lane reductions also shorten pedestrian crossing distances and the number of conflict points at crosswalks, which improves the pedestrian crossing experience and safety.

A Transportation Impact Study was prepared to evaluate potential traffic impacts associated with these lane reductions. The traffic study concluded that these modifications would retain sufficient traffic capacity to accommodate existing and future auto traffic volumes, while preserving width for existing on-street parking and flexibility to retain parklets if the Council decides to extend the City’s pilot parklet installations beyond the current pilot program. Attachment E provides a visual summary of the existing and future roadway capacity and auto traffic demand on Marsh and Higuera Streets with and without the proposed lane reductions. Attachment F includes the comprehensive Transportation Impact Study prepared for the project.

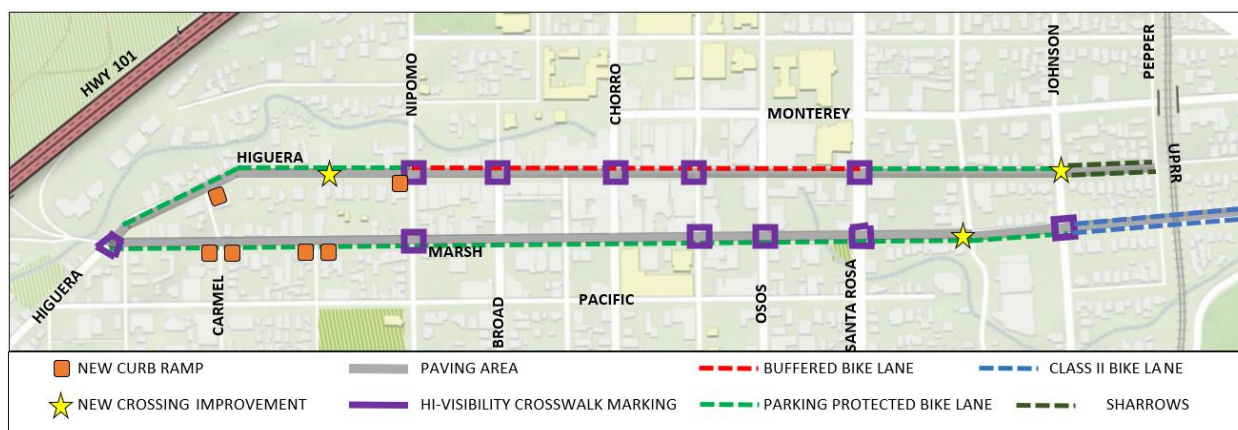
- b. **Curb Ramps** – Upgrade pedestrian curb ramps to current ADA standards at several locations. (see Figure 2 below).
- c. **Accessible On-Street Parking** – Provide additional ADA on-street parking at multiple locations. Six new ADA on-street parking stalls will be added as part of the 2021 plans and approximately 5 will be added in 2022.
- d. **Pedestrian Crossing Upgrades** – Installation of high-visibility “ladder-style” marked crosswalks at several intersections, and addition of push-button flashing beacon systems (RRFBs) at several pedestrian crossings, such as Higuera/Beach (new crossing), Marsh/Toro (existing crossing) and Higuera/Johnson (new crossing). A new crossing at Marsh/Beach was evaluated extensively, but ultimately is not feasible at this time due to significant constraints. While this crossing is still desired in the future and will be considered as part of subsequent planning efforts, it will not be installed as part of this project.

Upon request from the Active Transportation Committee, staff will also be investigating the feasibility of adding a pedestrian crossing to the north leg of the Santa Rosa/Marsh intersection. This evaluation will be done during the design phase for the 2022 paving project plans and will be incorporated into the 2022 paving project, if feasible.

- e. **Protected Bike Lanes** – Install protected bike lanes (“cycle tracks”) along most of Higuera and Marsh Streets within the project limits, as identified in the Downtown Concept Plan and Active Transportation Plan. Current plans for physical bikeway separation include installation of concrete medians and landscaped planter boxes. Note that the planter boxes will be installed via a separate landscaping contract following the completion of the Downtown Paving Project.
- f. **Buffered Bike Lanes** – Provide striped bike lane buffers (no physical barriers) where protected bike lanes are infeasible without significant parking removal, or due to and conflicts with bus stops, downtown delivery staging, Farmer’s Market operations and/or fire access.
- g. **Green Bike Lane Markings** – Install green bike lane markings at higher-volume driveways and through intersection crossings to increase visibility of bicycle-vehicle conflict areas. Application of green bike lane coloring throughout the length of the buffered bike lane on Higuera between Santa Rosa and Nipomo is being considered as part of the 2022 pavement project to add additional awareness of the bike lane and to help address concerns with vehicles illegally blocking the bike lane for commercial and/or passenger loading.

Figure 2 on the next page illustrates the locations of complete street improvements within the project extent, including both the 2021 and 2022 paving areas. A larger copy of this map is provided in Attachment G. Typical street cross section illustrations of each segment are provided in Attachment H.





**Figure 2: Downtown Complete Street Elements Considered**

### On-Street Parking and Parklets

The design approach for the Downtown Paving Project intentionally focuses on minimizing loss of on-street parking, opting to reduce auto lanes to accomplish multimodal goals in lieu of wholesale street parking removal. Currently, many of the on-street parking spaces do not meet current City Standards for on-street parking or sight visibility at intersections. Therefore, there are locations throughout the corridor where on-street parking spaces will be removed. These reductions in parking are necessary regardless of changes to the street configuration. While approximately 93% of existing parking is to remain, approximately 35 spaces are proposed to be removed. Attachment I shows the approximate location and number of spaces to be removed.

The current design does not preclude retaining the vast majority of existing parklets if Council decides to retain parklets beyond the temporary Open SLO pilot program. The only exception is the temporary parklet on Higuera near the Creamery, which was installed for Mistura and conflicts with the proposed project designs. Mistura has used this parklet sparingly and have additional outdoor dining space on-site within their patio. This parklet is planned for removal towards the end of summer prior to the paving work.

It should be noted, the project concept is not proposing protected bike lanes at this time, as called for per the Active Transportation Plan, on Higuera between Santa Rosa and Nipomo and on Marsh east of Johnson Street. The widths of these segments do not accommodate protected bike lanes without the elimination of on-street parking (approximately 75 spaces). Staff proposes to revisit these segments at a future time—most likely after completion of the Palm/Nipomo Parking Structure and/or following a more focused Safe Routes to School Plan for San Luis High School.

### Equity Considerations

As currently proposed, this project supports the equity goals and policies of the Active Transportation Plan as follows:

- a. The project is located within the area of the city officially designated by the state as a “Low-Income Community” per State Assembly Bill (AB) 1550, which reflects proximity to the neighborhoods in the northern half of San Luis Obispo, which statistically includes higher concentrations of lower-income, and often student-occupied, households.
- b. The proposed improvements directly improve access to lower-cost transportation options, such as walking and bicycling, and indirectly improves first/last mile connectivity to the Downtown Transit Center. This is particularly important within the downtown, where many lower-income service workers would benefit from improved transportation options that do not require owning or using an automobile.
- c. The proposed improvements include several specific strategies to improve access for those with mobility challenges, including ADA curb ramp upgrades, some sidewalk repairs, and the addition of several new on-street parking stalls reserved for disabled persons.

### **Benefits to Downtown Vitality & Streetscape Aesthetics**

Where feasible, staff endeavors to incorporate design elements that not only serve a functional purpose but add to the vibrant downtown environment. For example, staff is pursuing aesthetically appealing options for the physical buffer separating the protected bike lanes from vehicular traffic in lieu of plastic flex posts or other less visually appealing features. The current design approach includes use of concrete medians with “Mission Style” concrete color/finish, and addition of planter boxes within these medians where feasible, similar to those installed in cities like Vancouver and Seattle (see photo below for example). Where on-street parking exists adjacent to protected bike lanes, planter boxes would be located to retain access for passengers accessing their vehicles. Installation and maintenance of the planter boxes will be secured under a separate contract immediately following the complete installation of the medians.



*Example of Protected Bike Lanes with Landscaped Planter Boxes (Vancouver, BC)*

In addition, providing a fresh and smooth surface creates the perfect canvas for future street art installations, which can be explored following the roadway sealing project as part of the City's Public Art Program.

### **Economic Recovery and Downtown Business Considerations**

As the designs have developed, and through the public engagement activities described further in this report, staff has received initial feedback from residents, visitors, and businesses in the downtown.

One of the questions/concerns raised during the project planning process relates to the timing of this project and the effects it can have on downtown businesses as they hope to continue recovering from the impacts of the COVID-19 pandemic. Based on discussions with the downtown community, strategies proposed by staff to minimize potential disruption to downtown road users and businesses during construction activities for both 2021 and 2022 paving efforts include:

- a. Deferring start of any disruptive construction activities along Marsh or Higuera Streets until September 1st, avoiding the peak of the summer tourist season.
- b. Where feasible, scheduling working hours outside of peak weekday business hours, including a goal to maintain two lanes of traffic on Marsh and Higuera between 10 a.m. and 6:00 p.m. as much as possible.
- c. Advance noticing to adjacent businesses and residents prior to start of construction to provide project details, schedule and contact information for questions and project updates.
- d. Regular (weekly or bi-weekly) construction updates to notify the community of upcoming project activities and schedules.

### **Previous Council or Advisory Body Action**

Council Adopted the Active Transportation Plan on February 2, 2021.

### **Policy Context**

The project directly supports several key City plans, policies and goals. The complete street components of the project support the recommendations of the Downtown Concept Plan and Active Transportation Plan—with installation of protected bike lanes and priority pedestrian/bicycle crossings along Marsh and Higuera Streets identified as Tier 1 (highest-priority) projects in the Active Transportation Plan. The improvements also indirectly support the General Plan mode share targets and recommendations of the City's Climate Action Plan for Community Recovery to improve active transportation and reduce reliance on single-occupant vehicles. The project also supports the current Sustainable Transportation and Climate Action Major City Goals, as well as the current Meta Goal for Economic Stability, Recovery and Resiliency, which includes a strategy to continue implementation of shovel-ready capital projects (particularly infrastructure maintenance).

Consistent with the October 2018 Purchasing Policy Update to the July 2015 Financial Management Manual, Council must approve the request to proceed with this project, as approval is required for Public Projects that cost over \$175,000.

### **Public Engagement**

1. The public outreach process conducted for the City's recently adopted Active Transportation Plan took place over more than two years from 2018-2021 and guided complete street recommendations proposed within the 2021 paving project.
2. On January 11, 2021 a virtual meeting was held with the Downtown SLO Response and Recovery Board Meeting.
3. On February 4, 2021, Transportation staff had a virtual meeting with SLO Transit and the Regional Transit Authority (RTA) to review the project components and timeline.
4. On February 25, 2021 a community-wide virtual workshop was held to inform the public of the project and its scope and to request input on proposed designs, focusing largely on the Higuera and Marsh Street elements proposed within the downtown area. Notification of the event consisted of an advertisement in The New Times, social media posts, sandwich boards posted and rotated throughout the downtown and e-notification distribution including Downtown SLO and Bike SLO County's memberships. Approximately 15-20 people attended and actively participated using this virtual style of public meeting.
5. On Saturday, March 6, 2021 a "Pop-Up" Style Virtual Presentation was held to provide an option for community members to attend outside of a typical weekday evening meeting format. Unfortunately, there was no community participation in this event.
6. An informational web page (<http://www.slocity.org/downtownpavingproject>) was created to provide background and updates on the different project elements. The webpage also provides opportunities for the public to leave direct feedback on the project via comment boxes. The intent is that the webpage can continue to be used as a tool to provide information for the public throughout the construction of the project.
7. An interactive web-based map was also created allowing the public to leave comments directly on a map of the downtown project and proposed design elements.



*Example of Remix Mapping/Comment Tool*

## CONCURRENCE

This project has been reviewed and has concurrence from the Utilities, Fire, and Community Development Departments. The Active Transportation Committee has reviewed the proposed pedestrian and cyclist improvements and provided its recommendation to Council to proceed with implementation of the project.

It should be noted that the Active Transportation Committee recommended retaining the existing striped bike lanes on both sides of the street along Marsh Street east of Johnson Avenue in lieu of staff's initial proposal to provide a protected bike lane in the eastbound direction and shared lane in the westbound direction. Considering the traffic volumes and speeds along this segment of Marsh Street, the Committee preferred retaining a dedicated bike lane in each direction, even if that left insufficient street width to install physical bike lane separation in either direction. This recommendation is reflected in the final plans proposed for implementation.

## ENVIRONMENTAL REVIEW

This project is categorically exempt from environmental review pursuant to section 15301 of the CEQA Guidelines (Existing Facilities) since it is a maintenance and replacement project. A Notice of Exemption will be filed through the Community Development Department.

The complete street elements are consistent with the Land Use and Circulation Element as well as the Active Transportation Plan, therefore consistent with the environmental review of those documents. In addition, the types of complete street improvements proposed as part of this Project would all be considered categorically exempt from CEQA in the category of Existing Facilities, maintenance activities. Therefore, no additional environmental review is triggered.

## **FISCAL IMPACT**

Budgeted: Proposed in FY21/23 Financial Plan  
Funding Identified: Yes

Budget Year: 2021-22

### **Fiscal Analysis:**

#### **Approval to Bid with Final Project Funding Dependent on Budget Adoption for 2021-22.**

In order to allow for project implementation during the summer months, and to lessen impacts to the traveling public, staff is requesting permission to advertise the project for construction prior to the new fiscal year. However, the construction contract will not be awarded until after the 2021-23 Financial Plan has been adopted by the Council and work will not begin until the budget appropriation is made available.

The project is structured with a Base Bid and two Additive Alternatives to maximize the scope of the pavement replacement project within the available funding. The strategy is to award the contract with the Base Bid and as many of the Additive Alternatives as funding will allow, up to the Publicly Disclosed Funding amount of \$3,400,000 in compliance with Public Contract Code Section 20103.8C. The Base Bid portion includes Higuera and Marsh from Nipomo to where they intersect, Higuera and Marsh from Santa Rosa to the eastern limits, and Nipomo from Buchon to Leff. The additive alternatives include additional asphalt removal and replacement along Johnson from Mill to Phillips, Phillips from Johnson to Pepper, and Pepper from Phillips to Mill.

There is currently a remaining balance of \$216,781 in the 2020 Roadway Sealing (1000114) account, \$46,565 in Water funds, \$41,550 in Sewer funds, and \$80,000 in the Bicycle/Pedestrian Quick Build Project (1000162) account, which are proposed to be used to support the 2021 Downtown Pavement Improvements Project. This brings the current available balance to \$384,896. Additional funding of \$3,848,109 is proposed in the 2021-23 Financial Plan to provide adequate funding for this project. The new funding is proposed via a combination of two capital project, Water, and Sewer funds request in the 2021-23 Financial Plan: \$3,513,199 for the Street Reconstruction and Resurfacing project, \$200,000 for the Active Transportation Plan Implementation project, \$50,000 for Water funds, and \$85,000 for Sewer funds. If the 2021-22 budget is adopted as proposed, the additional funding will be available July 1, 2021, bringing the total available project funding balance to \$4,233,095.



<b>Funding Sources</b>	<b>Current FY Cost</b>	<b>Annualized On-going Cost</b>	<b>Total Project Cost</b>
General Fund			\$2,894,752
State Gas Tax SB1			\$835,228
Federal			
Fees			
Other:			\$503,115
<b>Total</b>			<b>\$4,233,095</b>

<b>ESTIMATED PROJECT COST BY FUNDING SOURCES</b>							
<b>2021 Downtown Pavement Improvements Project, Specification No. 1000167</b>							
	<b>Street R&amp;R Master Account (90346)</b>		2021-23 Active Transportation Plan Implementation	Bicycle/Pedestrian Quick Build Projects (1000162)	Water Valve Cover Adjustments	Sewer MH Cover Adjustments	<b>Project Total Costs</b>
	<b>LRM Fund, Capital Outlay Fund</b>	<b>State Gas Tax SB1</b>	<b>LRM Fund</b>	<b>Capital Outlay Fund</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	
Construction Estimate	\$1,757,794	\$835,228	\$173,913	\$69,565	\$84,000	\$34,500	\$2,955,000
Contingencies (15%)	\$388,988		\$26,087	\$10,435	\$12,565	\$5,175	\$443,250
<b>Total Construction Estimate</b>	<b>\$2,146,782</b>	<b>\$835,228</b>	<b>\$200,000</b>	<b>\$80,000</b>	<b>\$96,565</b>	<b>\$39,675</b>	<b>\$3,398,250</b>
Construction Management:	\$200,000						\$200,000
Materials Testing:	\$20,000						\$20,000
Printing & Advertising:	\$2,000						\$2,000
Public Relations	\$15,000						\$15,000
<b>Total Project Estimate</b>	<b>\$2,383,782</b>	<b>\$835,228</b>	<b>\$200,000</b>	<b>\$80,000</b>	<b>\$96,565</b>	<b>\$39,675</b>	<b>\$3,635,250</b>
Available Project Balance:	\$0	\$0	\$0	\$80,000	\$46,565	\$41,550	\$168,115
Remaining from 1000114 Roadway Sealing	\$216,781						\$216,781
Financial Plan Funding Available after 7/1/2021	\$2,677,971	\$835,228	\$200,000	\$0	\$50,000	\$85,000	\$3,848,199
<b>Total Funding After 7/1/2021:</b>	<b>\$2,894,752</b>	<b>\$835,228</b>	<b>\$200,000</b>	<b>\$80,000</b>	<b>\$96,565</b>	<b>\$126,550</b>	<b>\$4,233,095</b>
Planter Box Landscaping and Maintenance (Separate from Paving Contract)	\$75,000						\$75,000
<b>Publically Disclosed Funding Amount</b>							<b>\$3,400,000</b>

## ALTERNATIVES

1. ***Deny Authorization to advertise.*** The City Council may choose not to authorize project advertisement prior to consideration of the 2021-21 budget review and approval. Staff does not recommend this alternative because this is the ideal time to advertise paving projects for summer construction.
2. ***Continue with the 2021 Downtown Paving Project but defer 2022 downtown core paving to 2023.*** The City Council may choose to continue with the paving work planned for 2021, but direct staff to defer paving work within the downtown core (Higuera and Marsh Streets between Nipomo and Santa Rosa) from 2022 to 2023. This would provide additional time for the City Council to weigh in on long-term plans for downtown parklets and provide additional opportunities for downtown circulation and commerce activity to normalize following disruptions in recent years related to construction of two large hotels, the Marsh Street Bridge Replacement Project and ongoing impacts associated with the COVID-19 pandemic.

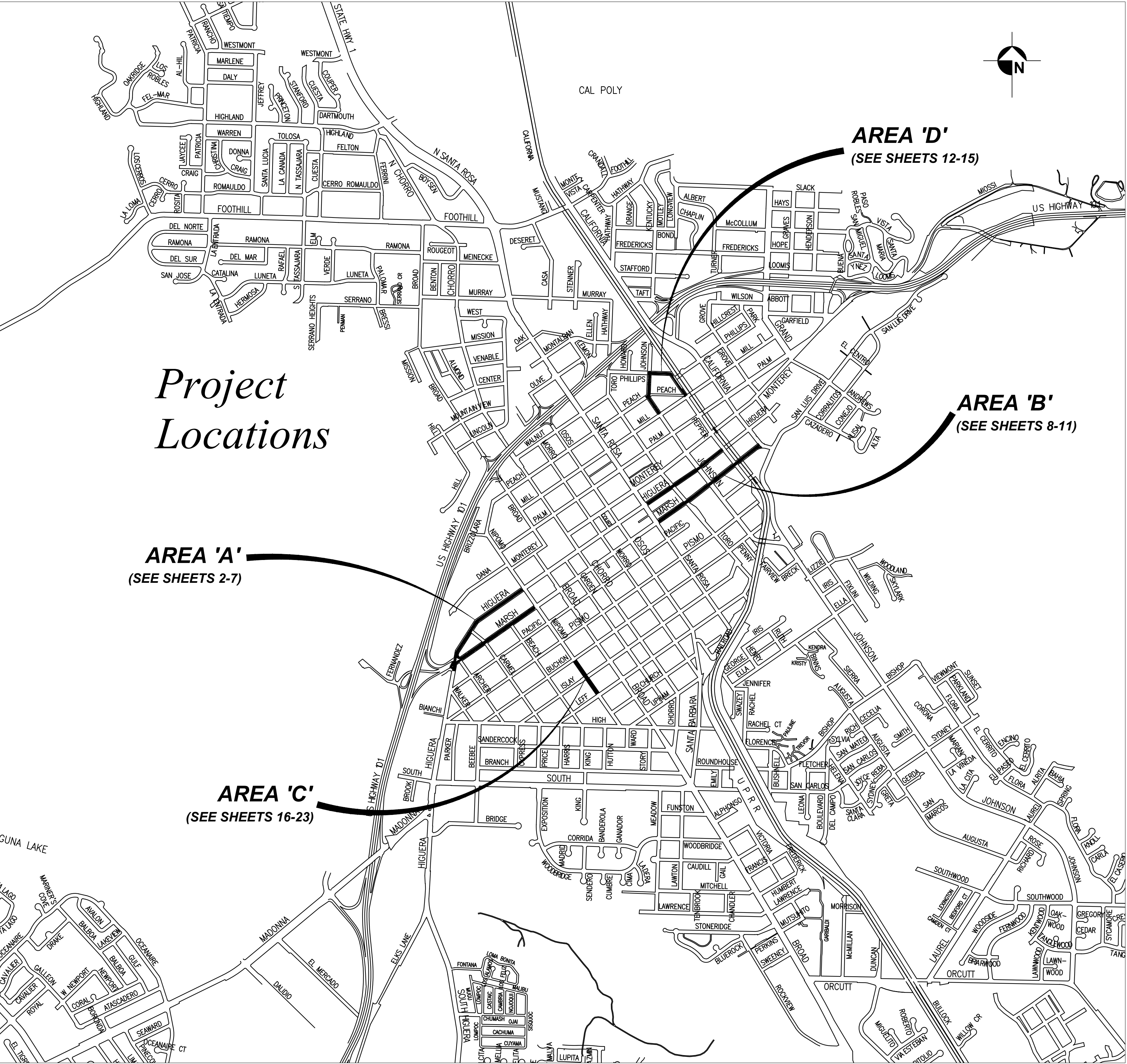
### Attachments:

- a - COUNCIL READING FILE - Spec No. 1000167 Project Plans
- b - COUNCIL READING FILE - Spec No. 1000167 Specifications
- c - Spec No. 1000167 Vicinity Map
- d - Pavement Areas
- e - Volume Capacity Charts
- f - COUNCIL READING FILE - Traffic Analysis Report
- g - Downtown Complete Street Elements Considered
- h - Typical Street Cross Section Illustrations
- i - Estimated Changes in On-Street Parking Spaces



general notes:

1. ALL WORK SHALL BE PERFORMED IN CONFORMANCE WITH THESE PLANS, SPECIAL PROVISIONS PREPARED FOR THIS PROJECT AND THE 2020 CITY OF SAN LUIS OBISPO STANDARD SPECIFICATIONS AND ENGINEERING STANDARDS, IN CONJUNCTION WITH THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS AND STANDARD PLANS, 2015 EDITION (UNREVISED).
2. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR OR PERMITTEE TO CONTACT "UNDERGROUND SERVICE ALERT OF NORTHERN/CENTRAL CALIFORNIA" BY PHONE AT 8-1-1 FORTY-EIGHT (48) HOURS PRIOR TO START OF CONSTRUCTION FOR LOCATION OF POWER, TELEPHONE, OIL AND NATURAL GAS UNDERGROUND FACILITIES. CONTRACTOR OR PERMITTEE SHALL ALSO CONTACT THE APPROPRIATE AGENCY FOR THE LOCATION OF CABLE T.V., WATER, SEWER, DRAINAGE OR UNDERGROUND FACILITIES.
3. THE CONTRACTOR SHALL POSSESS A CLASS "A" OR "C12" & "C8" LICENSE AT THE TIME THE BIDS OPEN AND DURING THE ENTIRE LENGTH OF THE CONTRACT.
4. THESE PLANS DO NOT INDICATE ALL EXISTING FACILITIES IN THE VICINITY OF THE PROPOSED WORK SUCH AS EXISTING IRRIGATION HEADS AND LINES, SHRUBBERY AND VEGETATION, ETC. THE CONTRACTOR MUST USE CARE TO AVOID DAMAGE TO ANY EXISTING IMPROVEMENTS OR VEGETATION IN THE VICINITY OF THE WORK, AND MUST REPAIR ANY FACILITIES DAMAGE DURING CONSTRUCTION TO THE SATISFACTION OF THE ENGINEER.
5. WHERE TRIMMING OF EXISTING VEGETATION IS REQUIRED DURING CONSTRUCTION IT MUST BE DONE IN A MANNER TO REMOVE THE MINIMUM POSSIBLE AMOUNT OF VEGETATION AND LEAVE THE REMAINING IN AN ATTRACTIVE CONDITION. CONTRACTOR TO HIRE CERTIFIED ARBORIST FOR TREE TRIMMING TO ALLOW NECESSARY EQUIPMENT CLEARANCE. NOTIFY THE ENGINEER IN ADVANCE OF THE WORK.
6. THESE PLANS DO NOT INDICATE ALL OVERHEAD LINES. CONTRACTOR SHALL TAKE CARE DURING CONSTRUCTION TO AVOID CONTACT WITH OR DAMAGE TO EXISTING OVERHEAD LINES.
7. ANY EXISTING UTILITIES AND IMPROVEMENTS THAT BECOME DAMAGED DURING CONSTRUCTION SHALL BE COMPLETELY RESTORED TO THE SATISFACTION OF THE ENGINEER AT THE CONTRACTOR'S SOLE EXPENSE.
8. CONTRACTOR SHALL CONTACT ALL UTILITY COMPANIES AND AGENCIES WITH SERVICES IN THE AREA PRIOR TO COMMENCING CONSTRUCTION ACTIVITIES AND COORDINATE WITH THE UTILITY COMPANIES AFFECTED BY CONSTRUCTION.
9. PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR'S LICENSED LAND SURVEYOR SHALL FILE A CORNER RECORD IN THE OFFICE OF THE SAN LUIS OBISPO COUNTY SURVEYOR FOR EACH EXISTING MONUMENT WITHIN THE PROJECT AREA THAT HAS THE POTENTIAL TO BE DISTURBED.
- 10.PROTECT SURVEY MONUMENTS IN PLACE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE REPLACEMENT OF DAMAGED OR DISPLACED SURVEY MONUMENTS AND SHALL NOTIFY THE CITY FIVE (5) WORKING DAYS PRIOR TO RESTORING MONUMENTS. MONUMENTS SHALL BE RESET BY A CALIFORNIA LICENSED LAND SURVEYOR AND SHALL INCLUDE PREPARING AND FILING A CORNER RECORD WITH SAN LUIS OBISPO COUNTY.
- 11.ALL STRIPING AND MARKINGS SHALL BE THERMOPLASTIC PER CALTRANS STANDARD PLANS A20A, A20B, A20C, A20D, A24A, A24B, A24C, A24D, AND A24E. ANY STRIPING NOT MARKED FOR REMOVAL SHALL BE PROTECTED IN PLACE.
- 12.ALL CURB, GUTTER, AND SIDEWALK IMPROVEMENTS SHALL BE COMPLETED PRIOR TO THE START OF PAVING WORK.
- 13.CONCRETE SIDEWALKS MUST CONFORM TO ENGINEERING STANDARDS 4110 & 4220.
- 14.REMOVAL AND REPLACEMENT OF EXISTING CONCRETE SHALL CONFORM TO ENGINEERING STANDARD 4910.
- 15.LOCATION OF ALL SIGNS AND STRIPING TO BE APPROVED BY THE ENGINEER PRIOR TO INSTALLATION.



Project Locations

- 1/2" HMA AND LEVELING
- SLURRY SEAL
- 1/2" & 3/4" HMA

index to plans

sheet no.	description
1	VICINITY MAP, GENERAL NOTES PAVING AREA "A"
2-3	HIGUERA: 10+00 TO 26+60
3-4	MARSH: 26+60 TO 42+19
5	HIGUERA NEAR NIPOMO, ARCHER SE
6	HIGUERA CROSSWALK
7	MARSH NEAR HIGUERA, ARCHER SW & NE
8	MARSH & BEACH SW, NEAR NIPOMO PAVING AREA "B"
9-10	HIGUERA: 50+00 TO 64+89
10-12	MARSH: 70+00 TO 90+28 PAVING AREA "D"
13-14	JOHNSON, PHILLIPS, PEPPER
15	JOHNSON CURB RAMPS
16	JOHNSON CURB RAMPS PAVING AREA "C"
17-24	NIPOMO RECONSTRUCTION
25-26	DETAILS

Reference Documents:  
City Standard Specifications - August 2020 Edition  
City Engineering Standards - August 2020 Edition



san luis obispo county, california

2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

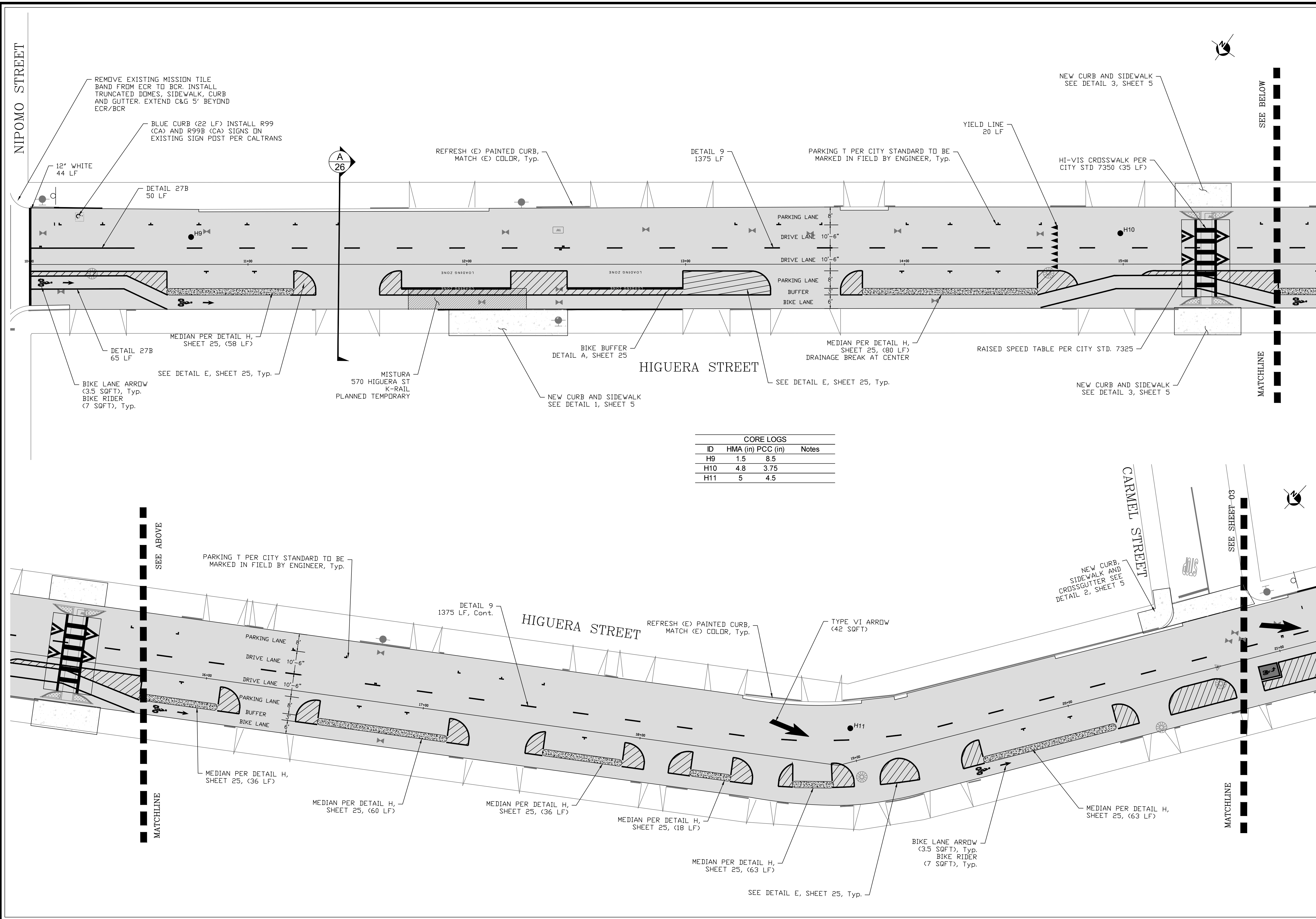


APPROVED BY

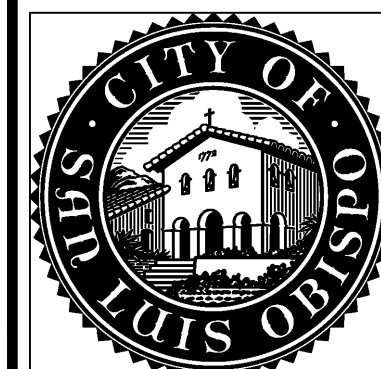
Brian A. Nelson, City Engineer R.C.E. C79870 [MO DAY, YEAR] Approved Date

SPECIFICATION NO.	DATE	SHEET
1000167	APR 2021 FILE NO./LOCATION	1 of 26





CORE LOGS		
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H10	4.8	3.75
H11	5	4.5

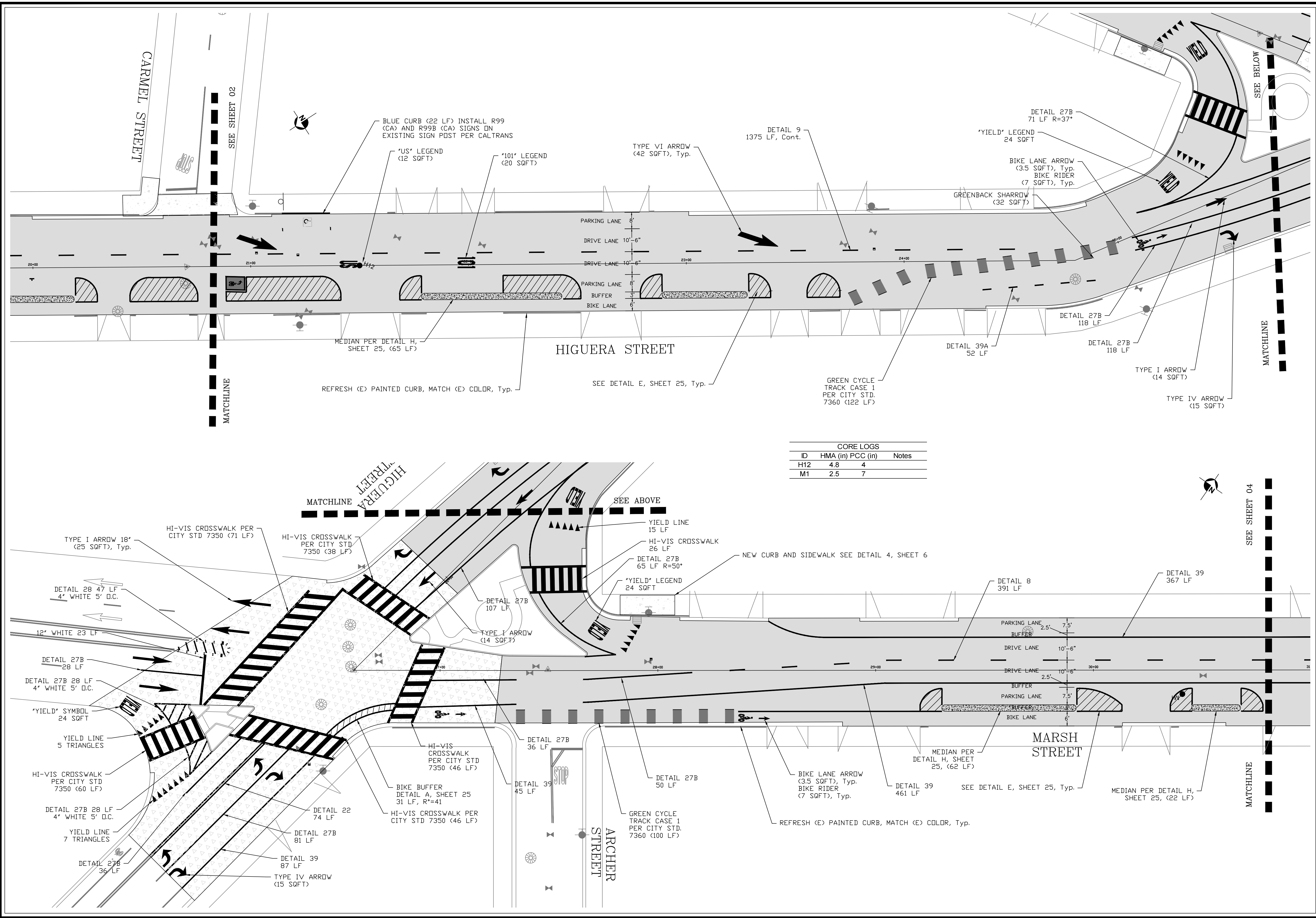


2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

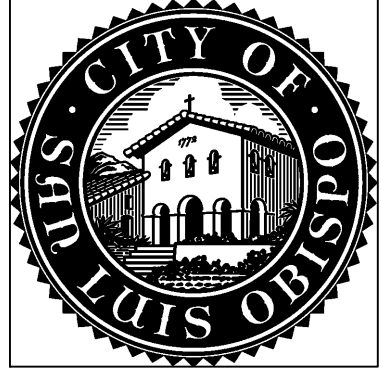
HIGUERA: 10+00 TO 20+50



DESIGNED BY:	BR
DRAWN BY:	KH
CHECKED BY:	MG
APPROVED BY:	BN
SCALE:	1" = 20'
DATE:	APR 2021
CITY SPECIFICATION NO.	1000167
PLAN FILE NO. / LOCATION	
SHEET NO.	



CORE LOGS			
ID	HMA (in)	PCC (in)	Notes
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M1	2.5	7	



2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

HIGUERA-MARSH: 20+50 TO 30+75

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY:

BR

DRAWN BY:

KH

CHECKED BY:

MG

APPROVED BY:

BN

SCALE:

1" = 20'

DATE:

APR 2021

CITY SPECIFICATION NO.

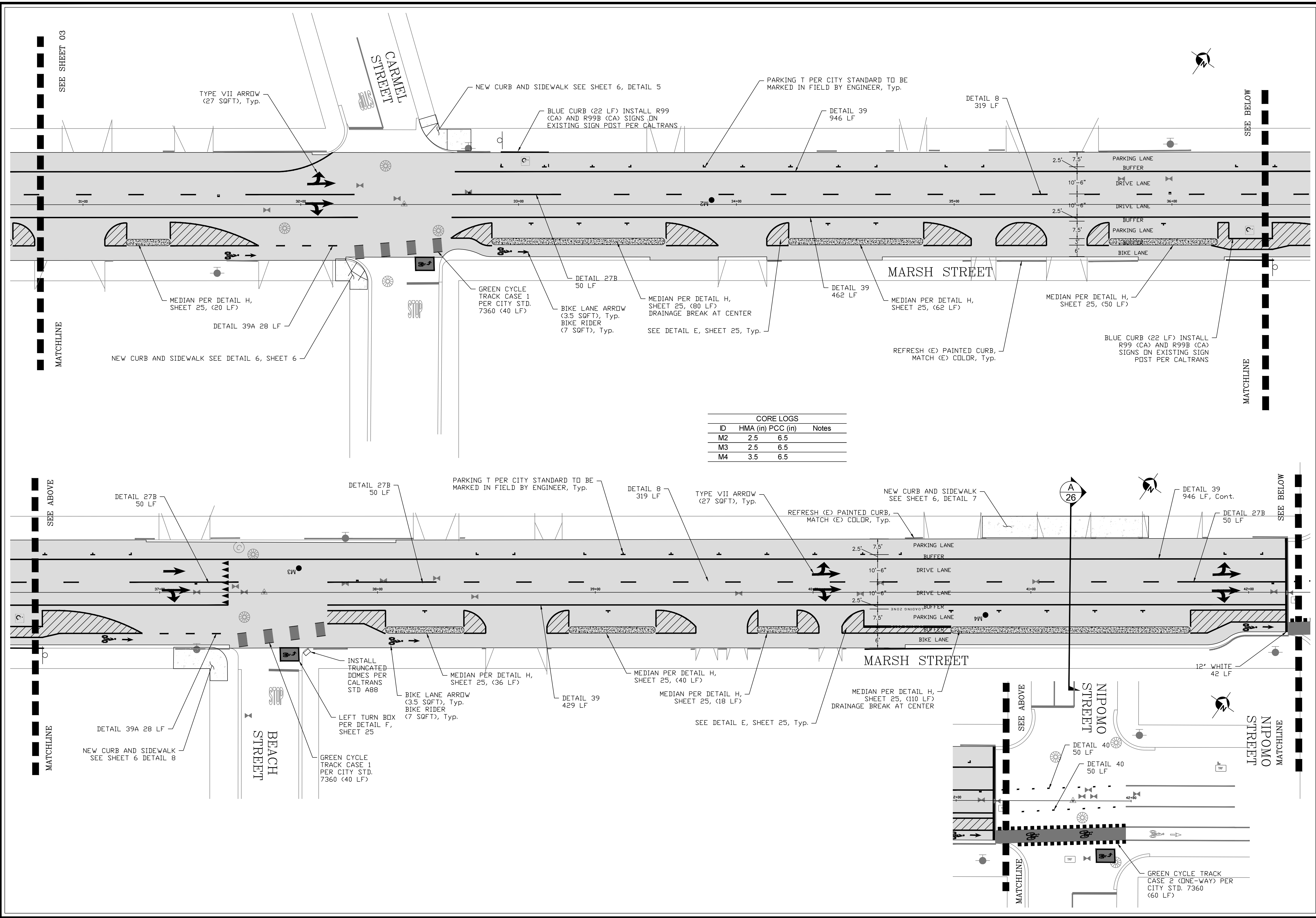
1000167

PLAN FILE NO. / LOCATION

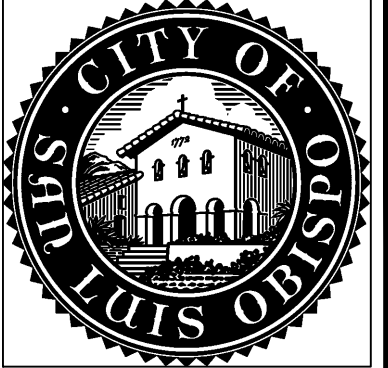
SHEET NO.

3 of 26





CORE LOGS			
ID	HMA (in)	PCC (in)	Notes
M2	2.5	6.5	
M3	2.5	6.5	
M4	3.5	6.5	



2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

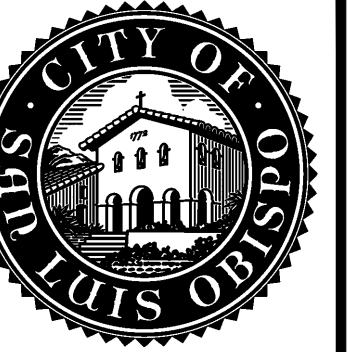
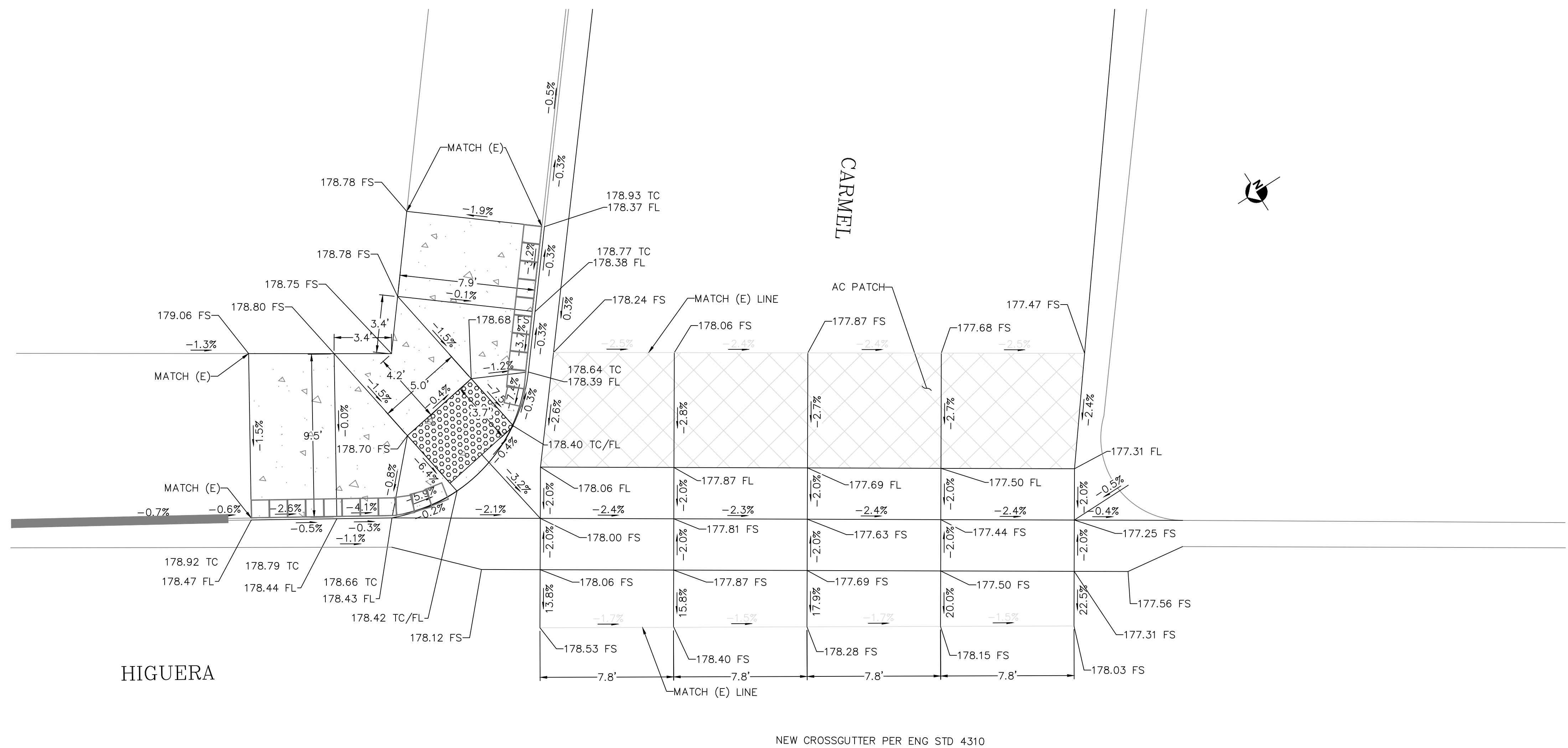
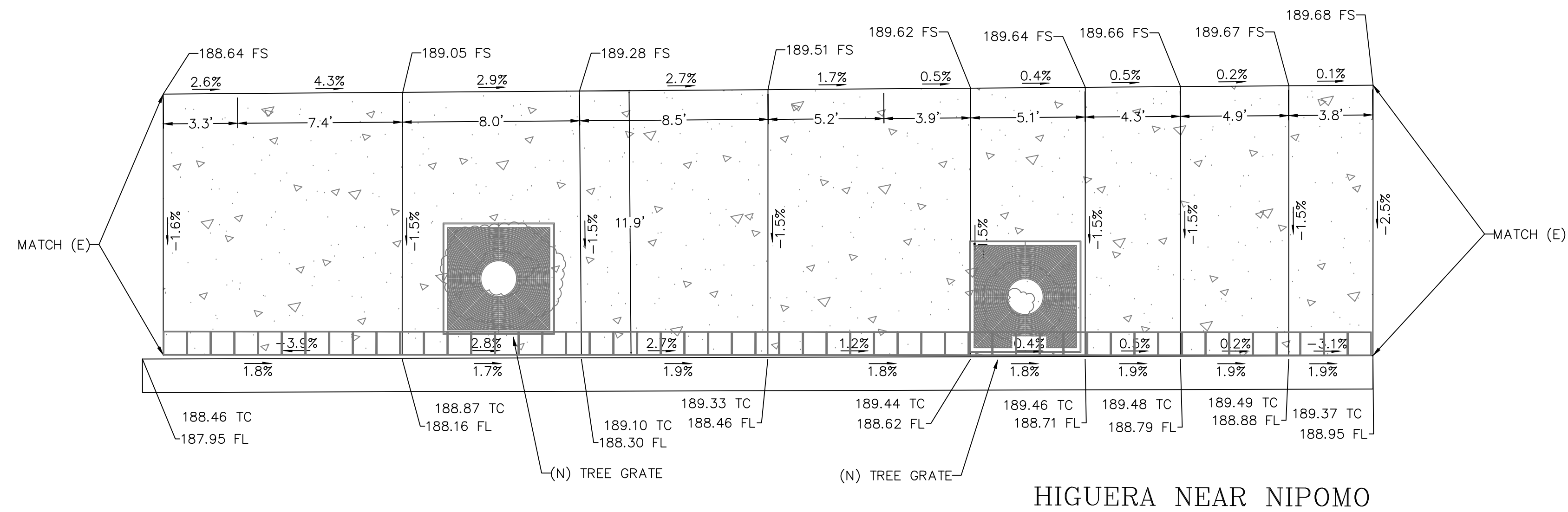
MARSH: 30+75 TO 42+80

PROJECT TITLE:

SHEET TITLE:

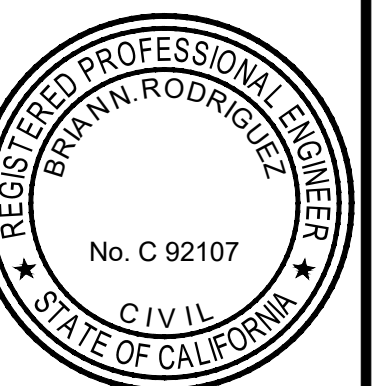


DESIGNED BY:	BR
DRAWN BY:	KH
CHECKED BY:	MG
APPROVED BY:	BN
SCALE:	1" = 20'
DATE:	APR 2021
CITY SPECIFICATION NO.	1000167
PLAN FILE NO. / LOCATION	
SHEET NO.	



# 2021 DOWNTOWN PAVEMENT IMPROVEMENT IS PROJECT

HIGUERA NEAR NIFUMU, CROSSWALK, AT ARCHER SE



DESIGNED BY:

RAWN BY: KH

CHECKED BY: MG

APPROVED BY: BN

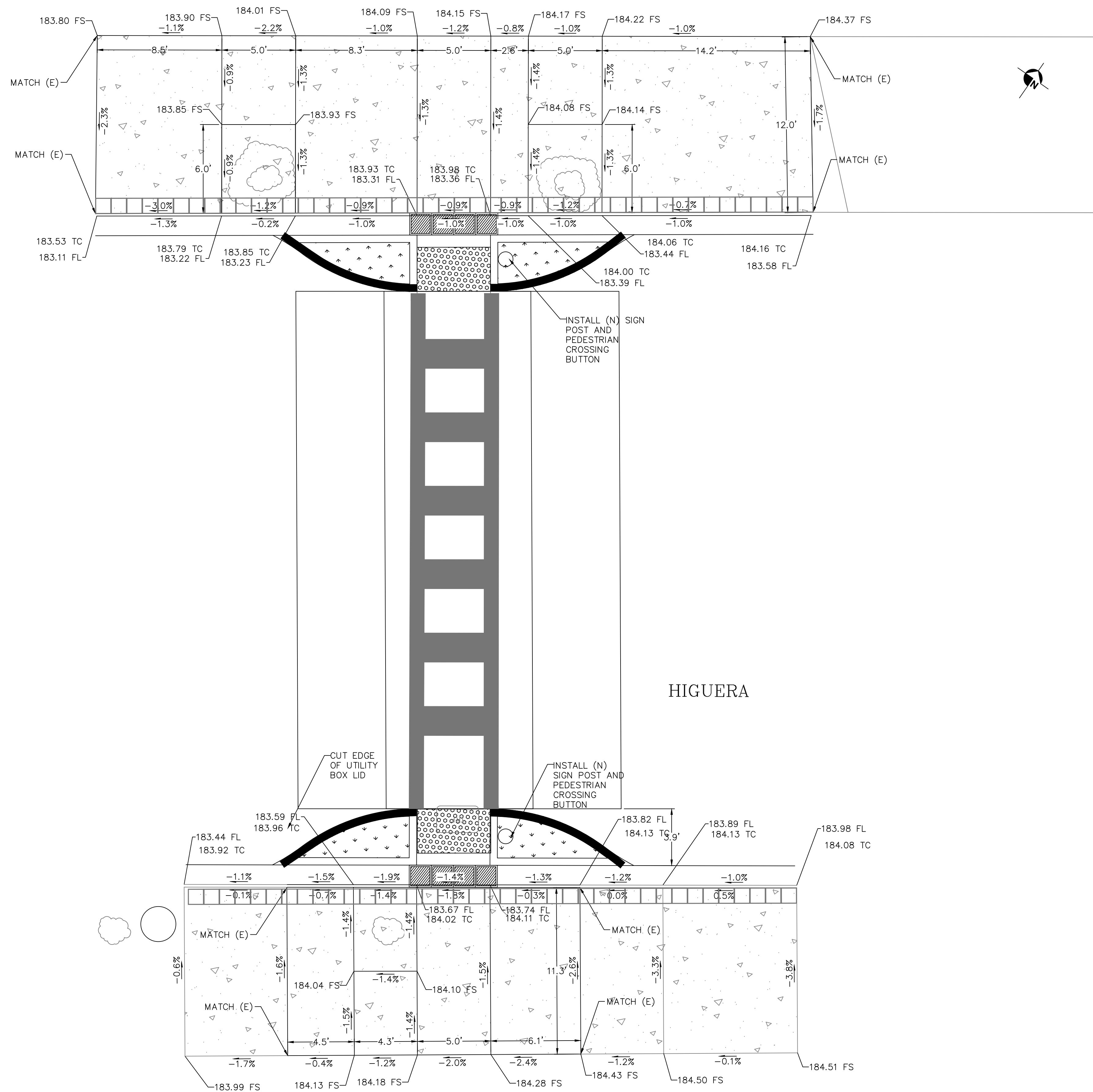
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DATE: APR 2021

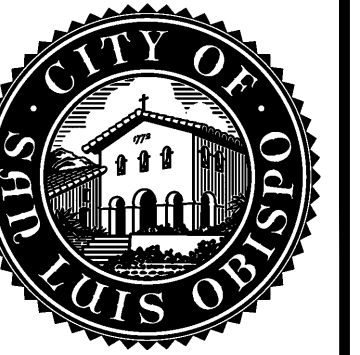
TY SPECIFICATION NO.  
1000167

AN FILE NO. / LOCATION

SHEET NO.



CURB RAMP DETAIL 3



2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

MARSH NEAR HIGUERA, ARCHER SW & NE, BEACH SW, NEAR NIPOMO

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY:

BR

DRAWN BY:

KH

CHECKED BY:

MG

APPROVED BY:

BN

SCALE:

1" = 4'

DATE:

APR 2021

CITY SPECIFICATION NO.

1000167

PLAN FILE NO. / LOCATION

SHEET NO.







2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

MARSH NEAR HIGUERA, ARCHER SW & NE, BEACH SW, NEAR NIPOMO

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY:

BR

DRAWN BY:

KH

CHECKED BY:

MG

APPROVED BY:

BN

SCALE:

1" = 4'

DATE:

APR 2021

CITY SPECIFICATION NO.

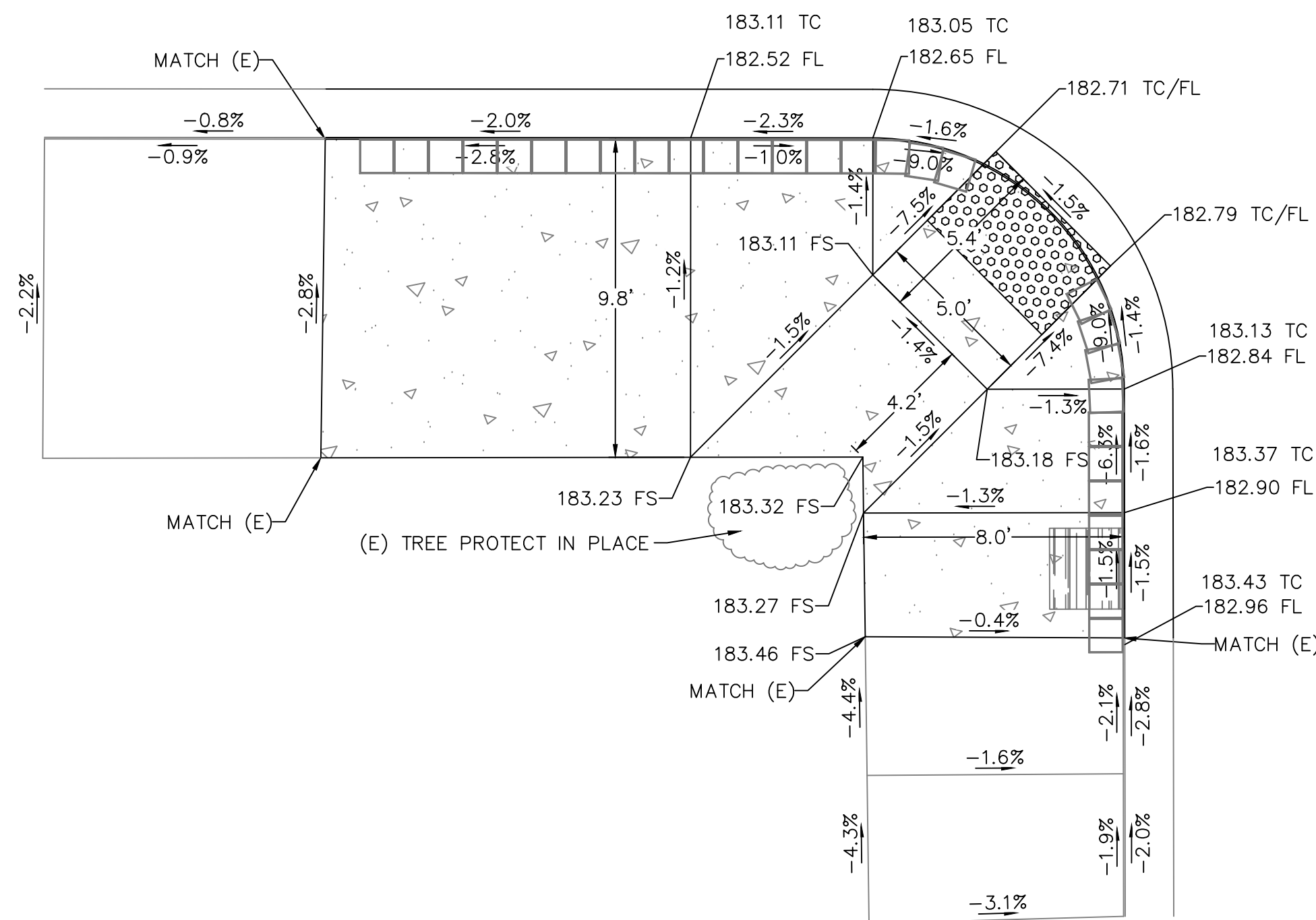
1000167

PLAN FILE NO. / LOCATION

SHEET NO.

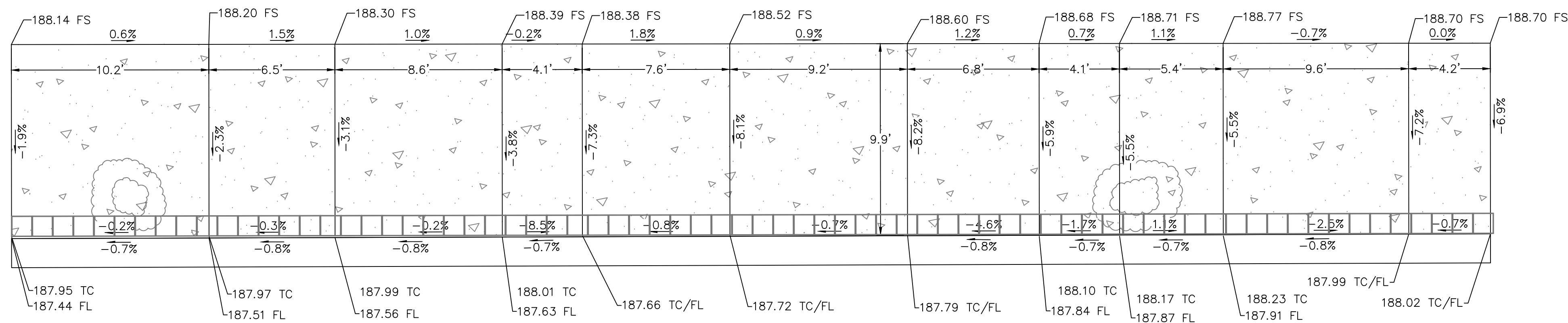
8 of 26

MARSH



CURB RAMP DETAIL 8

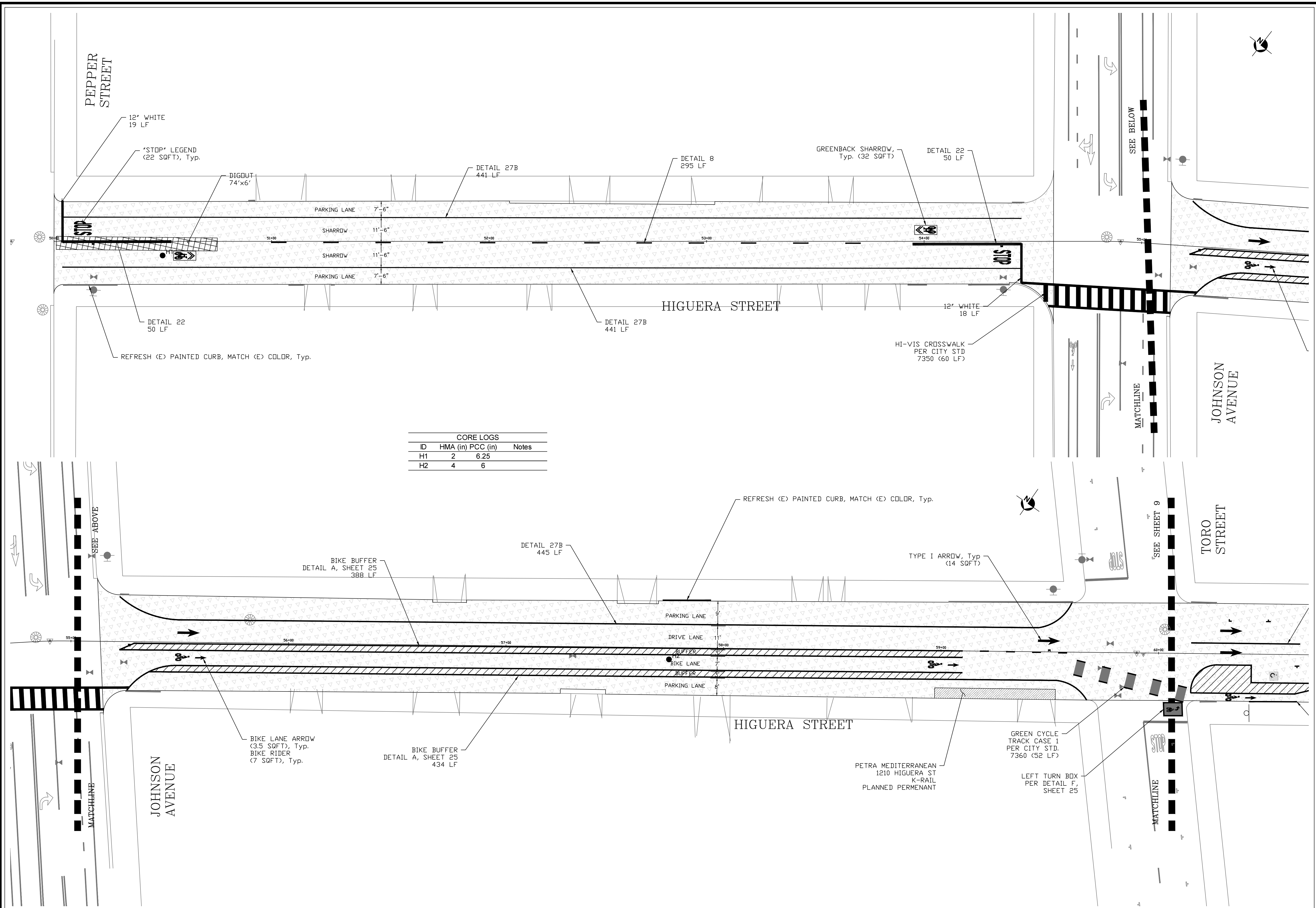
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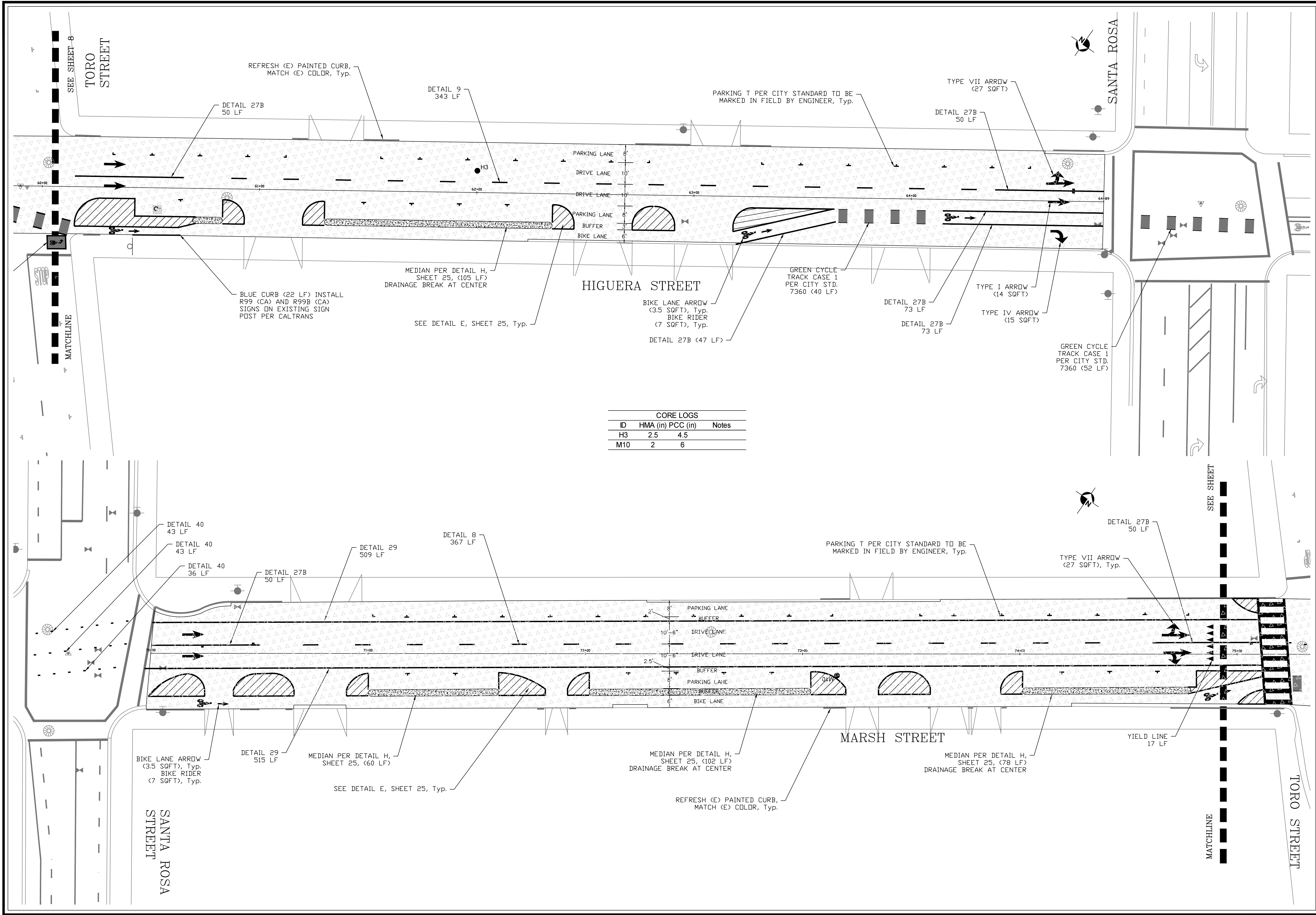


MARSH

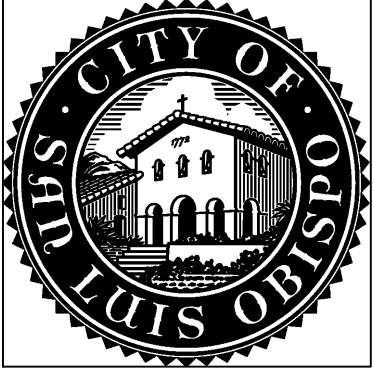
CURB RAMP DETAIL 7







CORE LOGS			
ID	HMA (in)	PCC (in)	Notes
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M10	2	6	



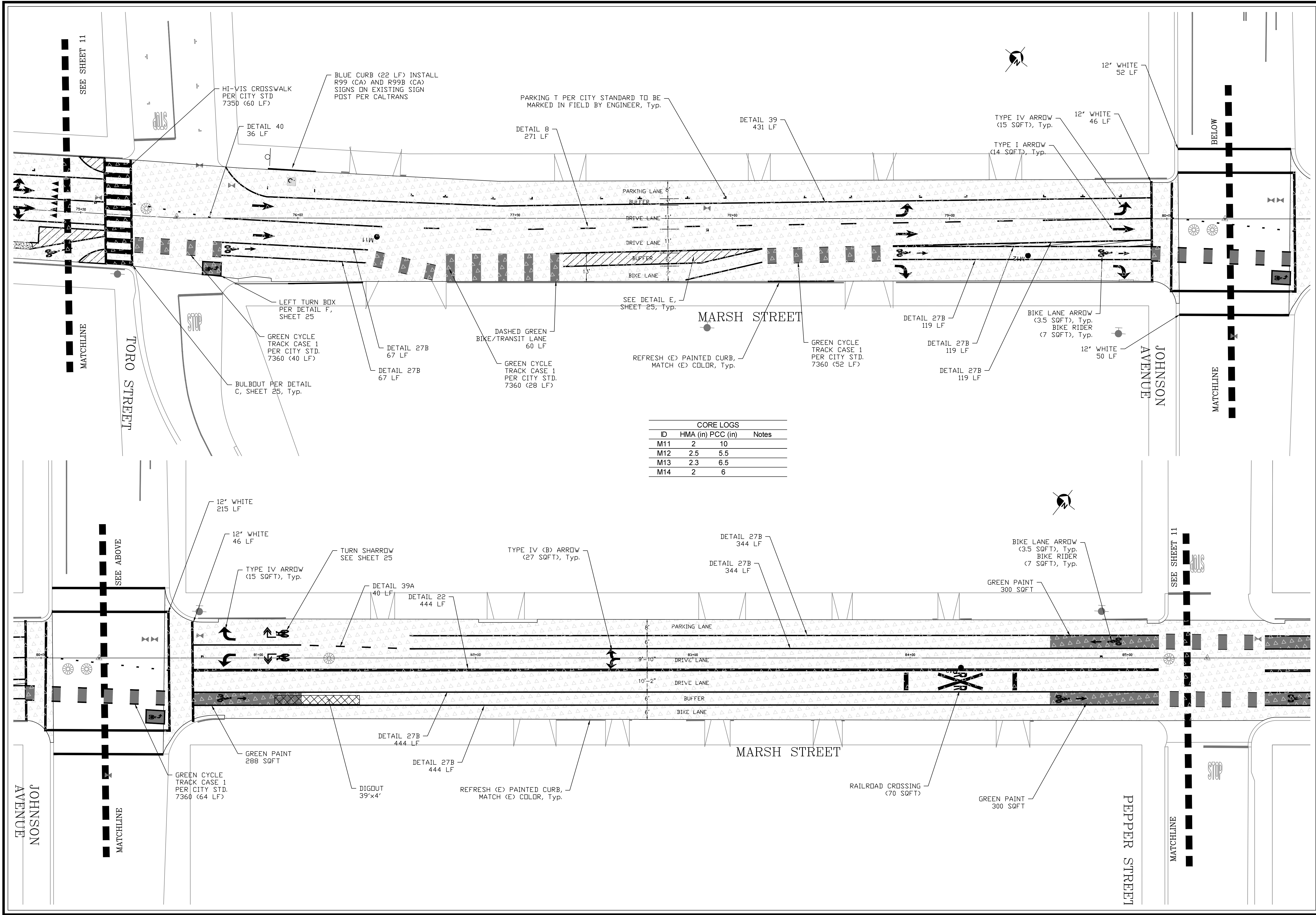
2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

HIGUERA:60+05 TO 64+89 MARSH: 70+00 TO 74+90

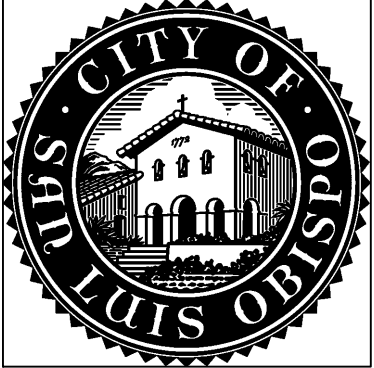


DESIGNED BY:	BR
DRAWN BY:	KH
CHECKED BY:	MG
APPROVED BY:	BN
SCALE:	1" = 20'
DATE:	APR 2021
CITY SPECIFICATION NO.	1000167
PLAN FILE NO. / LOCATION	
SHEET NO.	





CORE LOGS			
ID	HMA (in)	PCC (in)	Notes
M11	2	10	
M12	2.5	5.5	
M13	2.3	6.5	
M14	2	6	



2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

MARSH: 74+90 TO 85+30

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY:

BR

DRAWN BY:

KH

CHECKED BY:

MG

APPROVED BY:

BN

SCALE:

1" = 20'

DATE:

APR 2021

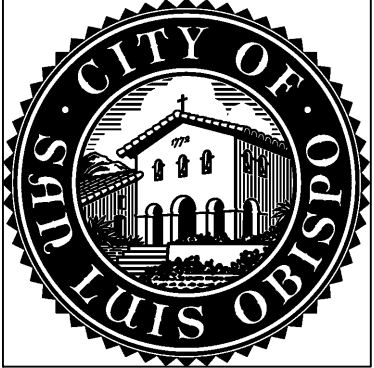
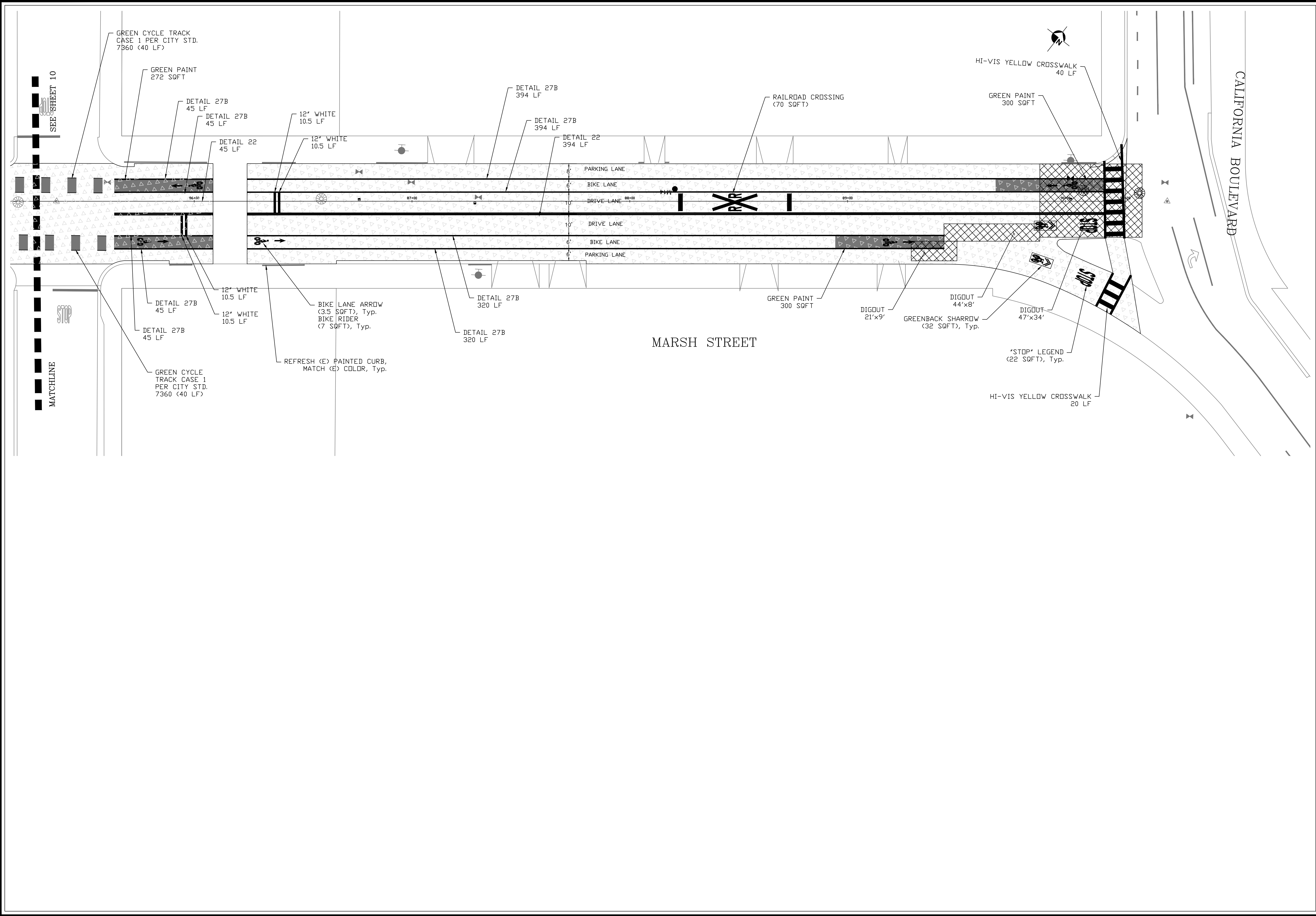
CITY SPECIFICATION NO.

1000167

PLAN FILE NO. / LOCATION

SHEET NO.

11 of 26



2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

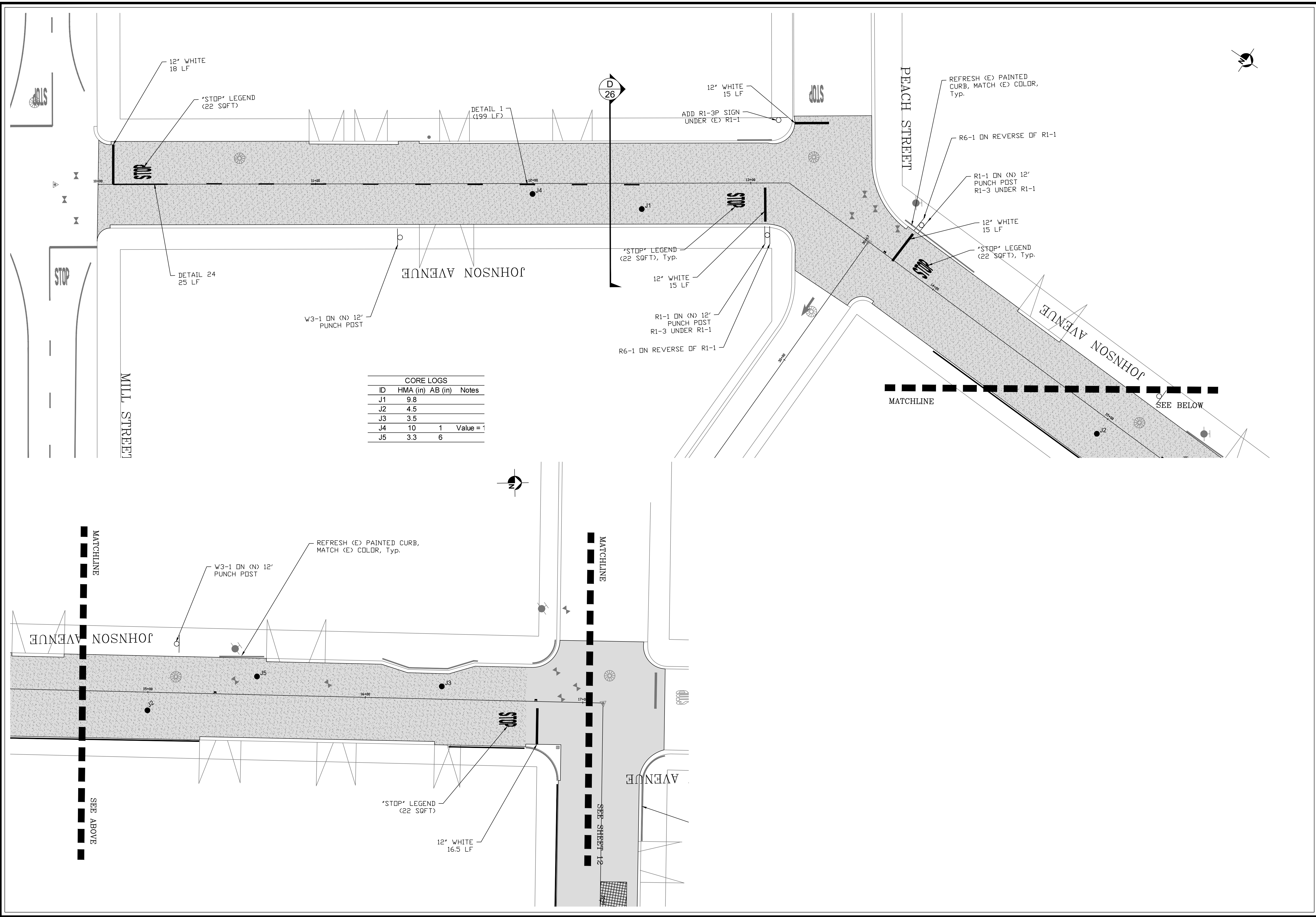
MARSH: 85+30 TO 90+28

PROJECT TITLE:


SHEET TITLE:



DESIGNED BY:	BR
DRAWN BY:	KH
CHECKED BY:	MG
APPROVED BY:	BN
SCALE:	1" = 20'
DATE:	APR 2021
CITY SPECIFICATION NO.	1000167
PLAN FILE NO. / LOCATION	
SHEET NO.	



CORE LOGS			
ID	HMA (in)	AB (in)	Notes
J1	9.8		
J2	4.5		
J3	3.5		
J4	10	1	Value = 1
J5	3.3	6	




2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

JOHNSON

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY: BR

DRAWN BY: KH

CHECKED BY: MG

APPROVED BY: BN

SCALE: 1" = 20'

DATE: APR 2021

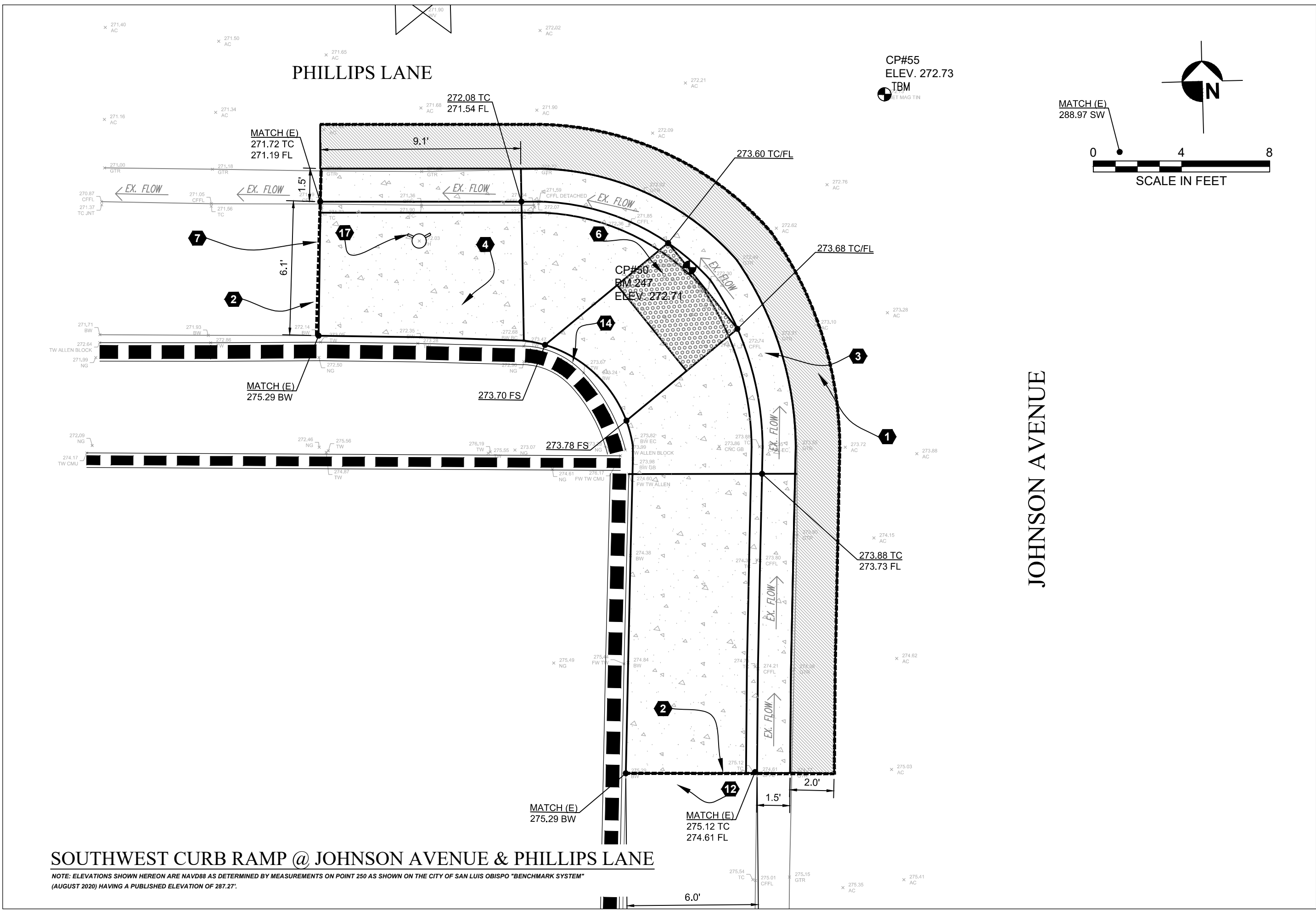
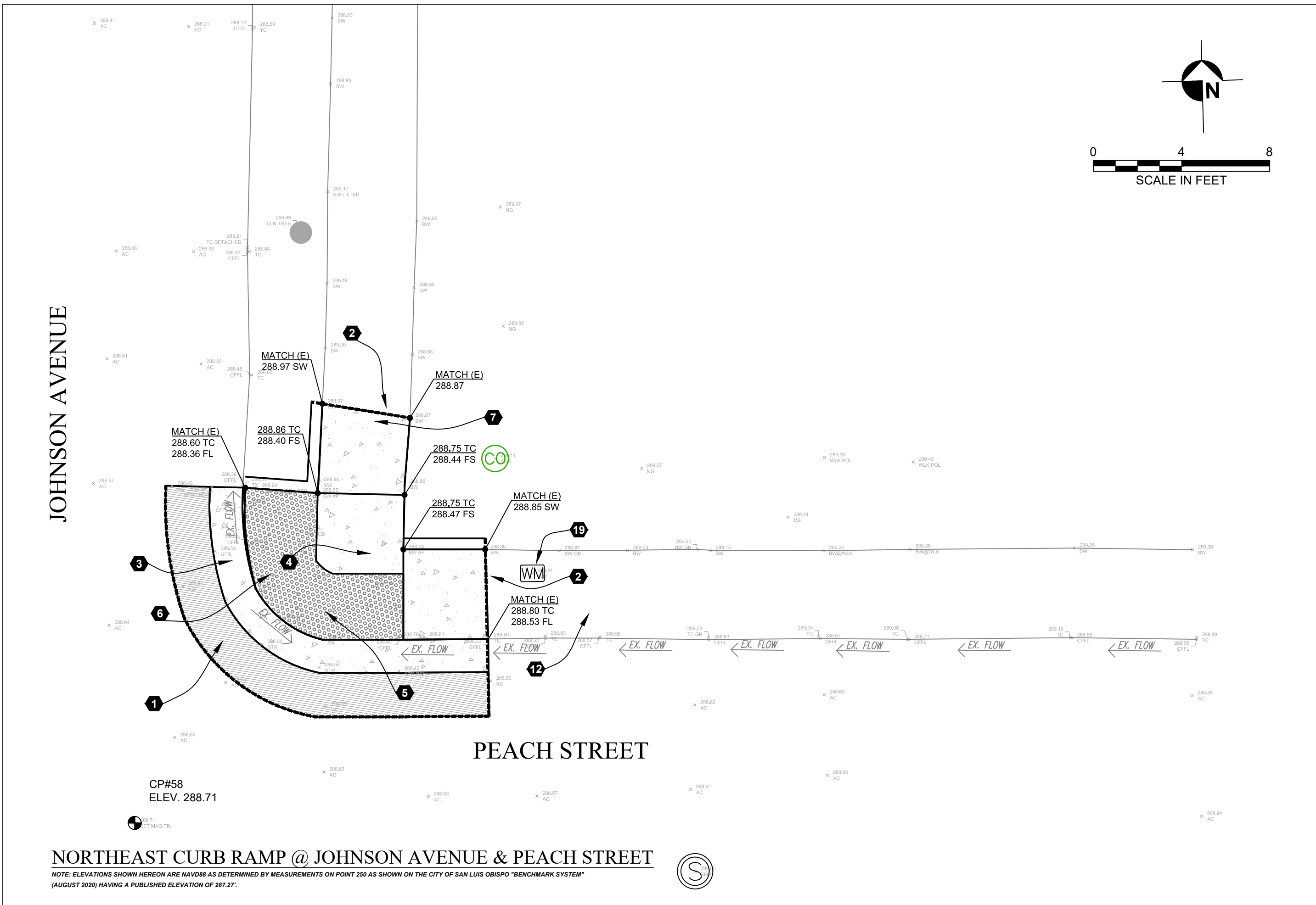
CITY SPECIFICATION NO. 1000167

PLAN FILE NO. / LOCATION

SHEET NO.

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- LEGEND**
- POWER POLE
  - FIRE HYDRANT
  - WATER VALVE
  - WATER METER
  - ELECTRIC METER
  - ELECTRIC PULLBOX
  - GAS METER
  - SEWER MANHOLE
  - SEWER CLEANOUT
  - IRRIGATION CONTROL
  - GUY WIRE
  - SIGN-4 WAY
  - SIGN-2 WAY
  - UTILITY PULL BOX
  - ELECTRICAL VAULT
  - TELEPHONE VAULT
  - LIGHT STANDARD
  - COMMUNICATION PULLBOX
  - TELEPHONE PULLBOX
  - TELEVISION PULLBOX
  - CONTROL POINT
  - CITY BENCHMARK/CONTROL POINT
  - FOUND MONUMENT
  - BLOCK WALL

- CURB RAMP CONSTRUCTION NOTES:**
- SAWCUT AND REMOVE EXISTING ASPHALT CONCRETE PAVEMENT. PAVEMENT REMOVAL & REPAIR PER CITY OF SAN LUIS OBISPO ENGINEERING STANDARD PLAN 4110. SEE PLANS FOR WIDTH DIMENSIONS.
  - SAWCUT AND REMOVE EXISTING CONCRETE PAVEMENT AT NEAREST SCORE MARK OR EXPANSION JOINT PER CITY OF SAN LUIS OBISPO ENGINEERING STANDARD PLAN 4910.
  - REMOVE AND REPLACE EXISTING CURB AND GUTTER. CONSTRUCT CURB AND GUTTER PER CITY OF SAN LUIS OBISPO ENGINEERING STANDARD PLAN 4030. MATCH EXISTING CURB AND GUTTER DIMENSIONS.
  - REMOVE EXISTING CONCRETE SIDEWALK AND REPLACE TO MATCH IMPROVEMENTS. CONSTRUCT CONCRETE SIDEWALK PER CITY OF SAN LUIS OBISPO ENGINEERING STANDARD 4110. MODIFY CROSS SLOPE TO 1.5% TO CURB FACE, UNLESS OTHERWISE SHOWN ON PLANS.
  - CONSTRUCT CURB RAMP PER CITY OF SAN LUIS OBISPO ENGINEERING STANDARD PLAN 4440 AND LATEST CALTRANS REVISED 888A; SEE PLANS FOR CURB RAMP TYPE.
  - INSTALL TRUNCATED DOMES/TACTILE DETECTABLE WARNING SYSTEM TO A DEPTH OF 3" BY RAMP WIDTH PER CITY OF SAN LUIS OBISPO ENGINEERING STANDARD PLAN 4440.
  - DOWEL INTO EXISTING CURB AND GUTTER. CROSS GUTTER AND/OR SIDEWALK. SEE CITY OF SAN LUIS OBISPO ENGINEERING STANDARD PLAN 4440 NOTE 4 AND 4110 NOTE D FOR SMOOTH DOWEL DIMENSIONS.
  - INSTALL SIDEWALK UNDERDRAIN PER CITY OF SAN LUIS OBISPO ENGINEERING STANDARD 3410.
  - ADJUST TRAFFIC SIGNAL BOX AND COVER TO NEW PCC SURFACE.
  - ADJUST WATER VALVE COVER TO NEW PCC SURFACE.
  - PROTECT IN PLACE ROAD SIGN (R1-1).
  - PROTECT EXISTING SIDEWALK, CURB AND GUTTER.
  - RELOCATE STOP SIGN POST.
  - PROTECT IN PLACE EXISTING LANDSCAPE RETAINING WALL.
  - PROTECT IN PLACE EXISTING IRRIGATION SPRINKLER.
  - PROTECT IN PLACE EXISTING DRAIN INLET.
  - PROTECT IN PLACE FIRE HYDRANT.
  - PROTECT IN PLACE STREET LIGHT POST.
  - PROTECT IN PLACE WATER UTILITY COVER.
  - PROTECT IN PLACE POWERPOLE

**BASIS OF BEARINGS**  
COORDINATES FOR THIS PROJECT ARE CALIFORNIA COORDINATE SYSTEM NAD83, ZONE 5, US SURVEY FEET, AS DETERMINED BY GPS OBSERVATIONS ON POINTS 8207 AND 8042 AS SHOWN ON THE CITY OF SAN LUIS OBISPO "HORIZONTAL CONTROL NETWORK" (JANUARY 2007), BEING N40°35'45"E.

**BENCHMARK**  
THE ELEVATIONS SHOWN HEREON ARE NAVD88 AS DETERMINED BY MEASUREMENTS ON POINT 250 AS SHOWN ON THE CITY OF SAN LUIS OBISPO "BENCHMARK SYSTEM" (AUGUST 2020) HAVING PUBLISHED ELEVATION OF 287.27'.

LOCAL PROJECT CONTROL				
Point #	Northing	Eastng	Elevation	Description
50	2301517.59	5768094.66	272.71	FD BM 247
51	2300868.92	5768327.30	287.27	FD BM 250
52	2301111.18	5768102.42	287.37	SCRIBED X
53	2301585.24	5768099.84	269.55	SCRIBED X
55	2301525.23	5768103.66	272.73	SET MAG TIN
56	2301146.76	5768084.93	287.74	SET MAG/TIN
57	2301165.04	5768110.87	288.51	SET MAG/TIN
58	2301195.87	5768120.22	288.71	SET MAG/TIN
59	2300891.77	5768294.20	287.20	SET MAG/TIN
60	2300873.91	5768272.59	286.44	SET MAG/TIN



PROJECT TITLE:  
**2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT**

SHEET TITLE:  
**JOHNSON CURB RAMPS AND CURB RAMP CONSTRUCTION NOTES**



DESIGNED BY:  
BR

DRAWN BY:  
KH

CHECKED BY:  
MG

APPROVED BY:  
BN

SCALE:  
1" = 4'

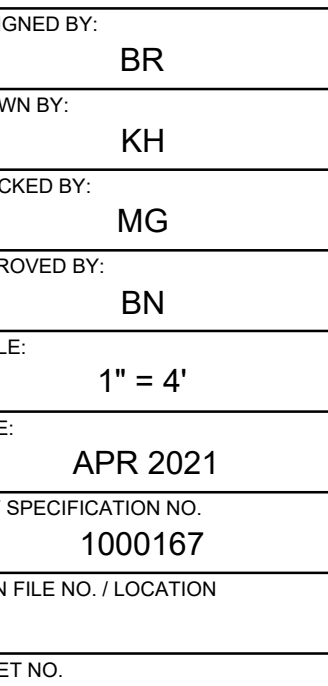
DATE:  
APR 2021

CITY SPECIFICATION NO.  
1000167

PLAN FILE NO. / LOCATION

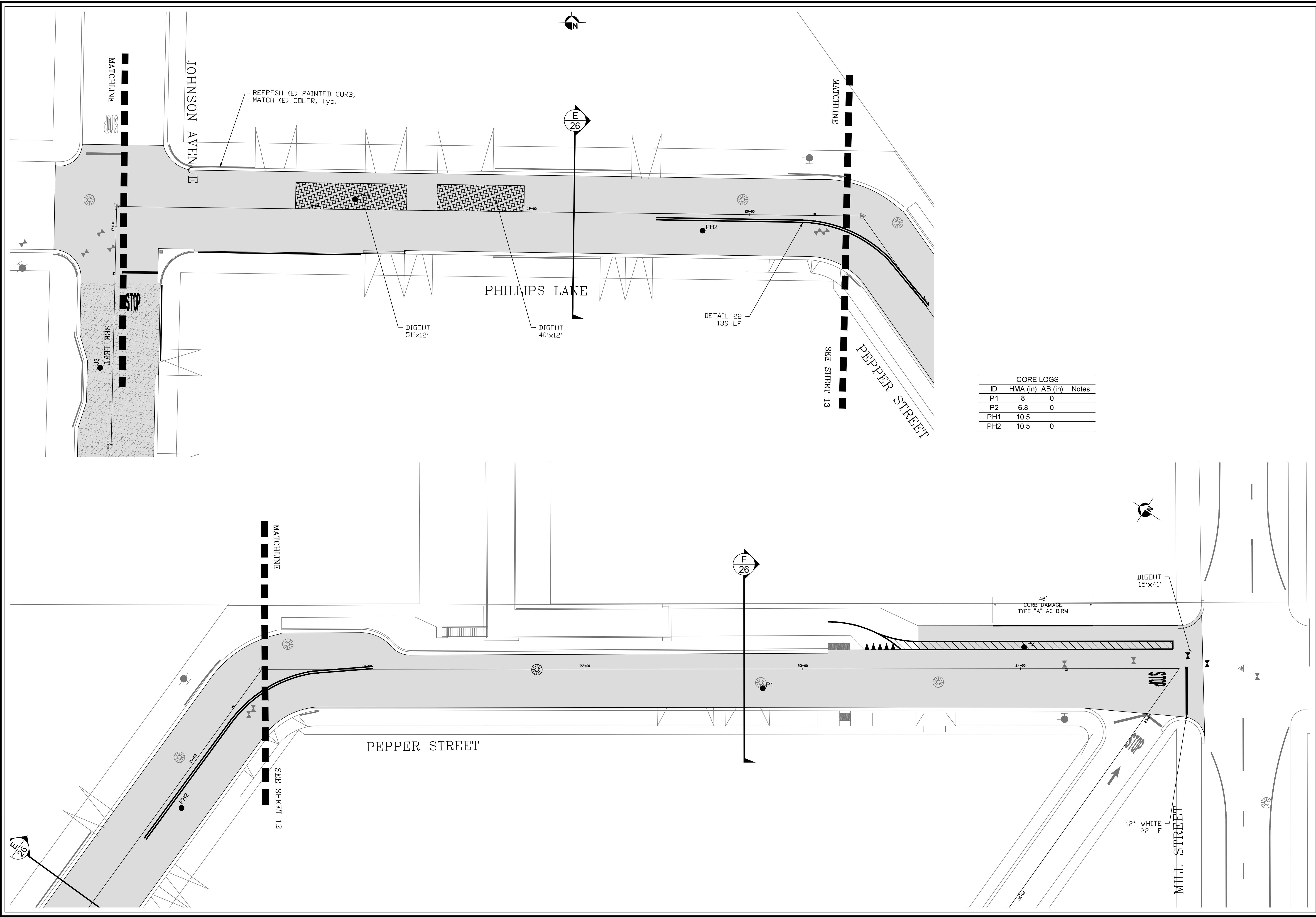
SHEET NO.



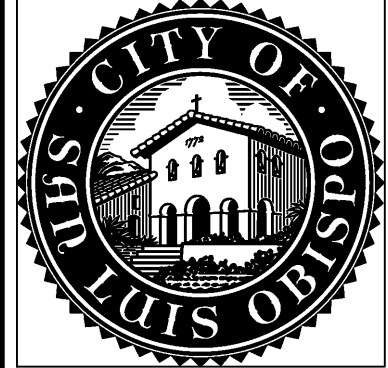


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CORE LOGS			
ID	HMA (in)	AB (in)	Notes
P1	8	0	
P2	6.8	0	
PH1	10.5		
PH2	10.5	0	



2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

PHILLIPS, PEPPER

PROJECT TITLE:

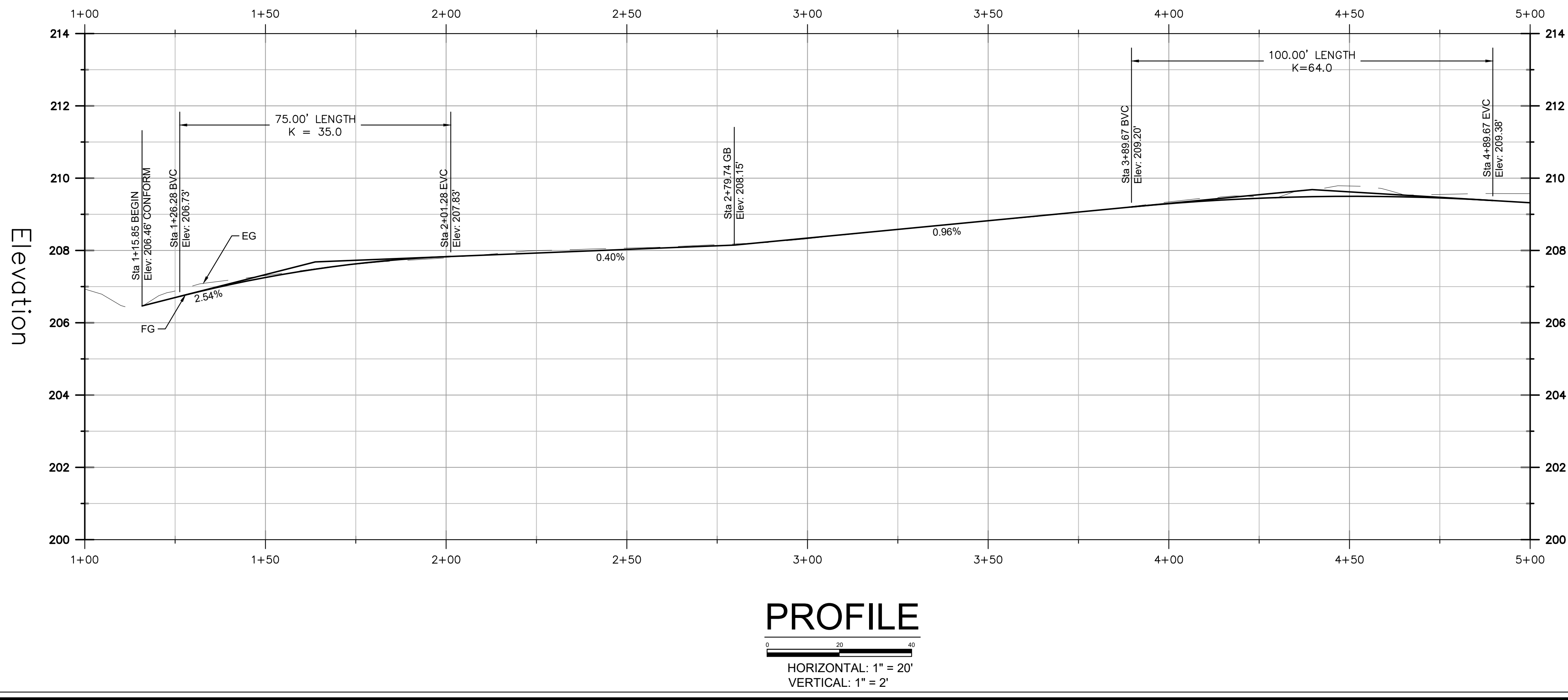
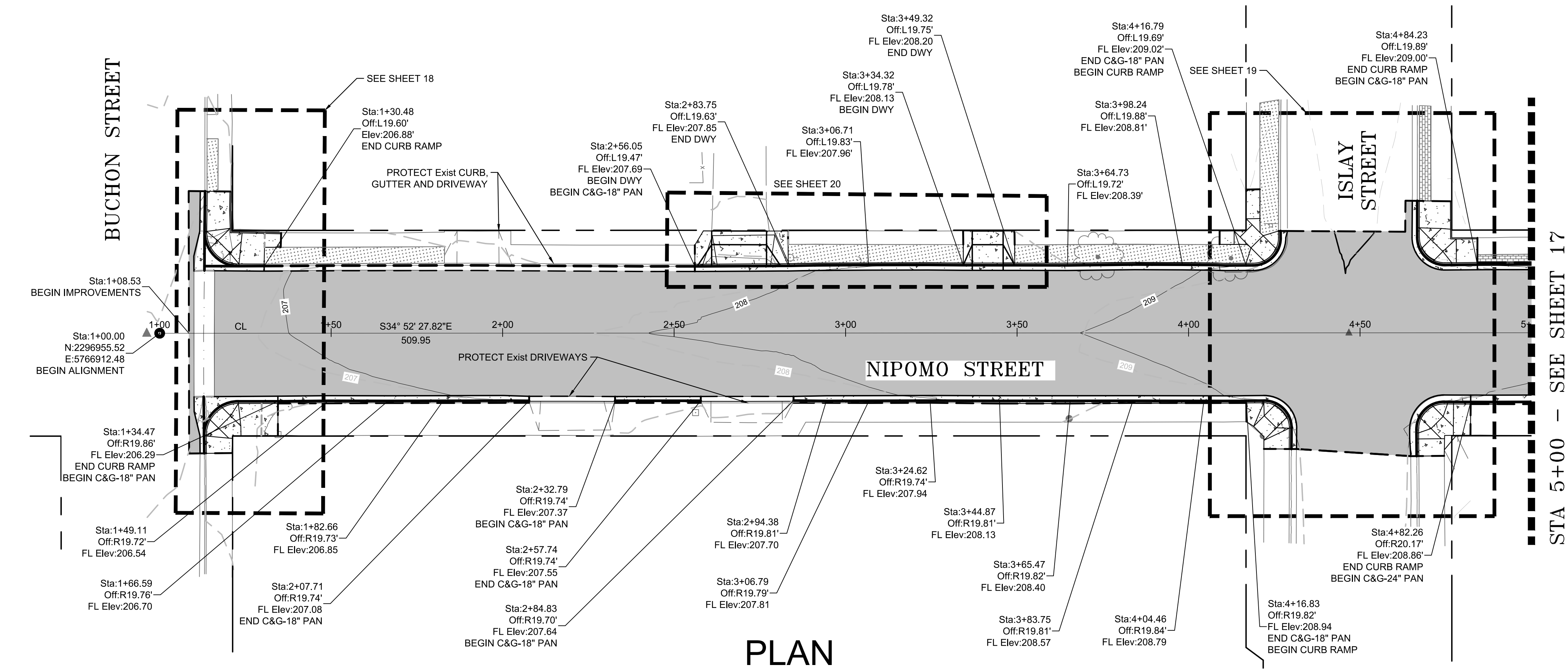
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DESIGNED BY:	BR
DRAWN BY:	KH
CHECKED BY:	MG
APPROVED BY:	BN
SCALE:	1" = 20'
DATE:	APR 2021
CITY SPECIFICATION NO.	1000167
PLAN FILE NO. / LOCATION	
SHEET NO.	

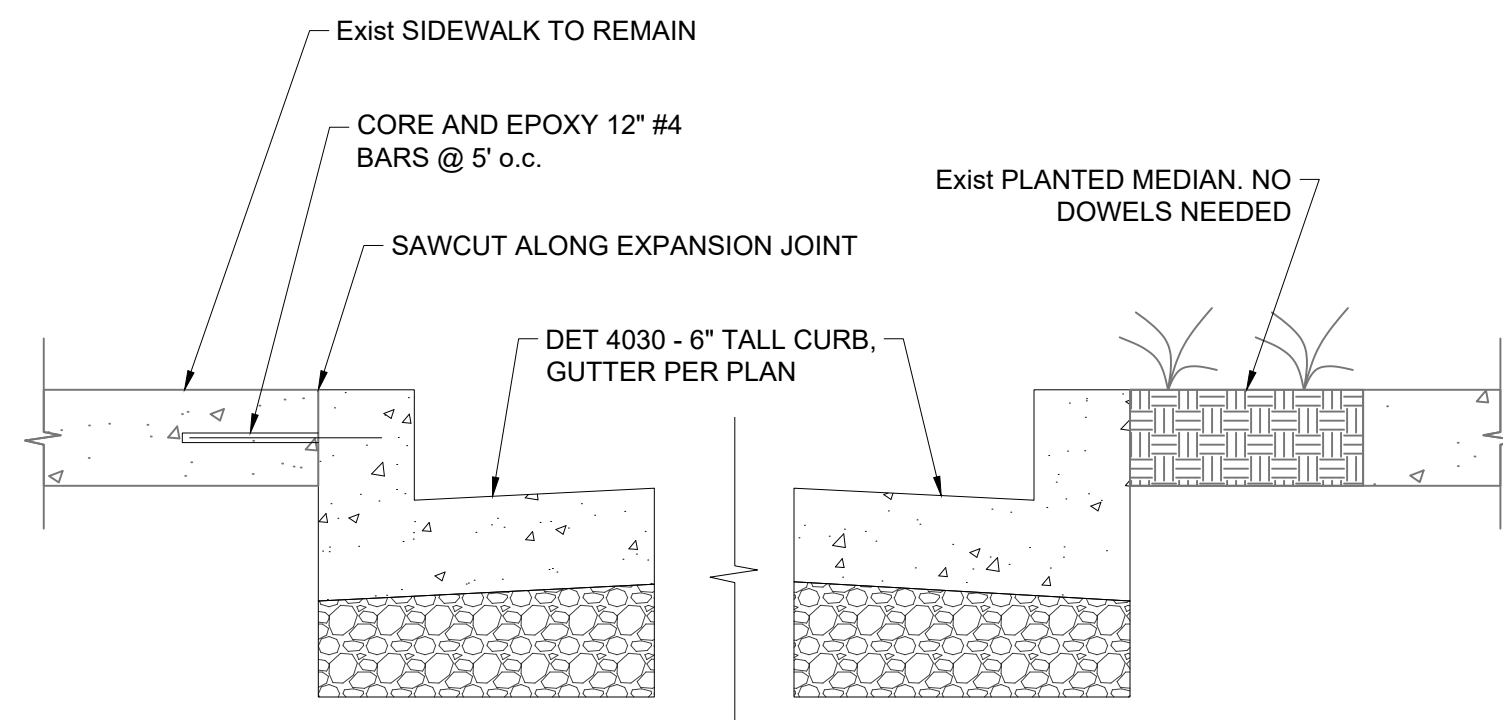



G:\Projects\Active\Projects\Street Improvements\1000141 Nipomo Street Reconstruction\450 Design Working Documents\454 CAD\454.2 Drawings\1000141 Nipomo Layout.dwg



*legend:*

- LIMITS OF NEW PAVEMENT. SEE DETAIL G, SHEET 26
- LIMITS OF NEW CONCRETE WORK
- EXISTING PLANTED MEDIAN
- EXISTING STAMPED MEDIAN - PROTECT IN PLACE
- SAWCUT LINE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- RIGHT OF WAY






**2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT**

NIPOMO STREET RECONSTRUCTION STA 1+00 TO STA 5+00

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY: WBH

DRAWN BY: WBH

CHECKED BY: MG

APPROVED BY: BN

SCALE: AS SHOWN

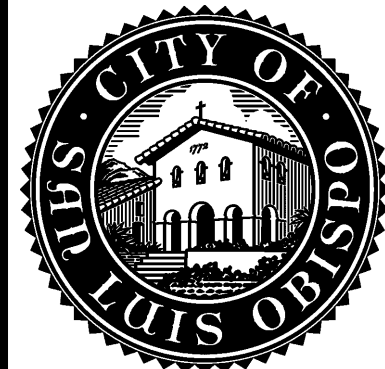
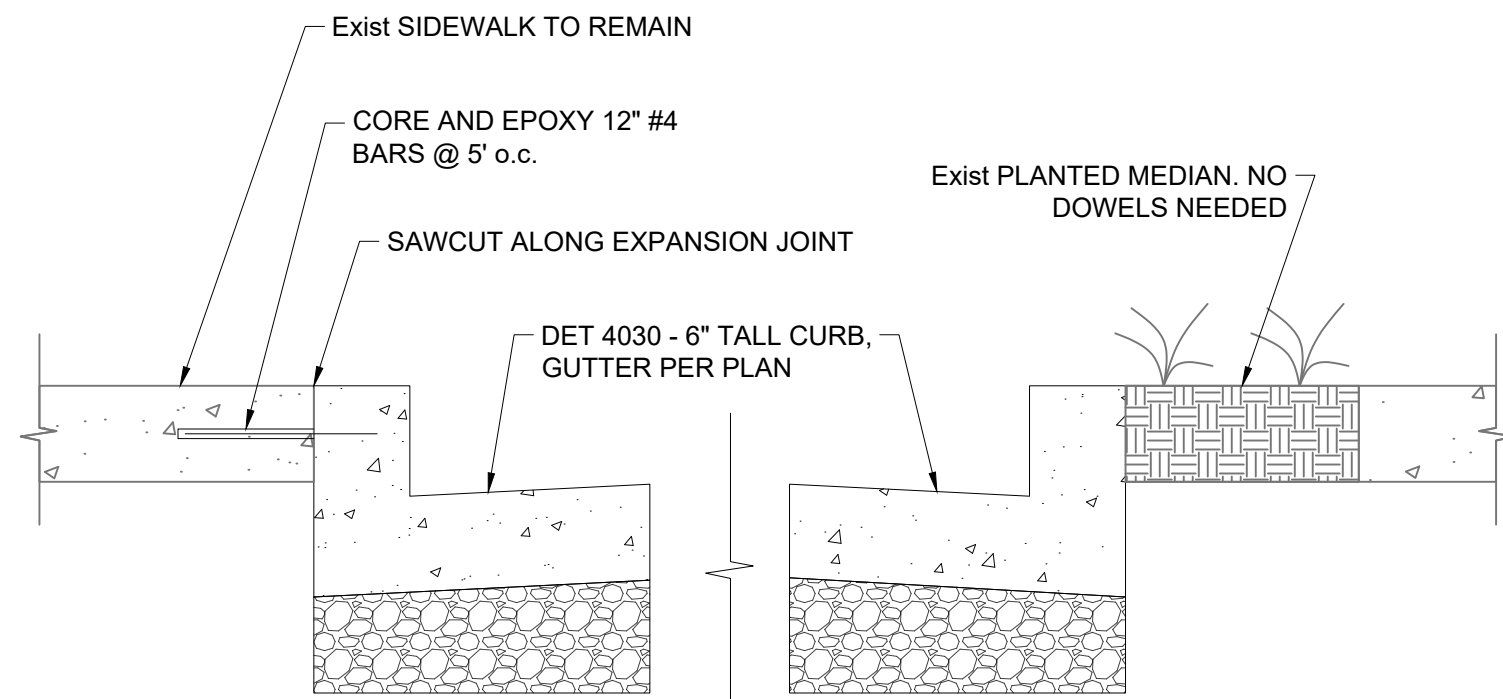
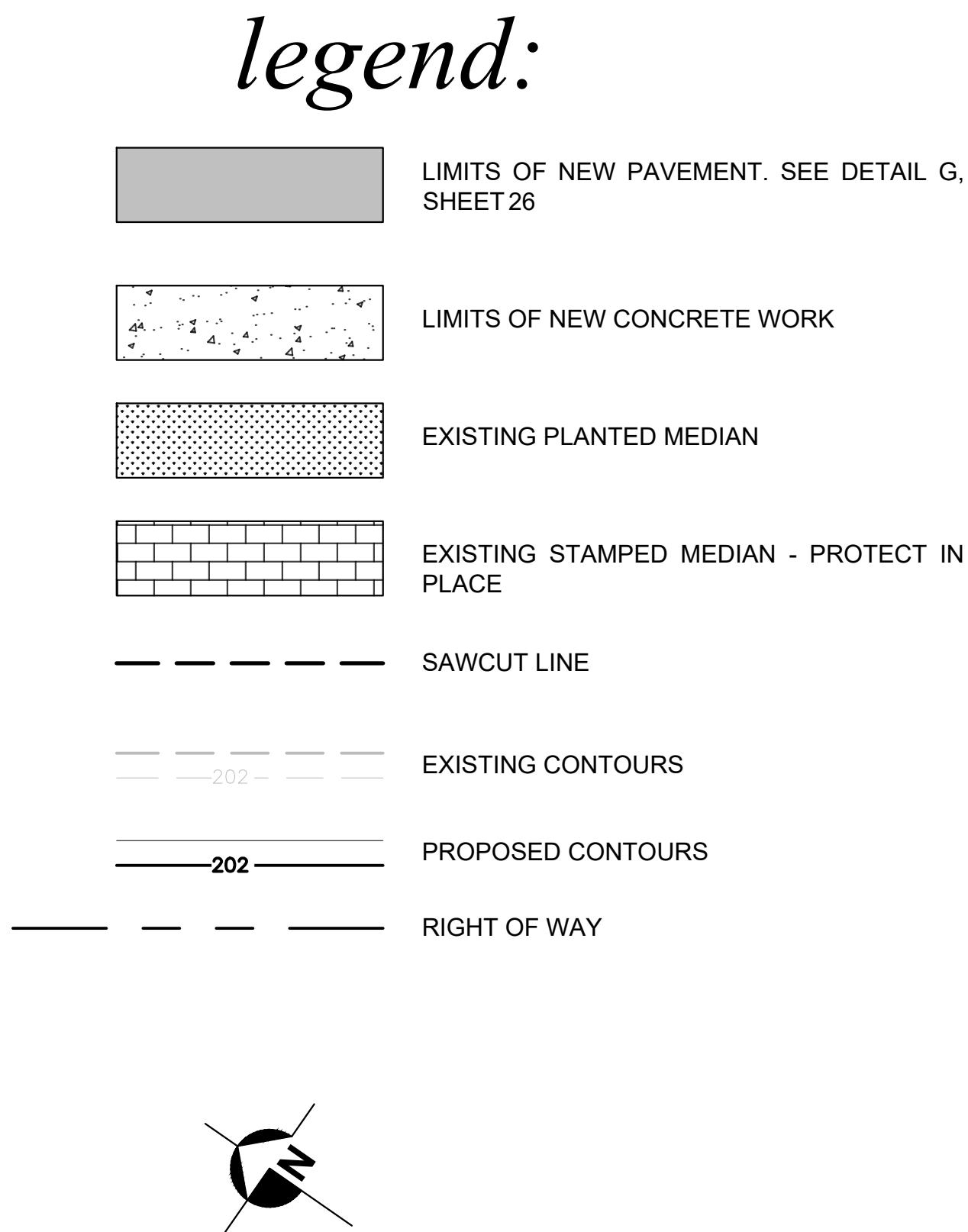
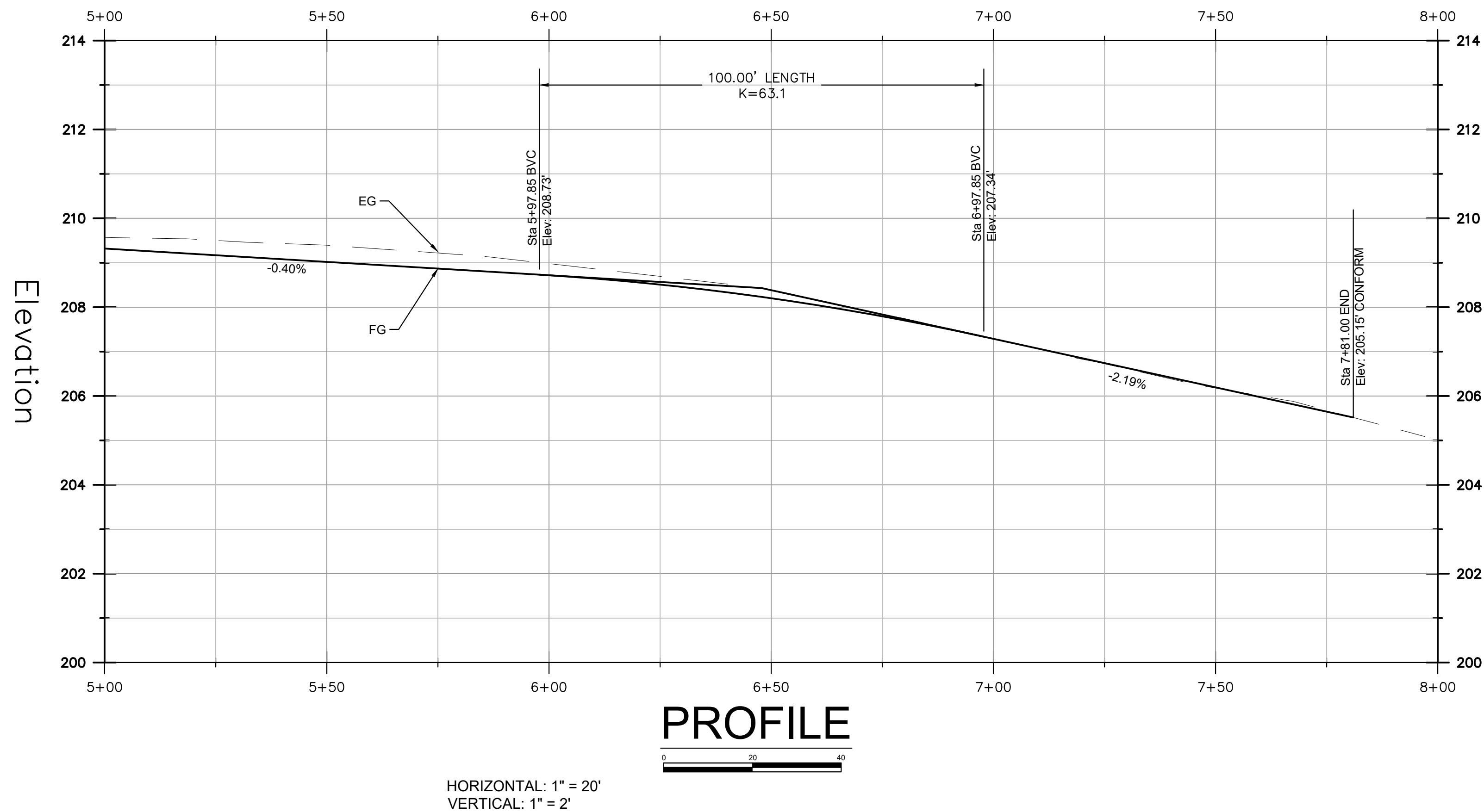
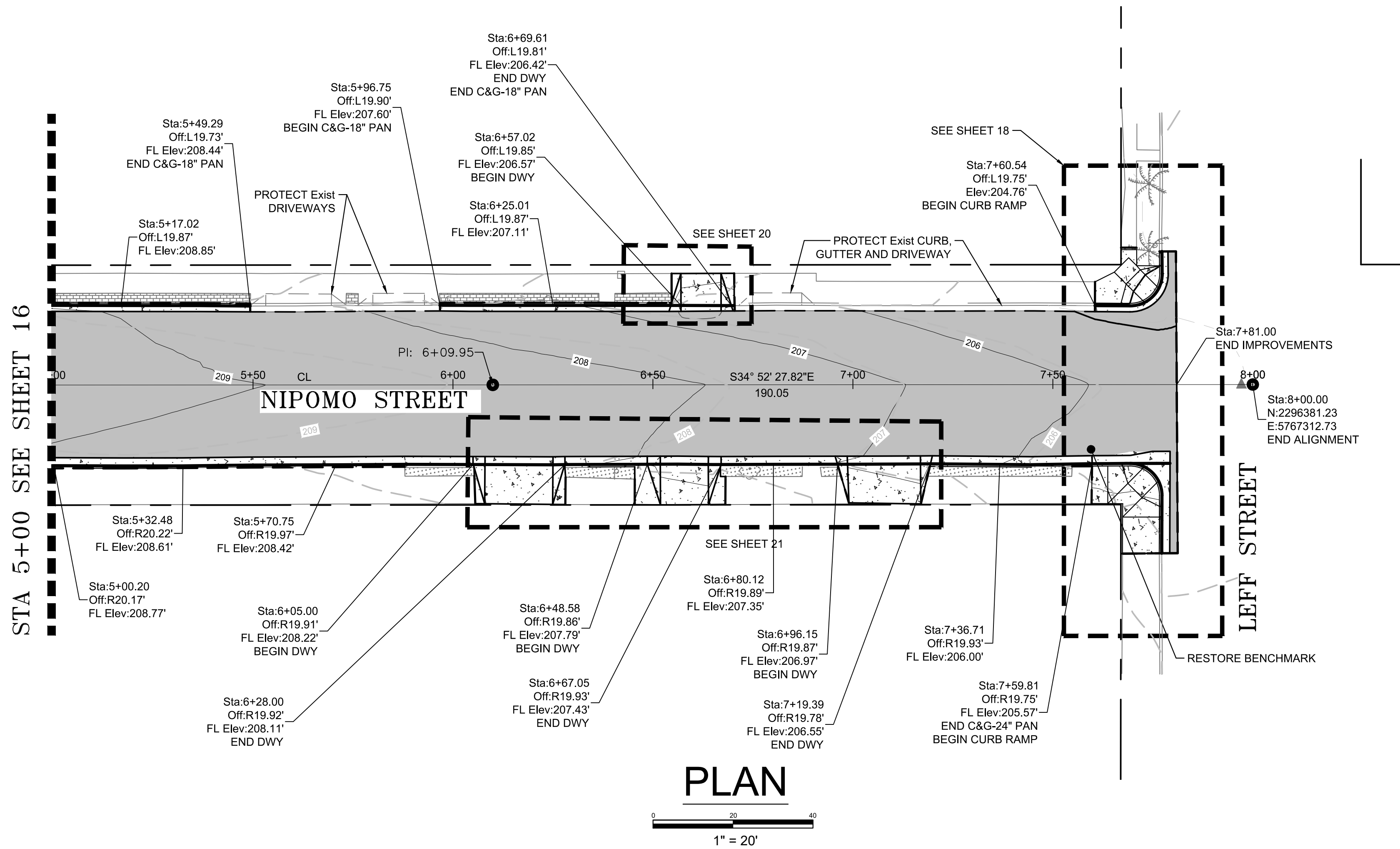
SCALE BAR: 0 20 40

DATE: APRIL 2021

CITY SPECIFICATION NO. 1000167

SHEET NO. 17 of 26

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2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

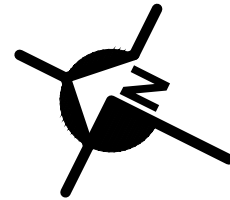
NIPOMO STREET RECONSTRUCTION STA 5+00 - STA 8+00


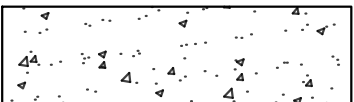
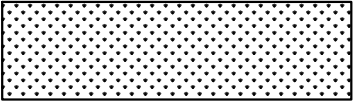
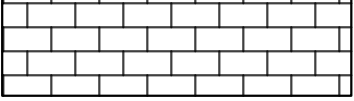


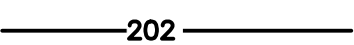

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY:	WBH
DRAWN BY:	WBH
CHECKED BY:	MG
APPROVED BY:	BN
SCALE:	1" = 20'
SCALE BAR:	0 20 40
DATE:	APRIL 2021
CITY SPECIFICATION NO.	1000167
SHEET NO.	18 of 26




	LIMITS OF NEW PAVEMENT. SEE DETAIL G, SHEET 26
	LIMITS OF NEW CONCRETE
	EXISTING PLANTED MEDIAN
	EXISTING STAMPED MEDIAN PROTECT IN PLACE
	SAWCUT LINE
	EXISTING CONTOURS
	PROPOSED CONTOURS
	RIGHT OF WAY



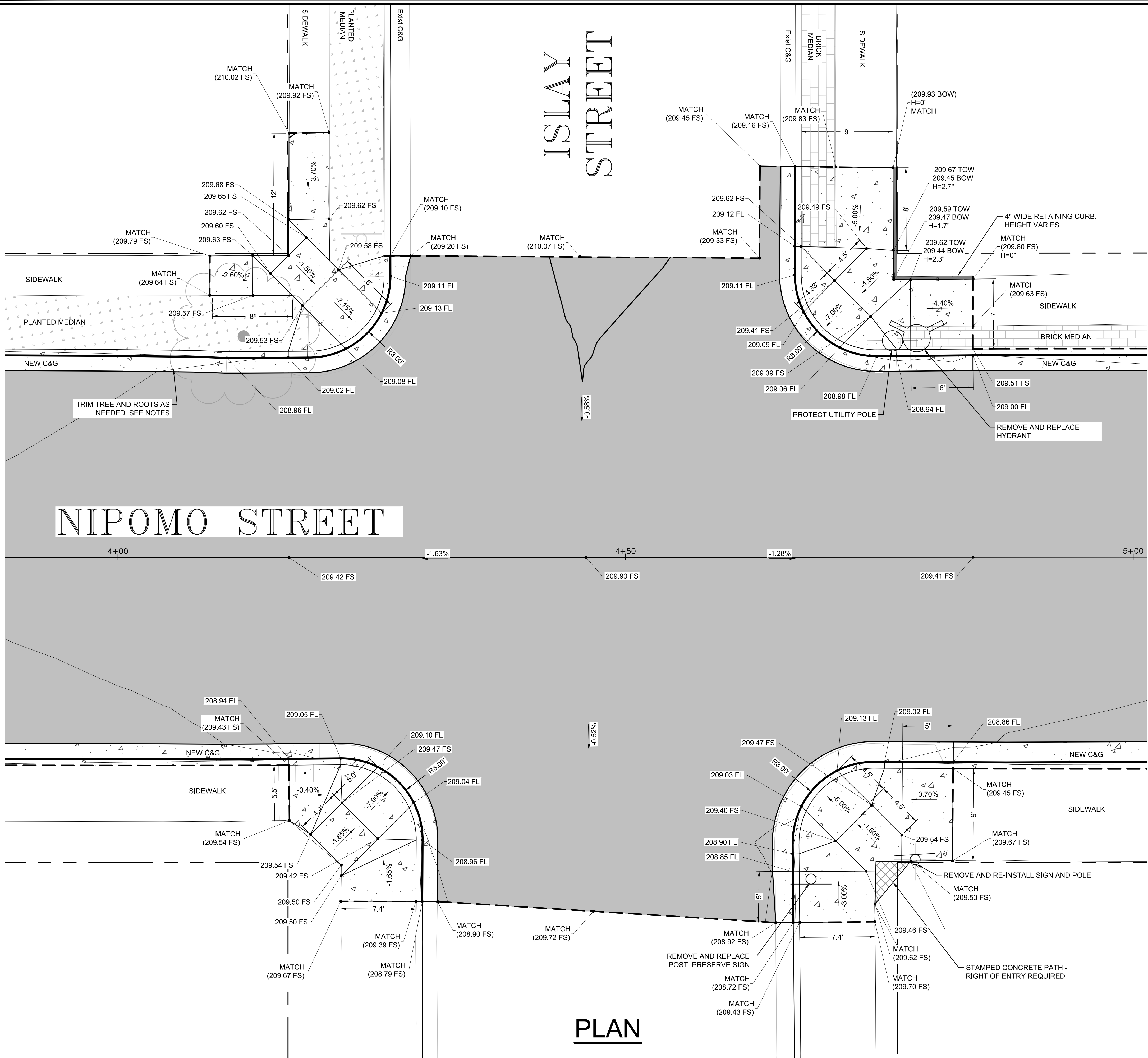
# 2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

NIPOMO STREET RECONSTRUCTION - BUCHON &amp; LEFF CURB RAMPS




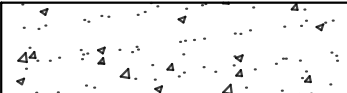
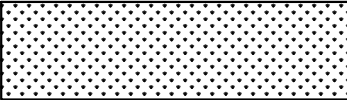
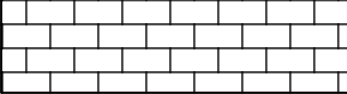


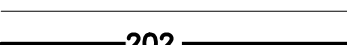

DESIGNED BY:	WBH
DRAWN BY:	WBH
CHECKED BY:	MG
APPROVED BY:	BN
SCALE:	1" = 5'
SCALE BAR:	
DATE:	MONTH YEAR
CITY SPECIFICATION NO.	1000167
SHEET NO.	

19 of 26



## PLAN

*legend:*

- |   |  |
|---|--|
|  | LIMITS OF NEW PAVEMENT<br>SEE DETAIL G, SHEET 26 |
|  | LIMITS OF NEW CONCRETE                           |
|  | EXISTING PLANTED MEDIAN                          |
|  | EXISTING STAMPED MEDIAN<br>PROTECT IN PLACE      |
|  | SAWCUT LINE                                      |
|  | EXISTING CONTOURS                                |
|  | PROPOSED CONTOURS                                |
|  | RIGHT OF WAY                                     |



# 2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

# NIPOMO STREET RECONSTRUCTION - ISLAY CURB RAMPS

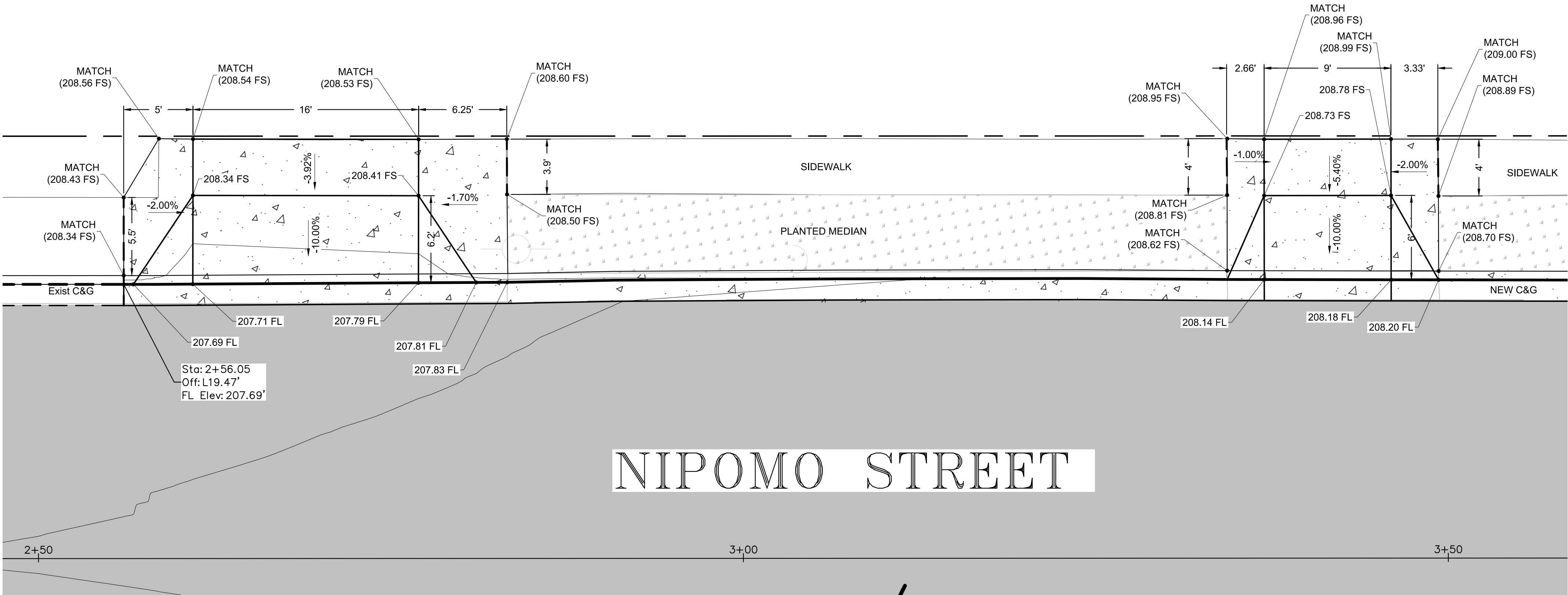


DESIGNED BY: WBH  
 DRAWN BY: WBH  
 CHECKED BY: MG  
 APPROVED BY: BN  
 SCALE: 1" = 5'  
 SCALE BAR: 0 5  
 DATE: MONTH YEAR  
 CITY SPECIFICATION NO. 100016  
 SHEET NO.

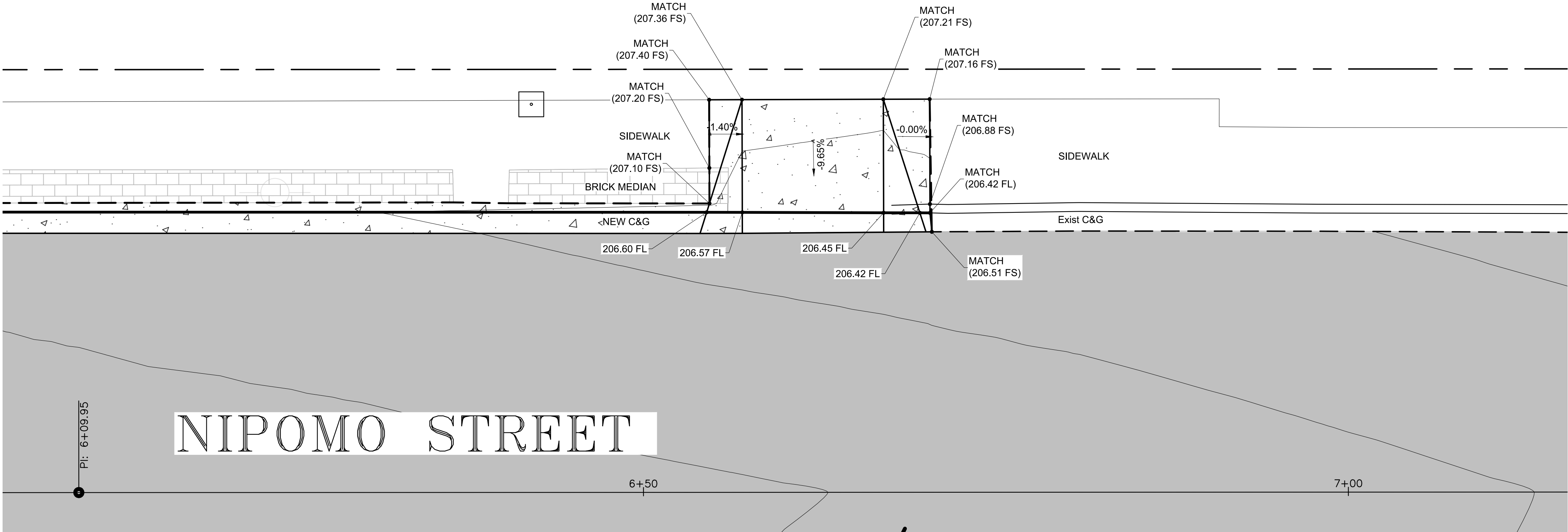
**20 of 26**



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PLAN



PLAN



legend:

- LIMITS OF NEW PAVEMENT. SEE DETAIL G, SHEET 26
- LIMITS OF NEW CONCRETE
- EXISTING PLANTED MEDIAN
- EXISTING STAMPED MEDIAN PROTECT IN PLACE
- SAWCUT LINE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- RIGHT OF WAY



PROJECT TITLE:  
**2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT**

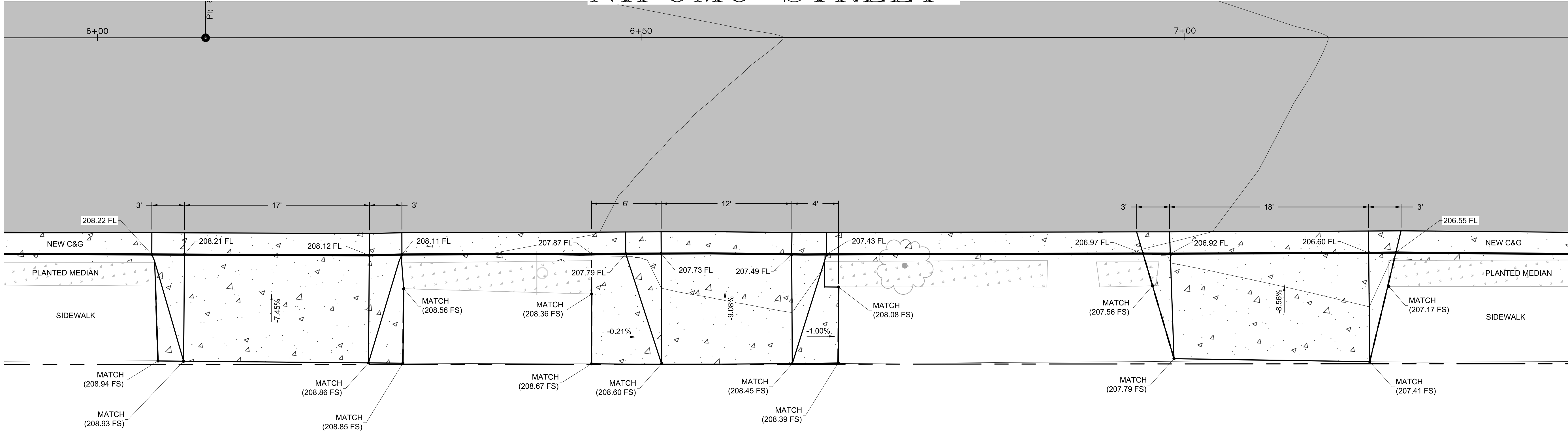
SHEET TITLE:  
**NIPOMO STREET RECONSTRUCTION - DRIVEWAY, CURB AND GUTTER REPLACE**



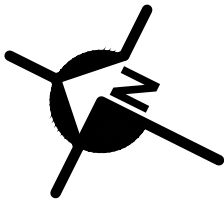
DESIGNED BY:	WBH
DRAWN BY:	WBH
CHECKED BY:	MG
APPROVED BY:	BN
SCALE:	1" = 5'
SCALE BAR:	
DATE:	MONTH YEAR
CITY SPECIFICATION NO.	1000167
SHEET NO.	

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# NIPOMO STREET



PLAN



legend:

- LIMITS OF NEW PAVEMENT. SEE DETAIL G, SHEET 26
- LIMITS OF NEW CONCRETE
- EXISTING PLANTED MEDIAN
- EXISTING STAMPED MEDIAN PROTECT IN PLACE
- SAWCUT LINE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- RIGHT OF WAY



PROJECT TITLE: 2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

SHEET TITLE: NIPOMO STREET RECONSTRUCTION - DRIVEWAY, CURB & GUTTER REPLACE

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY: WBH

DRAWN BY: WBH

CHECKED BY: MG

APPROVED BY: BN

SCALE: 1" = 5'

SCALE BAR: 5 10

DATE:

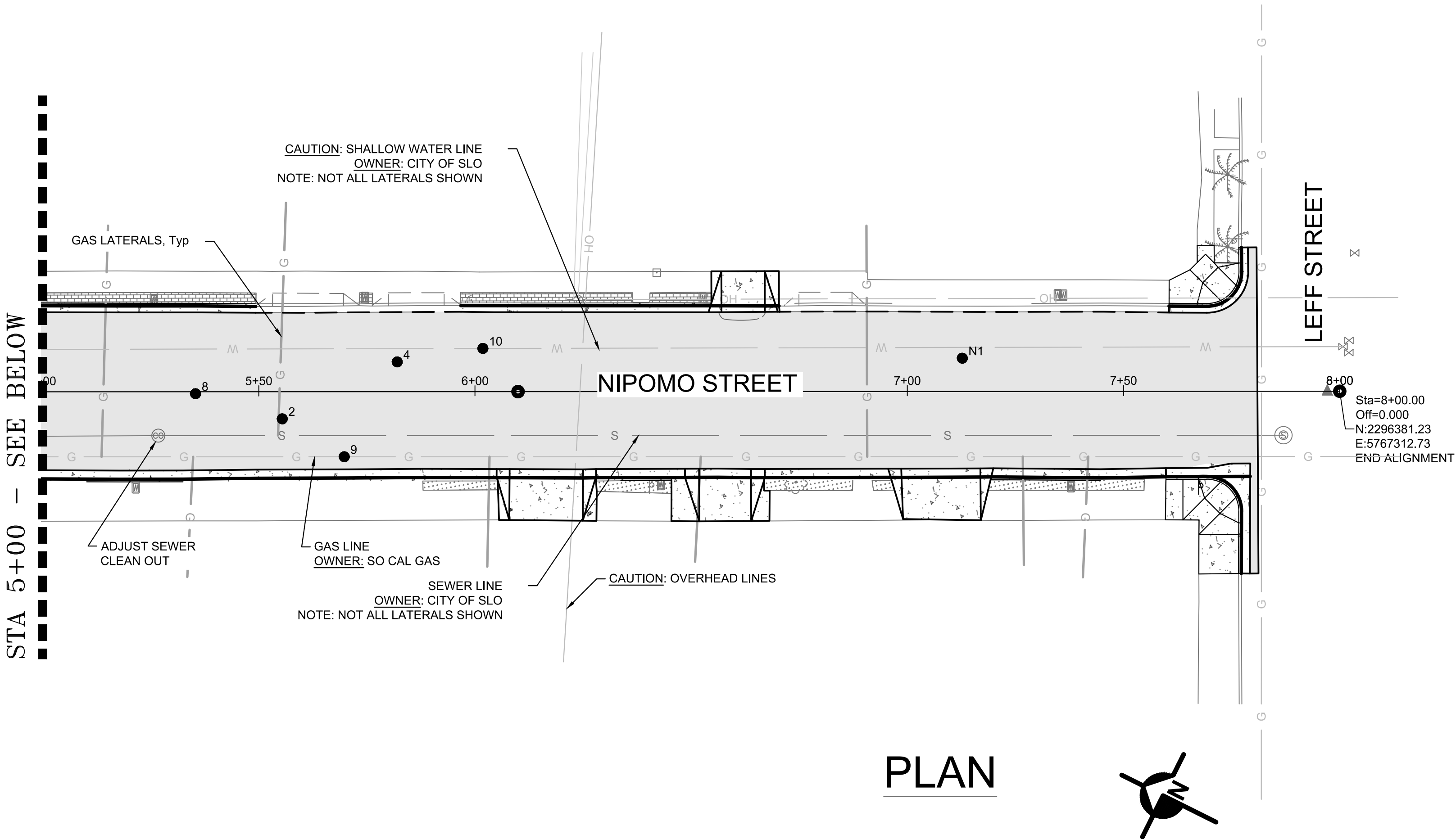
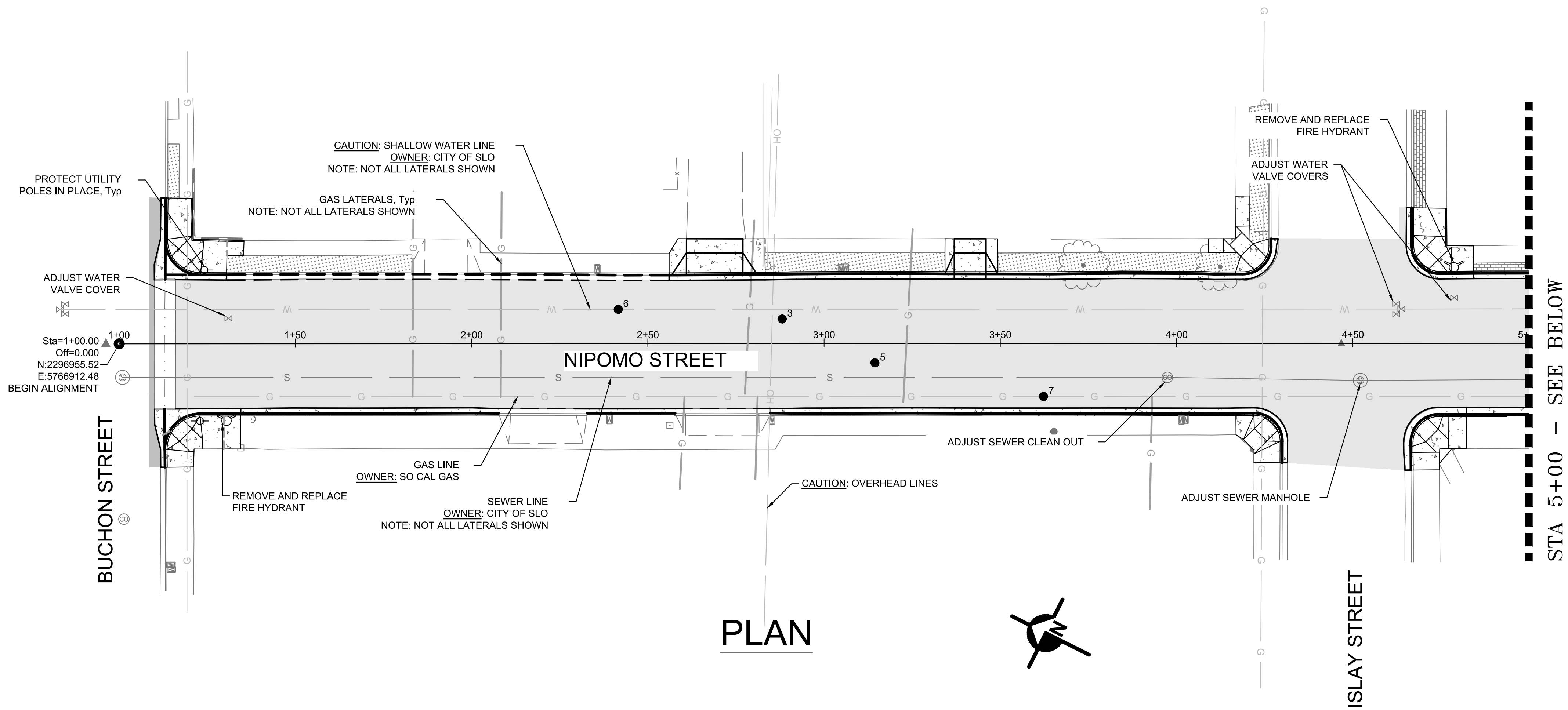
MONTH YEAR

CITY SPECIFICATION NO. 1000167

SHEET NO.

22 of 26

G:\Projects\ActiveProjects\Street Improvements\1000141 Nipomo Street Reconstruction\450 Design Working Documents\454 CAD\454.2 Drawings\1000141 Nipomo Utilities.dwg



legend:

- LIMITS OF NEW PAVEMENT.
- LIMITS OF NEW CONCRETE
- EXISTING PLANTED MEDIAN
- EXISTING STAMPED MEDIAN
- SAWCUT LINE
- EXISTING CONTOURS
- PROPOSED CONTOURS
- RIGHT OF WAY

NOTE: NOT ALL SEWER, WATER AND GAS LATERALS NOT SHOWN.. CAUTION WHEN EXCAVATING

CORE LOG				
ID	HMA (in)	AB (in)	UTILITY/DEPTH	NOTES
1	3.8	0.0	-	-
2	4.0	0.0	-	-
3	4.5	0.0	-	-
4	2.5	4.5	-	R VALUE = 12
5	4.0	7.5	-	-
6	4.0	0.0	WATER - 2.83'	CAST IRON, CORRODED
7	5.0	0.0	2" GAS - 3.17'	STEEL
8	4.0	0.0	-	-
9	4.0	0.0	4" GAS - 2.83'	STEEL
10	7.0	0.0	WATER - 3.08'	CAST IRON, CORRODED



2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

NIPOMO STREET RECONSTRUCTION - UTILITIES LAYOUT AND CORING LOG

PROJECT TITLE:

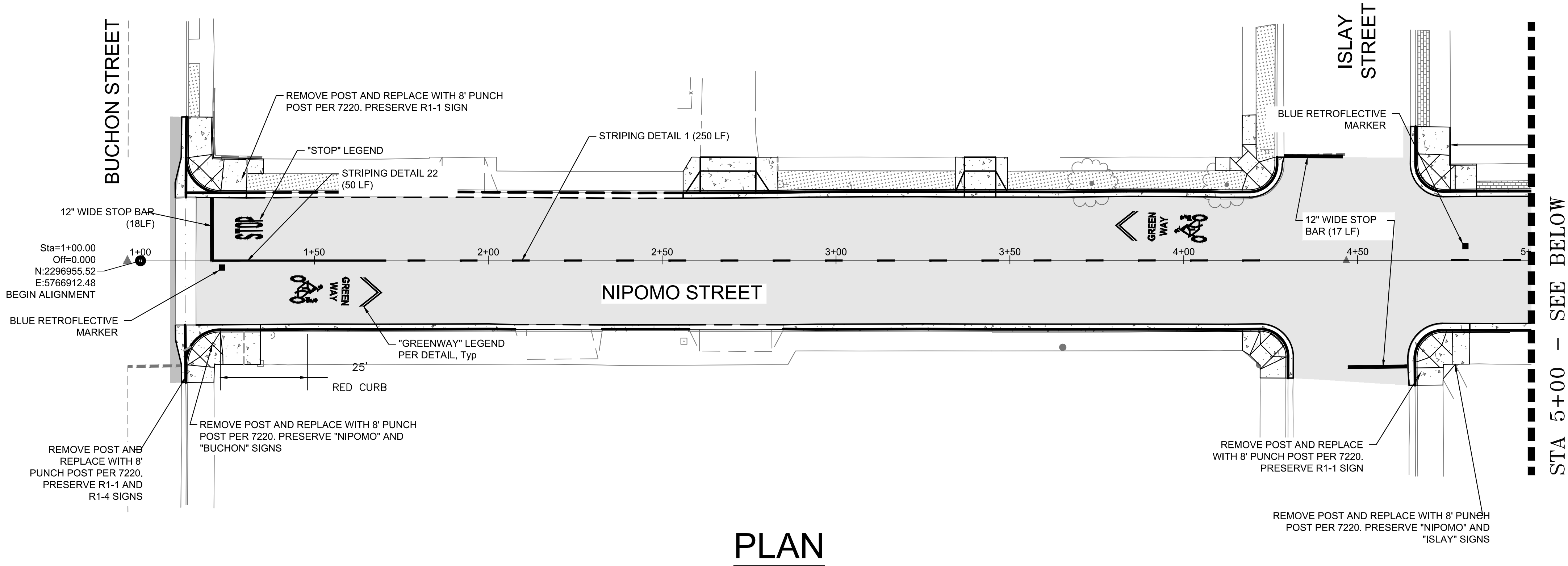
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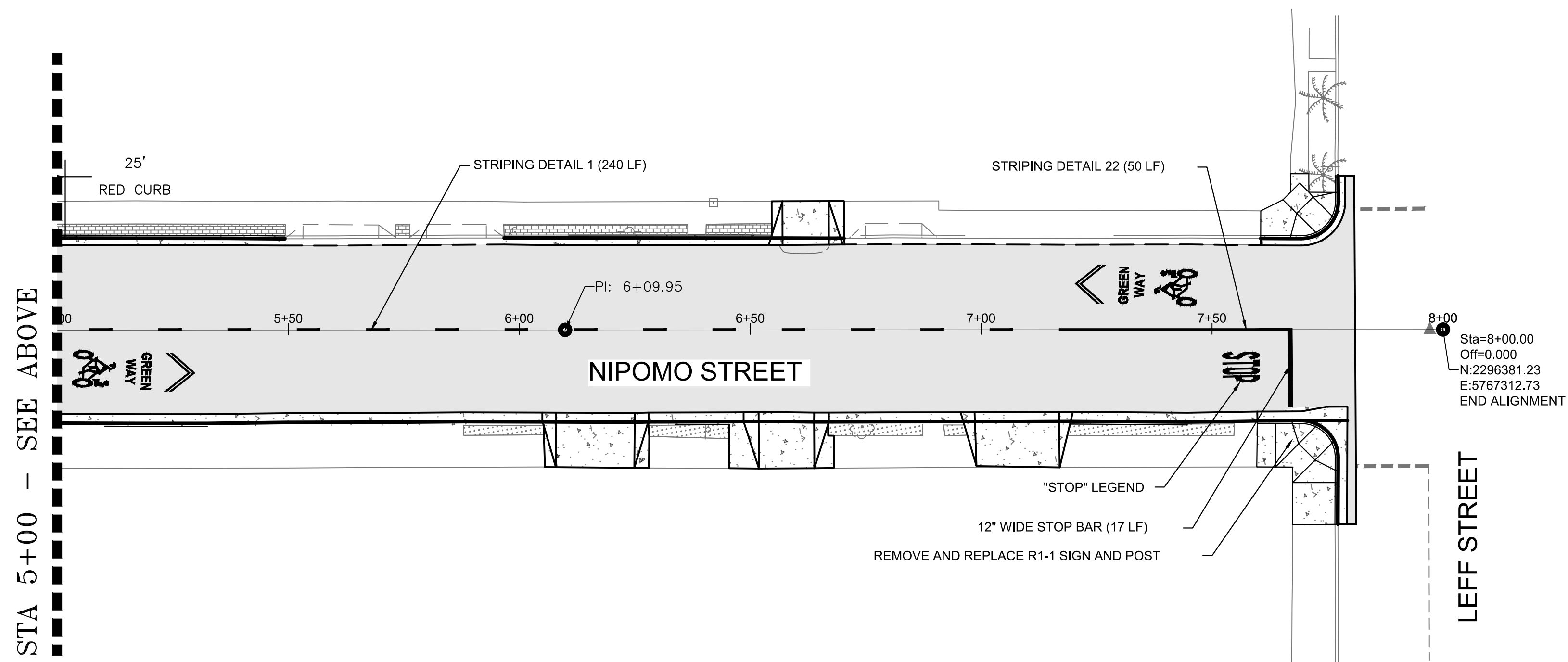
DESIGNED BY: WBH  
DRAWN BY: WBH  
CHECKED BY: MG  
APPROVED BY: BN  
SCALE: 1" = 20'  
SCALE BAR: 0 20 40  
DATE: MONTH YEAR  
CITY SPECIFICATION NO: 1000167  
SHEET NO.

23 of 26

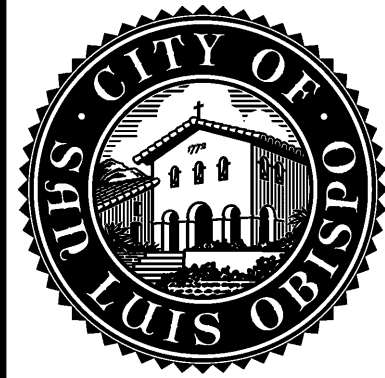
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PLAN



PLAN



2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

NIPOMO STREET RECONSTRUCTION - STRIPING LAYOUT

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY:

WBH

DRAWN BY:

WBH

CHECKED BY:

MG

APPROVED BY:

BN

SCALE:

1" = 20'

SCALE BAR:

0 20 40

DATE:

MONTH YEAR

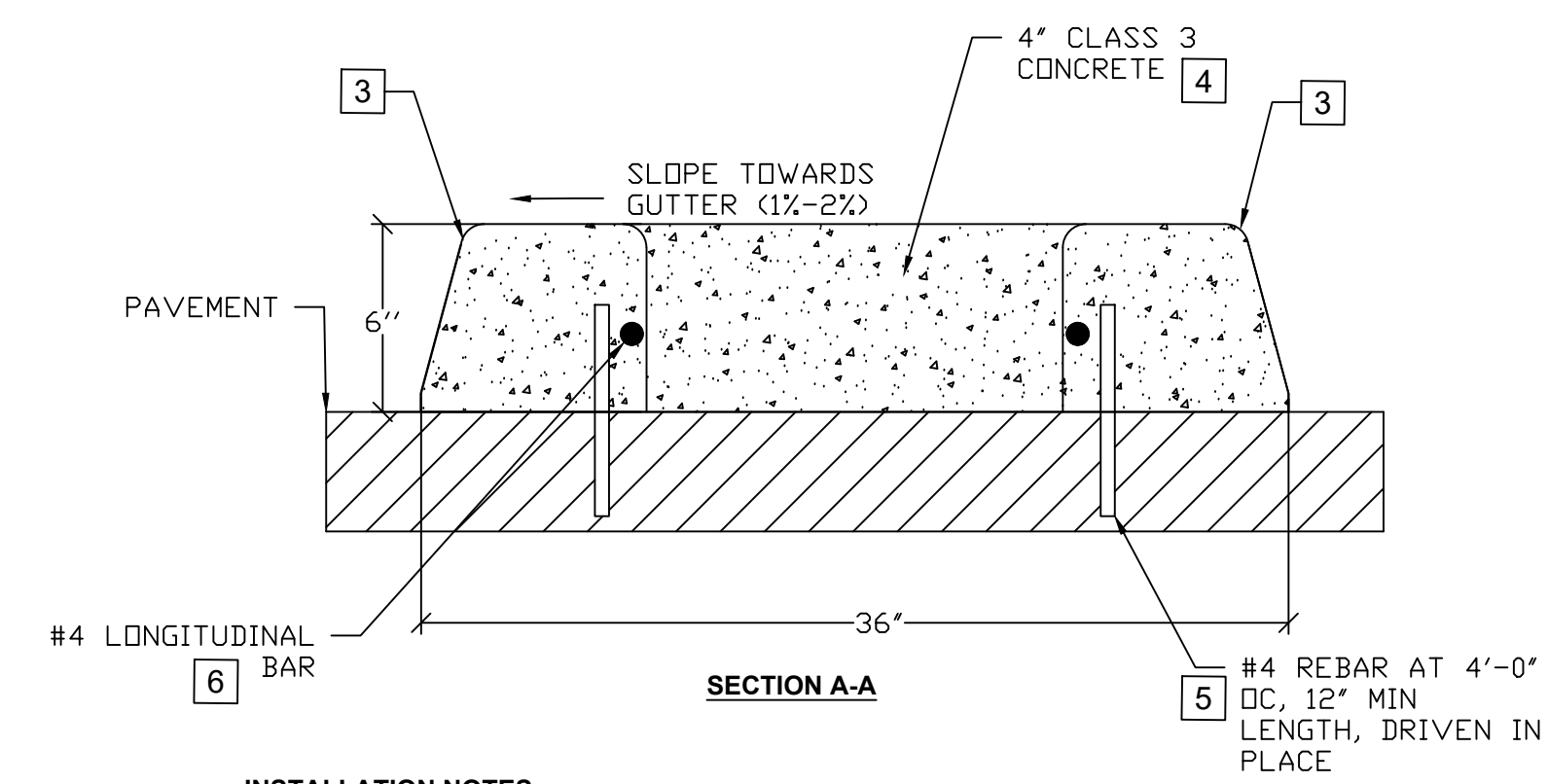
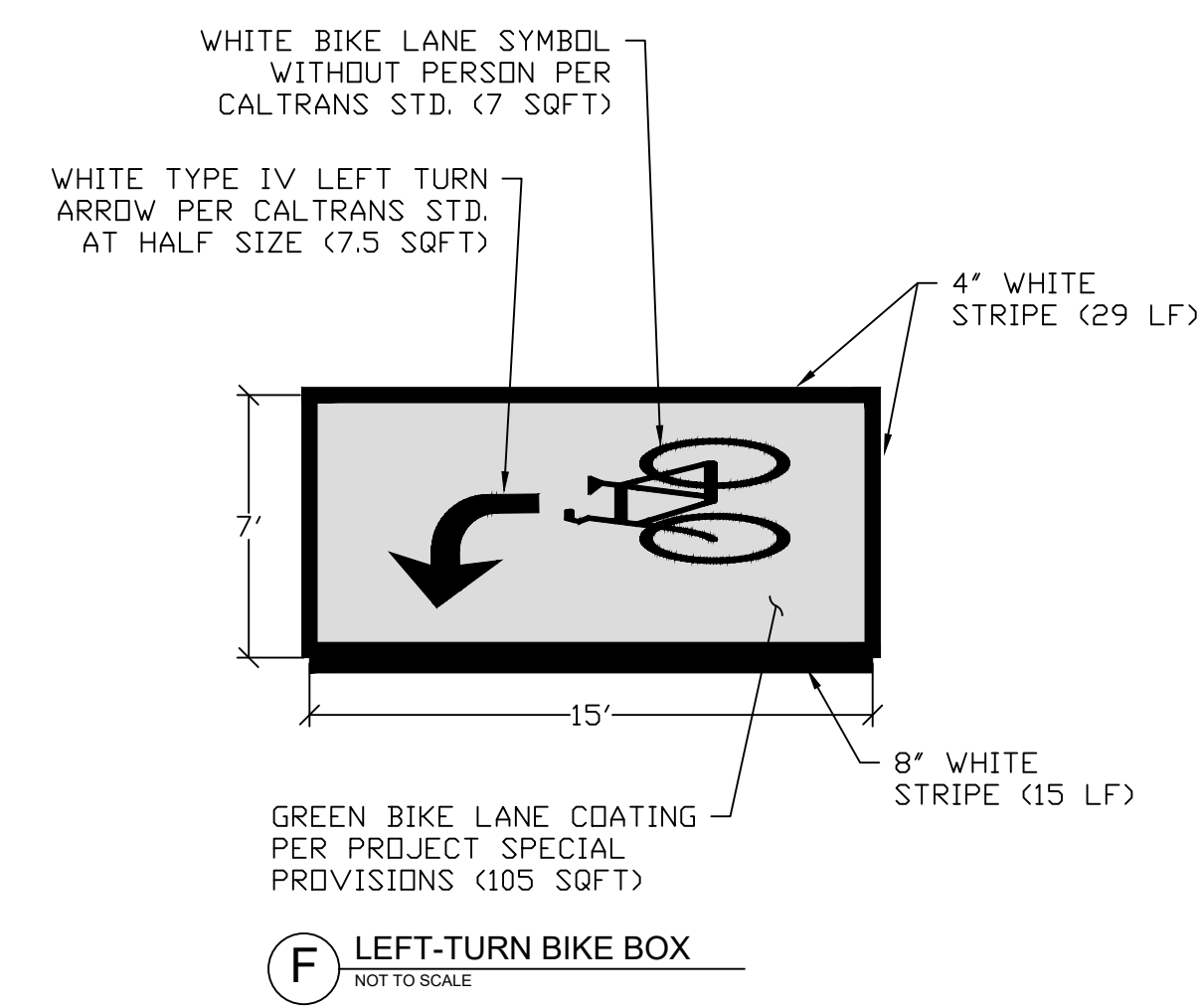
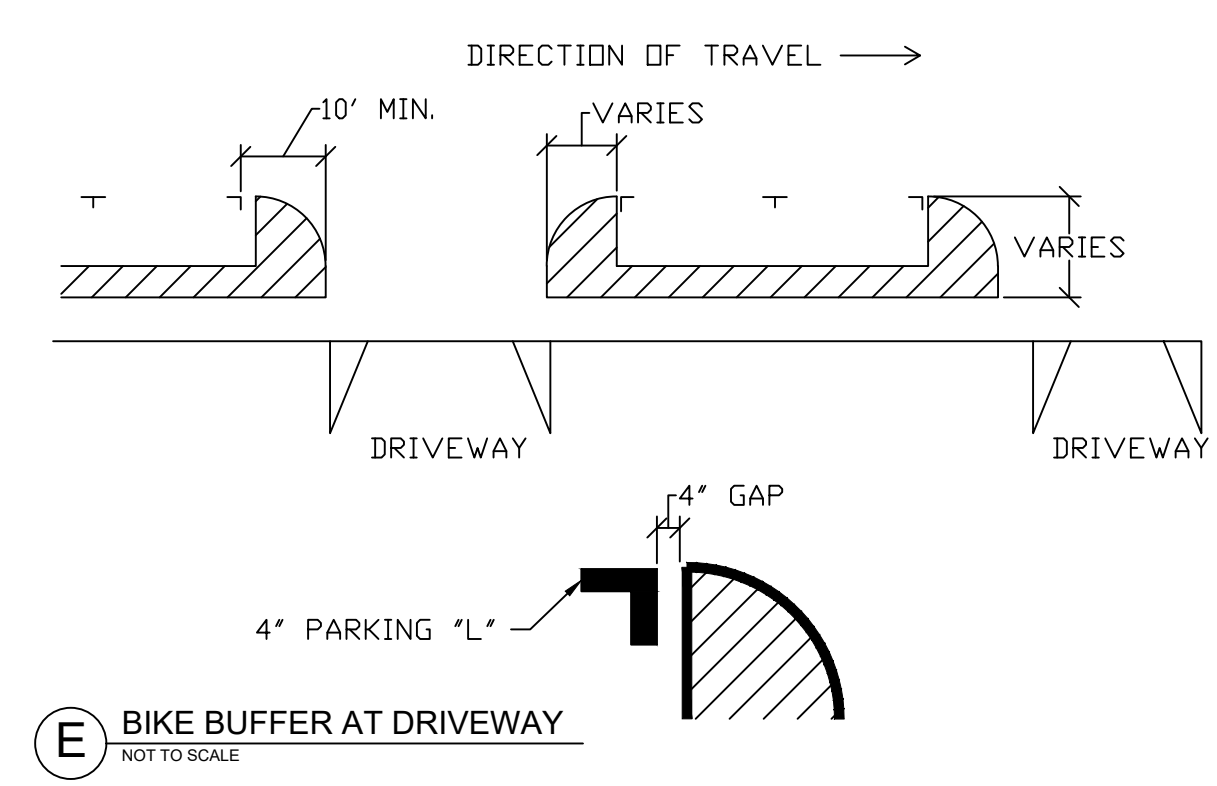
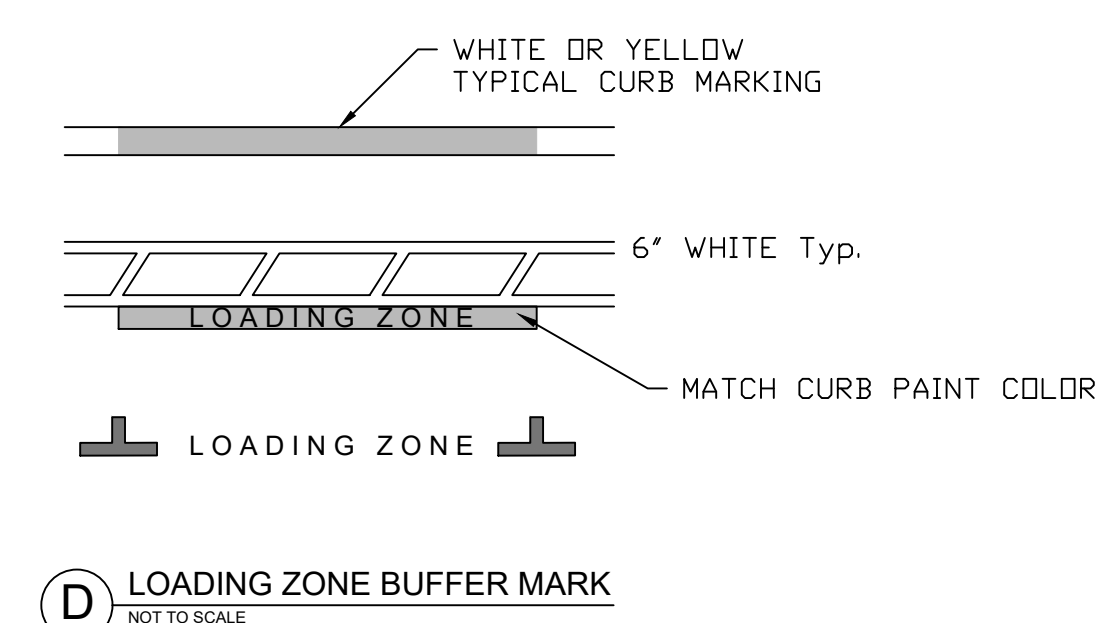
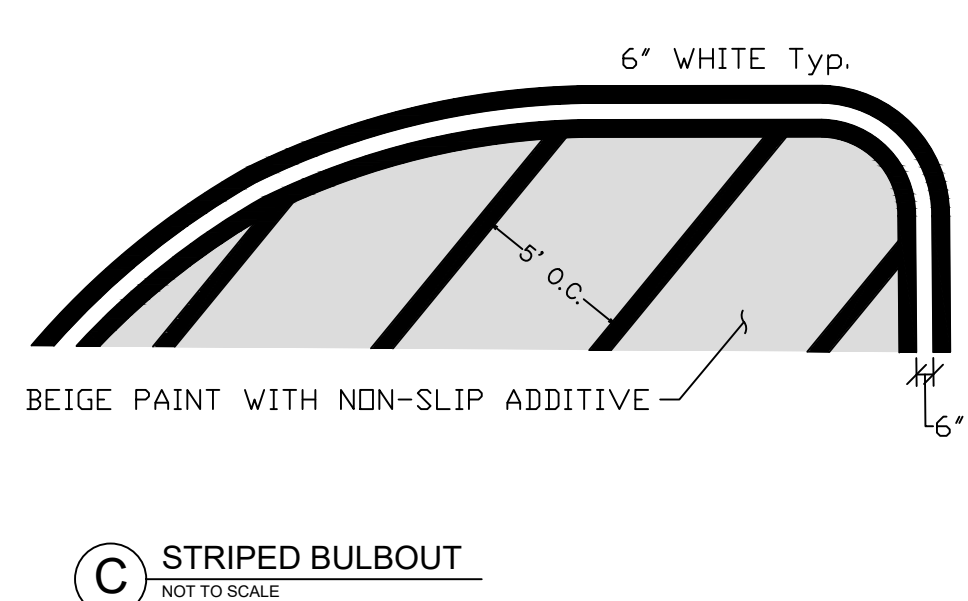
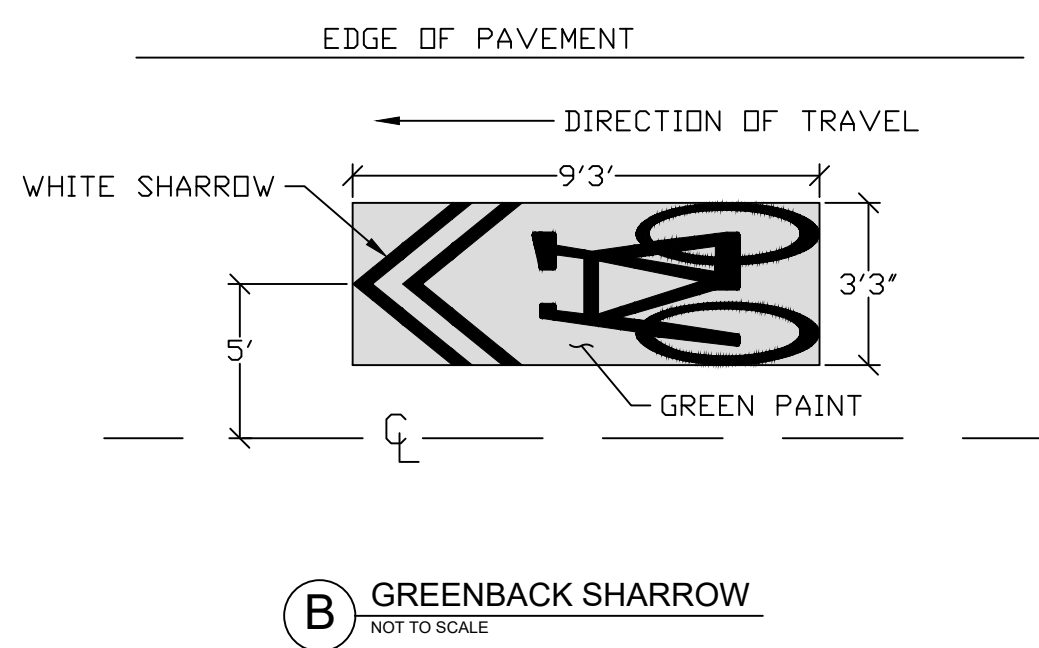
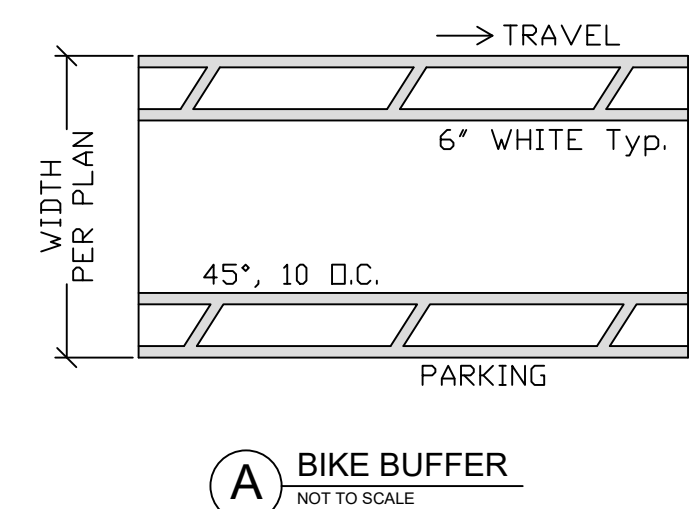
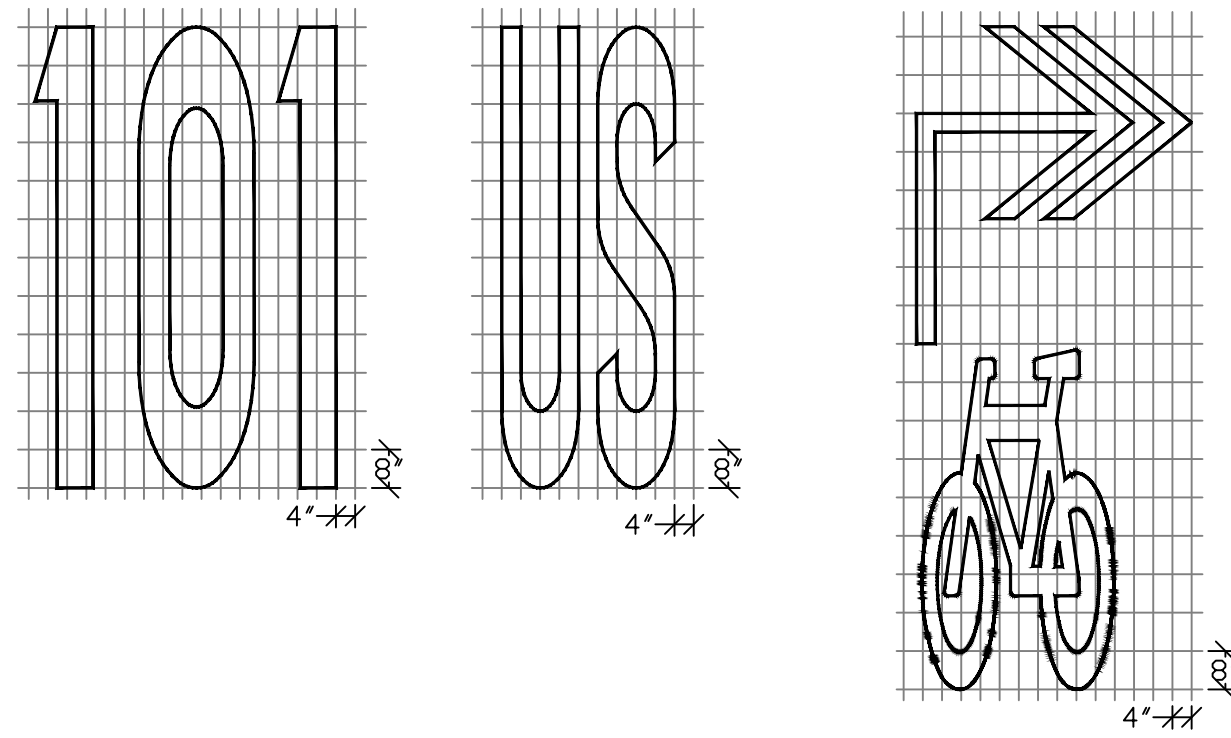
CITY SPECIFICATION NO.

1000167

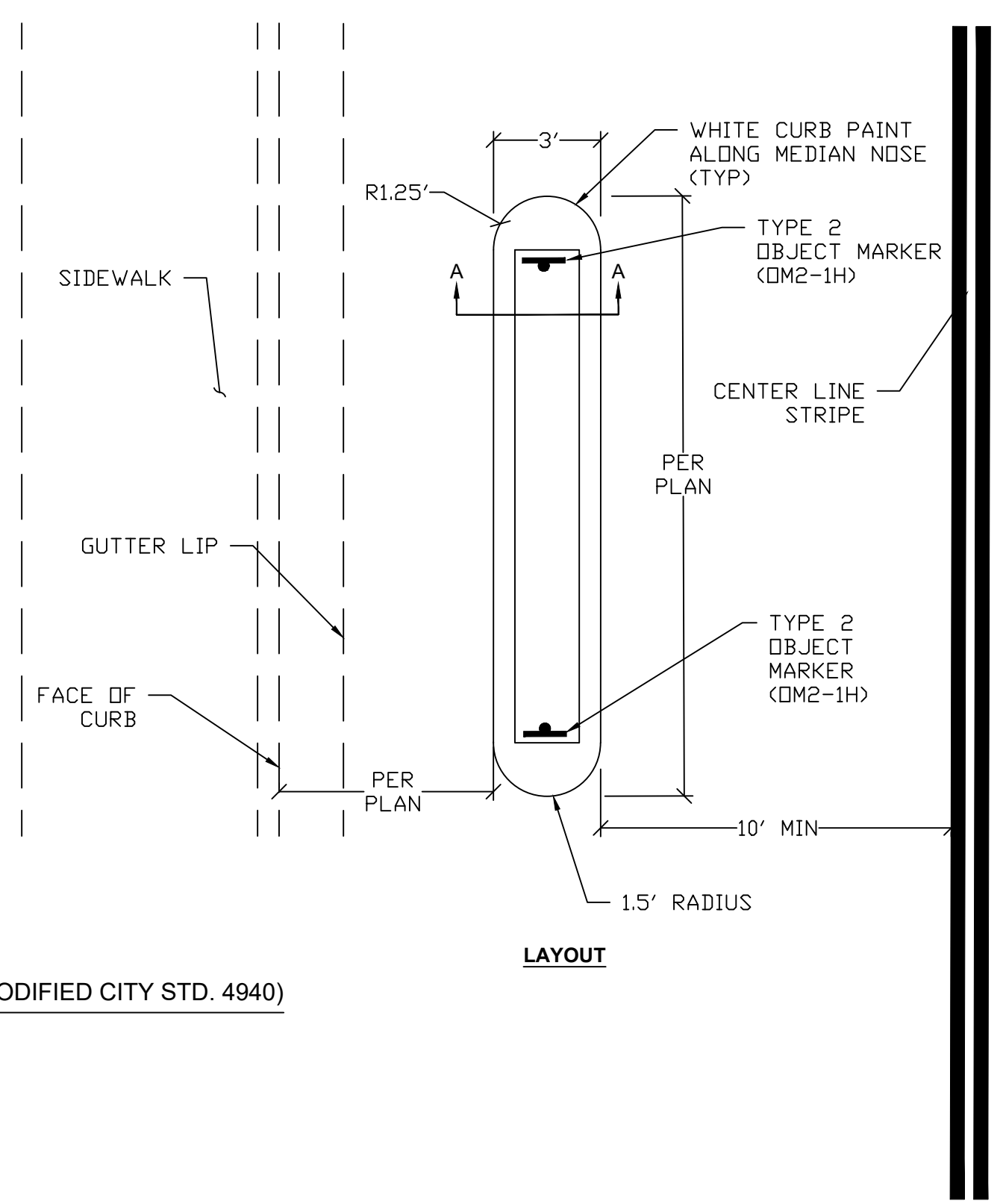
SHEET NO.

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- INSTALLATION NOTES:**
- 1 MEDIAN WORK SHALL CONFORM TO THE PROVISIONS IN SECTION 73, OF THE STANDARD SPECIFICATIONS.
  - 2 CONTRACTOR SHALL INSTALL CONCRETE MEDIAN IN NON-PEDESTRIAN LOCATIONS OF CURB ISLANDS AS INDICATED ON PLANS.
  - 3 6" CONCRETE CURBS SHALL BE INSTALLED PER ENGINEERING STANDARD 4020.
  - 4 CLASS 3 CONCRETE PER CITY STD 4110 WITH MISSION STYLE COLOR AND SALT FINISH PER ENG STD 4220
  - 5 #4 REBAR AT 4'-0" OC, 12" MIN. LENGTH, DRIVEN IN PLACE
  - 6 #4 LONGITUDINAL BAR

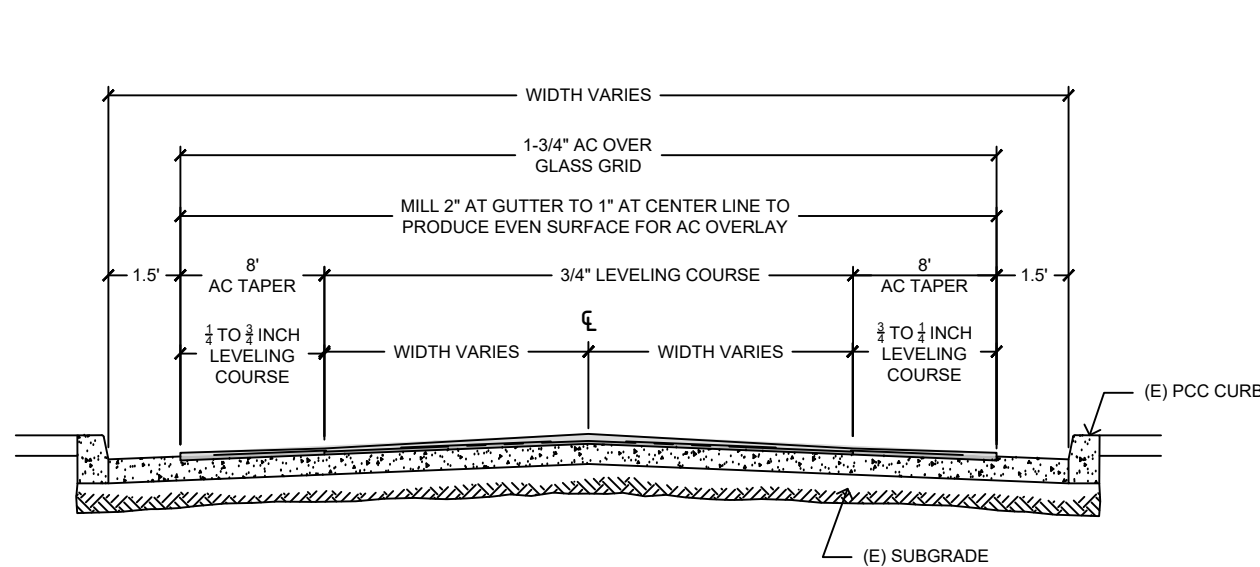


2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT

DETAILS

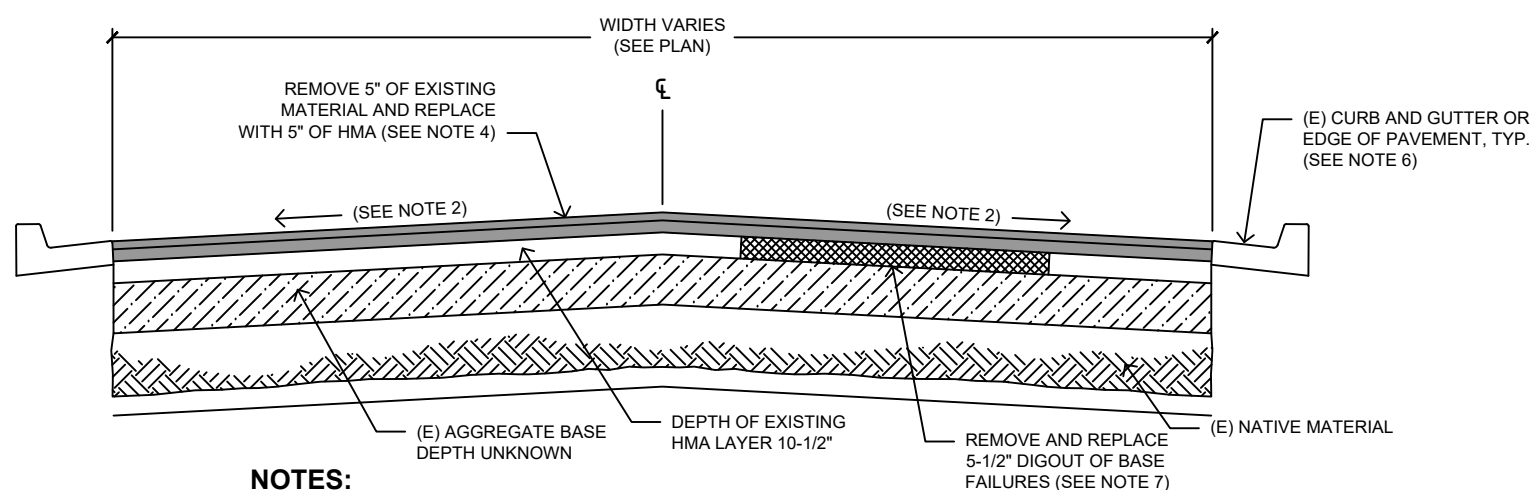


DESIGNED BY:	BR
DRAWN BY:	KH
CHECKED BY:	MG
APPROVED BY:	BN
SCALE:	1" = 20'
DATE:	APR 2021
CITY SPECIFICATION NO.	1000167
PLAN FILE NO. / LOCATION	
SHEET NO.	



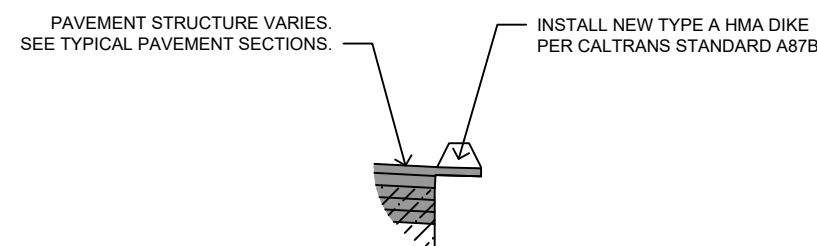
- NOTES:**
1. SEE PAVEMENT PLAN SHEETS FOR EXISTING PAVEMENT CORING INFORMATION.
  2. PAVEMENT CROSS SLOPES SHALL MATCH EXISTING EXCEPT THAT CROSS SLOPES SHALL BE LIMITED TO 1.5% MINIMUM, 3% MAXIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER.
  3. DEPTH OF EXISTING HMA LAYER VARIES FROM 1-1/2 - 5 INCHES
  4. WHEN MILLING OPERATION IS BEING PERFORMED, THE MILLING OPERATION SHOULD BE ADJUSTED TO AVOID MILLING THE CONCRETE, EXCEPT IN AC TAPER LOCATION. SEE DETAIL B.
  5. MILLING AND FILLING WITH THE INTIAL LIFT OF 3/4\"
  6. HMA AGGREGATE SIZE MUST COMPLY WITH SECTION 39-3.01.
  7. APPLY TACK COAT PER SECTION 39-1.09C, INCLUDING BETWEEN HMA LIFTS

**A TYPICAL PAVEMENT SECTION**  
NOT TO SCALE



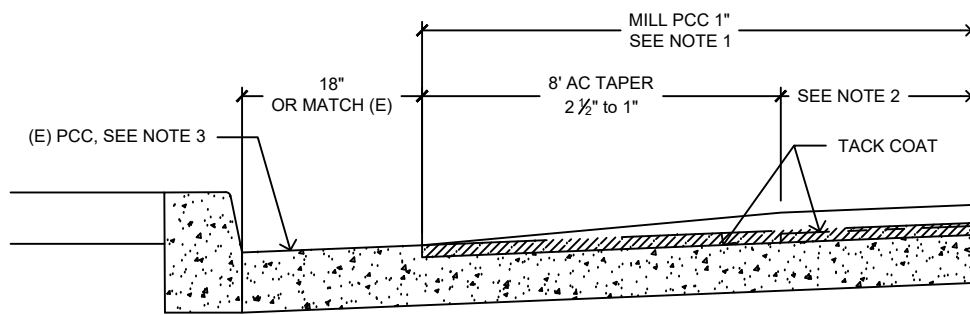
- NOTES:**
1. SEE PAVEMENT PLAN SHEETS FOR EXISTING PAVEMENT CORING INFORMATION.
  2. PAVEMENT CROSS SLOPES SHALL MATCH EXISTING EXCEPT THAT CROSS SLOPES SHALL BE LIMITED TO 1.5% MINIMUM, 3% MAXIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER.
  3. DEPTH OF EXISTING HMA LAYER 10-1/2 INCHES.
  4. PLACE 5 INCHES OF NEW HMA IN TWO LIFTS. THE INITIAL LIFT MUST BE 3 INCHES THICK (3/4\"
  5. MILLING AND FILLING WITH THE INTIAL LIFT OF 3 INCHES MUST BE COMPLETED ON THE SAME WORK SHIFT. THE INITIAL LIFT OF 3 INCHES MUST BE COMPLETED FOR THE ENTIRE LENGTH AND WIDTH OF THE PROJECT ROADWAY BEFORE THE FINAL LIFT CAN BE COMPLETED.
  6. INSTALL NEW HMA TYPE A DYKE PER CALTRANS STANDARD A87B WHERE NO GUTTER IS PRESENT. SEE DETAIL H.
  7. SEE PAVEMENT PLAN SHEETS FOR LOCATIONS AND DIMENSIONS OF DIGOUTS. DIGOUTS OF BASE FAILURES SHALL BE PLACED IN TWO LIFTS WITH 3/4\"
  8. HMA AGGREGATE SIZE MUST COMPLY WITH SECTION 39-3.01.
  9. APPLY TACK COAT PER SECTION 39-1.09C, INCLUDING BETWEEN HMA LIFTS.

**E TYPICAL PAVEMENT SECTION**  
NOT TO SCALE



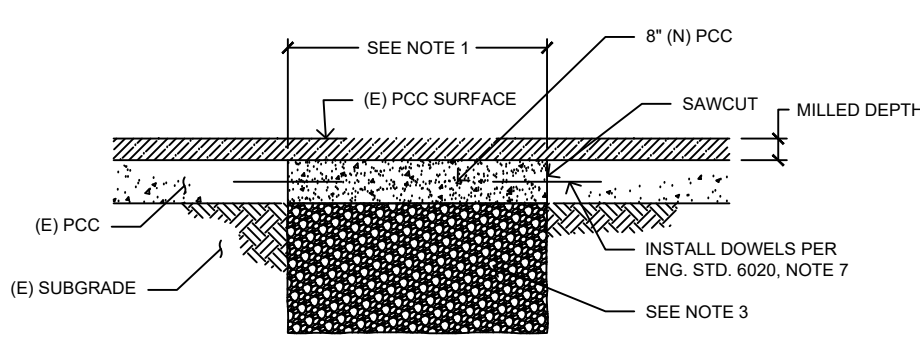
- NOTES:**
1. SEE PAVEMENT PLAN SHEETS FOR LOCATIONS AND DIMENSIONS OF NEW TYPE A HMA DIKE.

**H TYPE A HMA DIKE**  
NOT TO SCALE



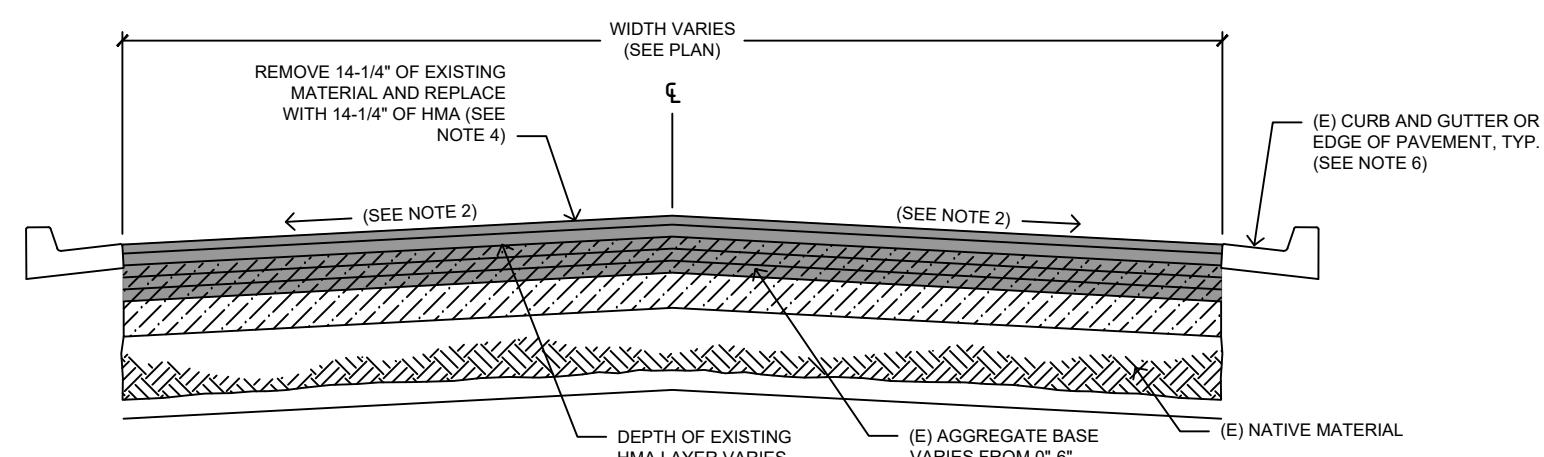
- NOTES:**
1. MILL (E) PCC PAVEMENT TO THE WIDTHS AND DEPTHS SHOWN PER DETAIL A.
  2. INSTALL 3/4\"
  3. 18\"

**B EDGE TAPER DETAIL**  
NOT TO SCALE



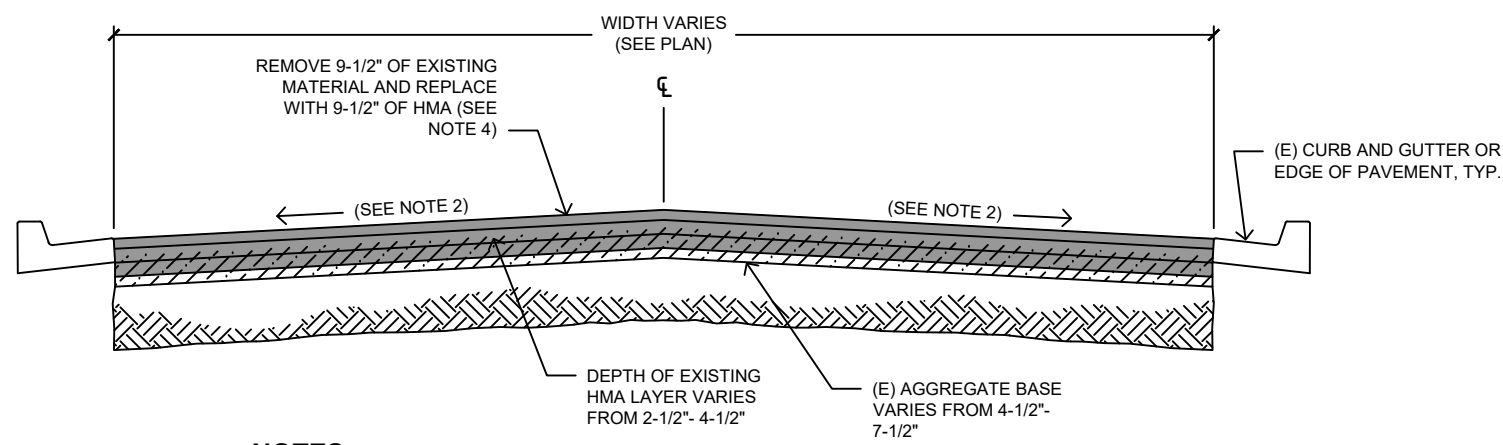
- NOTES:**
1. AFTER MILLING, UNSTABLE OR FAILING PCC PAVEMENT MAY EXIST. REPLACE FAILING PCC WITH (N) PCC IN AREAS AUTHORIZED BY THE ENGINEER PRIOR TO AC OVERLAY.
  2. (N) PCC SHALL BE CLASS II AND BE HIGH EARLY STRENGTH PER SPECIFICATION 90-1.01B.
  3. REMOVE 12\"

**C CONCRETE BASE REPAIR**  
NOT TO SCALE



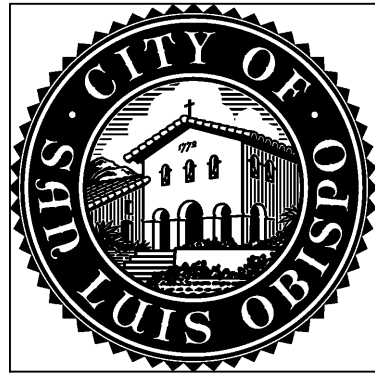
- NOTES:**
1. SEE PAVEMENT PLAN SHEETS FOR EXISTING PAVEMENT CORING INFORMATION.
  2. PAVEMENT CROSS SLOPES SHALL MATCH EXISTING EXCEPT THAT CROSS SLOPES SHALL BE LIMITED TO 1.5% MINIMUM, 3% MAXIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER.
  3. DEPTH OF EXISTING HMA LAYER VARIES FROM 3-1/4 - 10 INCHES
  4. PLACE 14-1/4 INCHES OF NEW HMA IN FIVE LIFTS. THE INITIAL FOUR LIFTS MUST BE 3 INCHES THICK (3/4\"
  5. MILLING AND FILLING WITH THE INTIAL LIFT OF 3 INCHES MUST BE COMPLETED ON THE SAME WORK SHIFT. THE INITIAL LIFT OF 3 INCHES MUST BE COMPLETED FOR THE ENTIRE LENGTH AND WIDTH OF THE PROJECT ROADWAY BEFORE THE FINAL LIFT CAN BE COMPLETED.
  6. INSTALL NEW HMA TYPE A DYKE PER CALTRANS STANDARD A87B WHERE NO GUTTER IS PRESENT. SEE DETAIL H.
  7. HMA AGGREGATE SIZE MUST COMPLY WITH SECTION 39-3.01.
  8. APPLY TACK COAT PER SECTION 39-1.09C, INCLUDING BETWEEN HMA LIFTS

**D TYPICAL PAVEMENT SECTION**  
NOT TO SCALE



- NOTES:**
1. SEE PAVEMENT PLAN SHEETS FOR EXISTING PAVEMENT CORING INFORMATION.
  2. PAVEMENT CROSS SLOPES SHALL MATCH EXISTING EXCEPT THAT CROSS SLOPES SHALL BE LIMITED TO 1.5% MINIMUM, 3% MAXIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER.
  3. DEPTH OF EXISTING HMA LAYER VARIES FROM 2-1/2 - 4-1/2 INCHES
  4. PLACE 9-1/2 INCHES OF NEW HMA IN THREE LIFTS. THE INITIAL LIFTS MUST BE 3-1/2 INCHES THICK (3/4\"
  5. MILLING AND FILLING WITH THE INTIAL LIFT OF 3-1/2 INCHES MUST BE COMPLETED ON THE SAME WORK SHIFT. THE INITIAL LIFT OF 3-1/2 INCHES MUST BE COMPLETED FOR THE ENTIRE LENGTH AND WIDTH OF THE PROJECT ROADWAY BEFORE THE FINAL LIFT CAN BE COMPLETED.
  6. HMA AGGREGATE SIZE MUST COMPLY WITH SECTION 39-3.01.
  7. APPLY TACK COAT PER SECTION 39-1.09C, INCLUDING BETWEEN HMA LIFTS

**G TYPICAL PAVEMENT SECTION**  
NOT TO SCALE



**2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT**

**DETAILS**

PROJECT TITLE:

SHEET TITLE:



DESIGNED BY:

BR

DRAWN BY:

KH

CHECKED BY:

MG

APPROVED BY:

BN

SCALE:

1" = 20'

DATE:

APR 2021

CITY SPECIFICATION NO.

1000167

PLAN FILE NO. / LOCATION

SHEET NO.

**26 of 26**

# **SPECIAL PROVISIONS**

## **FOR**

**CITY OF SAN LUIS OBISPO**

2021 Downtown Pavement Improvements Project

Specification No. 1000167

JULY 2021



**PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION**

**919 Palm Street  
San Luis Obispo, CA 93401  
(805) 781-7200**

**2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT**

**Specification No. 1000167**

**Approval Date: May 4, 2021**



*May 4, 2021*



*May 4, 2021*

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**NOTICE TO BIDDERS  
BID SUBMISSION**

Sealed bids must **be MAILED** to the following address:

City of San Luis Obispo  
Public Works Department  
919 Palm Street  
San Luis Obispo, CA 93401  
Attn: Brian Rodriguez

**Bids delivered in person will not be accepted.** Bids may be mailed by postal carriers such as UPS, FedEx, DHL, etc. Regular courier companies not affiliated with the postal system are not acceptable. All mailed bids must be delivered and in possession of the Project Manager by:

**2:00 p.m. on June 3, 2021**

At which time they will be publicly opened and read aloud via Microsoft Teams video conference and conference call. In-person attendance of the bid opening will not be permitted in adherence to social distancing measures. Use the following link:

[https://teams.microsoft.com/join/19%3ameeting\\_MTIzNzc0MjAtMGMzMjNi00YWNILThmMDQtNDVmMDhmOTgzMTFl%40thread.v2/0?context=%7b%22Tid%22%3a%22a78b182d-94e4-4507-a9a9-330dcb148164%22%2c%22Oid%22%3a%22a8add278-38fa-47c3-8727-acd5a57b58ec%22%7d](https://teams.microsoft.com/join/19%3ameeting_MTIzNzc0MjAtMGMzMjNi00YWNILThmMDQtNDVmMDhmOTgzMTFl%40thread.v2/0?context=%7b%22Tid%22%3a%22a78b182d-94e4-4507-a9a9-330dcb148164%22%2c%22Oid%22%3a%22a8add278-38fa-47c3-8727-acd5a57b58ec%22%7d)

or join by phone with this number: 1 (209) 645-4165 with Conference ID: 241 215 16#

Submit bid in a sealed envelope plainly marked:

**2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT, Specification No.  
1000167**

Any bid received after the time and date specified will not be considered and will be returned to the bidder unopened. Bids received by Fax or Email will not be considered.

By submission of bid you agree to comply with all instruction and requirements in this notice and the contract documents.

All bids must be submitted on the Bid Item List form(s) provided and submitted with all other Bid Forms included in these Special Provisions.

Each bid must be accompanied by either a:

1. certified check



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## NOTICE TO BIDDERS

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2. cashier's check
3. bidder's bond

made payable to the City of San Luis Obispo for an amount equal to ten percent of the bid amount as a guaranty. Guaranty will be forfeited to the City San Luis Obispo if the bidder, to whom the contract is awarded, fails to enter into the contract.

The City of San Luis Obispo reserves the right to accept or reject any or all bids or waive any informality in a bid.

All bids are to be compared based on the City Engineer's estimate of the quantities of work to be done, as shown on the Bid Item List.

Bids will only be accepted from bidders that are licensed in compliance with the provisions of Chapter 9, Division III of Business and Professions Code.

The award of the contract, if awarded, will be to the lowest responsive bid submitted by a responsible contractor whose bid complies with the requirements prescribed. If the contract is awarded, the contract will be awarded within 60 calendar days after the opening of the bids.

Failure to raise defects in the notice to bidders or bid forms prior to bid opening constitute a waiver of those defects.

### BID DOCUMENTS

A copy of the plans and special provisions may be downloaded, free of charge, from the City's website at:

[www.slocity.org/government/department-directory/public-works/public-works-bids-proposals](http://www.slocity.org/government/department-directory/public-works/public-works-bids-proposals)

No printed copies are available for purchase at the City office.

Standard Specifications and Engineering Standards referenced in the Special Provisions may be downloaded, free of charge, from the City's website at:

[www.slocity.org/government/department-directory/public-works/documents-online/construction-documents](http://www.slocity.org/government/department-directory/public-works/documents-online/construction-documents)

You are responsible to obtain all issued addenda prior to bid opening. Addenda will be available to download at the City's website listed above or at the office of the City Engineer.

Contact the project manager, Brian Rodriguez at 805-781-7226 or the Public Works Department at (805) 781-7200 prior to bid opening to verify the number of addenda issued.

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## NOTICE TO BIDDERS

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You are responsible to verify your contact information is correct on the plan holders list located on the City's website at:

[www.slocity.org/government/department-directory/public-works/public-works-bids-proposals](http://www.slocity.org/government/department-directory/public-works/public-works-bids-proposals).

### PROJECT INFORMATION

In general, the project consists of new ADA compliant curb ramps at existing street corners, pavement removal and replacement on street segments of Higuera, Marsh, Johnson, Phillips, Pepper, and Nipomo. The project also includes protection and/or adjustment of existing utility covers, upgrading of select utility frames and covers, striping and markings, traffic control, sidewalk, curb and gutter replacement at various locations, and midblock crosswalks on Higuera and Marsh.

BASE BID: The project estimated construction cost is \$2,191,000

ADDITIVE ALTERNATIVE "A": \$525,000

ADDITIVE ALTERNATIVE "B": \$239,000

TOTAL PROJECT BID ( BASE BID + ADD ALT. "A" + ADD ALT "B": \$2,955,000

Contract time is established as 60 working days.

The fixed liquidated damages amount is established at \$500 per day for failure to complete the work within the contract time.

In compliance with section 1773 of the Labor Code, the State of California Department of Industrial Relations has established prevailing hourly wage rates for each type of workman. Current wage rates may be obtained from the Division of Labor at:

<https://www.dir.ca.gov/oprl/DPreWageDetermination.htm>

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### QUALIFICATIONS

You must possess a valid Class A or C12 & C8 Contractor's License at the time of the bid opening.

**You and any subcontractors required to pay prevailing wage must be registered with the Department of Industrial Relations pursuant to Section 1725.5 of the Labor Code.**

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## NOTICE TO BIDDERS

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You must have experience constructing projects similar to the work specified for this project. Provide three similar reference projects completed as either the prime or subcontractor. All referenced projects must have been completed within the last five years from this project's bid opening date.

**One of the three reference projects must have been completed under contract with a city, county, state or federal government agency as the prime contractor.**

**One of the three referenced projects must be for concrete curb and sidewalk construction work, American with Disabilities Act (ADA) compliance, and detectable warning surface and/or truncated domes installation.**

**One of the three reference projects must be for roadway construction.**

Failure to provide reference projects as specified in this section and as required on the qualification form is cause to reject a bid as being non-responsive.

The City reserves the right to reject any bid based on non-responsiveness if a bidder fails to provide a bid that complies with all bidding instructions.

The City reserves the right to reject a responsive bid based on the non-responsibility of the bidder if the Director of Public Works or Designee finds, after providing notice and a hearing to the bidder, that the bidder lacks the

1. knowledge
2. experience,
3. or is otherwise not responsible

as defined in Section 3.24 of the San Luis Obispo Municipal Code to complete the project in the best interest of the City.

Rejected bidders may appeal this determination. Appeal must comply with the requirements in this Notice to Bidders.

It is the City of San Luis Obispo's intent to award the contract to the lowest responsive bid submitted by a responsible bidder. If in the bidder's opinion the contract has been or may be improperly awarded, the bidder may protest the contract award.

Protests must be filed no later than five working days after either:

1. bid opening date
2. notification of rejected bid.

Protest must be in writing and received by the project manager located at:

919 Palm Street  
San Luis Obispo, CA 93401.

Valid protests must contain the following information:

1. the reasons for the protest

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## NOTICE TO BIDDERS

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2. any supporting documentation
3. the ruling expected by the City to remedy the protest.

Any protest not containing all required information will be deemed invalid and rejected.

The City will consider additional documentation or other supporting information regarding the protest if submitted in compliance to the specified time limits. Anything submitted after the specified time limit will be rejected and not be considered.

The Director of Public Works or Designee may request additional information to be submitted within three days of the request, unless otherwise specified, and will notify the protester of ruling within ten days of determination.

If the protester is not satisfied with ruling, the protester may appeal the ruling to the City Council in compliance with Chapter 1.20 of the City of San Luis Obispo Municipal Code.

Pursuant to the Public Records Act (Government Code, § 6250, et seq.), the City will make public records available upon request.

### AWARD

The lowest bidder will be determined in compliance with Public Contract Code Section 20103.8(c) with the Publicly Disclosed Funding Amount of \$3,400,000 using either:

- TOTAL PROJECT BID, if bid for Base Bid + Add. Alt. "A" + Add Alt. "B" is less than \$3,400,000; or
- BASE BID + ADD. ALT. "A", if bid for Base Bid + Add. Alt. "A" is less than \$3,400,000 and Total Project Bid is greater than \$3,400,000; or
- BASE BID, if Base Bid is less than \$3,400,000 and Base Bid + Add. Alt. "A" is greater than \$3,400,000.

As a condition to executing a contract with the City, two bonds each equal to one hundred percent of the total contract price are required in compliance with Section 3-1.05 of the Standard Specifications.

You may substitute securities for moneys withheld under the contract in compliance with the provisions of the Public Contract Code, Section 10263.

### ACCOMMODATION

If any accommodations are needed to participate in the bid process, please contact Argelia Chang at (805) 781-7200 or by Telecommunications Device for the Deaf at (805) 781-7107. Requests should be made as early as possible in the bidding process to allow time for accommodation.

## BID FORMS

All bid forms must be completed and submitted with your bid. Failure to submit these forms and required bid bond is cause to reject the bid as nonresponsive. Staple all bid forms together.

THE UNDERSIGNED, agrees that they have carefully examined:

1. the location of the proposed work
2. the plans and specifications
3. read the accompanying instructions to bidders

and propose to furnish all:

4. materials
5. labor

to complete all the required work satisfactorily in compliance with

6. plans
7. specifications
8. special provisions

for the prices set forth in the bid item list:

### BID ITEM LIST FOR 2021 DOWNTOWN PAVEMENT IMPROVEMENTS PROJECT, SPECIFICATION NO. 1000167

BASE BID						
Item No.	SS <sub>(1)</sub>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
1	37	TYPE II SLURRY SEAL	SQYD	18,534		
2	37	PNEUMATIC TIRE ROLLER COMPACTION	LS	1	-----	
3	39	3/8 MIX LEVELING COURSE	TN	453		
4	39	1/2 INCH HMA TYPE A	TN	1,987		
5	39	3/4 INCH HMA TYPE A	TN	1,120		
6	84	PAVING GRID	SQYD	8,059		
7	84	DIGOUT	SQFT	2,727		
8	15	EDGE GRIND	LF	195		
9	84	DETAIL 1	LF	490		
10	84	DETAIL 8	LF	1,866		
11	84	DETAIL 9	LF	1,375		
12	84	DETAIL 22	LF	1,084		
13	84	DETAIL 27B	LF	7,264		
14	84	DETAIL 28	LF	47		
15	84	DETAIL 39	LF	4,363		

## BID FORMS

BASE BID						
Item No.	SS <sub>(1)</sub>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
16	84	DETAIL 39A	LF	148		
17	84	DETAIL 40	LF	258		
18	84	12" WHITE	LF	1,521		
19	84	24" WHITE	LF	740		
20	84	12" YELLOW	LF	116		
21	84	24" YELLOW	LF	100		
22	84	GREEN PAINT	SQFT	2,032		
23	84	GREEN CYCLE TRACK CASE 1	LF	566		
24	84	GREEN CYCLE TRACK CASE 2	LF	274		
25	84	BIKE BUFFER	LF	1,221		
26	84	BIKE MEDIAN	LF	1,326		
27	84	NO PARKING BUFFER	SQFT	31,673		
28	84	PARKING "L"	EA	46		
29	84	PARKING "T"	EA	93		
30	84	BLUE PARKING TICKS	EA	8		
31	84	ADA SPACE MARKING	EA	6		
32	82	ADA SIGN & POST	EA	6		
33	84	BLUE CURB	LF	132		
34	84	PAINTED CURB	LF	2,917		
35	39	SPEED TABLE	EA	1		
36	73	SD STEEL PLATES	EA	32		
37	73	MEDIAN BULBOUT	EA	2		
38	82	RRFB	EA	2		
39	73	TREE GRATE	EA	2		
40	84	BLUE HYDRANT MARKERS PER CITY STD 7920	EA	34		
41	15	UPGRADE/ADJUST WATER VALVE TO FINISHED GRADE	EA	56		
42	15	UPGRADE/ADJUST SANITARY SEWER MANHOLE OR CLEANOUT TO FINISHED GRADE	EA	14		
43	15	UPGRADE/ADJUST COMMUNICATIONS MANHOLE TO FINISHED GRADE	EA	1		
44	84	WHITE PAVEMENT MARKING	SQFT	1,733		

## BID FORMS

BASE BID						
Item No.	SS <sub>(1)</sub>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
45	15, 73	SIDEWALK REPAIR NORTH SIDE OF HIGUERA NEAR NIPOMO	LS	1	-----	
46	15, 73	SIDEWALK REPAIR NORTH SIDE OF HIGUERA CROSSWALK	LS	1	-----	
47	15, 73	SIDEWALK REPAIR SOUTH SIDE OF HIGUERA CROSSWALK	LS	1	-----	
48	15, 73	CURB RAMP HIGUERA & ARCHER SE CORNER	LS	1	-----	
49	15, 73	CROSS GUTTER HIGUERA & ARCHER SOUTH SIDE	LS	1	-----	
50	15, 73	SIDEWALK REPAIR NORTH SIDE OF MARSH NEAR HIGUERA	LS	1	-----	
51	15, 73	CURB RAMP MARSH & ARCHER SW CORNER	LS	1	-----	
52	15, 73	CURB RAMP MARSH & ARCHER NE CORNER	LS	1	-----	
53	15, 73	CURB RAMP MARSH & BEACH SW CORNER	LS	1	-----	
54	15, 73	SIDEWALK REPAIR NORTH SIDE OF MARSH NEAR NIPOMO	LS	1	-----	
55	19	ROADWAY EXCAVATION	CY	470		
56	15, 73	REMOVE CURB AND GUTTER	LF	700		
57	15, 73	REMOVE DRIVEWAYS	EA	6		
58	15, 73	CURB AND 18"GUTTER	LF	490		
59	15, 73	CURB AND 24"GUTTER	LF	210		
60	15, 73	INSTALL DRIVEWAY	EA	6		
61	15, 73	CURB RAMP NIPOMO & BUCHON SE CORNER	EA	1		
62	15, 73	CURB RAMP NIPOMO & BUCHON SW CORNER	EA	1		
63	15, 73	CURB RAMP NIPOMO & LEFF NE CORNER	EA	1		
64	15, 73	CURB RAMP NIPOMO & LEFF NW CORNER	EA	1		
65	15, 73	CURB RAMP NIPOMO & ISLAY NE CORNER	EA	1		
66	15, 73	CURB RAMP NIPOMO & ISLAY NW CORNER	EA	1		
67	15, 73	CURB RAMP NIPOMO & ISLAY SE CORNER	EA	1		
68	15, 73	CURB RAMP NIPOMO & ISLAY SW CORNER	EA	1		

## BID FORMS

BASE BID						
Item No.	SS <sub>(1)</sub>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
69	15	REMOVE AND REPLACE FIRE HYDRANT	EA	2		
70	5, 78	SET BENCHMARK	EA	1		
71	82	REMOVE AND REPLACE SIGN POST	EA	6		
72	19	BASE REPAIR ALLOWANCE	SQFT	3,000	-----	
73	15, 73	SIDEWALK REPLACEMENT ALLOWANCE	SQFT	500		
74	77	LATERAL REPLACEMENT ALLOWANCE	EA	5		
75	13	STREET SWEEPING (1 DAY)	LS	1	-----	
76	13	STREET SWEEPING w/ SIGNAGE (14 DAYS)	LS	1	-----	
77	13	STREET SWEEPING (30 DAYS)	LS	1	-----	
78	7, 12	TRAFFIC CONTROL PLAN AND IMPLEMENTATION	LS	1	-----	
79	3	COMPLY WITH CALTRANS PERMIT	LS	1	-----	
<b>BASE BID TOTAL</b>					<b>\$</b>	

ADDITIVE ALTERNATIVE "A"						
Item No.	SS <sub>(1)</sub>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
1	37	1/2 INCH HMA TYPE A	TN	368		
2	37	3/4 INCH HMA TYPE A	TN	1,964		
3	37	TYPE "A" AC BERM	LF	142		
4	84	DETAIL 1	LF	199		
5	84	DETAIL 24	LF	25		
6	84	12" WHITE	LF	65		
7	84	PAINTED CURB	LF	121		
8	15, 73	CROSS GUTTER	SQFT	222		
9	84	BLUE HYDRANT MARKERS PER CITY STD 7920	EA	3		
10	15	UPGRADE/ADJUST WATER VALVE TO FINISHED GRADE	EA	6		
11	15	UPGRADE/ADJUST SANITARY SEWER MANHOLE OR CLEANOUT TO FINISHED GRADE	EA	3		
12	82	12' PUNCH POST	EA	4		



## BID FORMS

ADDITIVE ALTERNATIVE "A"						
Item No.	SS <sub>(1)</sub>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
13	82	R1-1 SIGN	EA	2		
14	82	R1-3 SIGN	EA	2		
15	82	R1-3P SIGN	EA	1		
16	82	R6-1 SIGN	EA	2		
17	82	W3-1 SIGN	EA	2		
18	84	WHITE PAVEMENT MARKING	SF	88		
19	15, 73	CURB RAMP JOHNSON & MILL NE CORNER (SHEET 16)	LS	1	-----	
20	15, 73	CURB RAMP JOHNSON & MILL NW CORNER (SHEET 16)	LS	1	-----	
21	15, 73	CURB RAMP JOHNSON & PEACH NE CORNER (SHEET 15)	LS	1	-----	
22	15, 73	CURB RAMP JOHNSON & PEACH SW CORNER (SHEET 16)	LS	1	-----	
23	15, 73	CURB RAMP JOHNSON & PEACH SE CORNER (SHEET 16)	LS	1	-----	
24	15, 73	CURB RAMP JOHNSON & PHILLIPS SE CORNER (SHEET 15)	LS	1	-----	
25	7, 12	TRAFFIC CONTROL PLAN AND IMPLEMENTATION	LS	1	-----	
ADD. ALT. "A" BID TOTAL					\$	

ADDITIVE ALTERNATIVE "B" BID LIST						
Item No.	SS <sub>(1)</sub>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
1	37	1/2 INCH HMA TYPE A	TN	500		
2	37	3/4 INCH HMA TYPE A	TN	789		
3	37	TYPE "A" AC BERM	LF	121		
4	84	DETAIL 22	LF	140		
5	84	12" WHITE	LF	38		
6	84	BIKE BUFFER	LF	162		
7	84	PAINTED CURB	LF	231		
8	84	BLUE HYDRANT MARKERS PER CITY STD 7920	EA	2		
9	15	UPGRADE/ADJUST WATER VALVE TO FINISHED GRADE	EA	8		

## BID FORMS

ADDITIVE ALTERNATIVE "B" BID LIST						
Item No.	SS <sup>(1)</sup>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
10	15	UPGRADE/ADJUST SANITARY SEWER MANHOLE OR CLEANOUT TO FINISHED GRADE	EA	6		
11	84	WHITE PAVEMENT MARKING	SF	22		
12	7, 12	TRAFFIC CONTROL PLAN AND IMPLEMENTATION	LS	1	-----	
<b>ADD. ALT. "B" BID TOTAL</b>					<b>\$</b>	

<b>BASE Bid Total</b>	<b>\$</b>
<b>ADD. ALT. "A" Bid Total</b>	<b>\$</b>
<b>ADD. ALT. "B" Bid Total</b>	<b>\$</b>
<b>Total Project Bid (BASE BID + ADD. ALT. "A" + ADD. ALT. "B")</b>	<b>\$</b>
<b>Company Name:</b>	

(1) refers to section in the Standard Specifications, with modifications in the Special Provisions, that describe required work.

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## BID FORMS

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### LIST OF SUBCONTRACTORS

Pursuant to Section 4100 of the Public Contracts Code and section 2-1.33C of the standard specifications, the Bidder is required to furnish the following information for each Subcontractor performing more than 1/2 percent (0.5%) of the total base bid. Do not list alternative subcontractors for the same work. Subcontracting must not total more than fifty percent (50%) of the submitted bid except as allowed in section 5-1.13 of the standard specifications.

For Streets & Highways projects, subcontractors performing less than ten thousand dollars (\$10,000) worth of work need not be mentioned. **Subcontractors required to pay prevailing wage, must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 to be listed.**

**NOTE: If there are no subcontractors, write "NONE" and submit with bid.**

Name Under Which Subcontractor is Licensed	License Number	DIR Public Works Registration Number	Address and Phone Number of Office, Mill or Shop	Specific Description of Subcontract	% of Total Base Bid
_____	_____	_____	_____	_____	_____
_____			_____	_____	
_____			_____	_____	
_____					
_____	_____	_____	_____	_____	_____
_____			_____	_____	
_____			_____	_____	
_____					
_____	_____	_____	_____	_____	_____
_____			_____	_____	
_____			_____	_____	
_____					

Attach additional sheets as needed.

**PUBLIC CONTRACT CODE SECTION 10285.1 STATEMENT**

In compliance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder, or any subcontractor to be engaged by the bidder, **has \_\_\_\_\_, has not \_\_\_\_\_** been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University. The term "bidder" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285.1.

**NOTE:** The bidder must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Statement is part of the Bid. Signing this Bid on the signature portion constitute signature of this Statement. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

**PUBLIC CONTRACT CODE SECTION 10162 QUESTIONNAIRE**

In compliance with Public Contract Code Section 10162, the Bidder must complete, under penalty of perjury, the following questionnaire:

Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If the answer is yes, attach a letter explaining the circumstances

**PUBLIC CONTRACT CODE SECTION 10232 STATEMENT**

In compliance with Public Contract Code Section 10232, you hereby state under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against you within the immediately preceding two-year period because of your failure to comply with an order of a federal court which orders you to comply with an order of the National Labor Relations Board.

**LABOR CODE SECTION 1725.5 STATEMENTS**

The bidder has delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award. Any judgment, order, or determination that is

## BID FORMS

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under appeal is excluded, provided that the contractor has secured the payment of any amount eventually found due through a bond or other appropriate means.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

The bidder is currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**NOTE:** The above Statements and Questionnaire are part of the Bid. Signing this Bid on the signature portion constitute signature of this Statement and Questionnaire. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

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**BID FORMS**

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**NON-COLLUSION DECLARATION**

I, \_\_\_\_\_, declare that  
I am \_\_\_\_\_ of \_\_\_\_\_,  
the party making the foregoing bid that the bid is not made in the interest of, or on behalf  
of, any undisclosed person, partnership, company, association, organization, or  
corporation; that the bid is genuine and not collusive or sham; that the bidder has not  
directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and  
has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or  
anyone else to put in a sham bid, or that anyone refrained from bidding; that the bidder has  
not in any manner, directly or indirectly, sought by agreement, communication, or  
conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any  
overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure  
any advantage against the public body awarding the contract of anyone interested in the  
proposed contract; that all statements contained in the bid are true; and, further, that the  
bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof,  
or the contents thereof, or divulged information or data relative thereto, or paid, and will not  
pay, any fee to any corporation, partnership, company association, organization, bid  
depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed on \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing  
is true and correct.

(SEAL)

\_\_\_\_\_  
(Signature and Title of Declarant)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

Company Name:\_\_\_\_\_

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## BID FORMS

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### BIDDER ACKNOWLEDGEMENTS

By signing below, the bidder acknowledges and confirms that this bid is based on the information contained in all contract documents, including the notice to bidders, plans, specifications, special provisions, and addendum number(s) \_\_\_\_\_. **(Note: You are responsible to verify the number of addenda prior to the bid opening.)**

The undersigned further agrees that in case of default in executing the required contract, with necessary bonds, within eight days, (not including Saturdays, Sundays, and legal holidays), after having received a mailed notice that the contract is ready for signature, the proceeds of the check or bond accompanying his bid will become the property of the City of San Luis Obispo.

Licensed in accordance with an act providing for the registration of contractors, License No.\_\_\_\_\_, Expiration Date \_\_\_\_\_.

The above statement is made under penalty of perjury, and any bid not containing this information "will be considered non-responsive and will be rejected" by the City.

Signature of Bidder \_\_\_\_\_

\_\_\_\_\_  
(Print Name and Title of Bidder)

**DIR- Public Works  
Registration No:**

\_\_\_\_\_

Business Name (DBA):

\_\_\_\_\_

Owner/Legal Name:

\_\_\_\_\_

Indicate One:    ☐Sole-proprietor    ☐ Partnership    ☐Corporation

List Partners/Corporate Officers:

Name	Title
------	-------

_____	_____
-------	-------

_____	_____
-------	-------

Business Address \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_

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## BID FORMS

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### QUALIFICATIONS

Failure to furnish complete reference information **ON THIS FORM**, as specified in this project's Notice to Bidders and indicated below, is cause to reject the bid. Additional information may be attached but is not a substitute for this form.

#### Reference Number 1

Customer Name & Contact Individual	
Telephone & Email	
Project Name (Site Address):	
Is this similar to the project being bid or did this project include roadway construction? Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe the services provided and how this project is similar to that which is being bid:    Date project completed:
Was this contract for a public agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### Reference Number 2

Customer Name & Contact Individual	
Telephone & Email	
Project Name (Site Address):	
Is this similar to the project being bid or did this project include roadway construction? Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe the services provided and how this project is similar to that which is being bid:    Date project completed:
Was this contract for a public agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### Reference Number 3

Customer Name & Contact Individual	
Telephone & Email	
Project Name (Site Address):	
Is this similar to the project being bid or did this project include ADA compliance, concrete curb and sidewalk construction work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe the services provided and how this project is similar to that which is being bid:    Date project completed:
Was this contract for a public agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	



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**BID FORMS**

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**ATTACH BIDDER'S BOND TO ACCOMPANY BID**

Know all men by these presents:

That we \_\_\_\_\_, AS PRINCIPAL, and

\_\_\_\_\_, AS SURETY, are held and firmly  
bound unto the City of San Luis Obispo in the sum of:

\_\_\_\_\_ Dollars (\_\_\_\_\_) to be paid to  
said City or its certain attorney, its successors and assigns; for which payment, well and truly to be made, we  
bind ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally, firmly by  
these presents:

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the certain bid of the above  
bounden \_\_\_\_\_

to construct \_\_\_\_\_  
(insert name of street and limits to be improved or project)

dated \_\_\_\_\_ is accepted by the City of San Luis Obispo, and if the above

bounden \_\_\_\_\_, his heirs, executors,  
administrators, successors, and assigns shall duly enter into and execute a contract for such construction and  
shall execute and deliver the two bonds described within ten (10) days (not including Saturdays, Sundays, or  
legal holidays) after the above bounden,

\_\_\_\_\_, has received notice by and from the  
said City of San Luis Obispo that said contract is ready for execution, then this obligation shall become null  
and void; otherwise, it shall be and remain in full force and virtue.

IN WITNESS WHEREOF, we hereunto set our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Bidder Principal:**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_

**Surety:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Bidder's signature is not required to be notarized. Surety's signature must be notarized.  
Equivalent form may be substituted  
(Rev. 6-30-14)

## **SPECIAL PROVISIONS**

### **ORGANIZATION**

Special provisions are under headings that correspond with the main section heading of the Standard Specifications. Each special provision begins with a revision clause that describes or introduces a revision to the Standard Specifications. Any paragraph added or deleted by a revision clause does not change the paragraph number of the Standard Specifications for any other reference to a paragraph of the Standard Specifications.

## **DIVISION I GENERAL PROVISIONS**

### **1 GENERAL**

#### **Add to Section 1-1.01 GENERAL:**

The work must be done in compliance with the City of San Luis Obispo, Department of Public Works:

1. 2021 Downtown Pavement Improvements Project Special Provisions
2. City of San Luis Obispo Standard Specifications and Engineering Standards – 2020 edition
3. State of California, Department of Transportation Standard Specifications and Standard Plans – 2015 edition

In case of conflict between documents, governing ranking must comply with section 5-1.02 of the City of San Luis Obispo's Standard Specifications.

Failure to comply with the provisions of these sections is a material breach of contract:

1. Sections 5 through 8 of the Standard Specifications
2. Section 12 through 15 of the Standard Specifications
3. Section 77-1 of the Standard Specifications
4. Section 81 of the Standard Specifications
5. authorized working hours
6. OSHA compliance

### **2 BIDDING**

#### **Replace Section 2-1.33A BID DOCUMENT COMPLETION AND SUBMITTAL, General with:**

Furnish bid using blank forms provided in the Special Provisions. Bid must include all forms and must be signed by the bidder.

### **3 CONTRACT AWARD AND EXECUTION**

#### **Add to Section 3-1.18B CONTRACT EXECUTION, Caltrans Encroachment Permit 3-1.18B Caltrans Encroachment Permit**

Compliance with Caltrans Encroachment permit and traffic control shall conform to the provisions of Section 12 "Temporary Traffic Control", of the Standard Specifications and these Special Provisions.

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## SPECIAL PROVISIONS

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### **Measurement and Payment**

The lump sum contract price paid to comply with Caltrans Encroachment Permit shall include full compensation for furnishing all labor, materials, tools equipment, personnel, and for doing all the work involved to comply with all Caltrans encroachment permit requirements. The contract price shall also include the application fee of **\$820.00** for obtaining a double permit for Encroachment Permit **0520 NTK 0263**. See Appendix B for additional information.

## **4 SCOPE OF WORK**

### **Add to Section 4-1.03 WORK DESCRIPTION:**

Comply with the provisions of Sections 3, 6, 7, 8, 12, 15, 37, 39, 56, 73, 77, 84, and 86 for general, material, construction, and payment specifics. Refer to these Special Provisions for modifications to the above Sections.

### **Add Section 4-1.03A WORK DESCRIPTION, Project Specific Signage:**

Maintain Revenue Enhancement Funding signage in work area. Return Revenue Enhancement Funding signs at the end of the project or upon the Engineer's request.

## **6 CONTROL OF MATERIALS**

### **Add to Section 6-2.03 DEPARTMENT ACCEPTANCE:**

The Engineer will furnish Sales Tax signs mounted to moveable barricades. Maintain Sales Tax signage in work area. Return Sales Tax signs at the end of the project or upon the Engineer's request.

The Engineer will furnish one (1) GREEN WAY SYMBOL stencil as detailed in Sheet 26 of the project plans. Contractor can obtain additional stencil(s) at its own discretion and must be approved by the Engineer prior to use for this project.

Sales Tax signs are stored at the City's Corporation Yard on Prado Road. The contractor is responsible to load and transport from City Corporation yard to job site.

Water to be used in the slurry seal emulsion must be potable water.

## **7 LEGAL RELATIONS AND RESPONSIBILITY TO THE PUBLIC**

### **Replace last paragraph in Section 7-1.02K(3) Labor Code, Certified Payroll Records (Labor Code 1776) with:**

Furnish the Engineer one Portable Document Format (PDF) file which contains all certified payroll records for the prior month's work. Redact the PDF file making the employee's social security number illegible. Failure to submit PDF file with other monthly payroll records is considered an incomplete payroll submission and penalties will be assessed.

### **Add to Section 7-1.03B PUBLIC CONVENIENCE, Traffic Control Plan**

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## SPECIAL PROVISIONS

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Unless stated otherwise below, work hours are Monday through Friday between 7:00 a.m. to 4:00 p.m. at all the affected streets.

Work within Caltrans Right of Way must be performed between the hours of 9:00 a.m. to 3:00 p.m Monday – Thursday and 9:00 a.m. to 2:00 p.m. Friday.

Paving work on Higuera and Marsh from Nipomo to the US 101 on/off ramp intersection must start after September 1, 2021 between the hours of 10:00 PM to 8:00 AM.

Two lanes of traffic shall be retained at all times on Marsh and Higuera west of Santa Rosa Street between weekday hours of 10am-6pm, unless otherwise approved by the City.

No work involving heavy equipment (i.e. loud machinery) within the downtown during the 11am-1pm lunch period.

Night work permit may be necessary if above limitations are not feasible to perform aspects of work.

Provide traffic control plan and traffic control application at or before the preconstruction meeting. Traffic control plan must be drawn to scale. Traffic control application may be obtained on the City's website:

[www.slocity.org/government/department-directory/public-works/documents-online/construction-documents](http://www.slocity.org/government/department-directory/public-works/documents-online/construction-documents)

Upon approval of the traffic control plan, the City will issue a no-fee Encroachment Permit. Permittee is responsible to comply with all conditions of the traffic control plan. Complete work using due diligence to restore free flowing of traffic.

## 8 PROSECUTION AND PROGRESS

### **Add to Section 8-1.01 GENERAL, Order of Work**

Paving work for the streets listed below must commence after September 1, 2021. The Contractor must make start work within the following segments until then:

***Higuera Street: From Nipomo to Marsh Intersection***

***Nipomo Street: From Nipomo to Higuera Intersection***

### **Replace the 1<sup>st</sup> paragraph in Section 8-1.02A SCHEDULE, General with:**

Provide a Level 1 schedule for this work. A one week look ahead schedule shall be provided to the Engineer before commencing the following week's work. This requirement shall be completed in order to continue construction work.

## 9 PAYMENT

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## SPECIAL PROVISIONS

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### **Add to Section 9-1.06 CHANGED QUANTITY PAYMENT ADJUSTMENTS, General**

Any adjustments due in accordance with Section 9-1.06B, "Increases of More Than 25 Percent" and Section 9-1.06C, "Decreases of More Than 25 Percent," of the Standard Specifications for bid item(s) No. 8, Edge Grinds, No. 80, Base Repair Allowance, and No. 82, Lateral Replacement Allowance is deferred.

## **DIVISION II GENERAL CONSTRUCTION**

### **13 WATER POLLUTION CONTROL**

#### **Add to Section 13-7.02 Street Sweeping**

##### **13-7.02C Construction**

Street sweeping shall be performed 24 hours and 30 days after application of Type II slurry seal. The Contractor must post streets for no parking during the 24 hour and 30 day street sweeping. The Contractor must submit a street sweeping schedule for approval by the Engineer. Street sweeping must be done in a manner that street parking is available within 600 ft from affected addresses, unless approved by the Engineer.

##### **13-7.02D Payment**

The lump sump item price for Street Sweeping shall include full compensation for furnishing all labor, materials, tools, equipment, personnel, "No Parking" notices, door hangers, and incidentals, and for doing all the work involved with Street Sweeping and no additional compensation therefor.

## **15 EXISTING FACILITIES**

### **Add to Section 15-2.02B Remove Pavement (AC Patch)**

The outline of the area to be removed must be cut on a neat line with a power driven diamond saw to a minimum depth of the existing asphalt concrete (see coring log information) before removing all existing asphalt. As an alternate, the Contractor may use a grinding device such as a "zipper" to remove the AC patch area. All areas of removal must be cut as marked in the field and must be uniform in pattern (square, rectangle).

Paving is not to be done without the inspection of the Engineer.

A mechanical tamp is to be used for compacting the base or subgrade and bottom lifts of the AC. A roller is to be used for the top lift of AC. Vibrating Plates are not allowed.

Any PCC to be used for pavement must be Class 1 mix per Engineering Standard 6040 General Note B to allow same day AC pave out and immediate traffic use. At each location of roadway repair activity, removal and replacement of existing pavement materials are to be performed on the same working day.

Additional AC path repair areas and extents may be identified by the Engineer. Pavement repair locations must be field verified by the Engineer before the start of work. Pavement restoration must comply with section 19 and 77.

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## SPECIAL PROVISIONS

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### **Add to Section 15-2.02B(2) Obliterate Roads, Detours, and Surfacing**

Micro-milling must be utilized for bike lane and at existing curb ramps **edge grinds** located in slurry pavement treatment. Micro-milling machines shall:

Be equipped with a micro-milling drum with tungsten-carbide-tipped cutting teeth spaced no greater than ¼ inch apart on center. The configuration of the teeth shall be such that the deviation in elevation between any 2 teeth does not exceed 1/16 inch.

Be capable of removing asphalt concrete pavement to a tolerance of +/- 1/8 inch.

Be equipped with an automatic grade control system operating in “profile” mode.

Micro-milling shall result in a grid-patterned textured pavement surface with longitudinal ridges approximately the same distance apart as the cutting teeth. The ridges shall be consistent in depth, width, and profile. The distance between the top of the ridge and the adjacent valleys shall not exceed 1/8 inch.

### **Add to Section 15-2.02B(7) Payment**

The linear feet price for **Edge Grinds** shall include full compensation for furnishing all labor, materials, tools, equipment, personnel, and incidentals, and for doing all the work involved with bike lane and at existing curb ramp edge grinds and no additional compensation therefor.

### **Add to Section 15-2.02C(1) Remove Traffic Stripes and Pavement Markings**

After existing traffic stripes and pavement markings have been removed, temporary striping tabs must be installed and remain in place until slurry operations have begun.

## **DIVISION V SURFACINGS AND PAVEMENTS**

### **37 BITUMINOUS SEALS**

#### **Add to Section 37-3.02A General**

Slurry seal must be Type II. Use Polymer Modified Asphaltic Emulsion with 2% latex additive.

#### **Add to Section 37-3.03A General**

Not all frames, covers, grates, or manholes are shown on the Plans. The Contractor is responsible for examining the site of work. A submission of a bid is conclusive evidence that the bidder has investigated the local conditions to be encountered.

#### **Add to Section 37-3.03(D)(2)(a) General**

Locations of bike lane edge grind are shown on the plans.

Payment shall be as described in Section 15-2.02B(7).

#### **Replace Section 37-3.03D(4)(a)(i) General**

Roll all seal material with a pneumatic tire roller, a minimum of **three coverages**, prior to allowing traffic on the surfaced roads. After placement of seal material surfaced roads must be opened to traffic no later than 3 hours after the seal material has been placed

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## SPECIAL PROVISIONS

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and no later than 4:00 p.m. in the evening. Quantities of seal placed daily must be adjusted to accommodate road-opening schedule.

A coverage must consist of the number of passes a roller needs to cover the width. A pass must be 1 roller movement parallel to the slurry seal application in either direction. Overlapping passes are part of the coverage being made and are not part of a subsequent coverage. Do not start a coverage until completing the previous coverage.

### **Add to Section 37-3.03D(4)(b) Slurry Seal**

Thru-traffic lanes must be spread in full lane widths only. Slurry seal must be spread at a rate within the ranges shown in the following table for pounds of dry aggregate per square yard:

Slurry Seal Type	Location	Spread Rate (lb of dry aggregate/ sq yd)
Type II <sup>1</sup>	Full Lane Width	14+/-1

Notes:

1. For slurry seal over asphalt concrete pavement.

During slurry seal operations, You are responsible for:

1. Verifying that the slurry seal emulsion being used will allow for rolling within the specified time frame.
2. Adjusting the mixture for changes in weather conditions, as appropriate.
3. Sweeping the surface approximately 24 hours, 14 days, and 30 days after placement and as directed by the Engineer. See section 13-7.02 Street Sweeping.

Sweeping in such a manner as to remove loosened or shed aggregate particles without damaging the new surface.

## **39 ASPHALT CONCRETE**

### **Add to Section 39-1.02B MATERIALS, Tack Coat**

All vertical edges to be paved against shall be tack coated. These include, but are not limited to, curb faces, gutter lips, swale edges, cross gutter edges, and asphalt concrete edges.

### **Add to Section 39-6 Payment**

The contract price paid per square foot of AC path repairs shall include full compensation for all labor, materials (including hot mix asphalt), tools, equipment and incidentals for completing AC path repairs to the length, depth, and width shown on the plans. Work includes, but is not limited to, saw-cutting, grinding, removal and disposal of existing pavement, compaction of underlying materials, tack coat, and placement and compaction of asphalt.

## **DIVISION IX TRAFFIC CONTROL DEVICES**

### **84 MARKINGS**

Traffic Striping to be applied shall be per ***Caltrans Standard Plans 2018***.

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## SPECIAL PROVISIONS

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Contractor shall install temporary reflective tape to crosswalks near schools and for markings in speed bumps prior to opening to traffic.

New crosswalk markings shall not be installed until all crosswalk warning signage and flashing beacon systems (if applicable) are installed and operational. Otherwise, temporary signage must be installed to convey "CROSSWALK CLOSED" to the satisfaction of the engineer.

### Add to Section 84-1.04 Payment

Bike lane buffer is measured along the linear foot and accounts for all striping and cross hatching regardless of width of buffer.

Green bike lane coating is measured by the square foot for the area applied.

Preformed thermoplastic will not be allowed.

### Add to Section 84-6 84-6.01 Bike Lane Coating:

A durable epoxy modified, acrylic, water bourn coating specifically designed for application on asphalt pavements, such as COLOR-SAFE® MMA, or **approved equal\*** shall be installed by manufacturer certified installer per manufacturer's specifications and as shown on the plans.

Bike lane coating shall conform to the following Federal Highway Administration (FHWA) requirements for green painted bike lanes.

A. The daytime chromaticity coordinates for the color used for green colored pavement shall be as follows:

1		2		3		4	
X	Y	X	Y	X	Y	X	Y
.230	.754	.266	.500	.367	.500	.444	.555

The daytime luminance factor (y) shall be at least 7, but no more than 35.

B. The nighttime chromaticity coordinates for the color used for green colored pavement shall be as follows:

1		2		3		4	
X	Y	X	Y	X	Y	X	Y
.230	.754	.336	.540	.450	.500	.479	.520

Prior to installation the contractor shall submit a color sample and manufacturer specifications indicating compliance with the FHWA requirements as indicated above.



## **SPECIAL PROVISIONS**

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\*Green Paint previously approved for City administered projects include: Ride-A-Way acrylic coating and Color-Safe methyl methacrylate. City shall receive submittals of green paint and approve prior to application.

Prior to installation of green bike lane coating, contractor is responsible for noticing adjacent properties to provide advance warning of planned work and potential odors during installation and while the coating cures.

### **84-6.01**

Payment must comply with section 84-1.04.

## **DIVISION XIII APPENDICES**

### **Add 100-1.01**

Refer to Appendix A: Form of Agreement

Refer to Appendix B: Caltrans Encroachment Permit

Refer to Appendix C: Paving Areas Street Segment List

Refer to Appendix D: Paving Areas Map

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## APPENDIX

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### APPENDIX A - FORM OF AGREEMENT

**THIS AGREEMENT**, made on \_\_\_\_\_, by and between the City of San Luis Obispo, a municipal corporation and charter city, San Luis Obispo County, California (hereinafter called the Owner) and **COMPANY NAME** (hereinafter called the Contractor).

#### WITNESSETH:

That the Owner and the Contractor for the consideration stated herein agree as follows:

**ARTICLE 1, SCOPE OF WORK:** The Contractor shall perform everything required to be performed, shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to complete all the work of construction of

#### NAME OF PROJECT, SPEC NO.

in strict compliance with the plans and specifications therefor, including any and all Addenda, adopted by the Owner, in strict compliance with the Contract Documents hereinafter enumerated.

It is agreed that said labor, materials, tools, equipment, and services shall be furnished and said work performed and completed under the direction and supervision and subject to the approval of the Owner or its authorized representatives.

**ARTICLE II, CONTRACT PRICE:** The Owner shall pay the Contractor as full consideration for the faithful performance of this Contract, subject to any additions or deductions as provided in the Contract Documents, the contract prices as follows:

Item No.	Item	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
1.					
2.					
3.					

**BID TOTAL: \$** \_\_\_\_\_ **.00**

Payments are to be made to the Contractor in compliance with and subject to the provisions embodied in the documents made a part of this Contract.

Should any dispute arise respecting the true value of any work omitted, or of any extra work which the Contractor may be required to do, or respecting the size of any payment to the Contractor, during the performance of this Contract, said dispute shall be decided by the Owner and its decision shall be final, and conclusive.

**ARTICLE III, COMPONENT PARTS OF THIS CONTRACT:** The Contract consists of the following documents, all of which are as fully a part thereof as if herein set out in full, and if not attached, as if hereto attached:

1. Notice to Bidders and Information for Bidders
2. Standard Specifications and Engineering Standards
3. Special Provisions, any Addenda, Plans and Contract Change Orders
4. Caltrans Standard Specifications and Standard Plans 2015
5. Accepted Bid and Bid Bond
6. List of Subcontractors
7. Public Contract Code Sections 10285.1 Statement
8. Public Contract Code Section 10162 Questionnaire
9. Public Contract Code Section 10232 Statement
10. Labor Code Section 1725.5 Statements
11. Bidder Acknowledgements
12. Qualifications
13. Non-collusion Declaration
14. Agreement and Bonds
15. Insurance Requirements and Forms

**ARTICLE IV INDEMNIFICATION:** The Contractor shall indemnify, defend with legal counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with the Contractor's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the City. Should conflict of interest principles preclude a single legal counsel from representing both the City and the Contractor, or should the City otherwise find the Contractor's legal counsel unacceptable, then the Contractor shall reimburse the City its costs of defense, including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the Contractor's negligent, reckless or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The Contractor obligations under this section apply regardless of whether such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of the City under any provision of this agreement, the Contractor shall not be required to indemnify and hold harmless the City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In

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**APPENDIX**

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instances where the City is shown to have been actively negligent and where the City's active negligence accounts for only a percentage of the liability involved, the obligation of the Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of the City.

**ARTICLE V.** It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said bid conflicting herewith.

**IN WITNESS WHEREOF**, the parties to these presents have hereunto set their hands this year and date first above written.

ATTEST:

CITY OF SAN LUIS OBISPO  
A Municipal Corporation

\_\_\_\_\_  
Teresa Purrington, City Clerk

\_\_\_\_\_  
Heidi Harmon, City Mayor

APPROVED AS TO FORM

CONTRACTOR:

Name of Company

\_\_\_\_\_  
J. Christine Dietrick  
City Attorney

By: \_\_\_\_\_  
Name of CAO/President  
Its: CAO/PRESIDENT

(2<sup>nd</sup> signature required if Corporation):

By: \_\_\_\_\_  
Name of Corporate Officer

Its: \_\_\_\_\_

**APPENDIX B – CALTRANS ENCROACHMENT PERMIT**

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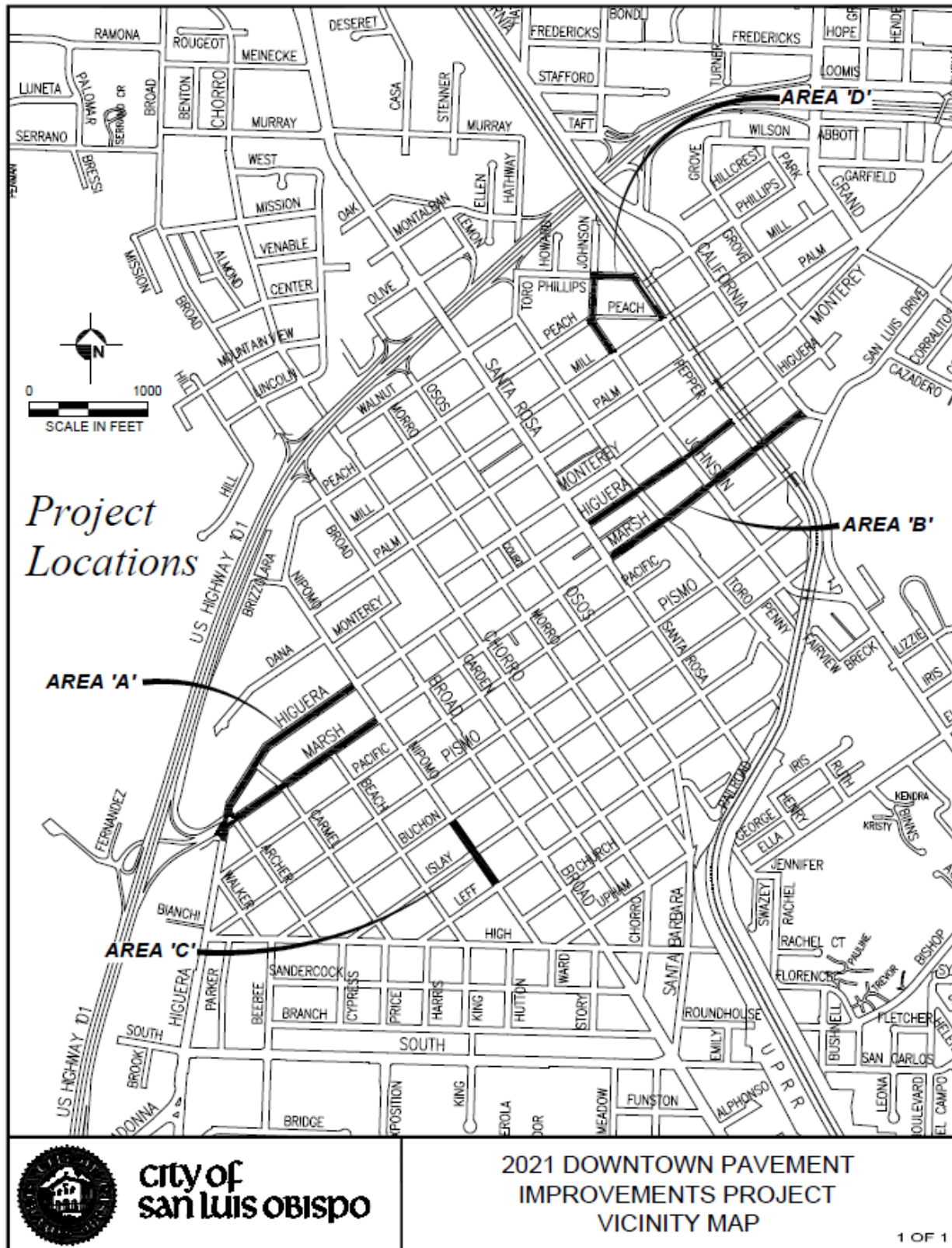
**APPENDIX**

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**APPENDIX C – PAVING AREAS STREET SEGMENT LIST**

<b>STREET NAME</b>	<b>FROM</b>	<b>TO</b>	<b>BID ITEM</b>	<b>PAVING AREA</b>
<b>Higuera Street</b>	Nipomo Street	Marsh Street	Base Bid	A
<b>Marsh Street</b>	Nipomo Street	Higuera Street	Base Bid	A
<b>Higuera Street</b>	Pepper Street	Santa Rosa Street	Base Bid	B
<b>Marsh Street</b>	California Street	Santa Rosa Street	Based Bid	B
<b>Nipomo Street</b>	Buchon Street	Leff Street	Base Bid	C
<b>Johnson Avenue</b>	Phillips Lane	Mill Street	Add. Alt "A"	D
<b>Phillips Lane</b>	Johnson Avenue	Pepper Street	Add. Alt. "B"	D
<b>Pepper Street</b>	Phillips Lane	Mill Street	Add. Alt. "B"	D

APPENDIX D – PAVING AREAS MAP





# **Downtown Auto Lane Reduction Study**

Traffic Analysis Report

City of San Luis Obispo









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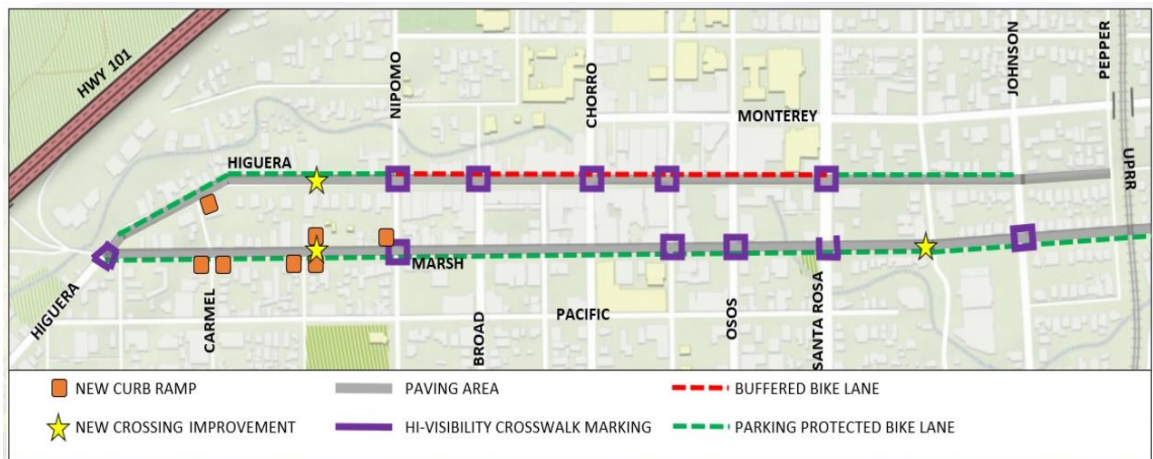
Appendix A NACTO – Signal Phasing Strategy

Appendix B Synchro LOS Worksheets



# 1. Introduction

The City of San Luis Obispo is proposing to remove one automobile lane on both Marsh & Higuera Streets in the downtown core to address speeding, provide width for improved pedestrian & bicycle facilities, as well as existing and future parklets. The overall scope of this project is depicted below.



Visual Simulations of the Proposed Changes are also provided below.

## Higuera South of Nipomo

Existing

Proposed



### Higuera at Court Street

Existing

Proposed



### Marsh Between Chorro & Morro

Existing

Proposed



### Marsh at Torro

Existing

Proposed







The purpose of this study is to analyze the operational affects of reducing travel lanes as proposed on Marsh & Higuera within the Downtown Core following the City's adopted level of service and queue threshold policies. This Analysis has been conducted per the City's RFP and traffic impact study guidelines for 14 intersections and 12 segments within the scope of the proposed project under existing and cumulative conditions. For the purposes of this analysis Higuera & Marsh are considered East & West streets.

In addition, an assessment of a Bicycle scramble and a Bicycle Protected intersection phasing were conducted at Marsh & Higuera as well as Marsh & Johnson under the existing + project & cumulative + project scenarios.

This memorandum includes analysis scenarios as described below, using the City's master synchro network and most recent existing traffic volumes, GHD isolated the study area, validated and updated geometry, volumes, and signal timing to existing conditions to establish the existing conditions baseline conditions. GHD forecasted Existing + Project volumes based on a combination of the City's Traffic Model and most recent traffic volumes. For cumulative conditions GHD forecasted Cumulative and Cumulative + Project volumes based on a combination of the City's Traffic Model and professional judgement.

This analysis assesses the following four scenarios:

- Existing Conditions
- Existing Plus Project Conditions
- Year 2040 No Project Conditions
- Year 2040 Plus Project Conditions

## **2. Executive Summary**

Reduction of travel lanes as proposed would not cause level of service in the downtown to exceed policy thresholds or create intersection queueing issues under current conditions. Under cumulative conditions the downtown core is forecasted to have queues at Marsh & Higuera side streets that exceed block lengths with and without the proposed project.

*A Bicycle Scramble* under current conditions at Marsh & Higuera & Marsh & Johnson would operate within City level of Service policy thresholds, however queuing at Higuera & Marsh would exceed capacity. Under Cumulative conditions Higuera & Marsh would exceed level of service thresholds and queuing capacity whereas Marsh & Johnson would operate within level of service thresholds.

*A Protected bicycle phase* under current conditions at Marsh & Higuera & Marsh & Johnson would operate within City level of Service policy thresholds. Under Cumulative conditions Higuera & Marsh would exceed level of service thresholds and queuing capacity whereas Marsh & Johnson would operate within level of service thresholds.





### **Vehicle Miles Travelled**

The proposed project satisfies California Office of Planning and Research screening criteria for project type. *“Projects that would not likely lead to a substantial or measurable increase in vehicle travel, and therefore generally should not require and induced travel analysis, include: Reduction of through lanes”*

### **Existing Conditions (Pre-Covid)**

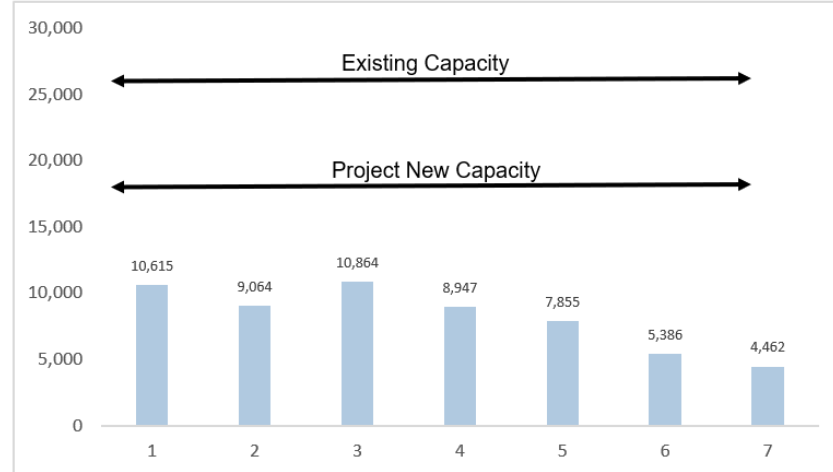
- All intersections and segments meet LOS thresholds.
- **Higuera Street & Marsh Street** Intersection EBR turning movement (from Hwy 101 to SB Higuera) in the AM and PM peaks exceed turn pocket capacity. However, the right turn turning movement is consolidated with the eastbound thru movements, EBR turns do not occlude or impact overall approach operations.
- **Higuera Street & Nipomo Street** Intersection NWL bound turning movements (NB Nipomo to WB Higuera) in the PM exceeds turn pocket capacity. However, average queue is calculated at 52 feet, only two feet over the current capacity. Effectively the current capacity is fully utilized.

### **Existing Plus Project (Lane Reduction)**

1. All intersections and segments meet LOS thresholds. The proposed project does not cause level of service thresholds to be exceeded.
2. **Higuera Street & Marsh Street** EBR turning movements in the AM and PM exceed turn pocket capacity. However, the right turn turning movement is consolidated with the eastbound thru movements, EBR turns do not occlude or impact overall approach operations.
3. **Higuera Street & Nipomo Street** Due to forecasted volume redistributions the proposed project is forecasted to reduce NWL queuing at this intersection.
4. Forecasted volume and corridor capacities for both Marsh & Higuera are shown in the figures below. Overall capacities are reduced with the lane reduction, however existing volumes are still well within those capacities:

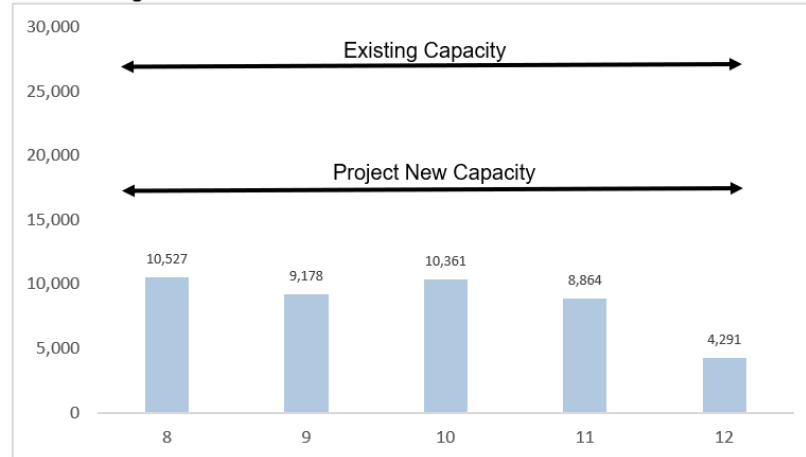


### Higuera Street Segment



#	Segment	Limits	# of Lanes
1	Higuera Street	Marsh Street to Nipomo Street	2
2	Higuera Street	Nipomo Street to Broad Street	2
3	Higuera Street	Broad Street to Chorro Street	2
4	Higuera Street	Chorro Street to Osos Street	2
5	Higuera Street	Osos Street to Santa Rosa Street	2
6	Higuera Street	Santa Rosa Street to Toro Street	2
7	Higuera Street	Toro Street to Johnson Street	2

### Marsh Street Segment



#	Segment	Limits	# of Lanes
8	Marsh Street	Higuera Street to Nipomo Street	2
9	Marsh Street	Nipomo Street to Broad Street	2
10	Marsh Street	Broad Street to Osos Street	2
11	Marsh Street	Osos Street to Santa Rosa Street	2
12	Marsh Street	Santa Rosa Street to Johnson Street	3



### **Cumulative**

1. All intersections and segments meet LOS thresholds.
2. **Higuera Street & Marsh Street** EBR (from Hwy 101 to SB Higuera) and NBL (From NB Higuera to Hwy 101) turning movements in the AM and PM peak hour exceeds turn pocket capacity.

The EBR turn turning movement is consolidated with the eastbound thru movements, EBR turns do not occlude or impact overall approach operations.

The NBL (From NB Higuera to Hwy 101) queues are projected to exceed pocket capacity, extending approximately 489 feet which is south of Pacific Street. However, Intersection Widening and upgrades to roundabout control are identified in the City's concept plans.

*Recommendation: Prioritize future funding allocations for Higuera & Marsh Intersection Upgrades.*

3. **Higuera Street & Nipomo Street** NWL bound (NB Nipomo to WB Higuera) turning movements in the AM and PM exceeds turn pocket capacity.

Due to the closely spaced intersections in the downtown area, overall block lengths are approximately 250'. The current left turn pocket is approximately 50', under cumulative conditions Nipomo left turn queues are forecasted to extend into the prior intersection at Pacific.

*Recommendation: Consider future parking removal for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

4. **Marsh Street & Nipomo Street** SEL bound (From SB Nipomo to EB Marsh) turning movement in the AM peak hour exceeds turn pocket capacity.

Due to the closely spaced intersections in the downtown area, overall block lengths are approximately 250'. The current left turn pocket is approximately 50', under cumulative conditions Nipomo left turn queues are forecasted to extended into prior intersection at Higuera.

*Recommendation: Consider future parking removal for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

5. **Marsh Street & Broad Street** NWR bound (From NB Broad to EB Marsh) turning movements in the AM peak hour exceed turn pocket capacity.

Due to the closely spaced intersections in the downtown area, overall block lengths are approximately 250'. The current right turn pocket is approximately 50', under cumulative conditions Broad right turn queues are forecasted to extended into prior intersection at Pacific.



*Recommendation: Consider future parking removal for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

6. **Higuera Street & Chorro Street** SBR bound (From SB Chorro to WB Higuera) turning movements in the AM and PM peak hour exceed turn pocket capacity.

Due to the closely spaced intersections in the downtown area, overall block lengths are approximately 250'. The current right turn pocket is approximately 50', under cumulative conditions Chorro right turn queues are forecasted to extend into prior intersection at Monterey.

*Recommendation: Consider future parking removal for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

#### **Cumulative Plus Project (Lane Reduction)**

7. All intersection and segments meet LOS thresholds.
8. **Higuera Street & Marsh Street** EBR (from Hwy 101 to SB Higuera) and NBL (From NB Higuera to Hwy 101) turning movements in the AM and PM peak hour exceeds turn pocket capacity. However, Intersection Widening and upgrades to roundabout control are identified in the City's concept plans.

The EBR turn turning movement is consolidated with the eastbound thru movements, EBR turns do not occlude or impact overall approach operations.

The NBL (From NB Higuera to Hwy 101) queues are projected to exceed pocket capacity, extending approximately 501 feet which is south of Pacific Street.

*Recommendation: Prioritize future funding allocations for Higuera & Marsh Intersection Upgrades.*

9. **Higuera Street & Nipomo Street** NWL bound (NB Nipomo to WB Higuera) turning movements in the AM and PM exceeds turn pocket capacity.

Due to the closely spaced intersections in the downtown area, overall block lengths are approximately 250'. The current left turn pocket is approximately 50', under cumulative conditions Nipomo left turn queues are forecasted to extend into the prior intersection at Pacific.

*Recommendation: Consider future parking removal for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

10. **Marsh Street & Nipomo Street** SEL bound (From SB Nipomo to EB Marsh) turning movement in the AM peak hour exceeds turn pocket capacity.

Due to the closely spaced intersections in the downtown area, overall block lengths are approximately 250'. The current left turn pocket is approximately 50', under cumulative conditions Nipomo left turn queues are forecasted to extend into prior intersection at Higuera.



*Recommendation: Consider future parking removal for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

11. **Marsh Street & Broad Street** NWR bound (From NB Broad to EB Marsh) turning movements in the AM peak hour exceed turn pocket capacity.

Due to the closely spaced intersections in the downtown area, overall block lengths are approximately 250'. The current right turn pocket is approximately 50', under cumulative conditions Broad right turn queues are forecasted to extended into prior intersection at Pacific.

*Recommendation: Consider future parking removal for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

12. **Higuera Street & Chorro Street** SBR bound (From SB Chorro to WB Higuera) turning movements in the AM and PM peak hour exceed turn pocket capacity.

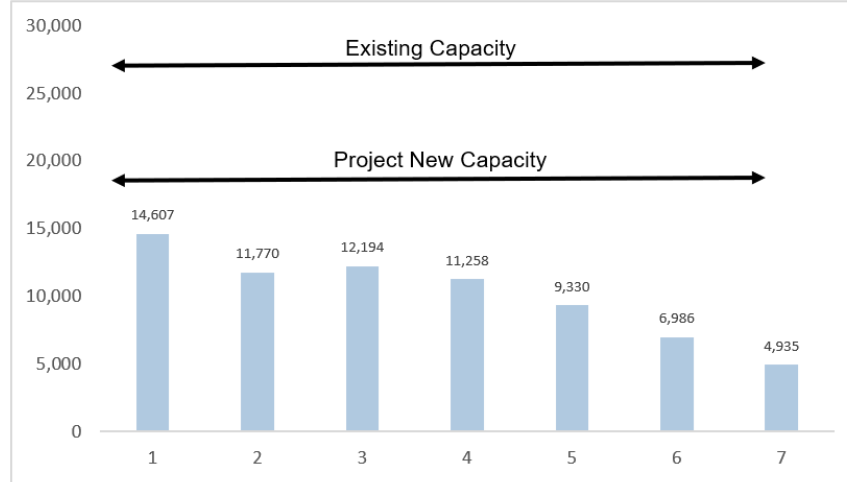
Due to the closely spaced intersections in the downtown area, overall block lengths are approximately 250'. The current right turn pocket is approximately 50', under cumulative conditions Chorro right turn queues are forecasted to extended into prior intersection at Monterey.

*Recommendation: Consider future parking removal for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

5. Forecasted volume and corridor capacities for both Marsh & Higuera are shown in the figures below. Overall capacities are reduced with the lane reduction, however future volumes are still well within those capacities:

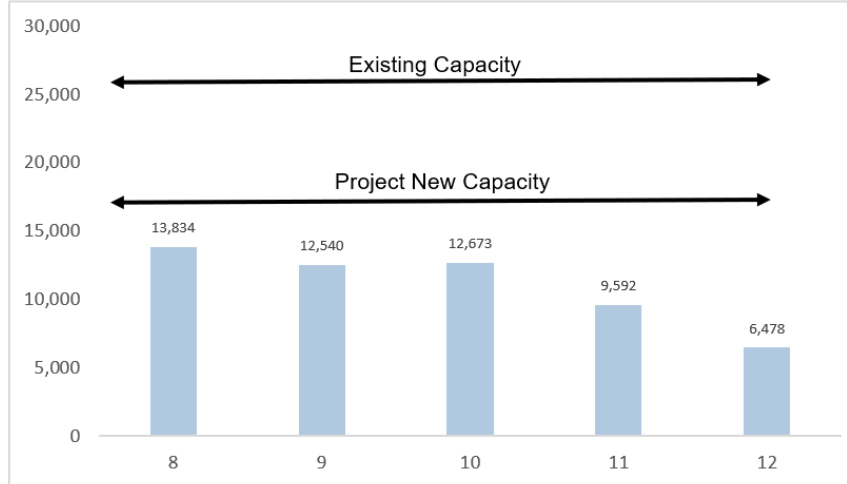


### Higuera Street Segment



#	Segment	Limits	# of Lanes
1	Higuera Street	Marsh Street to Nipomo Street	2
2	Higuera Street	Nipomo Street to Broad Street	2
3	Higuera Street	Broad Street to Chorro Street	2
4	Higuera Street	Chorro Street to Osos Street	2
5	Higuera Street	Osos Street to Santa Rosa Street	2
6	Higuera Street	Santa Rosa Street Toro Street	2
7	Higuera Street	Toro Street to Johnson Street	2

### Marsh Street Segment



#	Segment	Limits	# of Lanes
8	Marsh Street	Higuera Street to Nipomo Street	2
9	Marsh Street	Nipomo Street to Broad Street	2
10	Marsh Street	Broad Street to Osos Street	2
11	Marsh Street	Osos Street to Santa Rosa Street	2
12	Marsh Street	Santa Rosa Street to Johnson Street	3



### 3. Analysis Methodology and Parameters

#### 3.1 Study Intersections & Segments

The following 14 intersections and 12 roadway segments were established were analyzed under existing and cumulative conditions.

##### *Study Intersections:*

**Table 3.1: Study Roadway Segments**

#	Intersection	#	Intersection
1.	Higuera Street / Marsh Street	8.	Marsh Street / Osos Street
2.	Higuera Street / Nipomo Street	9.	Marsh Street / Chorro Street
3.	Marsh Street / Nipomo Street	10.	Marsh Street / Johnson Street
4.	Marsh Street / Broad Street	11.	Higuera Street / Morro Street
5.	Higuera Street / Broad Street	12.	Marsh Street / Morro Street
6.	Higuera Street / Chorro Street	13.	Higuera Street / Santa Rosa Street
7.	Higuera Street / Osos Street	14.	Marsh Street / Santa Rosa Street

##### *Roadway Segments:*

**Table 3.2: Study Roadway Segments**

#	Segment	Limits
1.	Higuera Street	Marsh Street to Nipomo Street
2.	Higuera Street	Nipomo Street to Broad Street
3.	Higuera Street	Broad Street to Chorro Street
4.	Higuera Street	Chorro Street to Osos Street
5.	Higuera Street	Osos Street to Santa Rosa Street
6.	Higuera Street	Santa Rosa Street to Toro Street
7.	Higuera Street	Toro Street to Johnson Street
8.	Marsh Street	Higuera Street to Nipomo Street
9.	Marsh Street	Nipomo Street to Broad Street
10.	Marsh Street	Broad Street to Osos Street
11.	Marsh Street	Osos Street to Santa Rosa Street
12.	Marsh Street	Santa Rosa Street to Johnson Street

#### 3.2 Data Collection and Analysis Time Periods

Traffic volume trends have been affected by COVID to some degree, the extent to which is temporary and permanent as part of a “new normal” is unknown. GHD used historical Weekday AM and PM peak hour counts conducted by Quality Traffic Data in October 2018.

All intersections have been analyzed during the AM and PM peak hour periods. The AM peak hour is defined as the highest continuous hour of peak traffic flow counted between 7:00 a.m. and 9:00 a.m. and the PM peak hour is defined as the highest continuous hour of peak traffic flow counted between 3:00 p.m. and 6:00 p.m. under typical weekday conditions.



### **3.3 Traffic Forecasts**

Existing + Project volumes were forecasted using the City's TransCAD travel demand model, lane reductions were programmed in the base year scenario. Base Year and Base Year + Project volumes were compared to determine proportional volume redistributions that could be expected as a result of the lane reductions. Those proportional changes were then applied to existing volume to determine forecasted Existing + Project Average Daily Segment and Peak Hour Intersection Turning movement volumes.

Cumulative and Cumulative + Project volumes were also forecasted using the City's TransCAD travel demand model, lane reductions were programmed into the cumulative year scenario. Volume for both scenarios were extracted from the model reviewed and validated for relative accuracy.

### **3.4 CEQA & City Level of Service Policy**

Due to the nature of the project and California Office of Planning & Research Guidance the project is presumed to have a less than significant impact on VMT, safety, & Induced Travel. The project is also consistent with the City's adopted withy City Adopted Transportation Plan & Policy and therefore would be exempt of Environmental Review.

The City has however adopted Level of Service and Queueing policy thresholds outside of CEQA which are primary focus of this transportation analysis.





### 3.5 Level of Service Methodologies

The following section outlines the methodology and analysis parameters that were used to quantify Existing and Year 2040 traffic operations at study intersections.

**Table 3.3: LOS Criteria**

Level of Service	Type of Flow	Delay	Maneuverability	Stopped Delay/Vehicle		
				Signalized	Un-signalized	All-Way Stop
A	Stable Flow	Very slight delay. Progression is very favorable, with most vehicles arriving during the green phase not stopping at all.	Turning movements are easily made, and nearly all drivers find freedom of operation.	<10.0	<10.0	<10.0
B	Stable Flow	Good progression and/or short cycle lengths. More vehicles stop than for LOS A, causing higher levels of average delay.	Vehicle platoons are formed. Many drivers begin to feel somewhat restricted within groups of vehicles.	>10.0	>10.0	>10.0
				and <20.0	and <15.0	and <15.0
C	Stable Flow	Higher delays resulting from fair progression and/or longer cycle lengths. Individual cycle failures may begin to appear at this level. The number of vehicles stopping is significant, although many still pass through the intersection without stopping.	Back-ups may develop behind turning vehicles. Most drivers feel somewhat restricted	>20.0	>15.0	>15.0
				and <35.0	and <25.0	and <25.0
D	Approaching Unstable Flow	The influence of congestion becomes more noticeable. Longer delays may result from some combination of unfavorable progression, long cycle lengths, or high volume-to-capacity ratios. Many vehicles stop, and the proportion of vehicles not stopping declines. Individual cycle failures are noticeable.	Maneuverability is severely limited during short periods due to temporary back-ups.	>35.0	>25.0	>25.0
				and <55.0	and <35.0	and <35.0
E	Unstable Flow	Generally considered to be the limit of acceptable delay. Indicative of poor progression, long cycle lengths, and high volume-to-capacity ratios. Individual cycle failures are frequent occurrences.	There are typically long queues of vehicles waiting upstream of the intersection.	>55.0	>35.0	>35.0
				and <80.0	and <50.0	and <50.0
F	Forced Flow	Generally considered to be unacceptable to most drivers. Often occurs with over saturation. May also occur at high volume-to-capacity ratios. There are many individual cycle failures. Poor progression and long cycle lengths may also be major contributing factors.	Jammed conditions. Back-ups from other locations restrict or prevent movement. Volumes may vary widely, depending principally on the downstream back-up conditions.	>80.0	>50.0	>50.0

Due to the signal phasing, the intersections of Higuera Street & Marsh Street and Marsh Street & Johnson Street was analyzed using the 2000 HCM methodology as the HCM 6 methodology does not support the intersection phasing.

For signalized intersections, the intersection delays are average values for all intersection movements. Table 3.3 (above) presents the delay-based LOS criteria for different types of intersection control.

### 3.6 Alternative Bicycle Phasing Scenarios

An additional consideration is the addition of a bicycle scramble phase and alternative protected bike signal scenario to the following signalized intersections for plus project scenarios only:

- Higuera Street & Marsh Street
- Marsh Street & Johnson Street

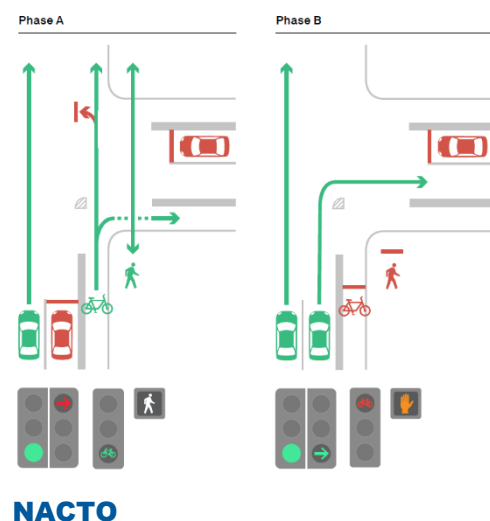
The above intersections were modified/analyzed to include a protected bicycle phase allowing bicycle movement through the intersection. Analysis was conducted using *Synchro 10.0* (Trafficware). As noted in Section 3.3, the intersections of Higuera Street & Marsh Street and Marsh Street & Johnson Street was analyzed using the 2000 HCM methodology as the HCM 6 methodology does not support the intersection phasing.

#### 3.6.1 Bicycle Scramble Phase

Bicycle Scramble Scenario phase incorporates a dedicated bicycle phase into the intersection signal plan. Phase would prohibit turning movements for all other phases allowing for only thru movement thru the intersection for bikes only.

#### 3.6.2 Alternative Protected Bike Signal Scenario

As cited in NACTO (National Association of City Transportation Officials), a protected bike signal is a fully separated signal phasing for bikes. For the protected intersection scenario, right turn on red (RTOR) is prohibited. Refer to Appendix A.





### 3.7 Significance and Mitigation Thresholds

The following thresholds of significance or deficiencies were used to determine if the impact is projected to have a significant impact and requires mitigation or operates below the City's level of service policy on study intersections and roadway segments.

#### 3.7.1 Intersection Level of Service Thresholds

Under Senate Bill 743, automobile level of service is no longer considered an environmental impact. However, the City of San Luis Obispo's General Plan Circulation Element contains the following policy pertaining to LOS standards in the City. Because these level of service thresholds are no longer subject to CEQA, deficiencies are not considered an environmental impact. Rather inconsistency with local level of service policy should be addressed with conditions approval outside of CEQA.

##### 3.7.1.1 Agency Intersection Level of Service Guidelines and Policies

Section 6.1.2: Establish the following peak-hour LOS standards for multimodal objectives, service standards, and significance criteria. They reflect the special circumstances of various areas of the community. Table 3.4 identifies the LOS objectives and minimum LOS standards.

**Table 3.4: MMLOS Objectives and Service Standards**

Travel Mode	LOS Objective	Minimum LOS Standard
Bicycle	B	D
Pedestrian	B	C
Transit	C	Baseline LOS or LOS D, whichever is lower
Vehicle	C	E (Downtown), D (All Other Routes)

The City of San Luis Obispo's General Plan Circulation Element is accessible via the following internet site: <https://www.slocity.org/home/showdocument?id=6637>.

#### 3.7.2 LOS Thresholds Based on AADT

The following AADT thresholds of significance were estimated using the City of San Luis Obispo's General Plan Circulation Element methodologies based on Urban (>5,000 Population) Interrupted Flow Arterial (Signalized) roadways as listed in Table 3.5 below.

**Table 3.5: LOS AADT Thresholds**

Urban (>5,000 Population) Interrupted Flow Arterial (Signalized)						
Lanes	Divided	Level of Service				
		A	B	C	D	E
2	Undivided	0	3,200	10,480	12,400	13,040
2	Undivided	0	4,000	13,100	15,500	16,300
2	Divided	0	4,200	13,755	16,275	17,115
4	Undivided	3,450	20,925	24,600	25,650	25,650
4	Undivided	4,370	26,505	31,160	32,490	32,490
4	Divided	4,600	27,900	32,800	34,200	34,200



Urban (>5,000 Population) Interrupted Flow Arterial (Signalized)						
Lanes	Divided	Level of Service				
		A	B	C	D	E
6	Undivided	5,175	32,100	36,975	38,550	38,550
6	Undivided	6,555	40,660	46,835	48,830	48,830
6	Divided	6,900	42,800	49,300	51,400	51,400

For purposes of this study and existing study roadway segment one-way orientation, Table 3.5 above, highlighted in red, is modified below to represent one-way orientation thresholds. Modification thresholds shown in Table 3.6 are half the values highlighted in red.

**Table 3.6: LOS AADT Thresholds**

Urban (>5,000 Population) Interrupted Flow Arterial (Signalized)						
Lanes	Divided	Level of Service				
		A	B	C	D	E
1	Undivided	0	2,100	6,878	8,138	8,558
2	Undivided	2,300	13,950	16,400	17,100	17,100
3	Undivided	3,450	21,400	24,650	25,700	25,700

### 3.7.3 Vehicle Queue Standards

Vehicle queues are considered acceptable within this report if the queues are accommodated within the available storage for left- and right turn lanes. Queues are based on Synchro que length (95<sup>th</sup>) percentile and queues values were rounded to the nearest 25<sup>th</sup> foot (in the queue table analysis) as the default value for passenger cars, for queue value outputs less than 25 feet.

## 3.8 Technical Analysis Parameters

This TAR provides an evaluation of traffic operating conditions by incorporating appropriate heavy vehicle adjustment factors and peak hour factors. The resulting intersection delays and LOS are estimated using HCM 6 based analysis methodologies.

Table 3.7 presents various parameters that are be applied to study intersections within this analysis.

**Table 3.7: MMLOS Objectives and Service Standards**

Technical Parameters	City Intersections
Grade	Level
% Trucks	From Traffic Counts
PHF for Existing & Existing Plus Project	From Traffic Counts
PHF for Future Conditions	0.92 of higher

The Synchro 10 (Trafficware) software suite will be used to implement the HCM 6 analysis methodologies.



## 4. Existing Conditions

The Existing conditions scenario represent current study intersections and traffic volumes are analyzed and establishes the baseline traffic performance.

### 4.1 Existing Intersection Operations

Table 4.1 summarizes the intersection performance during the AM and PM peak hour at Existing Conditions.

**Table 4.1: Existing Intersection Level of Service**

#	Intersection	Control Type <sup>1,2</sup>	Target LOS	AM Peak Hour			PM Peak Hour		
				Delay	LOS	Warrant Met? <sup>3</sup>	Delay	LOS	Warrant Met? <sup>3</sup>
1	Higuera St / Marsh St	Signal	E	16.1	B	-	19.2	B	-
2	Higuera St / Nipomo St	Signal	E	14.9	B	-	14.9	B	-
3	Marsh St / Nipomo St	Signal	E	12.1	B	-	12.7	B	-
4	Marsh St / Broad St	Signal	E	15.4	B	-	15.8	B	-
5	Higuera St / Broad St	Signal	E	15.7	B	-	16.2	B	-
6	Higuera St / Chorro St	Signal	E	10.9	B	-	11.6	B	-
7	Higuera St / Osos St	Signal	E	8.9	A	-	9.0	A	-
8	Marsh St / Osos St	Signal	E	9.6	A	-	9.9	A	-
9	Marsh St / Chorro St	Signal	E	16.9	B	-	17.3	B	-
10	Marsh St / Johnson St	Signal	E	48.8	D	-	37.3	D	-
11	Higuera St to Morro St	Signal	E	18.6	B	-	18.6	B	-
12	Marsh St / Morro St	Signal	E	11.0	B	-	11.7	B	-
13	Higuera St / Santa Rosa St	Signal	E	8.2	A	-	9.2	A	-
14	Marsh St / Santa Rosa St	Signal	E	13.2	B	-	13.7	B	-

Notes: 1. LOS = Delay based on average of all approaches for AWSC, Signal, RNDBT

2. **Bold** = Unacceptable Conditions

3. OVR = Delay over 300 seconds

As presented in Table 4.1, all study intersections are currently found to operate at or above the target threshold LOS.



## 4.2 Existing Roadway Operations

Table 4.2 presents roadway facility characteristics and a summary of the Existing Plus Project segment operations.

**Table 4.2: Existing Roadway Level of Service**

Exiting Segment AADT Volumes (2019)				Urban (>5000 Population) Interrupted Flow Arterial (Signalized)			
#	Segment	Limits	Divided	Direction	# of Lanes	AADT	LOS
1	Higuera Street	Marsh Street to Nipomo Street	Undivided	West	2	10,561	B
2	Higuera Street	Nipomo Street to Broad Street	Undivided	West	3	9,384	B
3	Higuera Street	Broad Street to Chorro Street	Undivided	West	3	11,858	B
4	Higuera Street	Chorro Street to Osos Street	Undivided	West	3	10,112	B
5	Higuera Street	Osos Street to Santa Rosa Street	Undivided	West	3	8,841	B
6	Higuera Street	Santa Rosa Street to Johnson Street	Undivided	West	3	5,069	B
7	Higuera Street	Toro Street to Johnson Street	Undivided	West	2	4,321	B
8	Marsh Street	Higuera Street to Nipomo Street	Undivided	East	3	10,878	B
9	Marsh Street	Nipomo Street to Broad Street	Undivided	East	3	9,578	B
10	Marsh Street	Broad Street to Osos Street	Undivided	East	3	10,823	B
11	Marsh Street	Osos Street to Santa Rosa Street	Undivided	East	3	8,825	B
12	Marsh Street	Santa Rosa Street to Johnson Street	Undivided	East	3	4,463	B

As presented in Table 4.2, the study roadway segments is currently operating at acceptable LOS.

## 4.3 Existing - Queue Operations

Existing intersection queuing analysis focuses on the locations where queuing is most likely to occur along the study intersections. Table 4.3 presents the 95<sup>th</sup> percentile queuing analysis for the weekday AM and PM peak hours at the study intersections. Approach orientation description was listed as coded in the Synchro file provided by the City.

**Table 4.3: Existing Conditions Queuing Analysis**

Existing Conditions - Queuing Analysis (95th %)				
		AM Peak	PM Peak	Storage Capacity
84	Higuera St / Marsh St			
	EBR	117	104	50
	NBL	153	222	250
	NBR	56	61	-
	SBL			-
	SBR	42	75	-
89	Higuera St / Nipomo St			
	SER	25	27	65
	NWL	41	52	50
	SWL	25	25	440
	SWR			440
90	Marsh St / Nipomo St			
	SEL	25	25	40
	NWR			-
	NEL			+1000
	NER			+1000
96	Marsh St / Broad St			
	SEL	25	25	45
	NWR	25	36	90
	NEL			440
	NER			440
97	Higuera St / Broad St			
	SER	25	25	70



	NWL			-
	SWL			<b>615</b>
	SWR			<b>615</b>
<b>99</b>	Higuera St / Chorro St			
	NBL	25	25	50
	SBR	25	25	65
	SWL			<b>430</b>
	SWR			<b>430</b>
<b>102</b>	Higuera St / Osos St			
	WBL			<b>495</b>
	WBR			<b>495</b>
	SER			-
	NWL			-
<b>103</b>	Marsh St / Osos St			
	SEL	25	25	-
	NWR	33	43	100
	NEL			<b>340</b>
	NER			<b>340</b>
<b>115</b>	Marsh St / Chorro St			
	NBR	25	25	75
	SBL	52	56	75
	NEL			<b>600</b>
	NER			<b>600</b>
<b>124</b>	Marsh St / Johnson St			
	SEL	25	25	75
	NWR			75
	NEL	88	154	<b>+1000</b>
	NER	42	39	<b>+1000</b>
	SWL	151	132	<b>+1000</b>
	SWR			100
<b>134</b>	Higuera St to Morro St			
	WBL			<b>335</b>
	WBR			<b>335</b>
	NBL			-
	SBR	25	25	75
<b>135</b>	Marsh St / Morro St			
	EBL			<b>440</b>
	EBR			<b>440</b>
	SEL			-
	NWR			-
<b>154</b>	Higuera St / Santa Rosa St			
	WBL			<b>550</b>
	WBR			<b>550</b>
	NBL	25	25	100
	SBR	34	35	-
<b>155</b>	Marsh St / Santa Rosa St			
	EBL	68	75	<b>490</b>
	EBR	25	25	<b>490</b>
	SEL	25	25	75
	NWR			-

Notes:

**Bold** = Overall Segment Length

**Red** = Exceeds Storage Capacity

As presented in Table 4.3 all the intersection queuing movements did not exceed the storage capacity except for the following intersections:

- Higuera Street & Marsh Street in the AM and PM peak hour: Significant eastbound traffic turning right movement exceeds the queue storage capacity. However, the right turn turning movement is consolidated with the eastbound thru movements, EBR turns do not occlude or impact overall approach operations.



- Higuera Street & Nipomo Street in the PM peak hour: Northwest bound traffic turning left exceeds the queue storage capacity by 2', effectively utilizing the full capacity of the turning movement.

*Recommendations: Both intersections are at full queueing capacity, the City should actively monitor these locations and optimize signal timing frequently.*

## **5. Project Description**

### **5.1 Project Proposal**

Consistent with the Downtown Concept Plan, the paving project proposes removal of one auto travel lane on Marsh and Higuera in order to reduce illegal speeding and provide more street width for pedestrian and bicycle facilities, as well as existing and future parklets. These modifications would retain sufficient traffic capacity to accommodate existing and future auto traffic volumes. These plans would extend the current pilot lane reductions and bikeway enhancements on Higuera Street (Santa Rosa to Nipomo) to a permanent configuration. Existing pilot parklet installations will be retained and may become permanent pending City Council approval. Final designs will be refined based on community input.

## **6. Existing Plus Project Conditions**

The Existing Plus Project conditions presents traffic impacts after superimposing the additional increment traffic generated by the proposed project onto Existing traffic volumes, intersection lane geometrics, and controls. This scenario assumes no additional background development to occur beyond the proposed project.





## 6.1 Existing Intersection Operations

Table 6.1 presents a summary of the intersection operations for the weekday AM and PM peak hour scenarios for the Existing Plus Project Scenarios.

**Table 6.1: Existing Plus Project Intersection Level of Service**

#	Intersection	Control Type <sup>1,2</sup>	Target LOS	AM Peak Hour			PM Peak Hour		
				Delay	LOS	Warrant Met? <sup>3</sup>	Delay	LOS	Warrant Met? <sup>3</sup>
1	Higuera St / Marsh St	Signal	E	16.4	B	-	19.5	B	-
2	Higuera St / Nipomo St	Signal	E	13.8	B	-	15.9	B	-
3	Marsh St / Nipomo St	Signal	E	14.3	B	-	15.5	B	-
4	Marsh St / Broad St	Signal	E	17.2	B	-	17.9	B	-
5	Higuera St / Broad St	Signal	E	16.7	B	-	18.2	B	-
6	Higuera St / Chorro St	Signal	E	9.5	A	-	13.0	B	-
7	Higuera St / Osos St	Signal	E	10.2	B	-	10.1	B	-
8	Marsh St / Osos St	Signal	E	4.2	A	-	11.5	B	-
9	Marsh St / Chorro St	Signal	E	18.7	B	-	18.8	B	-
10	Marsh St / Johnson St	Signal	E	55.2	E	-	41.7	D	-
11	Higuera St to Morro St	Signal	E	20.5	C	-	21.1	C	-
12	Marsh St / Morro St	Signal	E	12.3	B	-	13.6	B	-
13	Higuera St / Santa Rosa St	Signal	E	56.1	E	-	20.9	C	-
14	Marsh St / Santa Rosa St	Signal	E	13.9	B	-	17.4	B	-

Notes: 1. LOS = Delay based on average of all approaches for AWSC, Signal, RNDBT  
 2. **Bold** = Unacceptable Conditions  
 3. OVR = Delay over 300 seconds

As presented in Table 6.1, all study intersections are projected to operate at or above the target threshold LOS.

## 6.2 Existing Plus Project Roadway Operations

Table 6.2 presents roadway facility characteristics and a summary of the Existing Plus Project segment operations.

**Table 6.2: Existing Roadway Level of Service**

Existing plus Project Segment AADT Volumes (2019)				Urban (>5000 Population) Interrupted Flow Arterial (Signalized)			
#	Segment	Limits	Divided	Direction	# of Lanes	AADT	LOS
1	Higuera Street	Marsh Street to Nipomo Street	Undivided	West	2	10,615	B
2	Higuera Street	Nipomo Street to Broad Street	Undivided	West	2	9,064	B
3	Higuera Street	Broad Street to Chorro Street	Undivided	West	2	10,864	B
4	Higuera Street	Chorro Street to Osos Street	Undivided	West	2	8,947	B
5	Higuera Street	Osos Street to Santa Rosa Street	Undivided	West	2	7,855	B
6	Higuera Street	Santa Rosa Street to Johnson Street	Undivided	West	2	5,386	B
7	Higuera Street	Toro Street to Johnson Street	Undivided	West	1	4,462	B
8	Marsh Street	Higuera Street to Nipomo Street	Undivided	East	2	10,527	B
9	Marsh Street	Nipomo Street to Broad Street	Undivided	East	2	9,178	B
10	Marsh Street	Broad Street to Osos Street	Undivided	East	2	10,361	B
11	Marsh Street	Osos Street to Santa Rosa Street	Undivided	East	2	8,864	B
12	Marsh Street	Santa Rosa Street to Johnson Street	Undivided	East	3	4,291	B



As presented in Table 6.2, the study roadway segments are projected to operate at acceptable LOS.

### 6.3 Existing plus Project - Queue Operations

Existing plus Project intersection queuing analysis focuses on the locations where queuing is most likely to occur along the study intersections. Table 6.3 presents the 95<sup>th</sup> percentile queuing analysis for the weekday AM and PM peak hours at the study intersections. Approach orientation description was listed as coded in the Synchro file provided by the City.

**Table 6.3: Existing plus Project Conditions  
Queuing Analysis**

Existing + Project - Queuing Analysis (95th %)			
	AM Peak	PM Peak	Storage Capacity
<b>84</b> Higuera St / Marsh St			
EBR	121	103	50
NBL	155	221	250
NBR	55	61	-
SBL			-
SBR	42	75	-
<b>89</b> Higuera St / Nipomo St			
SER	25	28	65
NWL	35	41	50
SWL			440
SWR			440
<b>90</b> Marsh St / Nipomo St			
SEL	25	25	40
NWR			-
NEL			+1000
NER			+1000
<b>96</b> Marsh St / Broad St			
SEL	25	27	45
NWR	25	28	90
NEL			440
NER			440
<b>97</b> Higuera St / Broad St			
SER	25	25	70
NWL			-
SWL			615
SWR			615
<b>99</b> Higuera St / Chorro St			
NBL	25	48	50
SBR	25	25	65
SWL			430
SWR			430
<b>102</b> Higuera St / Osos St			
WBL			495
WBR			495
SER			-
NWL			-
<b>103</b> Marsh St / Osos St			
SEL	25	25	-
NWR	26	44	100
NEL			340
NER			340
<b>115</b> Marsh St / Chorro St			
NBR	25	25	75
SBL	55	57	75
NEL			600
NER			600



<b>124</b>	<b>Marsh St / Johnson St</b>			
	SEL	25	25	75
	NWR			75
	NEL	88	154	<b>+1000</b>
	NER	43	40	<b>+1000</b>
	SWL	171	160	<b>+1000</b>
	SWR			100
<b>134</b>	<b>Higuera St to Morro St</b>			
	WBL			<b>335</b>
	WBR			<b>335</b>
	NBL			-
	SBR	25		75
<b>135</b>	<b>Marsh St / Morro St</b>			
	EBL			<b>440</b>
	EBR			<b>440</b>
	SEL			-
	NWR			-
<b>154</b>	<b>Higuera St / Santa Rosa St</b>			
	WBL			<b>550</b>
	WBR			<b>550</b>
	NBL	27	31	100
	SBR	45	37	
<b>155</b>	<b>Marsh St / Santa Rosa St</b>			
	EBL			<b>490</b>
	EBR			<b>490</b>
	SEL	25	25	75
	NWR			-

Notes:  
**Bold** = Overall Segment Length  
**Red Bold** = Exceeds Storage Capacity

As presented in Table 6.3 all the intersection queuing movements did not exceed the storage capacity except for the following intersection:

- Higuera Street & Marsh Street in the AM and PM peak hour: Significant eastbound traffic turning right movement exceeds the queue storage capacity. However, the right turn turning movement is consolidated with the eastbound thru movements, EBR turns do not occlude or impact overall approach operations.

*Recommendations: This intersection is at full queueing capacity; the City should actively monitor these locations and optimize signal timing frequently.*

## 6.4 Existing Plus Project w/ Bicycle Scramble Phase

Table 6.4 presents a summary of the intersection operations for the weekday AM and PM peak hour scenarios for the Existing Plus Project w/Bicycle Scramble Phase Scenario.

**Table 6.4: Existing Plus Project w/Bicycle Scramble Phase**

#	Intersection	Control Type <sup>1,2</sup>	Target LOS	AM Peak Hour			PM Peak Hour		
				Delay	LOS	Warrant Met? <sup>3</sup>	Delay	LOS	Warrant Met? <sup>3</sup>
1	Higuera St / Marsh St	Signal	E	35.5	D	-	73.9	E	-
10	Marsh St / Johnson St	Signal	E	63.2	E	-	44.3	D	-

As presented in Table 6.4, both study intersections are projected to operate at or above the target threshold LOS.



## 6.5 Existing Plus Project w/ Bicycle Scramble Phase – Queue Operations

Table 6.5 presents the 95<sup>th</sup> percentile queuing analysis for the weekday AM and PM peak hours at the study intersections for Existing Plus Project w/ Bicycle Scramble Phase. Approach orientation description was listed as coded in the Synchro file provided by the City.

**Table 6.5: Existing Plus Project w/Bicycle Scramble Phase**

Existing + Project (w/bicycle phase) - Queuing Analysis (95th %)				
		AM Peak	PM Peak	Storage Capacity
<b>84</b>	Higuera St / Marsh St			
	EBR	<b>209</b>	<b>146</b>	50
	NBL2	223	<b>286</b>	250
	NBR			-
	SBL			-
	SBR	262	849	-
<b>124</b>	Marsh St / Johnson St			
	SEL2	25	25	75
	NWR	34		75
	NEL	80	141	<b>+1000</b>
	NER2	41	36	<b>+1000</b>
	SWL	157	148	<b>+1000</b>
	SWR			100

Notes:

**Bold** = Overall Segment Length

**Bold** = Exceeds Storage Capacity

As presented in Table 6.5, only Higuera Street & Marsh Street in both the AM and PM peak hour exceed storage capacity. The intersection had significant eastbound traffic turning right in the AM and PM peak hour and just slightly northbound traffic turning left in the PM peak hour.

## 6.6 Existing Plus Project w/ Alternative Protected Bike Signal

Table 6.6 presents a summary of the intersection operations for the weekday AM and PM peak hour scenarios for the Existing Plus Project w/Alternative Protected Bike Signal Scenario.

**Table 6.6: Existing Plus Project w/ Alternative Protected Bike Signal**

#	Intersection	Control Type <sup>1,2</sup>	Target LOS	AM Peak Hour			PM Peak Hour		
				Delay	LOS	Warrant Met? <sup>3</sup>	Delay	LOS	Warrant Met? <sup>3</sup>
1	Higuera St / Marsh St	Signal	E	19.5	B	-	31.4	C	-
10	Marsh St / Johnson St	Signal	E	56.7	E	-	42.2	D	-

As presented in Table 6.6, both study intersections are projected to operate at or above the target threshold LOS.

## 6.7 Existing Plus Project w/ Alternative Protected Bike Signal – Queue Operations

Table 6.7 presents the 95<sup>th</sup> percentile queuing analysis for the weekday AM and PM peak hours at the study intersections for Existing Plus Project w/ Alternative Protected Bike Signal. Approach orientation description was listed as coded in the Synchro file provided by the City.



**Table 6.7: Existing Plus Project  
w/Alternative Bicycle Protected Phase**

Existing + Project (w/bicycle phase) - Queuing Analysis (95th %)				
		AM Peak	PM Peak	Storage Capacity
84	Higuera St / Marsh St			
	EBR	226	208	50
	NBL	170	238	250
	NBR		251	-
	SBL			-
	SBR	172	666	-
124	Marsh St / Johnson St			
	SEL	25	25	75
	NWR	37		75
	NEL	88	154	+1000
	NER	264	179	+1000
	SWL	171	160	+1000
	SWR		50	100

Notes:

**Bold** = Overall Segment Length

**Red** = Exceeds Storage Capacity

As presented in Table 6.7, only Higuera Street & Marsh Street in both the AM and PM peak hour exceed storage capacity. However, the right turn turning movement is consolidated with the eastbound thru movements, EBR turns do not occlude or impact overall approach operations.



## 7. Year 2040 Conditions

Year 2040 conditions refer to an analysis scenario approximately 20 years in the future. For cumulative conditions GHD forecasted Cumulative and Cumulative + Project volumes based on a combination of the City's Traffic Model and professional judgement.

### 7.1 Year 2040 No Project Conditions

Table 7.1 summarizes the intersection performance during the AM and PM peak hour for projected Year 2040 No Project Conditions.

**Table 7.1: Year 2040 No Project Conditions Level of Service**

#	Intersection	Control Type <sup>1,2</sup>	Target LOS	AM Peak Hour			PM Peak Hour		
				Delay	LOS	Warrant Met? <sup>3</sup>	Delay	LOS	Warrant Met? <sup>3</sup>
1	Higuera St / Marsh St	Signal	E	33.0	C	-	44.9	D	-
2	Higuera St / Nipomo St	Signal	E	16.0	B	-	18.2	B	-
3	Marsh St / Nipomo St	Signal	E	14.0	B	-	13.9	B	-
4	Marsh St / Broad St	Signal	E	17.6	B	-	18.3	B	-
5	Higuera St / Broad St	Signal	E	18.4	B	-	21.4	C	-
6	Higuera St / Chorro St	Signal	E	13.5	B	-	15.4	B	-
7	Higuera St / Osos St	Signal	E	12.1	B	-	11.8	B	-
8	Marsh St / Osos St	Signal	E	3.6	A	-	3.8	A	-
9	Marsh St / Chorro St	Signal	E	3.5	A	-	3.1	A	-
10	Marsh St / Johnson St	Signal	E	17.5	B	-	26.7	C	-
11	Higuera St to Morro St	Signal	E	19.1	B	-	20.8	C	-
12	Marsh St / Morro St	Signal	E	13.0	B	-	13.9	B	-
13	Higuera St / Santa Rosa St	Signal	E	12.1	B	-	11.6	B	-
14	Marsh St / Santa Rosa St	Signal	E	14.5	B	-	15.1	B	-

Notes: 1. LOS = Delay based on average of all approaches for AWSC, Signal, RNDBT

2. **Bold** = Unacceptable Conditions

3. OVR = Delay over 300 seconds

As presented in Table 7.1, all study intersections are expected to operate at or above the threshold LOS.



## 7.2 Year 2040 No Project Roadway Operations

Table 7.2 presents roadway facility characteristics and a summary of the Year 2040 No Project segment operations.

**Table 7.2: Year 2040 No Project Conditions Roadway Level of Service**

Cumulative Base AADT Volumes (2040)							
#	Segment	Limits	Divided	Direction	# of Lanes	AADT	LOS
1	Higuera Street	Marsh Street to Nipomo Street	Undivided	West	2	14,799	C
2	Higuera Street	Nipomo Street to Broad Street	Undivided	West	3	12,982	B
3	Higuera Street	Broad Street to Chorro Street	Undivided	West	3	14,164	C
4	Higuera Street	Chorro Street to Osos Street	Undivided	West	3	12,795	B
5	Higuera Street	Osos Street to Santa Rosa Street	Undivided	West	3	10,759	B
6	Higuera Street	Santa Rosa Street to Johnson Street	Undivided	West	3	7,227	B
7	Higuera Street	Toro Street to Johnson Street	Undivided	West	2	5,259	B
8	Marsh Street	Higuera Street to Nipomo Street	Undivided	East	3	14,721	C
9	Marsh Street	Nipomo Street to Broad Street	Undivided	East	3	13,141	B
10	Marsh Street	Broad Street to Osos Street	Undivided	East	3	14,003	C
11	Marsh Street	Osos Street to Santa Rosa Street	Undivided	East	3	10,854	B
12	Marsh Street	Santa Rosa Street to Johnson Street	Undivided	East	3	6,902	B

As presented in Table 7.2, the study roadway segments are projected to operate at acceptable LOS.

## 7.3 Year 2040 No Project - Queue Operations

Year 2040 No Project intersection queuing analysis focuses on the locations where queuing is most likely to occur along the study intersections. Table 7.3 presents the 95<sup>th</sup> percentile queuing analysis for the weekday AM and PM peak hours at the study intersections. Approach orientation description was listed as coded in the Synchro file provided by the City.

**Table 7.3: Year 2040 No Project Conditions  
Queuing Analysis**

Cumulative Conditions - Queuing Analysis (95th %)			
	AM Peak	PM Peak	Storage Capacity
<b>84 Higuera St / Marsh St</b>			
EBR	462	173	50
NBL	262	489	250
NBR	212	214	-
SBL	-	-	-
SBR	65	173	-
<b>89 Higuera St / Nipomo St</b>			
SER	25	29	65
NWL	129	177	50
SWL	25	25	440
SWR			440
<b>90 Marsh St / Nipomo St</b>			
SEL	58	86	40
NWR			-
NEL			+1000
NER			+1000
<b>96 Marsh St / Broad St</b>			
SEL	25	25	45
NWR	92	77	90
NEL			440
NER			440

<b>97</b>	<b>Higuera St / Broad St</b>			
	SER	25	31	70
	NWL			-
	SWL			<b>615</b>
	SWR			<b>615</b>
<b>99</b>	<b>Higuera St / Chorro St</b>			
	NBL	25	25	50
	SBR	<b>87</b>	<b>94</b>	65
	SWL			<b>430</b>
	SWR			<b>430</b>
<b>102</b>	<b>Higuera St / Osos St</b>			
	WBL			<b>495</b>
	WBR			<b>495</b>
	SER			-
	NWL			-
<b>103</b>	<b>Marsh St / Osos St</b>			
	SEL	33	33	-
	NWR	64	72	100
	NEL			<b>340</b>
	NER			<b>340</b>
<b>115</b>	<b>Marsh St / Chorro St</b>			
	NBR	47	37	75
	SBL	66	33	75
	NEL			<b>600</b>
	NER			<b>600</b>
<b>124</b>	<b>Marsh St / Johnson St</b>			
	SEL	25	25	75
	NWR			75
	NEL	89	201	<b>+1000</b>
	NER	34	59	<b>+1000</b>
	SWL	33	35	<b>+1000</b>
	SWR			100
<b>134</b>	<b>Higuera St to Morro St</b>			
	WBL			<b>335</b>
	WBR			<b>335</b>
	NBL			-
	SBR	49	52	75
<b>135</b>	<b>Marsh St / Morro St</b>			
	EBL			<b>440</b>
	EBR			<b>440</b>
	SEL			-
	NWR			-
<b>154</b>	<b>Higuera St / Santa Rosa St</b>			
	WBL			<b>550</b>
	WBR			<b>550</b>
	NBL	25	25	100
	SBR	159	193	-
<b>155</b>	<b>Marsh St / Santa Rosa St</b>			
	EBL	81	72	<b>490</b>
	EBR	25	25	<b>490</b>
	SEL	25	25	75
	NWR			-

Notes:  
**Bold** = Overall Segment Length  
**Bold** = Exceeds Storage Capacity

As presented in Table 7.3 all the intersection queuing movements did not exceed the storage capacity except for the following intersections:

- Higuera Street & Marsh Street in the AM and PM peak hour: Significant eastbound traffic turning right movement exceeds the queue storage capacity. Additionally, substantial northbound traffic turning left movement also exceeds the queue storage capacity.





- Higuera Street & Nipomo Street in the AM and PM peak hour: Significant northwest bound traffic turning left movement exceeds the queue storage capacity.
- Marsh Street & Nipomo Street in the AM peak hour: Southeast bound traffic turning left exceeds the queue storage capacity.
- Marsh Street & Broad Street in the AM peak hour: Northwest bound traffic turning right narrowly exceeds the queue storage capacity.
- Higuera Street & Chorro Street in the AM and PM peak hour: Significant southbound traffic turning right movement exceeds the queue storage capacity.

*Recommendation: Consider future parking removal on side streets for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

## 8. Year 2040 Plus Project Conditions

Year 2040 Plus Project conditions refer to an analysis scenario approximately 20 years in the future with project. Cumulative Plus Project volumes based on a combination of the City's Traffic Model and professional judgement.

### 8.1 Year 2040 Plus Project Conditions

Table 8.1 summarizes the intersection performance during the AM and PM peak hour for projected Year 2040 Plus Project Conditions.

**Table 8.1: Year 2040 Plus Project Conditions Level of Service**

#	Intersection	Control Type <sup>1,2</sup>	Target LOS	AM Peak Hour			PM Peak Hour		
				Delay	LOS	Warrant Met? <sup>3</sup>	Delay	LOS	Warrant Met? <sup>3</sup>
1	Higuera St / Marsh St	Signal	E	33.1	C	-	45.2	D	-
2	Higuera St / Nipomo St	Signal	E	15.9	B	-	19.3	B	-
3	Marsh St / Nipomo St	Signal	E	13.6	B	-	14.8	B	-
4	Marsh St / Broad St	Signal	E	19.7	B	-	23.1	C	-
5	Higuera St / Broad St	Signal	E	18.0	B	-	24.6	C	-
6	Higuera St / Chorro St	Signal	E	14.8	B	-	20.5	C	-
7	Higuera St / Osos St	Signal	E	15.7	B	-	14.8	B	-
8	Marsh St / Osos St	Signal	E	6.0	A	-	3.9	A	-
9	Marsh St / Chorro St	Signal	E	3.6	A	-	4.7	A	-
10	Marsh St / Johnson St	Signal	E	17.8	B	-	26.2	C	-
11	Higuera St to Morro St	Signal	E	19.7	B	-	23.6	C	-
12	Marsh St / Morro St	Signal	E	15.4	B	-	19.2	B	-
13	Higuera St / Santa Rosa St	Signal	E	40.9	D	-	11.4	B	-
14	Marsh St / Santa Rosa St	Signal	E	13.6	B	-	16.5	B	-

Notes: 1. LOS = Delay based on average of all approaches for AWSC, Signal, RNDBT

2. **Bold** = Unacceptable Conditions

3. OVR = Delay over 300 seconds

As presented in Table 8.1, all study intersections are projected to operate at or above the target LOS threshold.



## 8.2 Year 2040 Plus Project Roadway Operations

Table 8.2 presents roadway facility characteristics and a summary of the Year 2040 Plus Project segment operations.

**Table 8.2: Year 2040 Plus Project Conditions Roadway Level of Service**

Cumulative Base plus Project AADT Volumes (2040)							
#	Segment	Limits	Divided	Direction	# of Lanes	AADT	LOS
1	Higuera Street	Marsh Street to Nipomo Street	Undivided	West	2	14,607	C
2	Higuera Street	Nipomo Street to Broad Street	Undivided	West	2	11,770	B
3	Higuera Street	Broad Street to Chorro Street	Undivided	West	2	12,194	B
4	Higuera Street	Chorro Street to Osos Street	Undivided	West	2	11,258	B
5	Higuera Street	Osos Street to Santa Rosa Street	Undivided	West	2	9,330	B
6	Higuera Street	Santa Rosa Street to Johnson Street	Undivided	West	2	6,986	B
7	Higuera Street	Toro Street to Johnson Street	Undivided	West	1	4,935	B
8	Marsh Street	Higuera Street to Nipomo Street	Undivided	East	2	13,834	B
9	Marsh Street	Nipomo Street to Broad Street	Undivided	East	2	12,540	B
10	Marsh Street	Broad Street to Osos Street	Undivided	East	2	12,673	B
11	Marsh Street	Osos Street to Santa Rosa Street	Undivided	East	2	9,592	B
12	Marsh Street	Santa Rosa Street to Johnson Street	Undivided	East	3	6,478	B

As presented in Table 8.2, the study roadway segment is projected to operate at acceptable LOS.

## 8.3 Year 2040 Plus Project - Queue Operations

Year 2040 Plus Project intersection queuing analysis focuses on the locations where queuing is most likely to occur along the study intersections. Table 8.3 presents the 95<sup>th</sup> percentile queuing analysis for the weekday AM and PM peak hours at the study intersections. Approach orientation description was listed as coded in the Synchro file provided by the City.

**Table 8.3: Year 2040 Plus Project Conditions  
Queuing Analysis**

Cumulative + Project - Queuing Analysis (95th %)			
	AM Peak	PM Peak	Storage Capacity
<b>84</b> Higuera St / Marsh St			
EBR	471	175	50
NBL	263	501	250
NBR	203	215	-
SBL	-	-	-
SBR	65	169	-
<b>89</b> Higuera St / Nipomo St			
SER	25	32	65
NWL	134	208	50
SWL	23	25	440
SWR	-	-	440
<b>90</b> Marsh St / Nipomo St			
SEL	53	83	40
NWR	-	-	-
NEL	195	175	200
NER	-	-	+1000
<b>96</b> Marsh St / Broad St			
SEL	25	25	45
NWR	94	66	90
NEL	-	-	440
NER	-	-	440
<b>97</b> Higuera St / Broad St			



	SER	25	32	70
	NWL			-
	SWL	126	105	<b>200</b>
	SWR			<b>615</b>
<b>99</b>	Higuera St / Chorro St			
	NBL	25	25	50
	SBR	<b>73</b>	<b>98</b>	65
	SWL			<b>430</b>
	SWR			<b>430</b>
<b>102</b>	Higuera St / Osos St			
	WBL			<b>495</b>
	WBR			<b>495</b>
	SER			-
	NWL			-
<b>103</b>	Marsh St / Osos St			
	SEL	25	25	-
	NWR	27	74	100
	NEL			<b>340</b>
	NER			<b>340</b>
<b>115</b>	Marsh St / Chorro St			
	NBR	46	49	75
	SBL	72	40	75
	NEL			<b>600</b>
	NER			<b>600</b>
<b>124</b>	Marsh St / Johnson St			
	SEL			75
	NWR			75
	NEL	88	198	<b>+1000</b>
	NER	34	59	<b>+1000</b>
	SWL	33	36	<b>+1000</b>
	SWR			100
<b>134</b>	Higuera St to Morro St			
	WBL	25	25	<b>200</b>
	WBR	25	25	<b>200</b>
	NBL			-
	SBR	35	54	75
<b>135</b>	Marsh St / Morro St			
	EBL			<b>440</b>
	EBR			<b>440</b>
	SEL			-
	NWR			-
<b>154</b>	Higuera St / Santa Rosa St			
	WBL			<b>550</b>
	WBR			<b>550</b>
	NBL	30	25	100
	SBR			-
<b>155</b>	Marsh St / Santa Rosa St			
	EBL			<b>490</b>
	EBR			<b>490</b>
	SEL	25	25	75
	NWR			-

Notes:  
**Bold** = Overall Segment Length  
**Red** = Exceeds Storage Capacity  
**Blue** = Lane Improvement

As presented in Table 8.3 all the intersection queuing movements did not exceed the storage capacity except for the following intersections:

- Higuera Street & Marsh Street in the AM and PM peak hour: Substantial eastbound traffic turning right movement exceeds the queue storage capacity. Additionally, substantial northbound traffic turning left movement also exceeds the queue storage capacity.



- Higuera Street & Nipomo Street in the AM and PM peak hour: Significant northwest bound traffic turning left movement exceeds the queue storage capacity.
- Marsh Street & Nipomo Street in the AM and PM peak hour: Considerable southeast bound traffic turning left movement exceeds the queue storage capacity.
- Marsh Street & Broad Street in the AM and PM peak hour: Considerable northwest bound traffic turning right movement narrowly exceeds the queue storage capacity.
- Higuera Street & Chorro Street in the AM and PM peak hour: Significant southbound traffic turning right movement exceeds the queue storage capacity.

*Recommendation: Consider future parking removal on side streets for installation of TWLTL and upgrading signal controls in the downtown core to an adaptive system.*

## 8.4 Year 2040 Plus Project w/ Bicycle Scramble Phase

Table 8.4 presents a summary of the intersection operations for the weekday AM and PM peak hour scenarios for the Year 2040 Plus Project w/Bicycle Scramble Phase Scenario.

**Table 8.4: Year 2040 Plus Project w/Bicycle Scramble Phase**

#	Intersection	Control Type <sup>1,2</sup>	Target LOS	AM Peak Hour			PM Peak Hour		
				Delay	LOS	Warrant Met? <sup>3</sup>	Delay	LOS	Warrant Met? <sup>3</sup>
<b>1</b>	<b>Higuera St / Marsh St</b>	<b>Signal</b>	<b>E</b>	<b>71.2</b>	<b>E</b>	-	<b>139.1</b>	<b>F</b>	-
10	Marsh St / Johnson St	Signal	E	35.2	D	-	28.3	C	-

As presented in Table 8.4, only the intersection of Marsh Street & Johnson Street is projected to operate at or above the target threshold LOS. The intersection of Higuera Street & Marsh Street in the PM peak hour is projected to experience LOS F, not operating at or above the target threshold.

## 8.5 Year 2040 Plus Project w/ Bicycle Scramble Phase – Queue Operations

Table 8.5 presents the 95<sup>th</sup> percentile queuing analysis for the weekday AM and PM peak hours at the study intersections for Year 2040 Plus Project w/ Bicycle Scramble Phase. Approach orientation description was listed as coded in the Synchro file provided by the City.

**Table 8.5: Year 2040 Plus Project w/Bicycle Scramble Phase**

Cum + Project (w/bicycle phase) - Queuing Analysis (95th %)				
		AM Peak	PM Peak	Storage Capacity
<b>84</b>	<b>Higuera St / Marsh St</b>			
	EBR	<b>668</b>	<b>212</b>	50
	NBL2	<b>328</b>	<b>650</b>	250
	NBR	169	185	-
	SBL			-
	SBR	489	1036	-
<b>124</b>	<b>Marsh St / Johnson St</b>			
	SEL2			75
	NWR			75



NEL	121	184	<b>+1000</b>
NER2	25	57	<b>+1000</b>
SWL	40	35	<b>+1000</b>
SWR			100

Notes:  
**Bold** = Overall Segment Length  
**Bold** = Exceeds Storage Capacity

As presented in Table 8.5, Higuera Street & Marsh Street in the AM and PM peak exceeds the storage capacity. There is substantial eastbound traffic movement turning right and significant northbound traffic movement turning left, exceeding the queue storage capacity.

*Recommendation: A Bicycle Scramble Phase at Marsh & Higuera locations is not recommended under cumulative conditions without other significant intersection and corridor improvements.*

## 8.6 Year 2040 Plus Project w/ Alternative Protected Bike Signal

Table 8.6 presents a summary of the intersection operations for the weekday AM and PM peak hour scenarios for the Year 2040 Plus Project w/ Alternative Protected Bike Signal Scenario.

**Table 8.6: Year 2040 Plus Project w/ Alternative Protected Bike Signal**

#	Intersection	Control Type <sup>1,2</sup>	Target LOS	AM Peak Hour			PM Peak Hour		
				Delay	LOS	Warrant Met? <sup>3</sup>	Delay	LOS	Warrant Met? <sup>3</sup>
<b>1</b>	<b>Higuera St / Marsh St</b>	<b>Signal</b>	<b>E</b>	<b>80.1</b>	<b>F</b>	-	<b>123.3</b>	<b>F</b>	-
10	Marsh St / Johnson St	Signal	E	17.8	B	-	26.8	C	-

As presented in Table 8.6, only the intersection of Marsh Street & Johnson Street is projected to operate at or above the target threshold LOS. The intersection of Higuera Street & Marsh Street in the AM and PM peak hour is projected to experience LOS F, operating below the target threshold.

## 8.7 Year 2040 Plus Project w/ Alternative Protected Bike Signal – Queue Operations

Table 8.7 presents the 95<sup>th</sup> percentile queuing analysis for the weekday AM and PM peak hours at the study intersections for Year 2040 Plus Project w/ Alternative Protected Bike Signal Scenario. Approach orientation description was listed as coded in the Synchro file provided by the City.

**Table 8.7: Year 2040 Plus Project w/ Alternative Protected Bike Signal**

Cum + Project (w/bicycle phase) - Queuing Analysis (95th %)			
	AM Peak	PM Peak	Storage Capacity
<b>84</b> Higuera St / Marsh St			
EBR	<b>734</b>	<b>271</b>	50
NBL	<b>263</b>	<b>501</b>	250
NBR	812	831	-
SBL			-
SBR	334	806	-
<b>124</b> Marsh St / Johnson St			
SEL2			75
NWR			75
NEL	121	198	<b>+1000</b>



NER	84	212	<b>+1000</b>
SWL	33	36	<b>+1000</b>
SWR		49	100

Notes:

**Bold** = Overall Segment Length

**Bold** = Exceeds Storage Capacity

As presented in Table 8.7, Higuera Street & Marsh Street in the AM and PM peak exceeds the storage capacity. There is substantial eastbound traffic movement turning right and significant northbound traffic movement turning left, exceeding the queue storage capacity. However, this would only occur during bicycle activations.

*Recommendation: With conditional bike phase programming these intersections would function adequately during cycles without bicycle activation. However, during phases with Bicycle Activation Higuera & Marsh would operate below City level of Service Thresholds and queueing would exceed capacities.*

## 9. Overall Findings

The proposed lane reductions in the Downtown Core would not cause congestions levels to exceed City level of service thresholds under both current and future conditions. Higuera & Marsh and Marsh & Nipomo are currently at queueing capacity for particular movements with or without the proposed land reduction.

In general, downtown queueing under cumulative conditions is projected to exceed block lengths on most side street approaches to the Higuera & Marsh segments. This will occur with or without the proposed project. There are limited solutions given the short block lengths; some options the City may consider is future on-street parking removal for the installation of Two-Way Left Turn Lanes or upgrading to an adaptive signal system in the downtown core.

A bicycle scramble operation would operate within level of service thresholds at both locations under current conditions. However, a bicycle scramble at Marsh & Higuera would exceed level of service thresholds at some point between now and projected buildout of the City. Therefore, a bicycle scramble is not recommended at Marsh & Higuera without other significant intersection or corridor improvements. The City's Mid-Higuera and downtown concept plans contemplates widening and roundabout controls at Higuera & Marsh, including Class I circulating lanes around such a roundabout would be an effective solution for this location.

Protected Bicycle Phasing operation would also operate within level of service thresholds at both locations under current conditions. However, protected bicycle phasing at Marsh & Higuera would also exceed level of service thresholds at some point between now and projected buildout of the City. Therefore, protected bicycle phasing is not recommended at Marsh & Higuera without other significant intersection or corridor improvements. The City's Mid-Higuera and downtown concept plans contemplates widening and roundabout controls at Higuera & Marsh, including Class I circulating lanes around such a roundabout would be an effective solution for this location.



## about GHD

GHD is one of the world's leading professional services companies operating in the global markets of water, energy and resources, environment, property and buildings, and transportation. We provide engineering, environmental, and construction services to private and public sector clients.

[www.ghd.com](http://www.ghd.com)



## Council Agenda Report

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**Department Name:** Public Works  
**Cost Center:** 5002  
**For Agenda of:** May 4, 2021  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Matt Horn, Public Works Director  
**Prepared By:** Hai Nguyen, Engineer III

**SUBJECT:** AUTHORIZATION TO ADVERTISE SINSHEIMER IRRIGATION AND DRAINAGE, SPECIFICATION NO. 91658

### RECOMMENDATION

1. Authorize staff to advertise for bids and approve the project plans (Attachment A) and special provisions (Attachment B) for the Sinsheimer Irrigation and Drainage, Specification Number 91658; and
2. Authorize the City Manager to award the construction contract for the bid total if the lowest responsible bid is within the Engineer's Estimate of \$500,000 and the funding amount is consistent with the adopted 2021-23 budget appropriation for this project.

### DISCUSSION

#### Background

Parks require ongoing maintenance in order to provide users a safe and quality experience. At Sinsheimer Stadium, the irrigation and drainage systems have aged beyond their useful lives and have created regular impacts to the stadium, reducing the quality of the play surface and impacting the public's ability to utilize the facility.

#### Project Scope

##### *Irrigation System Replacement*

The irrigation system at the Sinsheimer Stadium field (Attachment C) dates from the mid-1960s and is overdue for replacement. The system requires frequent maintenance and does not evenly and efficiently distribute water to the turf. The existing system has 360-degree spray, resulting in the dugouts, backstop, fencing, and infield all being watered, in addition to turf. The replacement system will resolve these issues and provide staff a system which is easier to maintain.

The project will install a new irrigation system designed to efficiently distribute water onto the turf with minimal overspray, which in addition to reducing damage to the facility, will save water. Furthermore, a master valve and flow sensor are proposed to provide sophisticated shutdown operation of the system to prevent wasted water if one of the zone valves should leak.



### *Drainage System Replacement*

The Sinsheimer Stadium field has an underground drainage system constructed in 1995 to pull excess water from the field. The existing drainage system is failing, and the result is that play must be delayed as the right field remains flooded for several days after rainy weather.

The project will replace the sub-surface drainage system and install 4" perforated pipes to convey runoff away from the stadium field. The new drainage system will have more than three times the drainage capacity of the existing system. Cleanouts are also proposed so that regular maintenance can be performed to keep the system at peak performance.

### **COVID-19 Impacts**

Due to the anticipated economic impacts of COVID-19 in Spring of 2020, the City reevaluated all Capital Improvement Plan projects with the goal of adjusting Capital Expenditures in response to projected revenue shortfalls and aligning the adjusted CIP program with a focus on economic recovery and fiscal responsibility. As a result, this project was deferred with the FY20-21 Budget Supplement. This project is now recommended to continue as part of the FY21-23 Capital Improvement Plan and 2021-22 budget appropriation.

### **Previous Council or Advisory Body Action**

This project was originally identified in the 2017-19 Financial Plan that was approved by Council. Subsequently, funding was appropriated in the 19-21 Financial Plan. As stated above, this project was then deferred with the FY20-21 Budget Supplement.

### **Policy Context**

Per the October 2018 Purchasing Policy Update to the July 2015 Financial Management Manual, Council approval is required for Public Projects that cost over \$175,000.

### **Public Engagement**

Public engagement was done during the initial identification of this project to be included in the 2017-19 Financial Plan. In addition, staff has continued to communicate with SLO Blues baseball team and user groups at the Sinsheimer Stadium field regarding design and construction timelines.

### **CONCURRENCE**

There is concurrence from Parks and Recreation and Public Works departments with the proposed recommendations outlined in this document.

## ENVIRONMENTAL REVIEW

This project is exempt from environmental review under Section 15301 Class 1 (existing facilities) of the California Environmental Quality Act (CEQA) Guidelines because the project proposes to maintain an existing play facility. The project is consistent with the applicable general plan policies as well as with applicable City Regulations.

## FISCAL IMPACT

Budgeted: Yes

Budget Year: 2021-22

Funding Identified: Yes

### Fiscal Analysis:

Funding Sources	FY Cost	Annualized On-going Cost	Total Project Cost
LRM Fund	\$615,500		\$615,500
State			
Federal			
Fees			
Other:			
Total	\$615,500		\$615,500

Sinsheimer Irrigation and Drainage, Specification No. 91658	
	Project Account (91658)
	201 Fund
Construction Estimate	\$500,000
Contingencies (20%)	\$100,000
<b>Total for Construction</b>	<b>\$600,000</b>
Materials Testing	\$15,000
Printing	\$500
<b>Total Project Cost</b>	<b>\$615,500</b>
Current Project Balance:	\$0
Additional Funding FY21-23	\$650,000
<b>Remaining Balance:</b>	<b>\$34,500</b>

Subsurface explorations performed by Earth Systems indicate that serpentine rock formations exist at the project site and is unsuitable to be used as backfill. To cover any additional cost of importing soil and rock excavation, staff is requesting 20% contingencies for this project.

There is no funding available in the project account. Additional funding of \$650,000 from the Local Revenue Measure Fund is proposed in the 2021-2023 Financial Plan Capital Improvement Plan to provide adequate funding for this project.

Staff is recommending this project be approved for advertising in advance of the Budget Adoption for 2021-23. In order to lessen impacts to the user groups at the Sinsheimer Stadium field during the summer months, staff has coordinated with Parks and Recreation and strategically planned construction to start at the end of August 2021 and be completed at the end of October 2021 prior to the rainy season.

If the budget is approved as proposed, the funding will be made available July 1, 2021 to complete this project. If a lower funding level is approved by Council in the 2021-23 Financial Plan, staff may need to adjust the project scope to the approved budget, which will delay the project.

## **ALTERNATIVES**

***Deny authorization to advertise.*** The City Council may choose not to authorize project advertisement. Staff does not recommend this alternative. Complete irrigation system replacement is needed to improve coverage, efficiency and reduce maintenance on the existing aging irrigation system. Complete drainage system replacement is needed to mitigate flooding and game delays.

### **Attachments:**

**a- COUNCIL READING FILE - Spec No. 91658 Plans**

**b- COUNCIL READING FILE - Spec No. 91658 Specifications**

**c- Project Vicinity Map**

1. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR OR PERMITEE TO CONTACT "UNDERGROUND SERVICE ALERT OF NORTHERN CALIFORNIA" BY PHONE AT 8-1-1 FORTY-EIGHT (48) HOURS PRIOR TO START OF CONSTRUCTION FOR LOCATION OF POWER, TELEPHONE, OIL AND NATURAL GAS UNDERGROUND FACILITIES. CONTRACTOR OR PERMITEE SHALL ALSO CONTACT THE APPROPRIATE AGENCY FOR THE LOCATION OF CABLE T.V., WATER, SEWER, DRAINAGE OR UNDERGROUND FACILITIES.

- ### IRRIGATION NOTES

- ### DRAINAGE NOTES

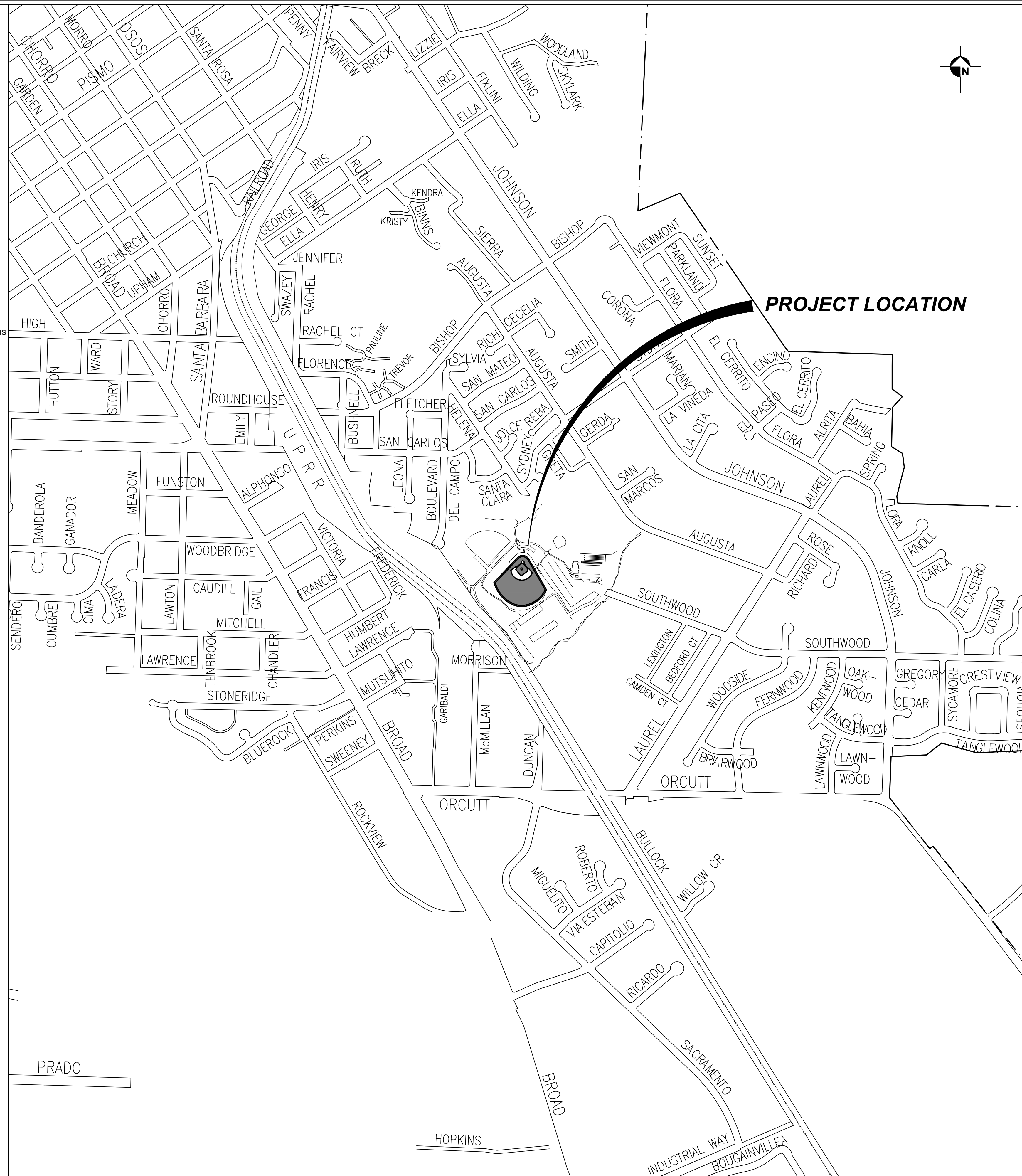
- 
- A diagram of a circular ring with a dashed vertical centerline. A curved arrow at the bottom indicates a 120-degree arc.

PERFORATED PIPE

1. IRRIGATION AND DRAINAGE LAYOUTS MUST BE FLAGGED AND BE APPROVED BY THE ENGINEER PRIOR TO TRENCHING. REFER TO SECTION 20-1 OF THE CITY STANDARD SPECIFICATIONS FOR ADDITIONAL LAYOUT REQUIREMENTS.
2. IRRIGATION AND DRAINAGE COMPONENTS MUST BE AS LISTED OR APPROVED EQUAL.

### LEGEND

- NOTES**  
SEE APPENDIX B OF THE SPECIAL PROVISIONS FOR IRRIGATION AND DRAINAGE AS-BUILTS



<i>sheet no.</i>	<i>description</i>
1	COVER SHEET
2	IRRIGATION & DRAINAGE PLAN

*Reference Documents:*  
*City Standard Specifications - May 2020 Edition*  
*City Engineering Standards - May 2020 Edition*



*san luis obispo county, california*

## SINSHEIMER IRRIGATION & DRAINAGE

**APPROVED BY**

*Brian A. Nelson, City Engineer*

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R.C.E. C79870

Approved Date

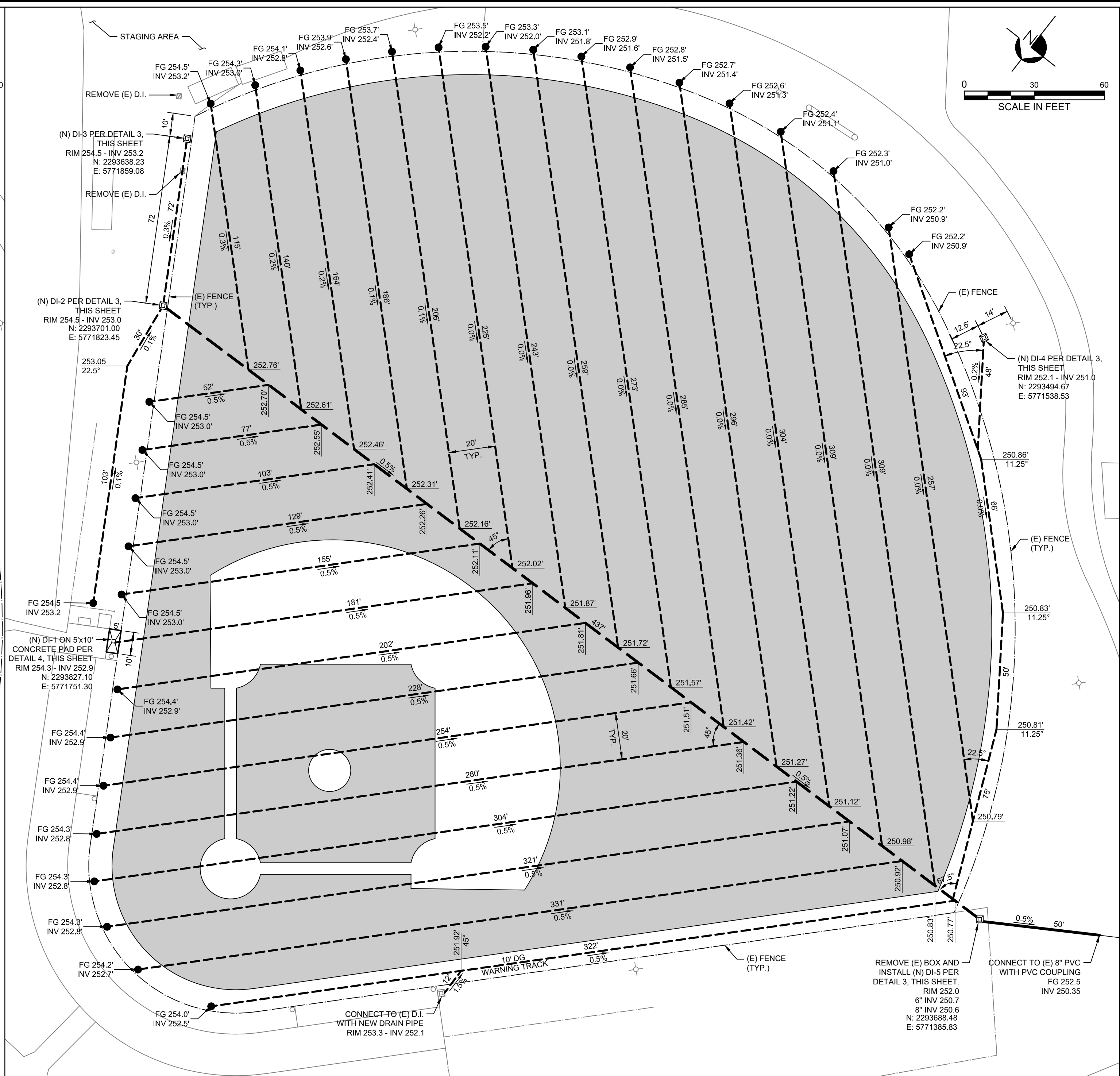
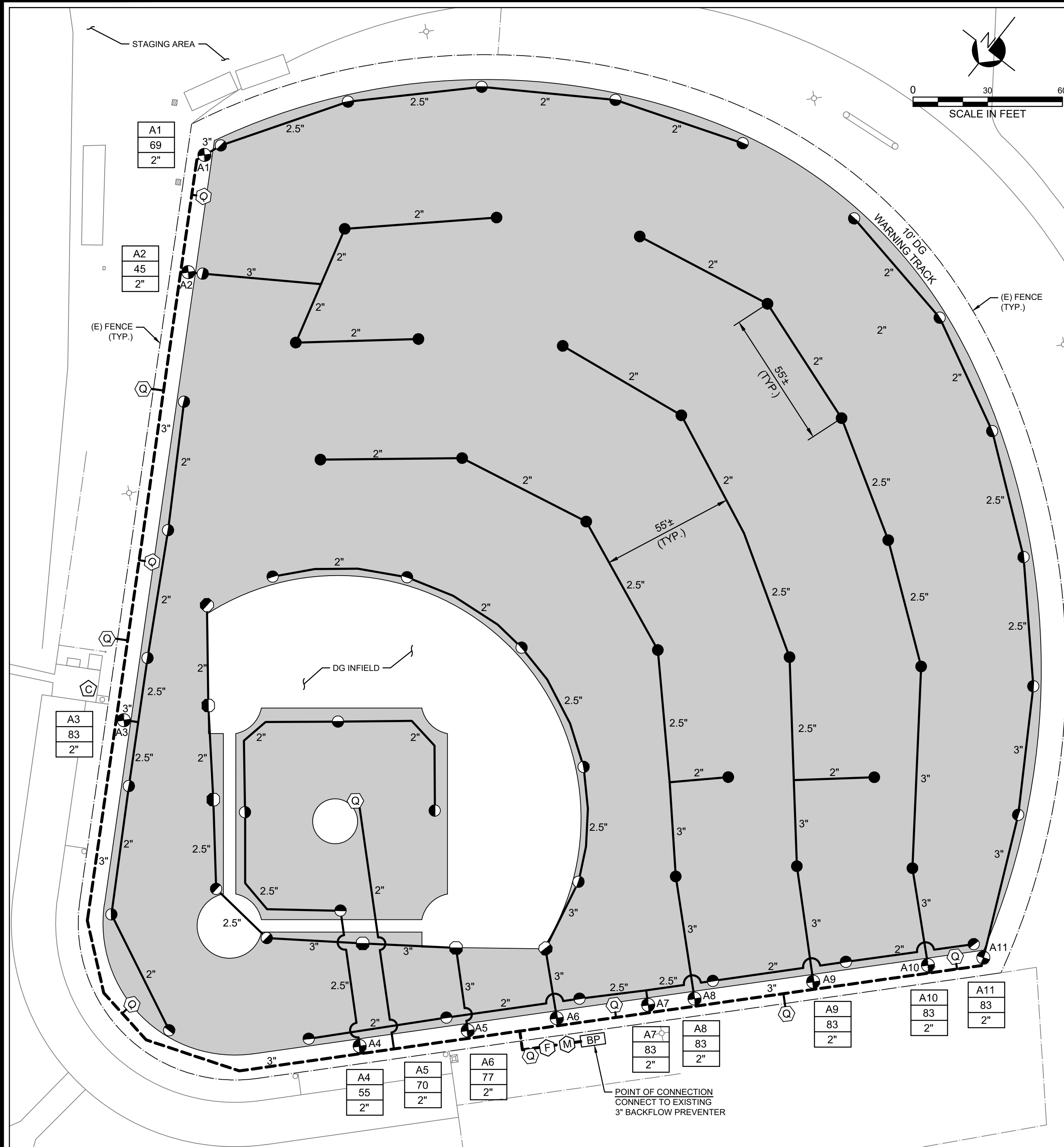
SPECIFICATION NO.

91658

DATE	MARCH 2021
FILE NO./LOCATION	

SHEET

1 of 2



### IRRIGATION LEGEND

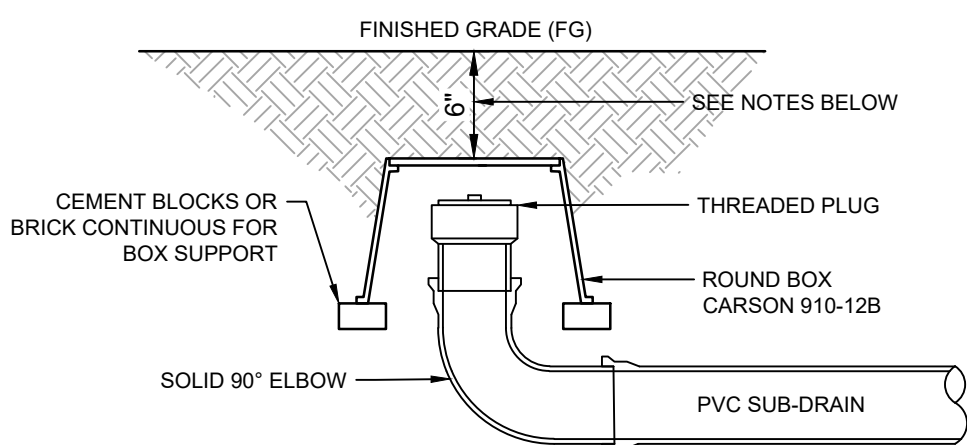
- INSTALL ROTOR PER ENG STD 8650  
HUNTER ROTOR MODEL I-40-06-SS-15  
NOZZLE PERFORMANCE:  
#15@ 50 PSI - 13.8 GPM (54' RADIUS)
- INSTALL ROTOR PER ENG STD 8650  
HUNTER ROTOR MODEL I-40-06-SS-08  
NOZZLE PERFORMANCE:  
#8@ 50 PSI - 8.4 GPM (45' RADIUS)
- ⊗ HUNTER ICVIBV ELECTRIC CONTROL VALVE SIZE AS SHOWN  
INSTALL VALVE AND BOX PER ENG STD 8620. BOXES MUST BE INSTALLED  
WITHIN THE WARNING TRACK DIRECTLY ADJACENT TO THE TURF.
- ⊕ INSTALL QUICK COUPLER PER ENG STD 8630. INSTALL FLUSH WITH GRADE  
AND WITHOUT ROUND BOX WITHIN THE PLAYING FIELD.
- Ⓜ INSTALL NEW 3" MASTER VALVE (SUPERIOR 3300 SERIES)  
INSTALL VALVE AND BOX PER ENG STD 8550
- Ⓣ INSTALL NEW 3" RAINMASTER FLOW SENSOR PER ENG STD 8550
- Ⓢ EXISTING IRRIGATION CONTROLLER
- Ⓟ EXISTING BACKFLOW PREVENTER
- MAINLINE SCH 40 PVC  
INSTALL PER ENG STD 8610 (24" MIN. DEPTH OF COVER)  
INSTALL TRACER WIRE PER ENG 6020 (NOTE 3)
- LATERAL SCH 40 PVC  
INSTALL PER ENG STD 8610 (24" MIN. DEPTH OF COVER)  
INSTALL TRACER WIRE PER ENG 6020 (NOTE 3)

### WATER REQUIREMENT

DOWNSTREAM OF BACKFLOW  
83 GPM @ 64 PSI

#### VALVE ID GUIDE

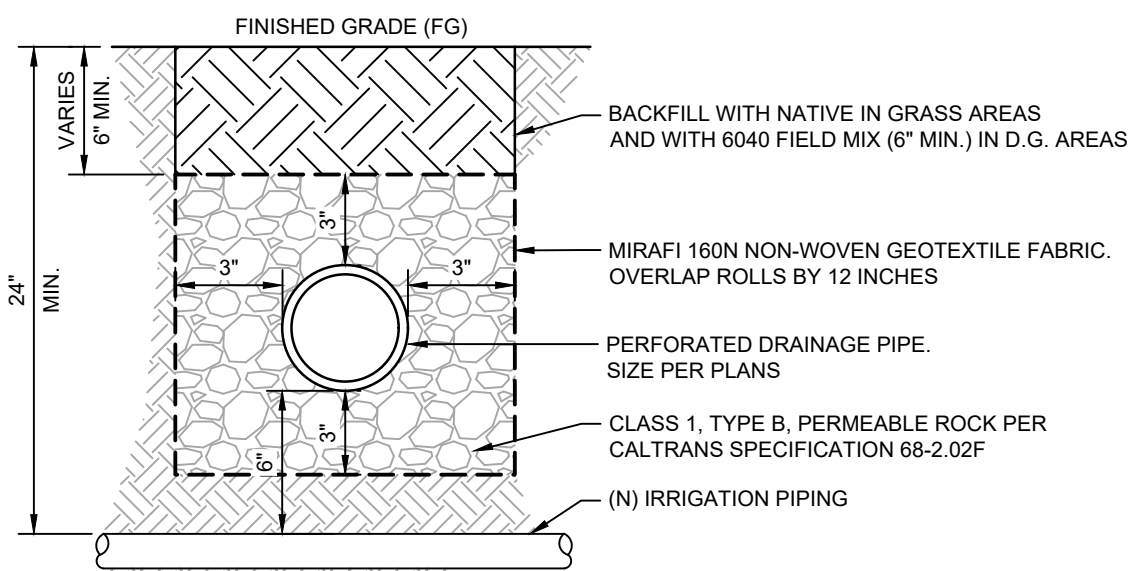
A1	STATION NUMBER
67	GPM
2"	CONTROL & ISOLATION VALVE SIZE



NOTES  
ALL DRAINAGE BOXES LOCATED WITHIN THE PLAYING FIELD MUST BE BURIED 6" BELOW GRADE  
ALL BOXES LOCATED OUTSIDE OF THE PLAYING FIELD MUST BE FLUSH WITH GRADE

### 1 DRAINAGE CLEANOUT

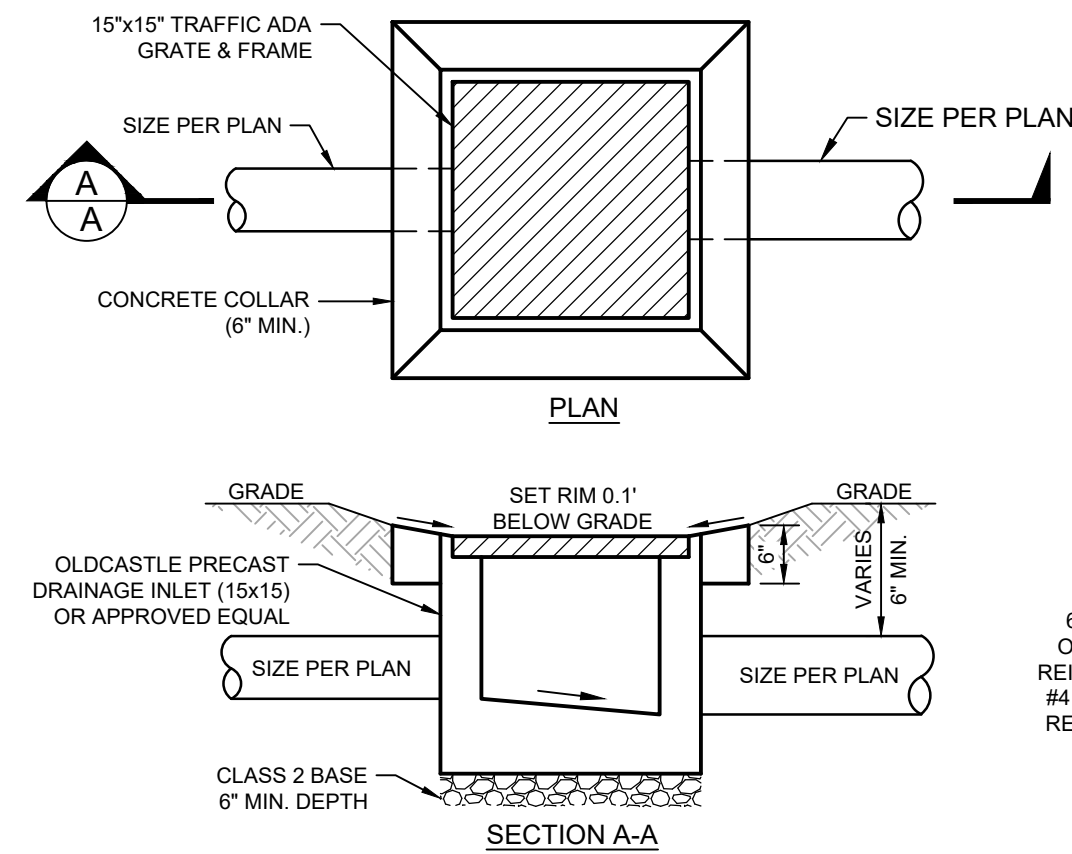
SCALE: NTS



- NOTES
- NATIVE MATERIAL TO BE USED AS BACKFILL MUST BE FINE EARTH MATERIAL FREE FROM CLODS, ROCKS, AND OTHER LARGE MATTER. IF EXISTING SOIL IS NOT ACCEPTABLE, THE CONTRACTOR MUST DISPOSE OF EXISTING AND IMPORT SOIL AS BACKFILL PER SECTION 20-3.02C(2).
  - MAINTAIN 6" MIN. OF VERTICAL SEPARATION BETWEEN (N) IRRIGATION PIPE AND (N) DRAINAGE PIPE. CONTRACTOR MUST LOWER SECTIONS OF IRRIGATION PIPING THAT DO NOT MEET THE SEPARATION REQUIREMENT.

### 2 DRAINAGE TRENCH

SCALE: NTS

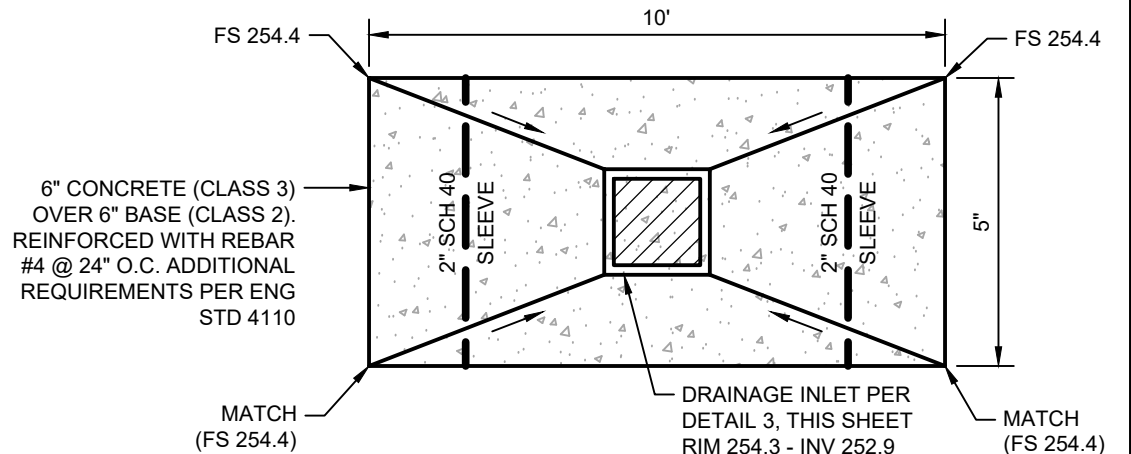


### 3 DRAINAGE INLET

SCALE: NTS

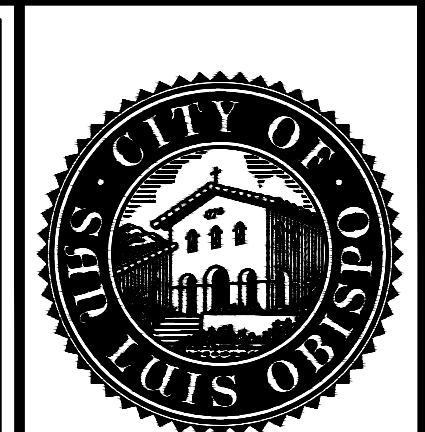
### DRAINAGE LEGEND

- INSTALL CLEANOUT PER DETAIL 1, THIS SHEET.  
INSTALL 1.0' MIN. FROM EXISTING FENCE
- 4" PVC SDR 35 PERFORATED DRAINAGE PIPE PER DETAIL 2.  
(SLOPE MAY BE LESS THAN 0.5%)
- 6" PVC SDR 35 PERFORATED DRAINAGE PIPE PER DETAIL 2.  
(0.5% MIN. SLOPE)
- 8" PVC SDR 35 SOLID DRAINAGE PIPE. TRENCH PER ENG. STD. 6030  
(0.5% MIN. SLOPE)
- TURF RENOVATION (PERENNIAL RYEGRASS) 108,000 SQFT±



### 4 CONCRETE PAD

SCALE: NTS



## SINSHEIMER IRRIGATION & STADIUM DRAINAGE

### IRRIGATION & DRAINAGE PLAN

PROJECT TITLE:

SHEET TITLE:



APPROVED: [Mo Day, Yr]
DESIGNED BY: HN
DRAWN BY: HN
CHECKED BY: MG
APPROVED BY: BN
SCALE: 1" = 30'
DATE: MARCH 2021
CITY SPECIFICATION NO. 91658
PLAN FILE NO. / LOCATION
SHEET NO.



# **SPECIAL PROVISIONS**

## **FOR**

**CITY OF SAN LUIS OBISPO**

Sinsheimer Irrigation & Stadium Drainage

Specification No. 91658

**May 2021**



**PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION**

**919 Palm Street  
San Luis Obispo, CA 93401  
(805) 781-7200**

**Sinsheimer Irrigation & Stadium Drainage**

**Specification No. 91658**

**Approval Date: May 04, 2021**



Hai Nguyen

*May xx, 2021*



Brian Nelson

*May xx, 2021*

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## NOTICE TO BIDDERS

### NOTICE TO BIDDERS BID SUBMISSION

Sealed bids must be **mailed** to the following address:

City of San Luis Obispo  
Public Works Administration  
Attn: Hai Nguyen  
919 Palm Street  
San Luis Obispo, CA 93401

**Bids delivered in person will not be accepted.** Bids may be mailed by postal carriers such as UPS, FedEx, DHL, etc. Regular courier companies not affiliated with the postal system are not acceptable. All mailed bids must be delivered and in possession of the Project Manager by:

**2:00 p.m. on June XX, 2021**

At which time they will be publicly opened and read aloud via Microsoft Teams video conference and conference call. In-person attendance of the bid opening will not be permitted in adherence to social distancing measures. Use the following link:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YzVIZDVmNjMtOWFkYi00YzYzLWlyZjktOGVmYjBhNzk4NDNj%40thread.v2/0?context=%7b%22Tid%22%3a%22a78b182d-94e4-4507-a9a9-330dcb148164%22%2c%22Oid%22%3a%22d80dfc48-0d0d-4359-8fc2-da31f041ef9e%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzVIZDVmNjMtOWFkYi00YzYzLWlyZjktOGVmYjBhNzk4NDNj%40thread.v2/0?context=%7b%22Tid%22%3a%22a78b182d-94e4-4507-a9a9-330dcb148164%22%2c%22Oid%22%3a%22d80dfc48-0d0d-4359-8fc2-da31f041ef9e%22%7d)

or join by phone with this number: 1 (209) 645-4165 with Conference ID: 346 023 742#

Submit bid in a sealed envelope plainly marked:

### **Sinsheimer Irrigation & Stadium Drainage, Specification No. 91658**

Any bid received after the time and date specified will not be considered and will be returned to the bidder unopened. Bids received by Fax or Email will not be considered.

By submission of bid you agree to comply with all instruction and requirements in this notice and the contract documents.

All bids must be submitted on the Bid Item List form(s) provided and submitted with all other Bid Forms included in these Special Provisions.

Each bid must be accompanied by either a:

1. certified check
2. cashier's check
3. bidder's bond

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## NOTICE TO BIDDERS

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made payable to the City of San Luis Obispo for an amount equal to ten percent of the bid amount as a guaranty. Guaranty will be forfeited to the City San Luis Obispo if the bidder, to whom the contract is awarded, fails to enter into the contract.

The City of San Luis Obispo reserves the right to accept or reject any or all bids or waive any informality in a bid.

All bids are to be compared based on the City Engineer's estimate of the quantities of work to be done, as shown on the Bid Item List.

Bids will only be accepted from bidders that are licensed in compliance with the provisions of Chapter 9, Division III of Business and Professions Code.

The award of the contract, if awarded, will be to the lowest responsive bid submitted by a responsible contractor whose bid complies with the requirements prescribed. If the contract is awarded, the contract will be awarded within 60 calendar days after the opening of the bids.

Failure to raise defects in the notice to bidders or bid forms prior to bid opening constitute a waiver of those defects.

### BID DOCUMENTS

A copy of the plans and special provisions may be downloaded, free of charge, from the City's website at:

[www.slocity.org/government/department-directory/public-works/public-works-bids-proposals](http://www.slocity.org/government/department-directory/public-works/public-works-bids-proposals)

No printed copies are available for purchase at the City office.

Standard Specifications and Engineering Standards referenced in the Special Provisions may be downloaded, free of charge, from the City's website at:

[www.slocity.org/government/department-directory/public-works/documents-online/construction-documents](http://www.slocity.org/government/department-directory/public-works/documents-online/construction-documents)

You are responsible to obtain all issued addenda prior to bid opening. Addenda will be available to download at the City's website listed above or at the office of the City Engineer.

Contact the project manager, Hai Nguyen at 805-781-7108 or the Public Works Department at (805) 781-7200 prior to bid opening to verify the number of addenda issued.

You are responsible to verify your contact information is correct on the plan holders list located on the City's website at:

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## NOTICE TO BIDDERS

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[www.slocity.org/government/departments-directory/public-works/public-works-bids-proposals](http://www.slocity.org/government/departments-directory/public-works/public-works-bids-proposals).

### PROJECT INFORMATION

In general, the project consists of the installation of irrigation and drainage within Sinsheimer baseball stadium.

The project estimated construction cost is \$500,000

Contract time is established as 60 working days.

The fixed liquidated damages amount is established at \$500 per day for failure to complete the work within the contract time.

In compliance with section 1773 of the Labor Code, the State of California Department of Industrial Relations has established prevailing hourly wage rates for each type of workman. Current wage rates may be obtained from the Division of Labor at:

<https://www.dir.ca.gov/oprl/DPreWageDetermination.htm>

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### QUALIFICATIONS

You must possess a valid Class A or C27 Contractor's License at the time of the bid opening.

**You and any subcontractors required to pay prevailing wage must be registered with the Department of Industrial Relations pursuant to Section 1725.5 of the Labor Code.**

You must have experience constructing projects similar to the work specified for this project. Provide three similar reference projects completed as either the prime or subcontractor. All referenced projects must have been completed within the last five years from this project's bid opening date.

**One of the three reference projects must have been completed under contract with a city, county, state or federal government agency as the prime contractor.**

**All of the referenced projects must have included irrigation and drainage work.**

Failure to provide reference projects as specified in this section and as required on the qualification form is cause to reject a bid as being non-responsive.

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## NOTICE TO BIDDERS

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The City reserves the right to reject any bid based on non-responsiveness if a bidder fails to provide a bid that complies with all bidding instructions.

The City reserves the right to reject a responsive bid based on the non-responsibility of the bidder if the Director of Public Works or Designee finds, after providing notice and a hearing to the bidder, that the bidder lacks the

1. knowledge
2. experience,
3. or is otherwise not responsible

as defined in Section 3.24 of the San Luis Obispo Municipal Code to complete the project in the best interest of the City.

Rejected bidders may appeal this determination. Appeal must comply with the requirements in this Notice to Bidders.

It is the City of San Luis Obispo's intent to award the contract to the lowest responsive bid submitted by a responsible bidder. If in the bidder's opinion the contract has been or may be improperly awarded, the bidder may protest the contract award.

Protests must be filed no later than five working days after either:

1. bid opening date
2. notification of rejected bid.

Protest must be in writing and received by the project manager located at:  
919 Palm Street  
San Luis Obispo, CA 93401.

Valid protests must contain the following information:

1. the reasons for the protest
2. any supporting documentation
3. the ruling expected by the City to remedy the protest.

Any protest not containing all required information will be deemed invalid and rejected.

The City will consider additional documentation or other supporting information regarding the protest if submitted in compliance to the specified time limits. Anything submitted after the specified time limit will be rejected and not be considered.

The Director of Public Works or Designee may request additional information to be submitted within three days of the request, unless otherwise specified, and will notify the protester of ruling within ten days of determination.

If the protester is not satisfied with ruling, the protester may appeal the ruling to the City Council in compliance with Chapter 1.20 of the City of San Luis Obispo Municipal Code.

Pursuant to the Public Records Act (Government Code, § 6250, et seq.), the City will make public records available upon request.

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## NOTICE TO BIDDERS

### AWARD

The lowest bidder will be determined using the BID TOTAL.

As a condition to executing a contract with the City, two bonds each equal to one hundred percent of the total contract price are required in compliance with Section 3-1.05 of the Standard Specifications.

You may substitute securities for moneys withheld under the contract in compliance with the provisions of the Public Contract Code, Section 10263.

### ACCOMMODATION

If any accommodations are needed to participate in the bid process, please contact Kathryn Stanley at (805) 781-7200 or by Telecommunications Device for the Deaf at (805) 781-7107. Requests should be made as early as possible in the bidding process to allow time for accommodation.

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## BID FORMS

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### BID FORMS

All bid forms must be completed and submitted with your bid. Failure to submit these forms and required bid bond is cause to reject the bid as nonresponsive. Staple all bid forms together.

THE UNDERSIGNED, agrees that they have carefully examined:

1. the location of the proposed work
2. the plans and specifications
3. read the accompanying instructions to bidders

and propose to furnish all:

4. materials
5. labor

to complete all the required work satisfactorily in compliance with

6. plans
7. specifications
8. special provisions

for the prices set forth in the bid item list:

### **BID ITEM LIST FOR SINSHEIMER IRRIGATION & STADIUM DRAINAGE, SPECIFICATION NO. 91658**

Item No.	SS <sub>(1)</sub>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
1	20	HUNTER ICV CONTROL VALVE	EA	11		
2	20	HUNTER ROTOR MODEL I-40-06-SS-15	EA	57		
3	20	HUNTER ROTOR MODEL I-40-06-SS-08	EA	6		
4	20	QUICK COUPLER	EA	10		
5	20	3.0" FLOW SENSOR (RAINMASTER)	EA	1		
6	20	3.0" MASTER VALVE (SUPERIOR 3300 SERIES)	EA	1		
7	20	2.0" PVC SCHEDULE 40	LF	1,700		
8	20	2.5" PVC SCHEDULE 40	LF	1,000		
9	20	3.0" PVC SCHEDULE 40	LF	1,500		
10	68,77	4" PVC SDR 35 PERFORATED PIPE	LF	7,100		

## BID FORMS

Item No.	SS <sub>(1)</sub>	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
11	68,77	6" PVC SDR 35 PERFORATED PIPE	LF	437		
12	68,77	8" PVC SDR 35 SOLID PIPE	LF	50		
13	77	DRAINAGE CLEANOUT	EA	30		
14	77	DRAINAGE INLET	EA	5		
15*	19	ROCK EXCAVATION	CY	100		
16*	20	IMPORT SOIL	CY	400		
17	19,20	TURF RENOVATION	LS	1	-----	
18	77	ABANDON EXISTING IRRIGATION AND DRAINAGE SYSTEM	LS	1	-----	
19	77	5FT x 10FT CONCRETE PAD	EA	1		
<b>Bid Total (or Base Bid)</b>					<b>\$</b>	
<b>Company Name:</b>						

(1) refers to section in the Standard Specifications, with modifications in the Special Provisions, that describe required work.

\* Bid item exempt from Section 9-1.06 of the Standard Specifications. The unit price will not be adjusted regardless of the final bid item quantity.

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## BID FORMS

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### LIST OF SUBCONTRACTORS

Pursuant to Section 4100 of the Public Contracts Code and section 2-1.33C of the standard specifications, the Bidder is required to furnish the following information for each Subcontractor performing more than 1/2 percent (0.5%) of the total base bid. Do not list alternative subcontractors for the same work. Subcontracting must not total more than fifty percent (50%) of the submitted bid except as allowed in section 5-1.13 of the standard specifications.

For Streets & Highways projects, subcontractors performing less than ten thousand dollars (\$10,000) worth of work need not be mentioned. **Subcontractors required to pay prevailing wage, must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 to be listed.**

**NOTE: If there are no subcontractors, write "NONE" and submit with bid.**

Name Under Which Subcontractor is Licensed	License Number	DIR Public Works Registration Number	Address and Phone Number of Office, Mill or Shop	Specific Description of Subcontract	% of Total Base Bid
_____	_____	_____	_____	_____	_____
_____			_____	_____	
_____			_____	_____	
_____	_____	_____	_____	_____	_____
_____			_____	_____	
_____			_____	_____	
_____	_____	_____	_____	_____	_____
_____			_____	_____	
_____			_____	_____	
_____	_____	_____	_____	_____	_____
_____			_____	_____	
_____			_____	_____	
_____			_____	_____	

Attach additional sheets as needed.



**PUBLIC CONTRACT CODE SECTION 10285.1 STATEMENT**

In compliance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder, or any subcontractor to be engaged by the bidder, **has \_\_\_\_\_, has not \_\_\_\_\_** been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University. The term "bidder" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285.1.

**NOTE:** The bidder must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Statement is part of the Bid. Signing this Bid on the signature portion constitute signature of this Statement. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

**PUBLIC CONTRACT CODE SECTION 10162 QUESTIONNAIRE**

In compliance with Public Contract Code Section 10162, the Bidder must complete, under penalty of perjury, the following questionnaire:

Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If the answer is yes, attach a letter explaining the circumstances

**PUBLIC CONTRACT CODE SECTION 10232 STATEMENT**

In compliance with Public Contract Code Section 10232, you hereby state under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against you within the immediately preceding two-year period because of your failure to comply with an order of a federal court which orders you to comply with an order of the National Labor Relations Board.

**LABOR CODE SECTION 1725.5 STATEMENTS**

The bidder has delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award. Any judgment, order, or determination that is

## BID FORMS

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under appeal is excluded, provided that the contractor has secured the payment of any amount eventually found due through a bond or other appropriate means.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

The bidder is currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**NOTE:** The above Statements and Questionnaire are part of the Bid. Signing this Bid on the signature portion constitute signature of this Statement and Questionnaire. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

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**BID FORMS**

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**NON-COLLUSION DECLARATION**

I, \_\_\_\_\_, declare that  
I am \_\_\_\_\_ of \_\_\_\_\_,  
the party making the foregoing bid that the bid is not made in the interest of, or on behalf  
of, any undisclosed person, partnership, company, association, organization, or  
corporation; that the bid is genuine and not collusive or sham; that the bidder has not  
directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and  
has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or  
anyone else to put in a sham bid, or that anyone refrained from bidding; that the bidder has  
not in any manner, directly or indirectly, sought by agreement, communication, or  
conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any  
overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure  
any advantage against the public body awarding the contract of anyone interested in the  
proposed contract; that all statements contained in the bid are true; and, further, that the  
bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof,  
or the contents thereof, or divulged information or data relative thereto, or paid, and will not  
pay, any fee to any corporation, partnership, company association, organization, bid  
depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed on \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the foregoing  
is true and correct.

(SEAL)

\_\_\_\_\_  
(Signature and Title of Declarant)

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

Company Name:\_\_\_\_\_

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## BID FORMS

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### BIDDER ACKNOWLEDGEMENTS

By signing below, the bidder acknowledges and confirms that this bid is based on the information contained in all contract documents, including the notice to bidders, plans, specifications, special provisions, and addendum number(s) \_\_\_\_\_. **(Note: You are responsible to verify the number of addenda prior to the bid opening.)**

The undersigned further agrees that in case of default in executing the required contract, with necessary bonds, within eight days, (not including Saturdays, Sundays, and legal holidays), after having received a mailed notice that the contract is ready for signature, the proceeds of the check or bond accompanying his bid will become the property of the City of San Luis Obispo.

Licensed in accordance with an act providing for the registration of contractors, License No. \_\_\_\_\_, Expiration Date \_\_\_\_\_.

The above statement is made under penalty of perjury, and any bid not containing this information "will be considered non-responsive and will be rejected" by the City.

Signature of Bidder \_\_\_\_\_

\_\_\_\_\_  
(Print Name and Title of Bidder)

**DIR- Public Works  
Registration No:**

\_\_\_\_\_

Business Name (DBA):

\_\_\_\_\_

Owner/Legal Name:

\_\_\_\_\_

Indicate One:   ☐ Sole-proprietor   ☐ Partnership   ☐ Corporation

List Partners/Corporate Officers:

Name	Title
------	-------

_____	_____
-------	-------

_____	_____
-------	-------

Business Address \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_

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## BID FORMS

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### QUALIFICATIONS

Failure to furnish complete reference information **ON THIS FORM**, as specified in this project's Notice to Bidders and indicated below, is cause to reject the bid. Additional information may be attached but is not a substitute for this form.

#### Reference Number 1

Customer Name & Contact Individual	
Telephone & Email	
Project Name (Site Address):	
Did this project include irrigation and drainage work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe the services provided and how this project is similar to that which is being bid:     Date project completed:
Was this contract for a public agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### Reference Number 2

Customer Name & Contact Individual	
Telephone & Email	
Project Name (Site Address):	
Did this project include irrigation and drainage work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe the services provided and how this project is similar to that which is being bid:     Date project completed:
Was this contract for a public agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	

#### Reference Number 3

Customer Name & Contact Individual	
Telephone & Email	
Project Name (Site Address):	
Did this project include irrigation and drainage work? Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe the services provided and how this project is similar to that which is being bid:     Date project completed:
Was this contract for a public agency? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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**BID FORMS**

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**ATTACH BIDDER'S BOND TO ACCOMPANY BID**

Know all men by these presents:

That we \_\_\_\_\_, AS PRINCIPAL, and

\_\_\_\_\_, AS SURETY, are held and firmly  
bound unto the City of San Luis Obispo in the sum of:

\_\_\_\_\_ Dollars (\_\_\_\_\_) to be paid to  
said City or its certain attorney, its successors and assigns; for which payment, well and truly to be made, we  
bind ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally, firmly by  
these presents:

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the certain bid of the above  
bounden \_\_\_\_\_

to construct \_\_\_\_\_  
(insert name of street and limits to be improved or project)

dated \_\_\_\_\_ is accepted by the City of San Luis Obispo, and if the above

bounden \_\_\_\_\_, his heirs, executors,  
administrators, successors, and assigns shall duly enter into and execute a contract for such construction and  
shall execute and deliver the two bonds described within ten (10) days (not including Saturdays, Sundays, or  
legal holidays) after the above bounden,

\_\_\_\_\_, has received notice by and from the  
said City of San Luis Obispo that said contract is ready for execution, then this obligation shall become null  
and void; otherwise, it shall be and remain in full force and virtue.

IN WITNESS WHEREOF, we hereunto set our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Bidder Principal:**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_

**Surety:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Bidder's signature is not required to be notarized. Surety's signature must be notarized.  
Equivalent form may be substituted  
(Rev. 6-30-14)

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## SPECIAL PROVISIONS

### SPECIAL PROVISIONS

#### ORGANIZATION

Special provisions are under headings that correspond with the main section heading of the Standard Specifications. Each special provision begins with a revision clause that describes or introduces a revision to the Standard Specifications. Any paragraph added or deleted by a revision clause does not change the paragraph number of the Standard Specifications for any other reference to a paragraph of the Standard Specifications.

### DIVISION I GENERAL PROVISIONS

#### 1 GENERAL

##### **Add to Section 1-1.01 GENERAL:**

The work must be done in compliance with the City of San Luis Obispo, Department of Public Works:

1. Sinsheimer Irrigation and Stadium Drainage Special Provisions
2. City of San Luis Obispo Standard Specifications and Engineering Standards – 2020 edition
3. State of California, Department of Transportation Standard Specifications and Standard Plans – 2015 edition

In case of conflict between documents, governing ranking must comply with section 5-1.02 of the City of San Luis Obispo's Standard Specifications.

Failure to comply with the provisions of these sections is a material breach of contract:

1. Sections 5 through 8 of the Standard Specifications
2. Section 12 through 15 of the Standard Specifications
3. Section 77-1 of the Standard Specifications
4. Section 81 of the Standard Specifications
5. authorized working hours
6. OSHA compliance

#### 2 BIDDING

##### **Replace Section 2-1.33A BID DOCUMENT COMPLETION AND SUBMITTAL, General with:**

Furnish bid using blank forms provided in the Special Provisions. Bid must include all forms and must be signed by the bidder.

#### 3 CONTRACT AWARD AND EXECUTION

##### **Add to Section 3-1.18A CONTRACT EXECUTION, Encroachment Permit:**

The contractor must obtain a no-fee encroachment permit from the Public Works Department for this project. All requirements of the encroachment permit shall be applied to the project.

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## SPECIAL PROVISIONS

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### 4 SCOPE OF WORK

#### **Add to Section 4-1.03 WORK DESCRIPTION:**

Comply with the provisions of Sections 19, 20, 68 and 77 for general, material, construction, and payment specifics.

#### **Add Section 4-1.03A WORK DESCRIPTION, Project Specific Signage:**

Maintain Revenue Enhancement Funding signage in work area. Return Revenue Enhancement Funding signs at the end of the project or upon the Engineer's request.

### 6 CONTROL OF MATERIALS

#### **Add to Section 6-2.03 DEPARTMENT ACCEPTANCE:**

The Engineer will furnish Sales Tax signs mounted to moveable barricades. Maintain Sales Tax signage in work area. Return Sales Tax signs at the end of the project or upon the Engineer's request.

### 7 LEGAL RELATIONS AND RESPONSIBILITY TO THE PUBLIC

#### **Add to Section 7-1.03B PUBLIC CONVENIENCE, Traffic Control Plan**

Work hours are restricted to 7:00 A.M. to 4:00 P.M. Monday through Friday.

### 8 PROSECUTION AND PROGRESS

#### **Replace the 1<sup>st</sup> paragraph in Section 8-1.02A SCHEDULE, General with:**

Provide a Level 1 schedule for this work.

## DIVISION III EARTHWORK AND LANDSCAPE

### 19 EARTHWORK

#### **Add to Section 19-1.03E Rock Excavation:**

Serpentine exist at the project site. Refer to Appendix C for Geologic Evaluation for Naturally Occurring Asbestos (NOA). Asbestos was not detected in any of the samples analyzed.

### 20 LANDSCAPE

#### **Add to Section 20-1.02D Organic Soil Amendments:**

Soil amendment must be spread throughout the turf renovation area. Re-cultivate to thoroughly mix soil amendment with the soil.



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## SPECIAL PROVISIONS

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### **Add to Section 20-1.02E Fertilizer:**

Fertilizer must be Grow-Power (5-3-1) applied at a rate of 12.5 pounds per 1000 square feet.

### **Add to Section 20-1.03D Cultivate:**

Turf must be cultivated but not removed from the site. Cultivate areas before adding soil amendment and fertilizer.

### **Add to Section 20-3.01B(2)(e) Hydroseeded Lawn Planting:**

The turf grass must be "Perennial Ryegrass" mixture applied at the rate of 10-12 pounds of seed per 1000 square feet.

### **Add to Section 20-3.02D PAYMENT with:**

The lump sum price paid for turf renovation will include full compensation for furnishing all labor, materials, tools, equipment and incidentals and for doing all the work involved to complete renovation of the turf at Sinsheimer Baseball Stadium, including but not limited to the following list or as shown on the plans and as specified in these Special Provisions:

- Cultivate turf renovation areas
- Spread soil amendment
- Re-cultivate to mix soil amendment
- Dispose of excess material per specifications
- Smooth soil bringing it to final grade
- Hydroseeded Lawn Planting
- Labor, equipment, materials and all incidentals that are required to complete work as required per project specifications.

## **DIVISION XIII APPENDICES**

### **Add 100-1.01**

1. Appendix A: Form of Agreement
2. Appendix B: Sinsheimer Irrigation and Drainage As-builts
3. Appendix C: Geologic Evaluation for Naturally Occurring Asbestos (NOA)

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## APPENDIX

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### APPENDIX A - FORM OF AGREEMENT

**THIS AGREEMENT**, made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of San Luis Obispo, a municipal corporation and charter city, San Luis Obispo County, California (hereinafter called the Owner) and **COMPANY NAME** (hereinafter called the Contractor).

#### WITNESSETH:

That the Owner and the Contractor for the consideration stated herein agree as follows:

**ARTICLE 1, SCOPE OF WORK:** The Contractor shall perform everything required to be performed, shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to complete all the work of construction of

#### NAME OF PROJECT, SPEC NO.

in strict compliance with the plans and specifications therefor, including any and all Addenda, adopted by the Owner, in strict compliance with the Contract Documents hereinafter enumerated.

It is agreed that said labor, materials, tools, equipment, and services shall be furnished and said work performed and completed under the direction and supervision and subject to the approval of the Owner or its authorized representatives.

**ARTICLE II, CONTRACT PRICE:** The Owner shall pay the Contractor as full consideration for the faithful performance of this Contract, subject to any additions or deductions as provided in the Contract Documents, the contract prices as follows:

Item No.	Item	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
1.					
2.					
3.					

**BID TOTAL: \$ \_\_\_\_\_ .00**

Payments are to be made to the Contractor in compliance with and subject to the provisions embodied in the documents made a part of this Contract.

Should any dispute arise respecting the true value of any work omitted, or of any extra work which the Contractor may be required to do, or respecting the size of any payment to the Contractor, during the performance of this Contract, said dispute shall be decided by the Owner and its decision shall be final, and conclusive.

**ARTICLE III, COMPONENT PARTS OF THIS CONTRACT:** The Contract consists of the following documents, all of which are as fully a part thereof as if herein set out in full, and if not attached, as if hereto attached:

1. Notice to Bidders and Information for Bidders
2. Standard Specifications and Engineering Standards
3. Special Provisions, any Addenda, Plans and Contract Change Orders
4. Caltrans Standard Specifications and Standard Plans 2015
5. Accepted Bid and Bid Bond
6. List of Subcontractors
7. Public Contract Code Sections 10285.1 Statement
8. Public Contract Code Section 10162 Questionnaire
9. Public Contract Code Section 10232 Statement
10. Labor Code Section 1725.5 Statements
11. Bidder Acknowledgements
12. Qualifications
13. Non-collusion Declaration
14. Agreement and Bonds
15. Insurance Requirements and Forms

**ARTICLE IV INDEMNIFICATION:** The Contractor shall indemnify, defend with legal counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with the Contractor's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the City. Should conflict of interest principles preclude a single legal counsel from representing both the City and the Contractor, or should the City otherwise find the Contractor's legal counsel unacceptable, then the Contractor shall reimburse the City its costs of defense, including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the Contractor's negligent, reckless or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The Contractor obligations under this section apply regardless of whether such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of the City under any provision of this agreement, the Contractor shall not be required to indemnify and hold harmless the City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In

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**APPENDIX**

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instances where the City is shown to have been actively negligent and where the City's active negligence accounts for only a percentage of the liability involved, the obligation of the Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of the City.

**ARTICLE V.** It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said bid conflicting herewith.

**IN WITNESS WHEREOF**, the parties to these presents have hereunto set their hands this year and date first above written.

CITY OF SAN LUIS OBISPO  
A Municipal Corporation

\_\_\_\_\_  
Derek Johnson, City Manager

APPROVED AS TO FORM

CONTRACTOR:

Name of Company

\_\_\_\_\_  
J. Christine Dietrick  
City Attorney

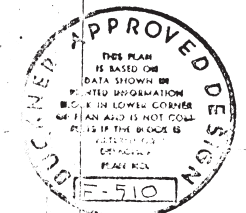
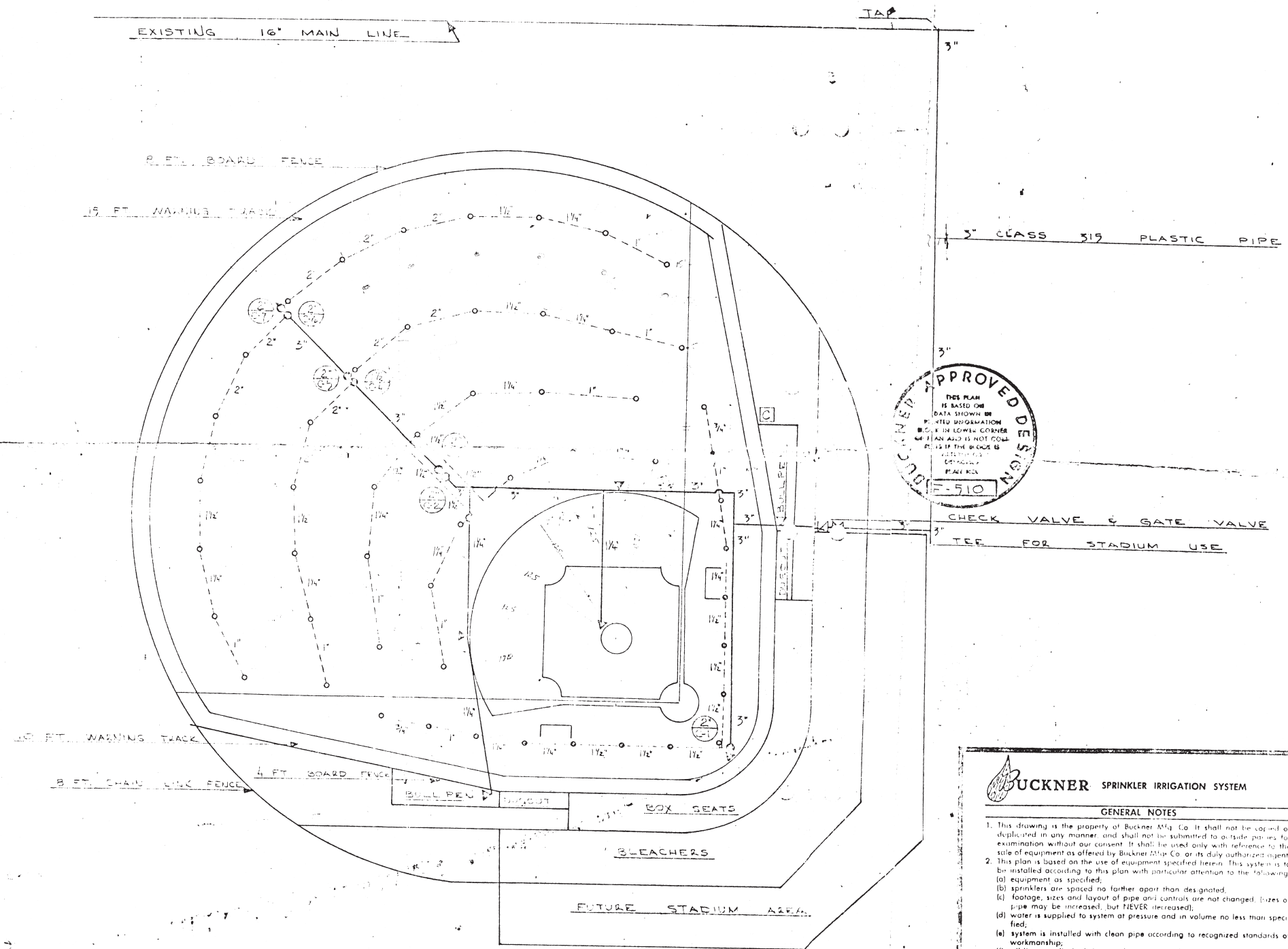
By: \_\_\_\_\_  
Name of CAO/President  
Its: CAO/PRESIDENT

(2<sup>nd</sup> signature required if Corporation):

By: \_\_\_\_\_  
Name of Corporate Officer

Its: \_\_\_\_\_

**APPENDIX B – SINSHEIMER IRRIGATION AND DRAINAGE AS-BUILTS**



CHECK VALVE & GATE VALVE  
TEE FOR STADIUM USE

**BUCKNER SPRINKLER IRRIGATION SYSTEM**

- GENERAL NOTES**
- This drawing is the property of Buckner Mfg. Co. It shall not be copied or duplicated in any manner, and shall not be submitted to outside parties for examination without our consent. It shall be used only with reference to the sale of equipment as offered by Buckner Mfg. Co. or its duly authorized agent.
  - This plan is based on the use of equipment specified herein. This system is to be installed according to this plan with particular attention to the following:
    - equipment as specified;
    - sprinklers are spaced no farther apart than designated;
    - footage, sizes and layout of pipe and controls are not changed; (sizes of pipe may be increased, but NEVER decreased);
    - water is supplied to system at pressure and in volume no less than specified;
    - system is installed with clean pipe according to recognized standards of workmanship;
    - all lines are flushed clean and care exercised to keep out dirt and foreign matter during installation and subsequent operation;
    - provide back flow prevention as required by code;
    - all equipment, pipe, fittings, sprinklers, etc. to be installed per mfg. spec.
  - System is designed from data supplied by owner who assumes full responsibility for its correctness.
  - Water requirement for system: 112,000 gallons per minute at 65 lbs. pressure per square inch, flowing from point designated as "TAP".
    - Total combined G.P.M. capacity of sprinklers operating at one time should never exceed the total water requirement.
  - Supply line friction loss computed for C=100 (Williams and Hazen Table)
  - Lateral line friction loss computed for C=150 (Williams and Hazen Table)
  - This plan is presented as a guide and service to the purchaser of equipment from Buckner Mfg. Co. and is not intended as an offer to contract the installation or proposal to furnish other than equipment as specified herein.
  - This plan is not genuine unless it bears the "Buckner Approved Design" stamp and plan number within the sprinkled area.
  - No allowance made for wind.

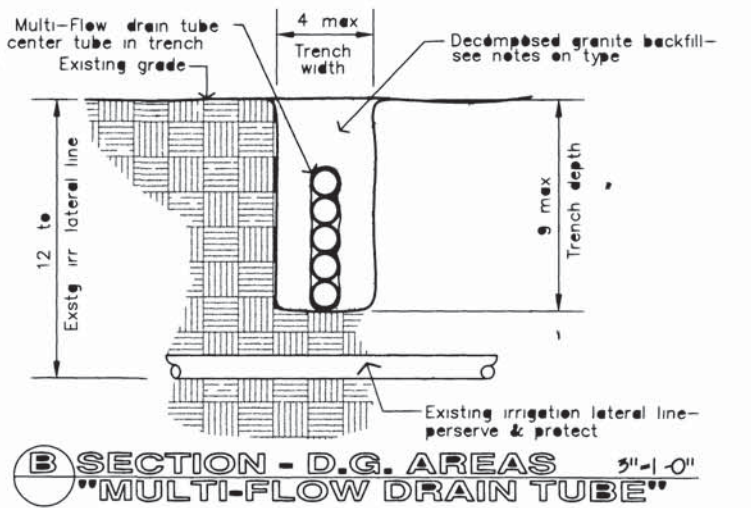
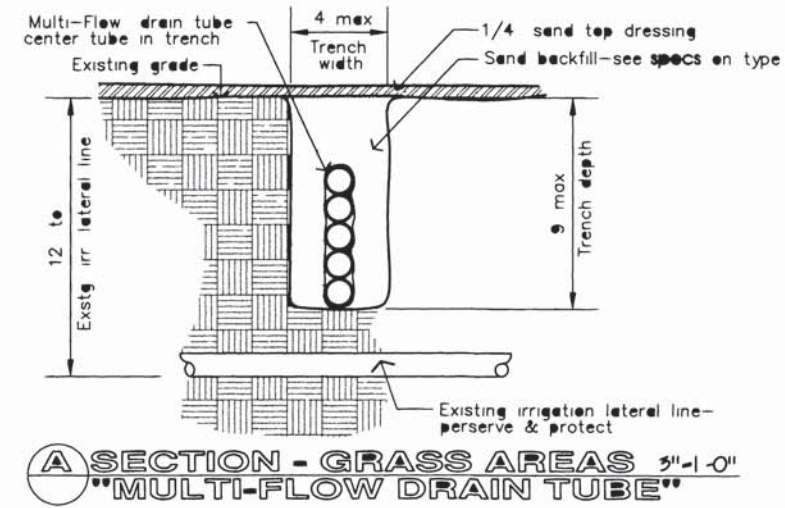
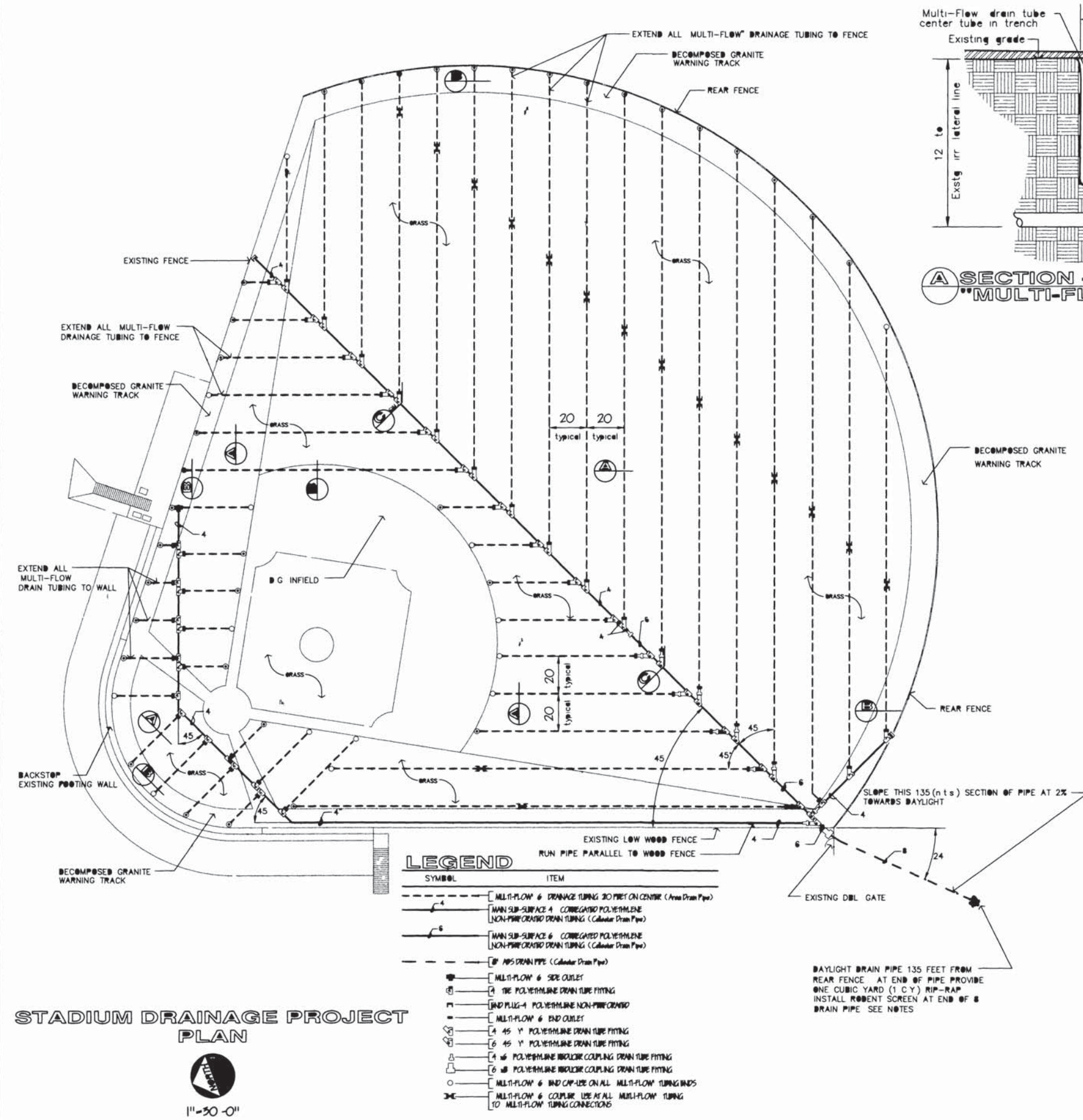
Designed for: EMERALD IRRIGATION SYSTEM 101 SOUTH @ SPENCE RD. CALIFAS 941			
QUAN.	CATALOG NO.	SYMBOL	DESCRIPTION
37	1330 R	0	FACTORY PUMP SPEC. 1/2"
15	1310 R	0	3/4" 1/2"
1	53AE	0	1/2" ANGLE-ELECTRIC AUTO. VALVE
6	54AE	0	1/2" "
1	611E-P	□	11 STATION AUTO. CONTROLLER
4	3R	Δ	1" QUICK COUPLER VALVE

DESIGNED BY HOLYCEK  
CHECKED BY  
DATE 7-15-66  
SCALE 1" = 40'-0"

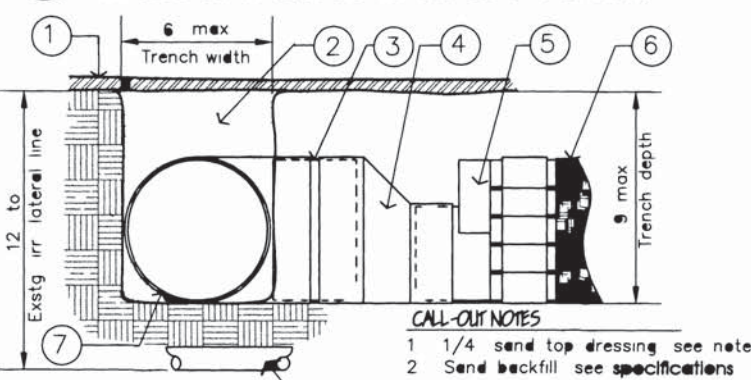
BUCKNER MANUFACTURING CO., INC.  
909 W. NIELSEN AVE.  
P.O. BOX 232  
FRESNO, CALIFORNIA

PLAN NO. F-510

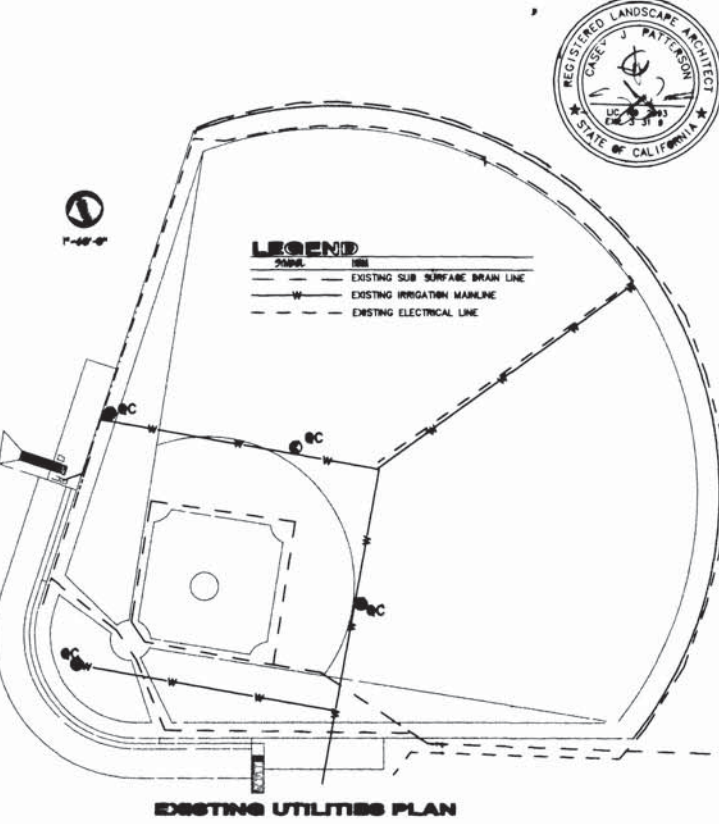




- INSTALLATION NOTES**
- Before construction is allowed to start the project the City will seal existing grass areas of the baseball stadium. The Contractor will not be allowed to start the project until this is completed by the City.
  - There exist underground utilities in the project area. The Contractor is to take care not to disturb, destroy or damage these utilities. It is the Contractor's responsibility to find, protect and preserve the existing utilities. See Existing Utilities Plan, this sheet for approximate locations. Note: all existing utilities are not shown on this plan. Any damage caused to the existing utilities by the Contractor will be repaired by the Contractor at his/her cost.
  - Irrigation system components (mainline & lateral piping, wiring, valves, heads, etc.) exist in the project area. See Existing Utilities Plan, this sheet for approximate locations. Note: all existing irrigation components are not shown on this plan. Any damage caused to the existing system by the Contractor will be repaired by the Contractor at his/her cost.
  - All trenches for drain pipes and tubing will be straight with vertical sides and even smooth and uniform bottoms. All trench excavation materials not needed as backfill will be disposed of off site.
  - Install all Multi-Flow & non-perforated drain pipe level or with a minimum slope to the West towards the right field foul line. Over excavation in the bottoms of the trenches shall be back-filled to the proper grade with excavated materials prior to the placement of the drainage system.
  - Installation of the drain tube and fittings will be per manufacturers installation instructions.
  - Backfill of trenches in the Stadium's grass areas will be with sand. Sand will be per specifications.
  - Backfill of trenches in the Stadium's warning tracks and infield (all on-grass areas) will be with decomposed granite Pit Sand. This decomposed granite will be free of material larger than 3/16 inch in diameter.
  - Backfill of trench for 4" ABS drain pipe will be with native soil. The native soil backfill will be free of rock, glass and other extraneous materials.
  - All backfill materials (sand & native soil) will be compacted to 90% of adjacent soil density.
  - A rednet screen made of 1/4 x 1/4 #25 gauge galvanized welded wire mesh will be installed at the end of the 4" ABS drain pipe where it daylight. Bend screen over the end of the pipe extending 1 foot opening. Secure screen to pipe with stainless steel hose pipe clamp.
  - At trench intersections of 6" corrugated polyethylene non-perforated drain tubing and 6" Multi-Flow drain tube, excavations for reducer couplings & other fittings will be kept to a minimum. Do not exceed 6" trench width for the installation of these fittings.
  - AERATION & TOP DRESSING**
    - Once drainage system is installed and approved by the City a 4" excavation and other extraneous materials are removed from the Stadium the grass areas will be aerated & top dressed.
    - All grass areas of the Stadium will be aerated to a depth of 2 inches with aerator equipment approved by the City. Soil cores will be left on the field.
    - All grass areas of the Stadium will then be top dressed with sand. Sand will be per specifications.
    - Sand will be spread to a consistent and uniform depth of one quarter inch (1/4") in all turf areas.
    - Once sand is spread all grass areas will be lightly dragged with a Landscape Drag Mat working sand into the grass areas. The areas will be dragged in two opposite directions.
    - The final result of the top dressing operation will be a uniform and continuously smooth playing surface.



- CALL-OUT NOTES**
- 1/4" sand top dressing see notes
  - Sand backfill see specifications
  - 6" non-perforated drain tubing
  - 4 x 6 polyethylene reducing coupling
  - Multi-Flow 6" end outlet
  - Multi-Flow 6" drainage tubing
  - 6 polyethylene 45° Y fitting



**STADIUM DRAINAGE PROJECT PLAN**

1"=30'-0"



**APPENDIX C – GEOLOGIC EVALUATION FOR NATURALLY OCCURRING  
ASBESTOS (NOA)**





March 10, 2021

ESP File No.: 301066-003

Mr. Hai Nguyen, Engineer III  
City of San Luis Obispo, Public Works Department  
919 Palm Street  
San Luis Obispo, CA 93401-3218

PROJECT: SINSHEIMER IRRIGATION AND STADIUM DRAINAGE PROJECT  
CITY SPECIFICATION NO. 91658  
SOUTHWOOD DRIVE  
SAN LUIS OBISPO, CALIFORNIA

SUBJECT: Geologic Evaluation for Naturally Occurring Asbestos (NOA)

CONTRACT

REF: Purchase Order 608432, dated January 13, 2021

Dear Mr. Nguyen:

In accordance with your authorization, this report has been prepared to address the potential for the presence of naturally occurring asbestos on the above project site. The location of the project site is depicted on Figure 1, Site Vicinity Map. Our evaluation consisted of review of geologic literature to assess the geologic formations underlying the site, advancing seven shallow borings, collection of composite soil and bedrock samples from each of the borings, and laboratory analysis of soil samples.

Several different types of minerals are included in the term asbestos. The minerals referred to as asbestos all exhibit a fibrous form that may produce airborne particles when crushed or abraded. The California Air Resources Board (CARB) considers airborne asbestos particles a significant risk to human health on a statewide and local level (CARB 2017).

Asbestos minerals are generally limited to only a few types of rocks known to be present in the central coast area of California; these are ultramafic igneous rocks and their metamorphic equivalents, which include serpentinite and some types of schist. The regional geologic map (Wiegiers 2010) depicts the site as being underlain by alluvial deposits (map symbol Qya) and mélange of the Franciscan Complex (map symbol KJfm). The Franciscan Complex includes rock types that are known to contain asbestos minerals. Serpentinized ultramafic rocks are also mapped in the vicinity of the site. The regional geologic Map, depicting the approximate park boundary is presented as Figure 2, Regional geologic Map.

Included in our review of geologic literature were boring logs from geotechnical investigations performed for previous improvements at the park, including Stairs Replacement in August 2013, and the Stadium Backstop in June 2017. The borings logs from these projects indicated that Franciscan Mélange and serpentinite are present beneath the project area at shallow depths.



The irrigation and drainage improvements proposed for Sinsheimer Park are anticipated to include excavation of shallow trenches to a depth of approximately 3 feet below the existing grade. To assess if the proposed excavations will encounter asbestos containing materials we drilled 7 shallow borings to a depth of 3 feet on February 8, 2021 with a truck mounted solid flite auger. We collected composite soil and bedrock samples from each of the borings. Each composite sample included material from approximately 0.5 feet, 1.5 feet, and 3 feet. The locations of the 7 borings represented on Figure 3, Field Exploration Map.

The samples were sent to a State certified laboratory and analyzed for asbestos in accordance with EPA method 600/R-93/116 with CARB 435 prep with target sensitivity of 0.25%. Asbestos was not detected in any of the samples analyzed. The results of the analysis are presented in the following table. The analytical report from EMSL Analytical Inc. is included as an attachment to this report.

**NOA Assessment – Analytical Results**


Boring Number	Sample Number	Percent Asbestos
1	092101852-0001	None Detected
2	092101852-0002	None Detected
3	092101852-0003	None Detected
4	092101852-0004	None Detected
5	092101852-0005	None Detected
6	092101852-0006	None Detected
7	092101852-0007	None Detected

There are no indications that naturally occurring asbestos materials are present on site at depths that may be disturbed by site grading for the installation of the irrigation and drainage improvements. No further action is recommended.

Thank you for the opportunity to have been of service. If you have any questions, or if we can be of further assistance, please do not hesitate to contact the undersigned at your convenience.

Sincerely,

Earth Systems Pacific

  
Darin Hasham, PG, CEG  
Associate Engineering Geologist



Enc.:      Appendix A - Site Vicinity Map, Regional Geologic Map, Field Exploration Map  
             Appendix B - Boring Logs 1 through 7  
             Appendix C - EMSL Test Report, Order 092101852

Doc. No.: 2103-025.GEO/pm



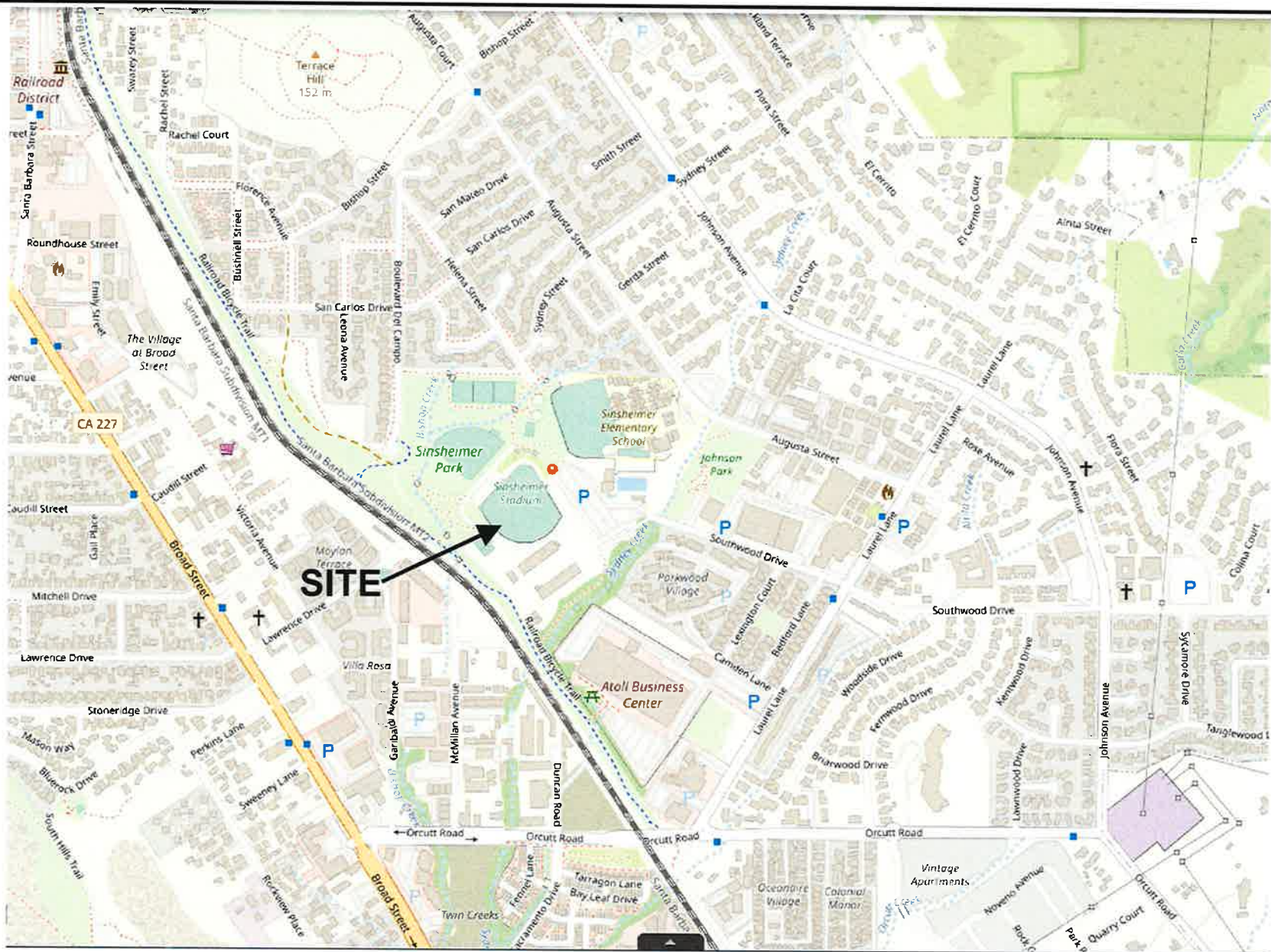
## REFERENCES

- CARB (California Environmental Protection Agency, Air Resources Board), 2017, Implementation Guidance Document, Air Resources Board Test Method 435, Determination of Asbestos Content of Serpentine Aggregate, dated April 2017.
- Earth Systems Pacific, 2017, Geotechnical Engineering Report, Sinsheimer Stadium Backstop, CIP Project #91543, 900 Southwood Drive, San Luis Obispo, California, document No. 1706-103.SER, dated June 27, 2017
- Wiegers, Mark O., 2010, Geologic Map of the San Luis Obispo 7.5' Quadrangle, San Luis Obispo County, California: A Digital Database, California Geological Survey, Scale 1:24:000

## **APPENDIX A**

**Figure 1 Site Vicinity Map**  
**Figure 2 - Regional Geologic Map**  
**Figure 3 - Field Exploration Plan**





# **EARTH SYSTEMS PACIFIC**

4378 Old Santa Fe Road, San Luis Obispo, CA 93401  
[www.earthsystems.com](http://www.earthsystems.com) - email: [esp@earthsystems.com](mailto:esp@earthsystems.com)  
 (805) 544-3276

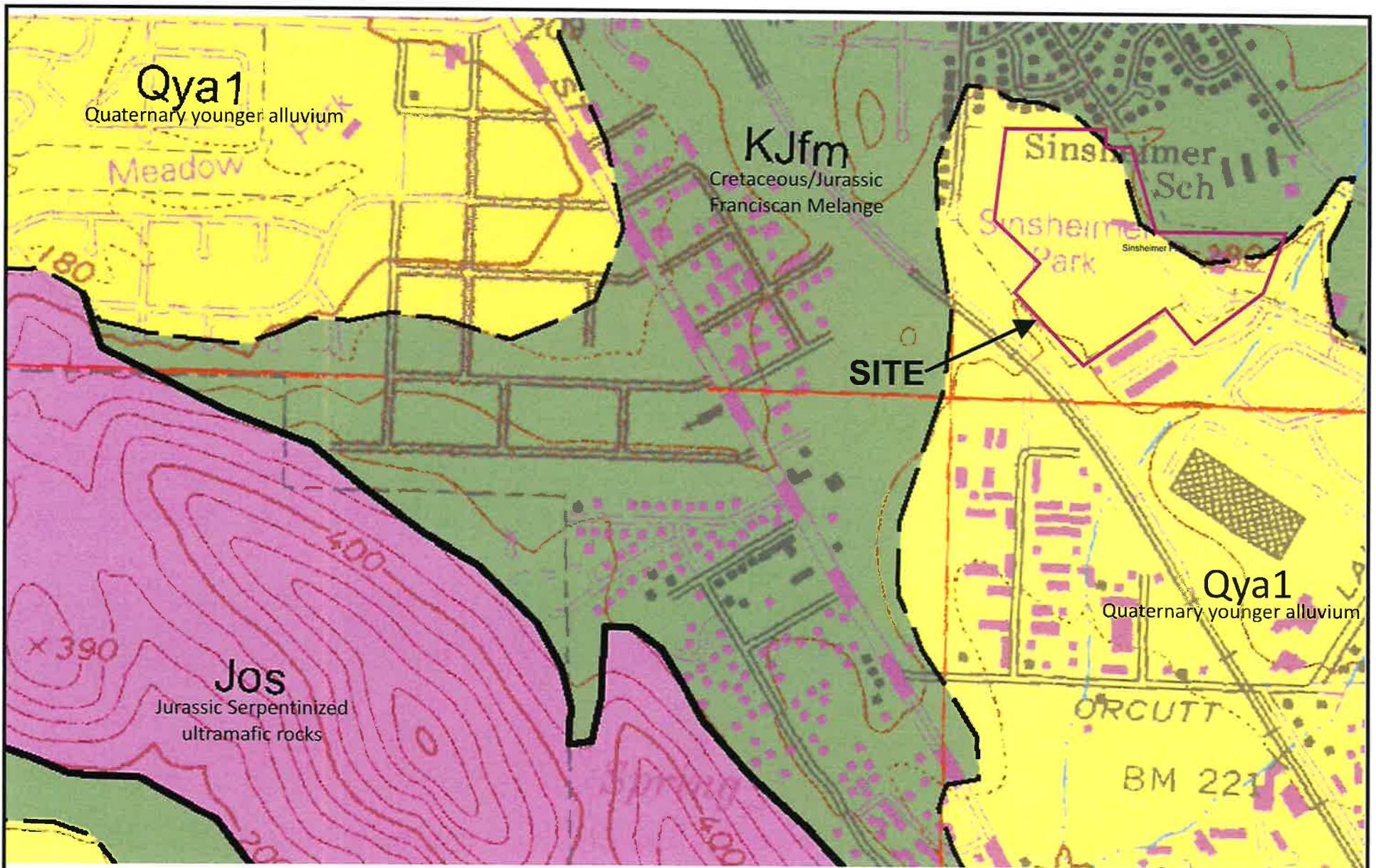
**SITE VICINITY MAP**  
 Sinsheimer Irrigation and Stadium Drainage Project  
 Southwood Drive  
 San Luis Obispo, California

# **FIGURE 1**

Date  
 March 2021

Project No.  
 301066-003





Source: Wieggers, Mark O., 2010, Geologic Map of the San Luis Obispo 7.5' Quadrangle, San Luis Obispo County, California: A Digital Database, California Department of Conservation, California Geological Survey



# **EARTH SYSTEMS PACIFIC**

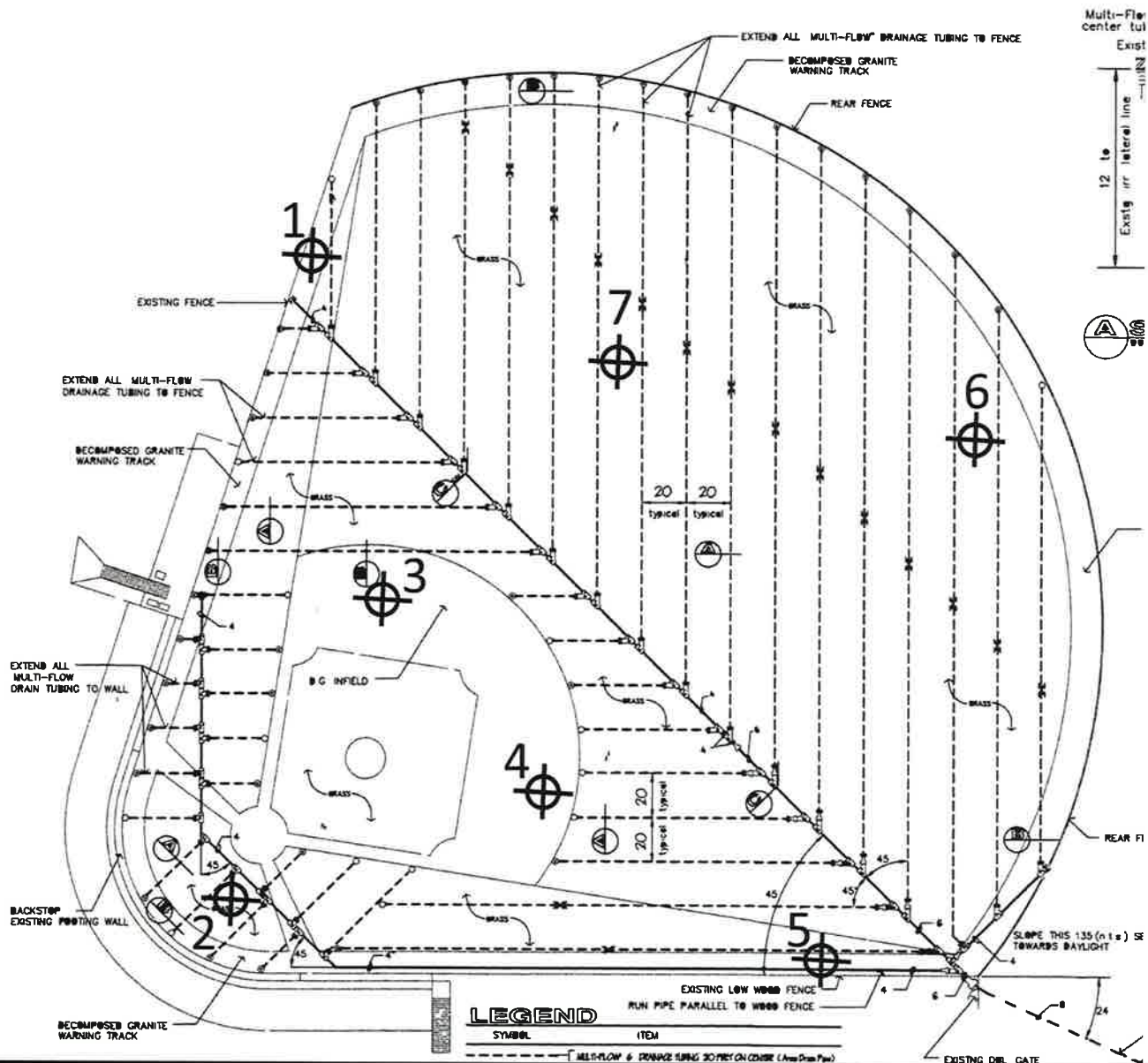
4378 Old Santa Fe Road, San Luis Obispo, CA 93401  
[www.earthsystems.com](http://www.earthsystems.com) - email: [esp@earthsystems.com](mailto:esp@earthsystems.com)  
 (805) 544-3276

**REGIONAL GEOLOGIC MAP**  
**Sinsheimer Irrigation and Stadium Drainage Project**  
**Southwood Drive**  
**San Luis Obispo, California**

# **FIGURE 2**

Date  
 March 2021

Project No.  
 301066-003



7 Approximate location of soil boring



## EARTH SYSTEMS PACIFIC

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(805) 544-3276

**FIELD EXPLORATION MAP**  
Sinsheimer Irrigation and Stadium Drainage Project  
Southwood Drive  
San Luis Obispo, California

## FIGURE 3

Date  
March 2021

Project No.  
301066-003

## **APPENDIX B**



































Boring Log Legend  
Boring Logs 1 through 7





**Earth Systems Pacific**

# BORING LOG LEGEND

Earth Systems Pacific		UNIFIED SOIL CLASSIFICATION SYSTEM (ASTM D 2487)																	
		MAJOR DIVISIONS	GROUP SYMBOL	TYPICAL DESCRIPTIONS	GRAPH. SYMBOL														
<div></div> <div>BORING LOG LEGEND</div> <table><tr><th>SAMPLE / SUBSURFACE WATER SYMBOLS</th><th>GRAPH. SYMBOL</th></tr><tr><td>CALIFORNIA MODIFIED</td><td></td></tr><tr><td>STANDARD PENETRATION TEST (SPT)</td><td></td></tr><tr><td>SHELBY TUBE</td><td></td></tr><tr><td>BULK</td><td></td></tr><tr><td>SUBSURFACE WATER DURING DRILLING</td><td></td></tr><tr><td>SUBSURFACE WATER AFTER DRILLING</td><td></td></tr></table>		SAMPLE / SUBSURFACE WATER SYMBOLS	GRAPH. SYMBOL	CALIFORNIA MODIFIED		STANDARD PENETRATION TEST (SPT)		SHELBY TUBE		BULK		SUBSURFACE WATER DURING DRILLING		SUBSURFACE WATER AFTER DRILLING		COARSE GRAINED SOILS <div>MORE THAN HALF OF MATERIAL IS LARGER THAN #200 SIEVE SIZE</div>	GW	WELL GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	
		SAMPLE / SUBSURFACE WATER SYMBOLS	GRAPH. SYMBOL																
		CALIFORNIA MODIFIED																	
		STANDARD PENETRATION TEST (SPT)																	
		SHELBY TUBE																	
		BULK																	
		SUBSURFACE WATER DURING DRILLING																	
		SUBSURFACE WATER AFTER DRILLING																	
		GP	POORLY GRADED GRAVELS, OR GRAVEL-SAND MIXTURES, LITTLE OR NO FINES																
		GM	SILTY GRAVELS, GRAVEL-SAND-SILT MIXTURES, NON-PLASTIC FINES																
		GC	CLAYEY GRAVELS, GRAVEL-SAND-CLAY MIXTURES, PLASTIC FINES																
		SW	WELL GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES																
		SP	POORLY GRADED SANDS OR GRAVELLY SANDS, LITTLE OR NO FINES																
		SM	SILTY SANDS, SAND-SILT MIXTURES, NON-PLASTIC FINES																
		SC	CLAYEY SANDS, SAND-CLAY MIXTURES, PLASTIC FINES																
		FINE GRAINED SOILS <div>HALF OR MORE OF MATERIAL IS SMALLER THAN #200 SIEVE SIZE</div>	ML	INORGANIC SILTS AND VERY FINE SANDS, SILTY OR CLAYEY FINE SANDS OR CLAYEY SILTS WITH SLIGHT PLASTICITY															
CL	INORGANIC CLAYS OF LOW TO MEDIUM PLASTICITY, GRAVELLY CLAYS, SANDY CLAYS, SILTY CLAYS, LEAN CLAYS																		
OL	ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY																		
MH	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS FINE SANDY OR SILTY SOILS, ELASTIC SILTS																		
CH	INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS																		
OH	ORGANIC CLAYS OF MEDIUM TO HIGH PLASTICITY, ORGANIC SILTS																		
PT	PEAT AND OTHER HIGHLY ORGANIC SOILS																		

OBSERVED MOISTURE CONDITION				
DRY	SLIGHTLY MOIST	MOIST	VERY MOIST	WET (SATURATED)

CONSISTENCY					
COARSE GRAINED SOILS			FINE GRAINED SOILS		
BLOWS/FOOT		DESCRIPTIVE TERM	BLOWS/FOOT		DESCRIPTIVE TERM
SPT	CA SAMPLER		SPT	CA SAMPLER	
0-10	0-16	LOOSE	0-2	0-3	VERY SOFT
11-30	17-50	MEDIUM DENSE	3-4	4-7	SOFT
31-50	51-83	DENSE	5-8	8-13	MEDIUM STIFF
OVER 50	OVER 83	VERY DENSE	9-15	14-25	STIFF
			16-30	26-50	VERY STIFF
			OVER 30	OVER 50	HARD

GRAIN SIZES							
U.S. STANDARD SERIES SIEVE				CLEAR SQUARE SIEVE OPENING			
# 200	# 40	# 10	# 4	3/4"	3"	12"	
SILT & CLAY	SAND			GRAVEL		COBBLES	BOULDERS
	FINE	MEDIUM	COARSE	FINE	COARSE		

TYPICAL BEDROCK HARDNESS	
MAJOR DIVISIONS	TYPICAL DESCRIPTIONS
EXTREMELY HARD	CORE, FRAGMENT, OR EXPOSURE CANNOT BE SCRATCHED WITH KNIFE OR SHARP PICK; CAN ONLY BE CHIPPED WITH REPEATED HEAVY HAMMER BLOWS
VERY HARD	CANNOT BE SCRATCHED WITH KNIFE OR SHARP PICK; CORE OR FRAGMENT BREAKS WITH REPEATED HEAVY HAMMER BLOWS
HARD	CAN BE SCRATCHED WITH KNIFE OR SHARP PICK WITH DIFFICULTY (HEAVY PRESSURE); HEAVY HAMMER BLOW REQUIRED TO BREAK SPECIMEN
MODERATELY HARD	CAN BE GROOVED 1/16 INCH DEEP BY KNIFE OR SHARP PICK WITH MODERATE OR HEAVY PRESSURE; CORE OR FRAGMENT BREAKS WITH LIGHT HAMMER BLOW OR HEAVY MANUAL PRESSURE
SOFT	CAN BE GROOVED OR GOUGED EASILY BY KNIFE OR SHARP PICK WITH LIGHT PRESSURE, CAN BE SCRATCHED WITH FINGERNAIL; BREAKS WITH LIGHT TO MODERATE MANUAL PRESSURE
VERY SOFT	CAN BE READILY INDENTED, GROOVED OR GOUGED WITH FINGERNAIL, OR CARVED WITH KNIFE; BREAKS WITH LIGHT MANUAL PRESSURE

TYPICAL BEDROCK WEATHERING	
MAJOR DIVISIONS	TYPICAL DESCRIPTIONS
UNWEATHERED	NO DISCOLORATION, NOT OXIDIZED
SLIGHTLY WEATHERED	DISCOLORATION OR OXIDATION IS LIMITED TO SURFACE OF, OR SHORT DISTANCE FROM, FRACTURES: SOME FELDSPAR CRYSTALS ARE DULL
MODERATELY WEATHERED	DISCOLORATION OR OXIDATION EXTENDS FROM FRACTURES, USUALLY THROUGHOUT; Fe-Mg MINERALS ARE "RUSTY", FELDSPAR CRYSTALS ARE "CLOUDY"
HIGHLY WEATHERED	DISCOLORATION OR OXIDATION THROUGHOUT; FELDSPAR AND Fe-Mg MINERALS ARE ALTERED TO CLAY TO SOME EXTENT, OR CHEMICAL ALTERATION PRODUCES IN SITU DISAGGREGATION
DECOMPOSED	DISCOLORATION OR OXIDATION THROUGHOUT, BUT RESISTANT MINERALS SUCH AS QUARTZ MAY BE UNALTERED; FELDSPAR AND Fe-Mg MINERALS ARE COMPLETELY ALTERED TO CLAY

drafting/masters/Boring Log Legend 062719.dwg



# Earth Systems Pacific

LOGGED BY: S. Hemmer  
DRILL RIG: SIMCO  
AUGER TYPE: 4" Solid Stem

Boring No. 1  
PAGE 1 OF 1  
JOB NO.: 301066-003  
DATE: 2/8/2021

DEPTH (feet)	USCS CLASS	SYMBOL	Sinsheimer Irrigation and Stadium Drainage Project Southwood Drive San Luis Obispo, California	SAMPLE DATA				
			SOIL DESCRIPTION	INTERVAL (feet)	SAMPLE TYPE	DRY DENSITY (pcf)	MOISTURE (%)	BLOWS PER 6 IN.
0	CH		SANDY FAT CLAY: black, soft, moist (Alluvium)	0.0 - 3.0				
1								
2			SERPENTINITE: greenish gray, soft, slightly moist, slightly weathered (Franciscan Mélange)					
3			End of Boring @ 3.0'					
4			No subsurface water encountered					
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

LEGEND: Ring Sample Grab Sample Shelby Tube Sample SPT

NOTE: This log of subsurface conditions is a simplification of actual conditions encountered. It applies at the location and time of drilling. Subsurface conditions may differ at other locations and times.



# Earth Systems Pacific

LOGGED BY: S. Hemmer  
DRILL RIG: SIMCO  
AUGER TYPE: 4" Solid Stem

Boring No. 2  
PAGE 1 OF 1  
JOB NO.: 301066-003  
DATE: 2/8/2021

DEPTH (feet)	USCS CLASS	SYMBOL	Sinsheimer Irrigation and Stadium Drainage Project Southwood Drive San Luis Obispo, California	SAMPLE DATA				
			SOIL DESCRIPTION	INTERVAL (feet)	SAMPLE TYPE	DRY DENSITY (pcf)	MOISTURE (%)	BLOWS PER 6 IN.
0	SP		POORLY GRADED SAND: brown, loose, moist (Fill)	0.0 - 3.0				
1	CH		SANDY FAT CLAY: black, soft, moist (Alluvium)					
2			SERPENTINITE: greenish gray, soft, slightly moist, slightly weathered (Franciscan Mélange)					
3			End of Boring @ 3.0'					
4			No subsurface water encountered					
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

LEGEND: Ring Sample Grab Sample Shelby Tube Sample SPT

NOTE: This log of subsurface conditions is a simplification of actual conditions encountered. It applies at the location and time of drilling. Subsurface conditions may differ at other locations and times.



# Earth Systems Pacific

Boring No. 3

PAGE 1 OF 1

JOB NO.: 301066-003

DATE: 2/8/2021

LOGGED BY: S. Hemmer  
DRILL RIG: SIMCO  
AUGER TYPE: 4" Solid Stem

DEPTH (feet)	USCS CLASS	SYMBOL	<b>Sinsheimer Irrigation and Stadium Drainage Project Southwood Drive San Luis Obispo, California</b>  <b>SOIL DESCRIPTION</b>	SAMPLE DATA				
				INTERVAL (feet)	SAMPLE TYPE	DRY DENSITY (pcf)	MOISTURE (%)	BLOWS PER 6 IN.
0	SP		POORLY GRADED SAND: brown, loose, moist (Fill)	0.0 - 3.0				
1	CH		SANDY FAT CLAY: black, soft, moist (Alluvium)					
2			SERPENTINITE: greenish gray, soft, slightly moist, slightly weathered (Franciscan Mélange)					
3			End of Boring @ 3.0'					
4			No subsurface water encountered					
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

LEGEND: Ring Sample Grab Sample Shelby Tube Sample SPT

NOTE: This log of subsurface conditions is a simplification of actual conditions encountered. It applies at the location and time of drilling. Subsurface conditions may differ at other locations and times.



# Earth Systems Pacific

LOGGED BY: S. Hemmer  
 DRILL RIG: SIMCO  
 AUGER TYPE: 4" Solid Stem

Boring No. 4  
 PAGE 1 OF 1  
 JOB NO.: 301066-003  
 DATE: 2/8/2021

DEPTH (feet)	USCS CLASS	SYMBOL	<b>Sinsheimer Irrigation and          Stadium Drainage Project          Southwood Drive          San Luis Obispo, California</b>  <b>SOIL DESCRIPTION</b>	SAMPLE DATA				
				INTERVAL (feet)	SAMPLE TYPE	DRY DENSITY (pcf)	MOISTURE (%)	BLOWS PER 6 IN.
0	SP		POORLY GRADED SAND: brown, loose, moist (Fill)	0.0 - 3.0				
1	CH		CLAYEY SAND: gray, loose, very moist (Alluvium)					
2			SERPENTINITE: greenish gray, soft, slightly moist, slightly weathered (Franciscan Mélange)					
3			End of Boring @ 3.0'					
4			No subsurface water encountered					
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

LEGEND: Ring Sample Grab Sample Shelby Tube Sample SPT

NOTE: This log of subsurface conditions is a simplification of actual conditions encountered. It applies at the location and time of drilling. Subsurface conditions may differ at other locations and times.



# Earth Systems Pacific

Boring No. 5

PAGE 1 OF 1

JOB NO.: 301066-003

DATE: 2/8/2021

LOGGED BY: S. Hemmer

DRILL RIG: SIMCO

AUGER TYPE: 4" Solid Stem

DEPTH (feet)	USCS CLASS	SYMBOL	Sinsheimer Irrigation and Stadium Drainage Project Southwood Drive San Luis Obispo, California	SAMPLE DATA				
			SOIL DESCRIPTION	INTERVAL (feet)	SAMPLE TYPE	DRY DENSITY (pcf)	MOISTURE (%)	BLOWS PER 6 IN.
0	SC		CLAYEY SAND: brown, loose, moist (Fill)	0.0 - 3.0				
1			SERPENTINITE: greenish gray, soft, slightly moist, slightly weathered (Franciscan Mélange)					
2			End of Boring @ 3.0'					
3			No subsurface water encountered					
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

LEGEND: Ring Sample Grab Sample Shelby Tube Sample SPT

NOTE: This log of subsurface conditions is a simplification of actual conditions encountered. It applies at the location and time of drilling. Subsurface conditions may differ at other locations and times.



# Earth Systems Pacific

LOGGED BY: S. Hemmer  
DRILL RIG: SIMCO  
AUGER TYPE: 4" Solid Stem

Boring No. 6  
PAGE 1 OF 1  
JOB NO.: 301066-003  
DATE: 2/8/2021

DEPTH (feet)	USCS CLASS	SYMBOL	<b>Sinsheimer Irrigation and Stadium Drainage Project Southwood Drive San Luis Obispo, California</b>  <b>SOIL DESCRIPTION</b>	SAMPLE DATA				
				INTERVAL (feet)	SAMPLE TYPE	DRY DENSITY (pcf)	MOISTURE (%)	BLOWS PER 6 IN.
0	SP		POORLY GRADED SAND : brown, loose, moist (Fill)	0.0 - 3.0				
1	CH		SANDY FAT CLAY: black, soft, moist (Alluvium)					
2	CL		LEAN CLAY: gray, soft, moist					
3			End of Boring @ 3.0'					
4			No subsurface water encountered					
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

LEGEND: Ring Sample Grab Sample Shelby Tube Sample SPT

NOTE: This log of subsurface conditions is a simplification of actual conditions encountered. It applies at the location and time of drilling. Subsurface conditions may differ at other locations and times.





# Earth Systems Pacific

LOGGED BY: S. Hemmer  
DRILL RIG: SIMCO  
AUGER TYPE: 4" Solid Stem

Boring No. 7  
PAGE 1 OF 1  
JOB NO.: 301066-003  
DATE: 2/8/2021

DEPTH (feet)	USCS CLASS	SYMBOL	Sinsheimer Irrigation and Stadium Drainage Project Southwood Drive San Luis Obispo, California	SAMPLE DATA				
			SOIL DESCRIPTION	INTERVAL (feet)	SAMPLE TYPE	DRY DENSITY (pcf)	MOISTURE (%)	BLOWS PER 6 IN.
0	SP		POORLY GRADED SAND : brown, loose, moist (Fill)	0.0 - 3.0	○			
1	CH		SANDY FAT CLAY: black, soft, moist (Alluvium)					
2	CL		LEAN CLAY: gray, soft, moist					
3			End of Boring @ 3.0'					
4			No subsurface water encountered					
5								
6								
7								
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19								
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23								
24								
25								
26								

LEGEND: ■ Ring Sample ○ Grab Sample □ Shelby Tube Sample ● SPT

NOTE: This log of subsurface conditions is a simplification of actual conditions encountered. It applies at the location and time of drilling. Subsurface conditions may differ at other locations and times.



## **APPENDIX C**

### **EMSL Test Report**

**EMSL Analytical, Inc.**

464 McCormick Street San Leandro, CA 94577

Phone/Fax: (510) 895-3675 / (510) 895-3680

<http://www.EMSL.com> / [sanleandrolab@emsl.com](mailto:sanleandrolab@emsl.com)**EMSL Order:** 092101852**Customer ID:** EART70**Customer PO:** 301066-003**Project ID:**

**Attention:** Darrin Hasham  
Earth Systems Pacific  
4378 Santa Fe Road  
San Luis Obispo, CA 93401

**Phone:** (909) 380-3289  
**Fax:** (805) 544-1786  
**Received:** 02/10/2021 11:30 AM  
**Analysis Date:** 02/16/2021 - 02/17/2021  
**Collected:** 02/08/2021

**Project:** SINSHEIMER PARK DRAINAGE/ 301066-003

**Test Report: PLM Analysis of Bulk Samples for Asbestos via EPA 600/R-93/116 Method with  
CARB 435 Prep (Milling) Level A for 0.25% Target Analytical Sensitivity**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
1 092101852-0001	SAND AND CLAY SOIL	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
2 092101852-0002	SAND AND CLAY SOIL	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
3 092101852-0003	SAND AND CLAY SOIL	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
4 092101852-0004	SAND AND CLAY SOIL	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
5 092101852-0005	SAND AND CLAY SOIL	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
6 092101852-0006	SAND AND CLAY SOIL	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
7 092101852-0007	SAND AND CLAY SOIL	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

**Analyst(s)**

Gavin Lee (1)  
Jose Madrid (6)

Cecilia Yu, Laboratory Manager  
or other approved signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. Some samples may contain asbestos fibers present in dimensions below PLM resolution limits. EMSL suggests that samples reported as <0.25% or none detected undergo additional analysis via TEM.

Samples analyzed by EMSL Analytical, Inc San Leandro, CA

Initial report from: 02/17/2021 08:56:52

**APPENDIX D – 6040 INFIELD MIX**



**DELLAVALLE\***  
Laboratory, Inc.  
Chemists and Consultants

## Report of Soil Analysis

1910 W. McKinley, Suite 110, Fresno, CA 93728  
FAX (559) 268-8174 - (800) 228-9886 - (559) 233-6129

Rosenbalm Rockery Inc  
1745 N Hughes Ave  
Fresno CA 93705  
15785  
09

Lab No. 291358  
Sampled Date 3/26/2019  
Submitted Date 3/27/2019  
Submitted by Rick  
Reported Date 4/2/2019  
Location/Project  
Copy To  
Fax (559) 256-3907  
E-mail Todd@therockery.com

ID:

---

No.	Description	%	%	%	Textural
		Sand	Silt	Clay	Class
	RL →	0.1	0.1	0.1	
	NAPT Methods →	S14.10	S14.10	S14.10	S14.10
	Handbook 60 →				

---

1	6040 Mix	62	21	17	Sandy Loam
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07/03/2019 08:03 5596515830

RECEIVED 07/03/2019 07:06AM  
TPI

PAGE 07/08



## Council Agenda Report

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**Department Name:** Parks & Recreation  
**Cost Center:** 7003  
**For Agenda of:** May 4, 2021  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Greg Avakian, Parks and Recreation Director  
**Prepared By:** Aleah Bergam, Administrative Analyst

**SUBJECT:** AUTHORIZATION TO RECLASSIFY SIX SUPPLEMENTAL YOUTH SERVICES SITE SPECIALISTS TO SIX FULL-TIME EQUIVALENTS

### RECOMMENDATION

Approve a Resolution to create six full-time equivalent (FTE) positions due to a reclassification of the Youth Services Site Specialist position.

### DISCUSSION

#### **Background – Youth Services a Community & Council Priority**

The City of San Luis Obispo provides a wide array of programmatic services for youth including facilities (from parks to Damon Garcia to the SLO Swim Center), contract classes, special events, and before and after school and school break programs. Childcare, via the City's Youth Services Program, has been a vital component of the City's Meta Goal of Economic Recovery and Resiliency. The Community and Council highly value prioritizing and sustaining Youth Services programming. This can be seen in the Measure G-20 priorities which include maintaining youth services and in the 2021-23 Economic Recovery Major City Goal work plan under 1.2 Business Support, whereby the City will provide childcare programming to the community to enable residents to work and fuel the local economy. Youth services programming also supports the Diversity, Equity and Inclusion Major City Goal through workforce recruitment and retention by serving as a community partner involved in the SLO County Child Care Study. The division will review, evaluate and implement findings from the study as resources permit. The request that is before Council with this Agenda Report is to approve a reclassification of six youth services program employees from limited benefit to full time equivalent immediately to allow for necessary time and recruitment to facilitate summer 2021 programming.

#### **Hiring Challenges of the Past for Key Youth Services Positions**

The recruitment and retention of qualified Youth Services Site Specialists has been a challenge for at least the past five years. Youth Services Site Specialists are responsible for overseeing daily operations for the school age before- and after- school childcare programs (Sun 'N Fun and Club STAR during the school year and school break camps) at an assigned location.

They are responsible for the day-to-day management of a childcare site, including staff supervision, engagement with children and families, curriculum planning and implementation, planning enrichment opportunities (guests, trips, events), collaboration with school and community partners, ensuring an equitable and inclusive environment and upholding division standards.

One of the Site Specialists serves in an administrative role and assists the Youth Services Division Supervisor and Coordinator to plan, organize, produce, and coordinate childcare and youth programming. This position works closely with subsidy partners, focuses on staff onboarding, development, and retention, as well as works in the field at childcare sites year-round. Each Site Specialist position is budgeted at 2080 hours per year and receives limited benefits as these staff run a childcare site ensuring licensing standards are met. These staff interact with and build relationships with school staff, families, and community partners.

Approximately twenty years ago, the City authorized particular supplemental or temporary positions in Parks and Recreation to receive limited benefits (e.g. contributions to health coverage and pension, and time off) in an attempt to address then recruitment and retention issues. These positions are referred to as Limited Benefit Temporary (LBT). The current Youth Services Site Specialist positions are LBT positions. LBT positions are eligible for time off and sick leave benefits in addition to what supplemental staff are typically eligible for. These employees are pre-approved positions to be enrolled in CalPERS upon hire and are eligible for personal time off (PTO) benefits. These employees receive paid time off in the amount of 3% of hours worked, up to a maximum accrual of 40 hours, and accrue sick leave with pay at the rate of twelve days per year of continuous service. Limited benefit temporary staff are not eligible for paid holidays as full-time staff are. Also, these employees are Affordable Care Act (ACA) eligible as they are expected to work shifts greater than 30 hours per week or 130 hours per month continuously for at least four months. They are eligible for health insurance, and the contribution is adjusted annually as required by the ACA.

Historically, the limited benefit temporary positions were effective in solving the recruitment and retention challenges of the early 2000s and staff were in those positions for more than one year at a time. For the past five years, retaining and recruiting for the six Youth Services Site Specialist positions has been a challenge with multiple vacancies per year and continuous recruitments resulting in limited candidate pools. In analyzing recruitment data for the Site Specialist position in 2019, 719 people viewed the job posting (over a six-month window for two vacancies), and only nine applicants applied (1.3% of individuals who view the position apply). Out of the nine applicants only five were qualified and invited to an interview. Out of the five who were invited to an interview, only three attended an interview. Staff offered the position to two of the applicants and they both accepted, however, one of the new employees quit within weeks due to the demands of the position.

### **Compensation Analysis of Youth Services Supplemental Staff**

The Human Resources Department conducted a compensation study in January 2020 that illustrated the City's Youth Services staff salaries were behind the market by approximately twenty-nine percent (29%) and four out of the six benchmark agencies utilized in the compensation study provide full benefits to the Site Specialist position equivalent. Staff made adjustments in the supplemental employee pay schedule in an attempt to address the compensation issue but increased pay has not retained staff at the levels required to effectively run childcare programming.

Over the past five years the division has lost qualified Site Specialists to full-time positions within the City and externally. Currently, the division has only three of the six Site Specialist positions filled with one leaving in June 2021. One of the current Site Specialists has been with the division for almost seven years but the other two have only been in the Site Specialist position for under one year. The COVID-19 pandemic has only exacerbated the recruitment and retention issue due to safety concerns and exposure risks while working with children. As childcare is in high demand within the City and throughout San Luis Obispo County, providing competitive wages and benefits for these key positions is critical for the overall program's quality and consistency. The City's childcare programs are a critical component in the City's partnership with the San Luis Coastal Unified School District (SLCUSD) in support of learning and development.

Based on the compensation study results and five-year-long recruitment and retention challenges, cost of turnover, and risk of not being able to provide needed youth services programs due to staffing shortages, staff is recommending reclassifying the Limited Benefit Temporary (LBT) positions into six full-time equivalent (FTE) positions, Five Youth Services Site Director positions and One Youth Services Program Assistant position, with benefits and wages comparable to other regular positions requiring similar skills, abilities, and certifications, as part of the 2021-23 Financial Plan. This recommendation was included in the Significant Operating Budget Changes (SOCBs) that were presented to Council at the April 20, 2021 meeting where Strategic Budget Direction was given by Council.

### **Need to Hire Youth Services Site Director and Program Assistant Positions Early to Operate Summer Programming**

To appropriately coordinate and operate summer youth programming, which begins June 14, 2021, Parks and Recreation Department staff is requesting "early" approval of the reclassification of six LBT Youth Services Employees to six FTEs, five Youth Services Site Director positions and one Youth Services Program Assistant position, and to begin job posting and recruitment immediately following Council approval on May 5, 2021. Due to an estimated four-to-six-week recruitment window, staff anticipates at the earliest, a start date of June 10, 2021 for new hires.

If not approved by this separate action, the request will continue to be part of the budget approval on the June 1 and/or June 15, 2021, Council Meeting(s), with an effective budget appropriation on July 1, 2021 and recruitment and hiring to begin after that date.

Staff is presenting this special request now because they are concerned that with a later approval date, and hiring sometime in August at the earliest, that staff would not be able to operate summer programming nor prepare for the 2021-22 school year. For context, in non-pandemic times, the Youth Services Program traditionally begins coordinating summer programming as early as January. However, due to the ongoing changes related to COVID-19 regarding childcare requirements, limited staff availability, and the unknown public health guidance yet to be provided for summer, the team has only been able to keep up with the present childcare needs. It is anticipated that summer programming will continue to be expanded at multiple school sites to accommodate more children in partnership with the District's extended learning programming and comply with County and State health guidelines during the pandemic.

Given the need, early approval from Council allows staff to meet and confer with SLOCEA and advertise and market the positions for a desired June 10, 2021 start date. Staff wants to provide continuity and quality care to the community and families, especially amidst these unprecedented times.

### **Previous Council or Advisory Body Action**

On April 20, 2021, Council reviewed and preliminarily approved the proposed recommended budget amendments for the 21-23 Financial Plan, which included a list of SOBC's, one of which was reclassifying the Youth Services Site Specialists into six full-time equivalent positions, eligible for pay and benefits of comparable regular positions and the associated ongoing costs (see Strategic Budget Direction Council Reading File, Section E: Significant Operating Budget Changes, page 71).

### **Policy Context**

The City's Charter under Section 804 allows City Council to amend or supplement the budget by motion adopted by a majority vote of the council. This request fulfills a Local Revenue Measure G-20 priority which includes maintaining youth services. This request is part of the 2021-23 Economic Recovery Major City Goal work plan under 1.2 Business Support, whereby the City will provide childcare programming to the community to enable residents to work and fuel the local economy.

### **Public Engagement**

Public comment on the item can be provided to the City Council through written correspondence prior to the meeting and through public testimony at the meeting. The Youth Services program has consistently maintained lengthy waitlists of children and families due to capacity requirements and staffing ratio guidelines. Families have expressed challenges with the relationships between children and teaching staff when there are staff turnover at the school sites. In addition, Staff have routinely distributed online newsletters and surveys to the community and families have expressed to the Department a need and desire for expanded childcare programming and capacity.

### **CONCURRENCE**

The City's internal Financial Plan Steering Committee concurs with the recommendations included in this report.



## ENVIRONMENTAL REVIEW

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a "Project" under CEQA Guidelines Sec. 15378.

## FISCAL IMPACT

Budgeted: No  
Funding Identified: Yes

Budget Year: 2020-2021

### Fiscal Analysis:

<b>Funding Sources</b>	<b>Current FY Cost</b>	<b>Annualized On-going Cost</b>	<b>Total Project Cost</b>
General Fund	\$7,000	\$93,227	\$100,227
State			
Federal			
Fees			
Other:			
Total	\$7,000	\$93,227	\$100,227

On April 20, 2021, Council reviewed and preliminarily approved the proposed recommended budget amendments for the 21-23 Financial Plan, including reclassifying the Youth Services Site Specialists into full-time equivalent positions and the associated ongoing costs. There will be an approximate fiscal impact of \$7,000 from the reclassification and FTE approval for the remaining 20 days of the current fiscal year, which can be accommodated within the Parks and Recreation Department budget. Staff has included the annualized ongoing cost in the preliminary financial plan that will be presented to Council on June 1, 2021.

## ALTERNATIVES

***The City Council could direct staff to wait to approve the request at the June 15, 2021 budget adoption meeting.*** This alternative is not recommended due to the impacts to program start times and current staffing vacancies.

### Attachments:

**a - Draft Resolution**

**RESOLUTION NO. \_\_\_\_\_ (2021 SERIES)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN LUIS  
OBISPO, CALIFORNIA, APPROVING THE RECLASSIFICATION OF 6  
SUPPLEMENTAL YOUTH SERVICES SITE SPECIALISTS TO 6 FULL-  
TIME EQUIVALENTS**

**WHEREAS**, in accordance with the San Luis Obispo City Charter Section 802, the City Manager submitted the 2020-21 Supplemental Budget to Council for its review and consideration on June 2, 2020; and

**WHEREAS**, the Council approved and appropriated the 2020-21 budget allocation including operating, debt service, and capital improvement plan budget; and

**WHEREAS**, the Youth Services Division has had recruitment challenges regarding recruiting qualified Youth Services Site Specialist positions for at least the past five years; and

**WHEREAS**, a January 2020 compensation study illustrated the City's Youth Services staff salaries were behind the market by approximately 29%, with many benchmark agencies providing full benefits to the Site Specialist position equivalent; and

**WHEREAS**, adjustments in the supplemental employee schedule has not retained staff at the levels required to effectively run childcare programming; and

**WHEREAS**, the Youth Services division has lost qualified Site Specialists to full-time positions within the City and externally; and

**WHEREAS**, childcare is in high demand within the City and throughout San Luis Obispo County, providing competitive wages and benefits for these key positions are critical for the quality and consistency of the overall program; and

**WHEREAS**, on April 20, 2021 Council reviewed and preliminarily the proposed recommended budget amendments for the 21-23 Financial Plan, which included reclassifying the Youth Services Site Specialists into 6 full-time equivalent positions, eligible for pay and benefits of comparable regular positions and the associated ongoing costs; and

**WHEREAS**, in order to appropriately coordinate and operate summer programming, which begins June 14, 2021, Parks and Recreation Department staff is requesting "early" approval of the reclassification of six LBT Youth Services Employees to six FTEs to begin job posting and recruitment immediately following Council approval.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of San Luis Obispo as follows:

R \_\_\_\_\_

**SECTION 1.** The 2020-21 budget is hereby amended to adopt six full-time equivalent (FTE) positions as a result of a reclassification of six Limited Benefit Temporary staff to provide quality childcare programming to the community.

Upon motion of \_\_\_\_\_, seconded by \_\_\_\_\_,  
and on the following roll call vote:

AYES:

NOES:

ABSENT:

The foregoing resolution was adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Mayor Heidi Harmon

ATTEST:

\_\_\_\_\_  
Teresa Purrington  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
J. Christine Dietrick  
City Attorney

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of San Luis Obispo, California, on \_\_\_\_\_.

\_\_\_\_\_  
Teresa Purrington  
City Clerk

R \_\_\_\_\_



## Council Agenda Report

---

**Department Name:**  
**Cost Center:**  
**For Agenda of:**  
**Placement:**  
**Estimated Time:**

**FROM:** <Department Head Name, Title>

**Prepared By:** <Employee Name, Title>

**SUBJECT:** [SUBJECT TITLE, IN ALL CAPS, NO BOLDING]

### RECOMMENDATION

Insert a brief staff recommendation

### REPORT-IN-BRIEF

<Only use this section if the report is over 5 pages long>

### DISCUSSION

#### Background

#### Previous Council or Advisory Body Action

#### Policy Context

#### Public Engagement

### CONCURRENCE

### ENVIRONMENTAL REVIEW

### FISCAL IMPACT

Budgeted: Yes/No

Budget Year: 20XX-2X

Funding Identified: Yes/No

#### Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	\$	\$	\$	\$

State				
Federal				
Fees				
Other:				
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**ALTERNATIVES**

**ATTACHMENTS**

CITY OF SAN LUIS OBISPO, CA

CENTRAL SERVICE  
COST ALLOCATION PLAN

Fiscal Year 2020  
Prepared March 29, 2021

**Mahoney  
& Associates Consulting, LLC**

*Specializing in Cost Plans & Government Finance*

1870 Divot Road  
Carson City, NV 89701

775-883-3182  
[www.costplans.com](http://www.costplans.com)  
email: [mahoney@costplans.com](mailto:mahoney@costplans.com)

## **COST ALLOCATION METHODOLOGY**

### **INTRODUCTION**

The Central Service Cost Allocation Plan was prepared using a consistent approach and treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information was obtained from the financial statements for the year ended June 30, 2020. Statistics used to allocate costs were taken from FY2020 data by performing one hundred percent counts, or in some cases, conducting a representative sample period count.

### **STEP-DOWN ALLOCATION PROCEDURE**

A double step-down allocation methodology was used to distribute costs among central services and to programs that receive benefits. The double step-down method initially requires a sequential ordering of central service departments. Department indirect cost allocations are then made in the order elected to all benefiting programs, including cross allocations to other central services. To ensure that the cross-benefit of services among central services is fully recognized, a second step-down allocation for each central service is made. Costs allocated to each central service consist of the following:

First Allocation – the actual operating expenditures, exclusive of unallowable items (i.e. capital expenditures, interest expense, and general government costs as designated by 2 CFR Part 200), plus all allocated costs from other central services, which have been identified up to this point.

Second Allocation – costs from other central services made subsequent to that section's first allocation. With respect to the double step-down methodology, two important points should be noted:

1. The initial sequencing of Central Services was made in consideration of the ordering which maximizes the benefits of the services, and
2. After the second allocation of each central service, that service was "closed" and could not receive any additional allocation from other central services.

To ease comprehension and to avoid unnecessary bulk in the plan, the first and second allocations are shown on the same detail allocation schedule.

## **COST ALLOCATION METHODOLOGY**

### **FORMAT**

A Table of Contents is included at the beginning of the Plan. The allocation of costs has been accomplished in the same order as shown in the Table of Contents. The Table of Contents also permits the ready identification of the following summary data and sections of the Plan:

Summary Data – Three summary schedules are provided at the beginning of the Plan:

1. Allocated Costs by Department (Schedule A) – provides the costs allocated from each central service to each operating department. The central service departments are listed on the left side of the page and the operating programs detailed in the plan are listed across the top. Costs shown at the bottom of each column represent the costs allocated to the department or fund.
2. Summary of Allocated Costs (Schedule C) – summarizes the costs allocated from each central service. The column labeled “Total Expenditures” is the total costs of the central service department. The column labeled “Cost Adjustments” are any costs added or deducted from the central service. These costs are additions or subtractions to the cost identified in the General Ledger. The column labeled “Total Allocated” is the amount allocated to each operating department (this agrees with Schedule A).
3. Summary of Allocation Bases (Schedule E) – provides the bases used to allocate the costs for each function of every central service.

Detail Data – information on each central service are presented in the following format:

1. Nature and Extent of Services – a narrative description of the central service and each function that was identified. Also described are the allocation bases used for each function and any other relevant information on expenditures.
2. Costs to be Allocated – presents the total costs to be allocated based on actual expenditures from the financial statements. Allocated additions represent costs allocated to a central service from other central services.



## **COST ALLOCATION METHODOLOGY**

### **FORMAT (Continued)**

3. Costs to be Allocated by Function – costs for each Central Service are functionalized to the extent deemed necessary to insure the application of an allocation basis that most closely correlates with the benefits derived by receiving programs. Total costs allocated are the same as reflected on the previous schedule. Functions of the central services are listed across the top of the page and a detailed schedule is provided on each function.
4. Detail Allocation – detailed schedule of the allocation of each function is provided on all allocated functions except for General Administration. Costs of General Administration are re-allocated to all other agency functions based on functional costs unless otherwise noted.
5. Departmental Cost Allocation Summary – provides a summary of the costs allocated by function. The programs that receive allocations are listed on the left side of the page and the central service functions are listed across the top.

### **INTERVIEWS**

Through discussions and review with Departmental staff, Mahoney & Associates Consulting, LLC established functions performed by central service departments and costs associated with each function.

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Allocated Costs by Department

Central Service Departments	<u>Cultural Activities</u>	<u>Econ Dev</u>	<u>Nat Res Protection</u>	<u>Tour/Bid Promo</u>	<u>Comm Promotion</u>	<u>Comm Svc Group</u>	<u>Fin NonDepart</u>	<u>Comm Dev Admin</u>	<u>Commissions &amp; Comm</u>
Building Charge	\$321	\$292	\$625					\$15,463	
City Council	\$816	\$662	\$1,516		\$966	\$24	\$410	\$2,129	\$39
City Administration	\$3,967	\$118,836	\$50,733		\$4,697	\$115	\$1,993	\$10,351	\$185
City Attorney	\$3,795	\$3,080	\$7,055		\$4,493	\$109	\$1,907	\$9,901	\$177
City Clerk		\$420	\$839		\$105			\$75,141	\$420
Finance	\$6,902	\$5,670	\$10,795	\$36	\$9,369	\$93	\$3,388	\$20,375	\$1,221
Network Services		\$5,214	\$12,197	\$3,099	\$554			\$99,507	\$2,215
Information Services		\$1,188	\$2,378		\$297			\$222,264	
Finance Support Services	\$440	\$357	\$817		\$520	\$13	\$221	\$1,147	\$20
Human Resources		\$3,608	\$7,215		\$901			\$19,841	
Risk Management									
Wellness Program		\$127	\$255		\$32			\$822	\$127
Public Works Administration									
Facilities Maintenance	\$3,099	\$2,818	\$6,030					\$32,038	
Fleet			\$3,910						
CIP Project Engineering									
Transportation/Plan Engineering									
Insurance ISF Fund	\$598	\$11,061	\$22,261		\$3,352	\$17	\$300	\$59,722	\$28
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$19,938</u>	<u>\$153,333</u>	<u>\$126,626</u>	<u>\$3,135</u>	<u>\$25,286</u>	<u>\$371</u>	<u>\$8,219</u>	<u>\$568,701</u>	<u>\$4,432</u>
Proposed Costs	\$19,938	\$153,333	\$126,626	\$3,135	\$25,286	\$371	\$8,219	\$568,701	\$4,432

Allocated Costs by Department

Central Service Departments	<u>Development Review</u>	<u>Long Range Plan</u>	<u>Dev Services</u>	<u>Building &amp; Safety</u>	<u>Human Relations</u>	<u>Park Maint</u>	<u>Swim Center Maint</u>	<u>Urban Forest Svc</u>	<u>Street Maint</u>
Building Charge	\$6,168	\$3,522		\$9,793		\$3,832		\$590	\$4,422
City Council	\$2,585	\$282	\$2,462	\$5,570	\$868	\$6,350	\$1,239	\$2,039	\$2,808
City Administration	\$12,576	\$1,373	\$11,978	\$27,090	\$4,221	\$30,882	\$6,024	\$9,915	\$13,656
City Attorney	\$12,028	\$1,313	\$11,456	\$25,911	\$4,036	\$29,537	\$5,762	\$9,484	\$13,061
City Clerk	\$5,834	\$1,679		\$6,518		\$6,337	\$839	\$1,888	\$4,470
Finance	\$24,964	\$4,966	\$10,054	\$47,182	\$7,913	\$60,620	\$13,702	\$18,042	\$28,381
Network Services	\$76,045	\$10,086		\$73,522		\$84,068	\$13,772	\$29,972	\$52,483
Information Services	\$15,457			\$16,047		\$14,264	\$1,188	\$4,754	\$11,470
Finance Support Services	\$1,394	\$152	\$1,327	\$25,052	\$467	\$3,423	\$667	\$1,099	\$1,514
Human Resources	\$46,897			\$48,701		\$43,290	\$3,608	\$14,430	\$34,812
Risk Management									
Wellness Program	\$1,772	\$510		\$1,980		\$1,925	\$255	\$574	\$1,358
Public Works Administration	\$44,335					\$132,384	\$17,925	\$132,058	\$122,794
Facilities Maintenance	\$11,483	\$7,298		\$20,291		\$34,819		\$5,787	\$60,969
Fleet	\$5,214			\$11,731		\$144,688	\$5,214	\$36,498	\$262,003
CIP Project Engineering									
Transportation/Plan Engineering	\$219,613	\$123,326							
Insurance ISF Fund	\$139,366	\$207	\$1,804	\$146,844	\$635	\$131,553	\$11,484	\$43,794	\$104,107
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$625,731</u>	<u>\$154,714</u>	<u>\$39,081</u>	<u>\$466,232</u>	<u>\$18,140</u>	<u>\$727,972</u>	<u>\$81,679</u>	<u>\$310,924</u>	<u>\$718,308</u>
Proposed Costs	\$625,731	\$154,714	\$39,081	\$466,232	\$18,140	\$727,972	\$81,679	\$310,924	\$718,308



Central Service Departments	<u>Traffic Signals/Lights</u>	<u>Stormwater/Flood Control</u>	<u>Wtr Admin/Eng</u>	<u>Solid Waste Rec</u>	<u>Rec Admin</u>	<u>Rec Facilities</u>	<u>Youth Services</u>	<u>Community Services</u>	<u>Ranger Program</u>
Building Charge									
City Council	\$1,275	\$1,947	\$8	\$214	\$1,915	\$467	\$2,095	\$1,165	\$1,217
City Administration	\$6,200	\$9,470	\$38	\$1,041	\$9,316	\$2,272	\$10,189	\$5,665	\$5,921
City Attorney	\$5,930	\$9,058	\$37	\$995	\$8,910	\$2,173	\$9,745	\$5,417	\$5,664
City Clerk	\$839	\$3,001			\$11,908	\$1,830	\$8,301	\$1,284	\$3,253
Finance	\$11,561	\$17,550	\$31	\$1,319	\$16,043	\$6,702	\$34,725	\$11,578	\$12,049
Network Services	\$29,138	\$25,248			\$53,164	\$34,543	\$98,624	\$19,951	\$41,211
Information Services	\$2,378	\$55,146			\$37,984	\$1,188	\$2,378	\$2,378	\$3,566
Finance Support Services	\$688	\$1,050	\$4	\$116	\$1,032	\$251	\$1,130	\$628	\$656
Human Resources	\$7,215	\$22,186			\$14,430	\$3,608	\$7,215	\$7,215	\$10,822
Risk Management									
Wellness Program	\$255	\$912			\$765	\$556	\$2,522	\$390	\$988
Public Works Administration	\$28,573	\$15,408							
Facilities Maintenance	\$4,461				\$76,293	\$290,510	\$4,806	\$4,806	\$4,806
Fleet	\$20,856	\$28,677			\$6,517				\$54,747
CIP Project Engineering									
Transportation/Plan Engineering									
Insurance ISF Fund	\$22,084	\$66,463	\$6	\$156	\$43,704	\$10,918	\$22,685	\$22,003	\$32,617
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	\$141,453	\$256,116	\$124	\$3,841	\$281,981	\$355,018	\$204,415	\$82,480	\$177,517
Proposed Costs	\$141,453	\$256,116	\$124	\$3,841	\$281,981	\$355,018	\$204,415	\$82,480	\$177,517

Allocated Costs by Department

Central Service Departments	<u>Aquatics</u>	<u>Golf Course</u>	<u>Jack House</u>	<u>Police Admin</u>	<u>Patrol</u>	<u>Investigations</u>	<u>Police Support Svc</u>	<u>Neighborhood Svcs</u>	<u>Traffic Safety</u>
Building Charge									
City Council	\$988	\$1,460	\$17	\$4,903	\$22,916	\$6,840	\$6,099	\$563	\$1,954
City Administration	\$4,803	\$7,103	\$86	\$23,845	\$111,457	\$33,267	\$29,660	\$2,736	\$9,503
City Attorney	\$4,594	\$6,794	\$83	\$22,806	\$106,602	\$31,819	\$28,368	\$2,618	\$9,089
City Clerk	\$4,016	\$2,879		\$15,722	\$18,047	\$5,037	\$8,797	\$1,339	\$1,679
Finance	\$12,923	\$17,394	\$327	\$45,779	\$125,576	\$36,825	\$42,375	\$5,261	\$11,684
Network Services	\$38,326	\$30,711		\$81,103	\$448,711	\$76,457	\$137,533	\$18,789	\$28,440
Information Services	\$1,188	\$4,754		\$125,774	\$54,679	\$13,076	\$23,774	\$1,188	\$4,754
Finance Support Services	\$532	\$787	\$9	\$2,643	\$12,354	\$3,687	\$3,287	\$303	\$1,054
Human Resources	\$3,608	\$14,430		\$23,449	\$165,944	\$39,682	\$72,149	\$3,608	\$14,430
Risk Management				\$1,748					
Wellness Program	\$1,221	\$874		\$701	\$5,483	\$1,530	\$2,673	\$407	\$510
Public Works Administration									
Facilities Maintenance				\$24,696	\$24,696	\$24,696	\$49,391	\$24,696	\$24,696
Fleet		\$41,712		\$23,463	\$152,510	\$74,300	\$5,213	\$7,821	\$39,104
CIP Project Engineering									
Transportation/Plan Engineering									
Insurance ISF Fund	\$11,299	\$43,371	\$13	\$72,329	\$503,244	\$121,336	\$215,970	\$10,988	\$43,732
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$83,498</u>	<u>\$172,269</u>	<u>\$535</u>	<u>\$468,961</u>	<u>\$1,752,219</u>	<u>\$468,552</u>	<u>\$625,289</u>	<u>\$80,317</u>	<u>\$190,629</u>
Proposed Costs	\$83,498	\$172,269	\$535	\$468,961	\$1,752,219	\$468,552	\$625,289	\$80,317	\$190,629

Central Service Departments	<u>Fire Admin</u>	<u>Emergency Response</u>	<u>Hazard Prevention</u>	<u>Training Services</u>	<u>Recruit Academy</u>	<u>Fire Apparatus</u>	<u>Fire Station Fac Sup</u>	<u>Disaster Assist</u>	<u>FD201 Local Sales Tax</u>
Building Charge									
City Council	\$2,298	\$24,973	\$2,174	\$181		\$930	\$74	\$152	
City Administration	\$11,179	\$121,458	\$10,572	\$881		\$4,527	\$360	\$740	
City Attorney	\$10,692	\$116,168	\$10,110	\$843		\$4,329	\$343	\$708	
City Clerk	\$11,174	\$19,620	\$3,357			\$839			
Finance	\$18,442	\$139,168	\$16,573	\$3,471	\$250	\$14,831	\$1,658	\$2,496	\$9,464
Network Services	\$64,006	\$306,247	\$48,118			\$7,095			
Information Services	\$98,682	\$53,490	\$7,132			\$2,378			
Finance Support Services	\$1,239	\$13,462	\$1,172	\$97		\$502	\$40	\$82	
Human Resources	\$14,430	\$162,336	\$21,645			\$7,215			
Risk Management									
Wellness Program	\$542	\$5,961	\$1,020			\$255			
Public Works Administration									
Facilities Maintenance	\$22,435	\$22,435	\$22,435	\$22,435			\$22,435	\$22,435	
Fleet									
CIP Project Engineering									
Transportation/Plan Engineering									
Insurance ISF Fund	\$43,985	\$494,174	\$65,043	\$133		\$21,832	\$54	\$111	
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$299,104</u>	<u>\$1,479,492</u>	<u>\$209,351</u>	<u>\$28,041</u>	<u>\$250</u>	<u>\$64,733</u>	<u>\$24,964</u>	<u>\$26,724</u>	<u>\$9,464</u>
Proposed Costs	\$299,104	\$1,479,492	\$209,351	\$28,041	\$250	\$64,733	\$24,964	\$26,724	\$9,464

Allocated Costs by Department

Central Service Departments	<u>FD202 Downtown Bid</u>	<u>FD205 CDBG</u>	<u>FD206 Law Enforc Grant</u>	<u>FD208 Tourism Bid</u>	<u>FD211 SB1 Road Repair</u>	<u>FD401 Cap Outlay</u>	<u>FD402 Fleet Replace</u>	<u>FD403 IT Replace</u>	<u>FD404 Major Fac Rep</u>
Building Charge				\$238					
City Council	\$668		\$104	\$3,395		\$5			
City Administration	\$3,248		\$510	\$16,512		\$24	\$3		
City Attorney	\$3,107		\$487	\$15,792		\$24	\$2		
City Clerk		\$420		\$734					
Finance	\$5,855	\$738	\$416	\$30,805		\$4,347	\$3		\$268
Network Services		\$2,215		\$4,512					
Information Services		\$595		\$2,080					
Finance Support Services	\$360		\$57	\$1,830		\$3			
Human Resources		\$1,804		\$6,313					
Risk Management									
Wellness Program		\$127		\$223					
Public Works Administration									
Facilities Maintenance				\$2,283					
Fleet									
CIP Project Engineering		\$11,534				\$175,965		\$4,731	\$73,638
Transportation/Plan Engineering									
Insurance ISF Fund		\$5,287		\$18,508					
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$13,238</u>	<u>\$22,720</u>	<u>\$1,574</u>	<u>\$103,225</u>		<u>\$180,368</u>	<u>\$8</u>	<u>\$4,731</u>	<u>\$73,906</u>
Proposed Costs	\$13,238	\$22,720	\$1,574	\$103,225		\$180,368	\$8	\$4,731	\$73,906

Central Service Departments	<u>FD501 Parkland Dev</u>	<u>FD504 LOVR</u>	<u>FD505 Affordable Housing</u>	<u>FD507 Trans Impact</u>	<u>FD601 Water</u>	<u>FD602 Sewer</u>	<u>FD611 Parking</u>	<u>FD621 Transit</u>	<u>FD705 Whale Rock</u>
Building Charge					\$2,211	\$2,211		\$515	
City Council		\$663	\$810		\$15,613	\$18,462	\$6,109	\$2,232	\$2,177
City Administration		\$3,224	\$3,939		\$75,938	\$89,790	\$29,712	\$10,856	\$10,589
City Attorney		\$3,084	\$3,767		\$72,630	\$85,880	\$28,418	\$10,383	\$10,129
City Clerk					\$31,502	\$24,091	\$8,640	\$9,726	\$1,679
Finance		\$5,580	\$6,836		\$189,143	\$225,657	\$74,546	\$24,742	\$18,441
Network Services					\$243,450	\$218,100	\$95,529	\$77,474	\$55,824
Information Services					\$76,471	\$66,553	\$33,461	\$5,844	\$6,914
Finance Support Services		\$360	\$437		\$8,417	\$9,953	\$3,294	\$1,204	\$1,174
Human Resources					\$127,163	\$108,044	\$36,075	\$10,822	\$14,069
Risk Management									
Wellness Program					\$4,273	\$4,467	\$1,402	\$510	\$510
Public Works Administration					\$26,270	\$26,270	\$335,802	\$8,620	
Facilities Maintenance					\$58,777	\$58,775	\$57,265	\$5,039	
Fleet					\$109,494	\$187,704	\$11,731		\$23,463
CIP Project Engineering	\$2,958			\$62,993	\$311,413	\$239,844	\$6,210		
Transportation/Plan Engineering							\$35,942	\$26,490	
Insurance ISF Fund					\$376,158	\$351,089	\$105,751	\$31,726	\$41,242
Natural Resources Protection (Utility Services)						\$2,375			
Eng Dev Review (Utility Services)					(\$6,514)	(\$6,513)			
Subtotal	<u>\$2,958</u>	<u>\$12,911</u>	<u>\$15,789</u>	<u>\$62,993</u>	<u>\$1,722,409</u>	<u>\$1,712,752</u>	<u>\$869,887</u>	<u>\$226,183</u>	<u>\$186,211</u>
Proposed Costs	\$2,958	\$12,911	\$15,789	\$62,993	\$1,722,409	\$1,712,752	\$869,887	\$226,183	\$186,211

Allocated Costs by Department

Central Service Departments	<u>FD711 Hazardous Mat</u>	<u>FD715 Boysen Ranch</u>	<u>All Other</u>	<u>Subtotal</u>	<u>Direct Billed</u>	<u>Unallocated</u>	<u>Total</u>
Building Charge				\$50,203			\$50,203
City Council	\$109	\$10		\$167,947			\$167,947
City Administration	\$533	\$37		\$975,796			\$975,796
City Attorney	\$509	\$34		\$781,246			\$781,246
City Clerk	\$205			\$304,409		\$190,410	\$494,819
Finance	\$1,350	\$76	\$131,104	\$1,609,635		\$159,174	\$1,768,809
Network Services	\$1,114		\$200,875	\$2,949,242			\$2,949,242
Information Services				\$977,112			\$977,112
Finance Support Services	\$59	\$6	(\$11,576)	\$101,013			\$101,013
Human Resources				\$1,143,210			\$1,143,210
Risk Management				\$1,748			\$1,748
Wellness Program	\$71			\$48,885			\$48,885
Public Works Administration				\$890,439			\$890,439
Facilities Maintenance				\$1,059,934			\$1,059,934
Fleet			\$40,408	\$1,296,978			\$1,296,978
CIP Project Engineering				\$889,286		\$2,067,508	\$2,956,794
Transportation/Plan Engineering				\$405,371		\$693,791	\$1,099,162
Insurance ISF Fund				\$3,475,144			\$3,475,144
Natural Resources Protection (Utility Services)				\$2,375	(\$2,375)	\$617,952	\$617,952
Eng Dev Review (Utility Services)				(\$13,027)	\$13,027		
Subtotal	<u>\$3,950</u>	<u>\$163</u>	<u>\$360,811</u>	<u>\$17,116,946</u>	<u>\$10,652</u>	<u>\$3,728,835</u>	<u>\$20,856,433</u>
Proposed Costs	\$3,950	\$163	\$360,811	\$17,116,946	\$10,652	\$3,728,835	\$20,856,433

Departments	Total Expenditures	Cost Adjustments	Total Allocated
Building Charge		\$132,123	
City Council	\$157,339		
City Administration	\$1,266,811	(\$317,580)	
City Attorney	\$1,000,636	(\$133,717)	
City Clerk	\$566,656	(\$12)	
Finance	\$1,789,888	(\$23,750)	
Network Services	\$2,992,351		
Information Services	\$1,031,587		
Finance Support Services	\$438,461	(\$292,262)	
Human Resources	\$1,217,672	(\$9,907)	
Risk Management	\$5,402		
Wellness Program	\$3,114		
Public Works Administration	\$945,448		
Facilities Maintenance	\$1,157,246	(\$4,669)	
Fleet	\$1,077,423		
CIP Project Engineering	\$2,205,278		
Transportation/Plan Engineering	\$896,195		
Insurance ISF Fund	\$4,808,289	(\$671,541)	
Natural Resources Protection (Utility Services)	\$617,952		
Eng Dev Review (Utility Services)			
Cultural Activities			\$19,938
Economic Development			\$153,333
Natural Resource Protection			\$126,626
Tourism and Bid Promotion			\$3,135
Community Promotion			\$25,286
Community Services Group			\$371
Finance Non Departmental			\$8,219
Community Development Admin			\$568,701
Commissions & Committees			\$4,432
Development Review			\$625,731
Long Range Planning			\$154,714
Development Services			\$39,081
Building and Safety			\$466,232
Human Relations			\$18,140
Parks Maintenance			\$727,972
Swim Center Maintenance			\$81,679
Urban Forest Services			\$310,924
Streets Maintenance			\$718,308
Traffic Signals & Lighting			\$141,453
Stormwater and Flood Control			\$256,116
Water Administration/Engineering			\$124
Solid Waste Recycling			\$3,841

Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
Recreation Administration			\$281,981
Recreation Facilities			\$355,018
Youth Services			\$204,415
Community Services			\$82,480
Ranger Program			\$177,517
Aquatics			\$83,498
Golf Course			\$172,269
Jack House			\$535
Police Administration			\$468,961
Patrol			\$1,752,219
Investigations			\$468,552
Police Support Services			\$625,289
Neighborhood Services			\$80,317
Traffic Safety			\$190,629
Fire Administration			\$299,104
Emergency Response			\$1,479,492
Hazard Prevention			\$209,351
Training Services			\$28,041
Recruit Academy			\$250
Fire Apparatus Service			\$64,733
Fire Station			\$24,964
Disaster Assistance			\$26,724
FD201 Local Sales Tax Fund			\$9,464
FD202 Downtown Bid Fund			\$13,238
FD205 CDBG Fund			\$22,720
FD206 Law Enforcement Grant Fund			\$1,574
FD208 Tourism Bid Fund			\$103,225
FD211 SB1 Road Repair 2017			
FD401 Capital Outlay Engineering			\$180,368
FD402 Fleet Replace			\$8
FD403 Info Tech Replacement Fund			\$4,731
FD404 Major Facility Replacement Fund			\$73,906
FD501 Parkland Development Fund			\$2,958
FD504 LOVR Impace Fee			\$12,911
FD505 Affordable Housing Fund			\$15,789
FD507 Transportation Impact Fee Fund			\$62,993
FD601 Water Fund			\$1,722,409
FD602 Sewer Fund			\$1,712,752
FD611 Parking Fund			\$869,887
FD621Transit Fund			\$226,183
FD705 Whale Rock Fund			\$186,211
FD711 Hazardous Mat Task Force Fund			\$3,950
FD715 Boysen Ranch			\$163



Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
All Other			\$360,811
Unallocated			\$3,728,835
Direct Billed			\$10,652
Total	<u>\$22,177,748</u>	<u>(\$1,321,315)</u>	<u>\$20,856,433</u>

Detail of Allocated Costs

Departments	<u>Building Charge</u>	<u>City Council</u>	<u>City Admin</u>	<u>City Attorney</u>	<u>City Clerk</u>	<u>Finance</u>	<u>Network Services</u>	<u>Info Services</u>	<u>Fin Support Svc</u>
Schedule:	1.007	2.005	3.008	4.005	5.006	6.012	7.018	8.006	9.006
Building Charge	(\$132,123)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Council	\$7,310	(\$219,740)	\$1,393	\$1,560	\$0	\$1,588	\$15,043	\$0	\$205
City Administration	\$2,740	\$3,109	(\$1,286,228)	\$12,559	\$101,578	\$27,037	\$44,523	\$68,392	\$2,736
City Attorney	\$1,607	\$2,456	\$11,944	(\$1,010,405)	\$24,407	\$14,671	\$21,194	\$15,045	\$1,306
City Clerk	\$2,647	\$1,391	\$6,764	\$6,469	(\$713,954)	\$12,784	\$28,449	\$5,427	\$739
Finance	\$10,333	\$4,368	\$21,243	\$20,317	\$21,260	(\$2,153,021)	\$73,674	\$13,024	\$4,489
Network Services	\$7,257	\$7,344	\$71,849	\$34,163	\$2,099	\$63,329	(\$3,423,760)	\$47,314	\$11,488
Information Services	\$4,806	\$2,532	\$48,443	\$11,778	\$1,679	\$14,363	\$39,386	(\$1,225,472)	\$1,346
Finance Support Services	\$0	\$378	\$1,838	\$1,757	\$0	\$6,805	\$0	\$0	(\$157,250)
Human Resources	\$2,922	\$2,988	\$14,535	\$13,901	\$13,984	\$24,424	\$34,229	\$7,132	\$1,611
Risk Management	\$0	\$13	\$65	\$62	\$0	\$95	\$613	\$0	\$7
Wellness Program	\$0	\$8	\$38	\$36	\$0	\$332	\$0	\$0	\$4
Public Works Administration	\$19,844	\$2,321	\$11,285	\$10,794	\$47,203	\$16,748	\$68,509	\$55,771	\$18,891
Facilities Maintenance	\$4,300	\$2,829	\$13,758	\$13,159	\$2,099	\$47,099	\$35,531	\$5,944	\$1,525
Fleet	\$491	\$2,644	\$12,861	\$12,301	\$1,888	\$42,986	\$23,506	\$5,349	\$1,426
CIP Project Engineering	\$16,839	\$5,412	\$26,324	\$25,177	\$0	\$24,405	\$50,854	\$17,830	\$2,917
Transportation/Plan Engineering	\$430	\$2,199	\$10,697	\$10,231	\$2,938	\$15,391	\$39,007	\$7,132	\$1,185
Insurance ISF Fund	\$394	\$11,801	\$57,395	\$54,895	\$0	\$72,155	\$0	\$0	\$6,362
Natural Resources Protection (Utility Services)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Eng Dev Review (Utility Services)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cultural Activities	\$321	\$816	\$3,967	\$3,795	\$0	\$6,902	\$0	\$0	\$440
Economic Development	\$292	\$662	\$118,836	\$3,080	\$420	\$5,670	\$5,214	\$1,188	\$357
Natural Resource Protection	\$625	\$1,516	\$50,733	\$7,055	\$839	\$10,795	\$12,197	\$2,378	\$817
Tourism and Bid Promotion	\$0	\$0	\$0	\$0	\$0	\$36	\$3,099	\$0	\$0
Community Promotion	\$0	\$966	\$4,697	\$4,493	\$105	\$9,369	\$554	\$297	\$520
Community Services Group	\$0	\$24	\$115	\$109	\$0	\$93	\$0	\$0	\$13
Finance Non Departmental	\$0	\$410	\$1,993	\$1,907	\$0	\$3,388	\$0	\$0	\$221
Community Development Admin	\$15,463	\$2,129	\$10,351	\$9,901	\$75,141	\$20,375	\$99,507	\$222,264	\$1,147
Commissions & Committees	\$0	\$39	\$185	\$177	\$420	\$1,221	\$2,215	\$0	\$20
Development Review	\$6,168	\$2,585	\$12,576	\$12,028	\$5,834	\$24,964	\$76,045	\$15,457	\$1,394
Long Range Planning	\$3,522	\$282	\$1,373	\$1,313	\$1,679	\$4,966	\$10,086	\$0	\$152
Development Services	\$0	\$2,462	\$11,978	\$11,456	\$0	\$10,054	\$0	\$0	\$1,327
Building and Safety	\$9,793	\$5,570	\$27,090	\$25,911	\$6,518	\$47,182	\$73,522	\$16,047	\$25,052
Human Relations	\$0	\$868	\$4,221	\$4,036	\$0	\$7,913	\$0	\$0	\$467
Parks Maintenance	\$3,832	\$6,350	\$30,882	\$29,537	\$6,337	\$60,620	\$84,068	\$14,264	\$3,423
Swim Center Maintenance	\$0	\$1,239	\$6,024	\$5,762	\$839	\$13,702	\$13,772	\$1,188	\$667
Urban Forest Services	\$590	\$2,039	\$9,915	\$9,484	\$1,888	\$18,042	\$29,972	\$4,754	\$1,099
Streets Maintenance	\$4,422	\$2,808	\$13,656	\$13,061	\$4,470	\$28,381	\$52,483	\$11,470	\$1,514
Traffic Signals & Lighting	\$0	\$1,275	\$6,200	\$5,930	\$839	\$11,561	\$29,138	\$2,378	\$688
Stormwater and Flood Control	\$0	\$1,947	\$9,470	\$9,058	\$3,001	\$17,550	\$25,248	\$55,146	\$1,050

Departments	<u>Human Resources</u>	<u>Risk Mgmt</u>	<u>Wellness Program</u>	<u>PW Admin</u>	<u>Facilities Maint</u>	<u>Fleet</u>	<u>CIP Project Eng</u>	<u>Trans Engineering</u>	<u>FD 802 Insurance ISF</u>
Schedule:	10.005	11.005	12.005	13.008	14.015	15.005	16.005	17.008	Fund 18.008
Building Charge	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Council	\$0	\$0	\$0	\$0	\$35,023	\$0	\$0	\$0	\$279
City Administration	\$13,335	\$0	\$120	\$0	\$13,130	\$3,695	\$0	\$0	\$44,043
City Attorney	\$10,001	\$0	\$34	\$0	\$7,699	\$0	\$0	\$0	\$33,122
City Clerk	\$16,669	\$0	\$40	\$0	\$12,682	\$0	\$0	\$0	\$53,249
Finance	\$40,006	\$0	\$116	\$0	\$49,511	\$0	\$0	\$0	\$128,542
Network Services	\$33,338	\$0	\$37	\$0	\$34,771	\$8,623	\$0	\$0	\$109,797
Information Services	\$14,169	\$0	\$30	\$0	\$9,115	\$0	\$0	\$0	\$46,238
Finance Support Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$273
Human Resources	(\$1,402,400)	\$0	\$58	\$0	\$13,998	\$0	\$0	\$0	\$64,853
Risk Management	\$0	(\$6,267)	\$0	\$0	\$0	\$0	\$0	\$0	\$10
Wellness Program	\$0	\$0	(\$52,315)	\$0	\$48,777	\$0	\$0	\$0	\$6
Public Works Administration	\$21,645	\$0	\$892	(\$1,321,355)	\$37,634	\$0	\$0	\$0	\$64,370
Facilities Maintenance	\$18,037	\$0	\$637	\$77,802	(\$1,445,600)	\$16,014	\$0	\$0	\$54,289
Fleet	\$16,233	\$0	\$574	\$15,807	\$83,746	(\$1,346,166)	\$0	\$0	\$48,931
CIP Project Engineering	\$54,112	\$0	\$0	\$319,080	\$34,888	\$13,035	(\$2,956,794)	\$0	\$160,643
Transportation/Plan Engineering	\$21,645	\$0	\$892	\$18,227	\$889	\$7,821	\$0	(\$1,099,162)	\$64,283
Insurance ISF Fund	\$0	\$4,519	\$0	\$0	\$3,803	\$0	\$0	\$0	(\$4,348,072)
Natural Resources Protection (Utility Services)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Eng Dev Review (Utility Services)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cultural Activities	\$0	\$0	\$0	\$0	\$3,099	\$0	\$0	\$0	\$598
Economic Development	\$3,608	\$0	\$127	\$0	\$2,818	\$0	\$0	\$0	\$11,061
Natural Resource Protection	\$7,215	\$0	\$255	\$0	\$6,030	\$3,910	\$0	\$0	\$22,261
Tourism and Bid Promotion	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Community Promotion	\$901	\$0	\$32	\$0	\$0	\$0	\$0	\$0	\$3,352
Community Services Group	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17
Finance Non Departmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Community Development Admin	\$19,841	\$0	\$822	\$0	\$32,038	\$0	\$0	\$0	\$59,722
Commissions & Committees	\$0	\$0	\$127	\$0	\$0	\$0	\$0	\$0	\$28
Development Review	\$46,897	\$0	\$1,772	\$44,335	\$11,483	\$5,214	\$0	\$219,613	\$139,366
Long Range Planning	\$0	\$0	\$510	\$0	\$7,298	\$0	\$0	\$123,326	\$207
Development Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,804
Building and Safety	\$48,701	\$0	\$1,980	\$0	\$20,291	\$11,731	\$0	\$0	\$146,844
Human Relations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$635
Parks Maintenance	\$43,290	\$0	\$1,925	\$132,384	\$34,819	\$144,688	\$0	\$0	\$131,553
Swim Center Maintenance	\$3,608	\$0	\$255	\$17,925	\$0	\$5,214	\$0	\$0	\$11,484
Urban Forest Services	\$14,430	\$0	\$574	\$132,058	\$5,787	\$36,498	\$0	\$0	\$43,794
Streets Maintenance	\$34,812	\$0	\$1,358	\$122,794	\$60,969	\$262,003	\$0	\$0	\$104,107
Traffic Signals & Lighting	\$7,215	\$0	\$255	\$28,573	\$4,461	\$20,856	\$0	\$0	\$22,084
Stormwater and Flood Control	\$22,186	\$0	\$912	\$15,408	\$0	\$28,677	\$0	\$0	\$66,463

Detail of Allocated Costs

Departments	<u>Nat Res</u> <u>Protection</u> <u>(Utilities)</u>	<u>Eng Dev</u> <u>Review (Utility)</u>	<u>Total Plan</u> <u>Allocated</u>
Schedule:	19.005	20.005	
Building Charge	\$0	\$0	\$0
City Council	\$0	\$0	\$0
City Administration	\$0	\$0	\$0
City Attorney	\$0	\$0	\$0
City Clerk	\$0	\$0	\$0
Finance	\$0	\$0	\$0
Network Services	\$0	\$0	\$0
Information Services	\$0	\$0	\$0
Finance Support Services	\$0	\$0	\$0
Human Resources	\$0	\$0	\$0
Risk Management	\$0	\$0	\$0
Wellness Program	\$0	\$0	\$0
Public Works Administration	\$0	\$0	\$0
Facilities Maintenance	\$0	\$0	\$0
Fleet	\$0	\$0	\$0
CIP Project Engineering	\$0	\$0	\$0
Transportation/Plan Engineering	\$0	\$0	\$0
Insurance ISF Fund	\$0	\$0	\$0
Natural Resources Protection (Utility Services)	(\$617,952)	\$0	\$0
Eng Dev Review (Utility Services)	\$0	\$0	\$0
Cultural Activities	\$0	\$0	\$19,938
Economic Development	\$0	\$0	\$153,333
Natural Resource Protection	\$0	\$0	\$126,626
Tourism and Bid Promotion	\$0	\$0	\$3,135
Community Promotion	\$0	\$0	\$25,286
Community Services Group	\$0	\$0	\$371
Finance Non Departmental	\$0	\$0	\$8,219
Community Development Admin	\$0	\$0	\$568,701
Commissions & Committees	\$0	\$0	\$4,432
Development Review	\$0	\$0	\$625,731
Long Range Planning	\$0	\$0	\$154,714
Development Services	\$0	\$0	\$39,081
Building and Safety	\$0	\$0	\$466,232
Human Relations	\$0	\$0	\$18,140
Parks Maintenance	\$0	\$0	\$727,972
Swim Center Maintenance	\$0	\$0	\$81,679
Urban Forest Services	\$0	\$0	\$310,924
Streets Maintenance	\$0	\$0	\$718,308
Traffic Signals & Lighting	\$0	\$0	\$141,453
Stormwater and Flood Control	\$0	\$0	\$256,116

Departments	<u>Building Charge</u>	<u>City Council</u>	<u>City Admin</u>	<u>City Attorney</u>	<u>City Clerk</u>	<u>Finance</u>	<u>Network Services</u>	<u>Info Services</u>	<u>Fin Support Svc</u>
Water Administration/Engineering	\$0	\$8	\$38	\$37	\$0	\$31	\$0	\$0	\$4
Solid Waste Recycling	\$0	\$214	\$1,041	\$995	\$0	\$1,319	\$0	\$0	\$116
Recreation Administration	\$0	\$1,915	\$9,316	\$8,910	\$11,908	\$16,043	\$53,164	\$37,984	\$1,032
Recreation Facilities	\$0	\$467	\$2,272	\$2,173	\$1,830	\$6,702	\$34,543	\$1,188	\$251
Youth Services	\$0	\$2,095	\$10,189	\$9,745	\$8,301	\$34,725	\$98,624	\$2,378	\$1,130
Community Services	\$0	\$1,165	\$5,665	\$5,417	\$1,284	\$11,578	\$19,951	\$2,378	\$628
Ranger Program	\$0	\$1,217	\$5,921	\$5,664	\$3,253	\$12,049	\$41,211	\$3,566	\$656
Aquatics	\$0	\$988	\$4,803	\$4,594	\$4,016	\$12,923	\$38,326	\$1,188	\$532
Golf Course	\$0	\$1,460	\$7,103	\$6,794	\$2,879	\$17,394	\$30,711	\$4,754	\$787
Jack House	\$0	\$17	\$86	\$83	\$0	\$327	\$0	\$0	\$9
Police Administration	\$0	\$4,903	\$23,845	\$22,806	\$15,722	\$45,779	\$81,103	\$125,774	\$2,643
Patrol	\$0	\$22,916	\$111,457	\$106,602	\$18,047	\$125,576	\$448,711	\$54,679	\$12,354
Investigations	\$0	\$6,840	\$33,267	\$31,819	\$5,037	\$36,825	\$76,457	\$13,076	\$3,687
Police Support Services	\$0	\$6,099	\$29,660	\$28,368	\$8,797	\$42,375	\$137,533	\$23,774	\$3,287
Neighborhood Services	\$0	\$563	\$2,736	\$2,618	\$1,339	\$5,261	\$18,789	\$1,188	\$303
Traffic Safety	\$0	\$1,954	\$9,503	\$9,089	\$1,679	\$11,684	\$28,440	\$4,754	\$1,054
Fire Administration	\$0	\$2,298	\$11,179	\$10,692	\$11,174	\$18,442	\$64,006	\$98,682	\$1,239
Emergency Response	\$0	\$24,973	\$121,458	\$116,168	\$19,620	\$139,168	\$306,247	\$53,490	\$13,462
Hazard Prevention	\$0	\$2,174	\$10,572	\$10,110	\$3,357	\$16,573	\$48,118	\$7,132	\$1,172
Training Services	\$0	\$181	\$881	\$843	\$0	\$3,471	\$0	\$0	\$97
Recruit Academy	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$0	\$0
Fire Apparatus Service	\$0	\$930	\$4,527	\$4,329	\$839	\$14,831	\$7,095	\$2,378	\$502
Fire Station	\$0	\$74	\$360	\$343	\$0	\$1,658	\$0	\$0	\$40
Disaster Assistance	\$0	\$152	\$740	\$708	\$0	\$2,496	\$0	\$0	\$82
FD201 Local Sales Tax Fund	\$0	\$0	\$0	\$0	\$0	\$9,464	\$0	\$0	\$0
FD202 Downtown Bid Fund	\$0	\$668	\$3,248	\$3,107	\$0	\$5,855	\$0	\$0	\$360
FD205 CDBG Fund	\$0	\$0	\$0	\$0	\$420	\$738	\$2,215	\$595	\$0
FD206 Law Enforcement Grant Fund	\$0	\$104	\$510	\$487	\$0	\$416	\$0	\$0	\$57
FD208 Tourism Bid Fund	\$238	\$3,395	\$16,512	\$15,792	\$734	\$30,805	\$4,512	\$2,080	\$1,830
FD211 SB1 Road Repair 2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD401 Capital Outlay Engineering	\$0	\$5	\$24	\$24	\$0	\$4,347	\$0	\$0	\$3
FD402 Fleet Replace	\$0	\$0	\$3	\$2	\$0	\$3	\$0	\$0	\$0
FD403 Info Tech Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD404 Major Facility Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$268	\$0	\$0	\$0
FD501 Parkland Development Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD504 LOVR Impace Fee	\$0	\$663	\$3,224	\$3,084	\$0	\$5,580	\$0	\$0	\$360
FD505 Affordable Housing Fund	\$0	\$810	\$3,939	\$3,767	\$0	\$6,836	\$0	\$0	\$437
FD507 Transportation Impact Fee Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD601 Water Fund	\$2,211	\$15,613	\$75,938	\$72,630	\$31,502	\$189,143	\$243,450	\$76,471	\$8,417
FD602 Sewer Fund	\$2,211	\$18,462	\$89,790	\$85,880	\$24,091	\$225,657	\$218,100	\$66,553	\$9,953
FD611 Parking Fund	\$0	\$6,109	\$29,712	\$28,418	\$8,640	\$74,546	\$95,529	\$33,461	\$3,294
FD621Transit Fund	\$515	\$2,232	\$10,856	\$10,383	\$9,726	\$24,742	\$77,474	\$5,844	\$1,204

Detail of Allocated Costs

Departments	<u>Human Resources</u>	<u>Risk Mgmt</u>	<u>Wellness Program</u>	<u>PW Admin</u>	<u>Facilities Maint</u>	<u>Fleet</u>	<u>CIP Project Eng</u>	<u>Trans Engineering</u>	<u>FD 802 Insurance ISF Fund</u>
Water Administration/Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6
Solid Waste Recycling	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$156
Recreation Administration	\$14,430	\$0	\$765	\$0	\$76,293	\$6,517	\$0	\$0	\$43,704
Recreation Facilities	\$3,608	\$0	\$556	\$0	\$290,510	\$0	\$0	\$0	\$10,918
Youth Services	\$7,215	\$0	\$2,522	\$0	\$4,806	\$0	\$0	\$0	\$22,685
Community Services	\$7,215	\$0	\$390	\$0	\$4,806	\$0	\$0	\$0	\$22,003
Ranger Program	\$10,822	\$0	\$988	\$0	\$4,806	\$54,747	\$0	\$0	\$32,617
Aquatics	\$3,608	\$0	\$1,221	\$0	\$0	\$0	\$0	\$0	\$11,299
Golf Course	\$14,430	\$0	\$874	\$0	\$0	\$41,712	\$0	\$0	\$43,371
Jack House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13
Police Administration	\$23,449	\$1,748	\$701	\$0	\$24,696	\$23,463	\$0	\$0	\$72,329
Patrol	\$165,944	\$0	\$5,483	\$0	\$24,696	\$152,510	\$0	\$0	\$503,244
Investigations	\$39,682	\$0	\$1,530	\$0	\$24,696	\$74,300	\$0	\$0	\$121,336
Police Support Services	\$72,149	\$0	\$2,673	\$0	\$49,391	\$5,213	\$0	\$0	\$215,970
Neighborhood Services	\$3,608	\$0	\$407	\$0	\$24,696	\$7,821	\$0	\$0	\$10,988
Traffic Safety	\$14,430	\$0	\$510	\$0	\$24,696	\$39,104	\$0	\$0	\$43,732
Fire Administration	\$14,430	\$0	\$542	\$0	\$22,435	\$0	\$0	\$0	\$43,985
Emergency Response	\$162,336	\$0	\$5,961	\$0	\$22,435	\$0	\$0	\$0	\$494,174
Hazard Prevention	\$21,645	\$0	\$1,020	\$0	\$22,435	\$0	\$0	\$0	\$65,043
Training Services	\$0	\$0	\$0	\$0	\$22,435	\$0	\$0	\$0	\$133
Recruit Academy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Apparatus Service	\$7,215	\$0	\$255	\$0	\$0	\$0	\$0	\$0	\$21,832
Fire Station	\$0	\$0	\$0	\$0	\$22,435	\$0	\$0	\$0	\$54
Disaster Assistance	\$0	\$0	\$0	\$0	\$22,435	\$0	\$0	\$0	\$111
FD201 Local Sales Tax Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD202 Downtown Bid Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD205 CDBG Fund	\$1,804	\$0	\$127	\$0	\$0	\$0	\$11,534	\$0	\$5,287
FD206 Law Enforcement Grant Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD208 Tourism Bid Fund	\$6,313	\$0	\$223	\$0	\$2,283	\$0	\$0	\$0	\$18,508
FD211 SB1 Road Repair 2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD401 Capital Outlay Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$175,965	\$0	\$0
FD402 Fleet Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD403 Info Tech Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$4,731	\$0	\$0
FD404 Major Facility Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$73,638	\$0	\$0
FD501 Parkland Development Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$2,958	\$0	\$0
FD504 LOVR Impace Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD505 Affordable Housing Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD507 Transportation Impact Fee Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$62,993	\$0	\$0
FD601 Water Fund	\$127,163	\$0	\$4,273	\$26,270	\$58,777	\$109,494	\$311,413	\$0	\$376,158
FD602 Sewer Fund	\$108,044	\$0	\$4,467	\$26,270	\$58,775	\$187,704	\$239,844	\$0	\$351,089
FD611 Parking Fund	\$36,075	\$0	\$1,402	\$335,802	\$57,265	\$11,731	\$6,210	\$35,942	\$105,751
FD621Transit Fund	\$10,822	\$0	\$510	\$8,620	\$5,039	\$0	\$0	\$26,490	\$31,726

Detail of Allocated Costs

Departments	<u>Nat Res</u> <u>Protection</u> <u>(Utilities)</u>	<u>Eng Dev</u> <u>Review (Utility)</u>	<u>Total Plan</u> <u>Allocated</u>
Water Administration/Engineering	\$0	\$0	\$124
Solid Waste Recycling	\$0	\$0	\$3,841
Recreation Administration	\$0	\$0	\$281,981
Recreation Facilities	\$0	\$0	\$355,018
Youth Services	\$0	\$0	\$204,415
Community Services	\$0	\$0	\$82,480
Ranger Program	\$0	\$0	\$177,517
Aquatics	\$0	\$0	\$83,498
Golf Course	\$0	\$0	\$172,269
Jack House	\$0	\$0	\$535
Police Administration	\$0	\$0	\$468,961
Patrol	\$0	\$0	\$1,752,219
Investigations	\$0	\$0	\$468,552
Police Support Services	\$0	\$0	\$625,289
Neighborhood Services	\$0	\$0	\$80,317
Traffic Safety	\$0	\$0	\$190,629
Fire Administration	\$0	\$0	\$299,104
Emergency Response	\$0	\$0	\$1,479,492
Hazard Prevention	\$0	\$0	\$209,351
Training Services	\$0	\$0	\$28,041
Recruit Academy	\$0	\$0	\$250
Fire Apparatus Service	\$0	\$0	\$64,733
Fire Station	\$0	\$0	\$24,964
Disaster Assistance	\$0	\$0	\$26,724
FD201 Local Sales Tax Fund	\$0	\$0	\$9,464
FD202 Downtown Bid Fund	\$0	\$0	\$13,238
FD205 CDBG Fund	\$0	\$0	\$22,720
FD206 Law Enforcement Grant Fund	\$0	\$0	\$1,574
FD208 Tourism Bid Fund	\$0	\$0	\$103,225
FD211 SB1 Road Repair 2017	\$0	\$0	\$0
FD401 Capital Outlay Engineering	\$0	\$0	\$180,368
FD402 Fleet Replace	\$0	\$0	\$8
FD403 Info Tech Replacement Fund	\$0	\$0	\$4,731
FD404 Major Facility Replacement Fund	\$0	\$0	\$73,906
FD501 Parkland Development Fund	\$0	\$0	\$2,958
FD504 LOVR Impace Fee	\$0	\$0	\$12,911
FD505 Affordable Housing Fund	\$0	\$0	\$15,789
FD507 Transportation Impact Fee Fund	\$0	\$0	\$62,993
FD601 Water Fund	\$0	(\$6,514)	\$1,722,409
FD602 Sewer Fund	\$2,375	(\$6,513)	\$1,712,752
FD611 Parking Fund	\$0	\$0	\$869,887
FD621Transit Fund	\$0	\$0	\$226,183

Detail of Allocated Costs

Departments	<u>Building Charge</u>	<u>City Council</u>	<u>City Admin</u>	<u>City Attorney</u>	<u>City Clerk</u>	<u>Finance</u>	<u>Network Services</u>	<u>Info Services</u>	<u>Fin Support Svc</u>
FD705 Whale Rock Fund	\$0	\$2,177	\$10,589	\$10,129	\$1,679	\$18,441	\$55,824	\$6,914	\$1,174
FD711 Hazardous Mat Task Force Fund	\$0	\$109	\$533	\$509	\$205	\$1,350	\$1,114	\$0	\$59
FD715 Boysen Ranch	\$0	\$10	\$37	\$34	\$0	\$76	\$0	\$0	\$6
All Other	\$0	\$0	\$0	\$0	\$0	\$131,104	\$200,875	\$0	(\$11,576)
Subtotal	\$0	\$0	\$0	\$0	(\$190,410)	(\$159,174)	\$0	\$0	\$0
Direct Bill									
Unallocated					\$190,410	\$159,174			
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Detail of Allocated Costs

Departments	<u>Human Resources</u>	<u>Risk Mgmt</u>	<u>Wellness Program</u>	<u>PW Admin</u>	<u>Facilities Maint</u>	<u>Fleet</u>	<u>CIP Project Eng</u>	<u>Trans Engineering</u>	<u>FD 802 Insurance ISF</u>
FD705 Whale Rock Fund	\$14,069	\$0	\$510	\$0	\$0	\$23,463	\$0	\$0	\$41,242
FD711 Hazardous Mat Task Force Fund	\$0	\$0	\$71	\$0	\$0	\$0	\$0	\$0	\$0
FD715 Boysen Ranch	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
All Other	\$0	\$0	\$0	\$0	\$0	\$40,408	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	(\$2,067,508)	(\$693,791)	\$0
Direct Bill									
Unallocated							\$2,067,508	\$693,791	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Detail of Allocated Costs

Departments	<u>Nat Res</u> <u>Protection</u> <u>(Utilities)</u>	<u>Eng Dev</u> <u>Review (Utility)</u>	<u>Total Plan</u> <u>Allocated</u>
FD705 Whale Rock Fund	\$0	\$0	\$186,211
FD711 Hazardous Mat Task Force Fund	\$0	\$0	\$3,950
FD715 Boysen Ranch	\$0	\$0	\$163
All Other	\$0	\$0	\$360,811
Subtotal	(\$615,577)	(\$13,027)	\$17,116,946
Direct Bill	(\$2,375)	\$13,027	\$10,652
Unallocated	\$617,952		\$3,728,835
Total	\$0	\$0	\$20,856,433

Summary of allocation basis

Department	Basis of allocation
10000000 - Building Charge	
1.004 City Hall	Total Square Footage Occupied By Department
1.005 919 Palm	Total Square Footage Occupied By Department
1.006 Corporation Yard	Total Square Footage Occupied By Department
1011002 - City Council	
2.004 City Council	Total Operating Expenditures by Department/Division
1011001 - City Administration	
3.004 Citywide Administration	Total Operating Expenditures by Department/Division
3.005 Netwok Services & Info Services	Direct Allocation to Network Services and Information Services
3.006 Economic Development	Direct Allocation to Economic Development
3.007 Natural Resource Planning	Direct Allocation to Natural Resources Planning
1011501 - City Attorney	
4.004 City Attorney	Total Operating Expenditures by Department/Division
1011021 - City Clerk	
5.004 City Clerk Services	Count of Council Agenda Items by Department/Division
5.005 Public Counter/Main City Phone	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
1012000 - Finance	
6.004 Accounts Payable	Accounts Payable Transaction Count by Department/Fund
6.005 Payroll	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
6.006 Purchasing	Operating Services and Supply Expenditures by Fund/Department/Division
6.007 General Finance	Total Operating Expenditures by Department/Division
6.008 Utility Billing	Direct Allocation to Water (FD601) & Sewer (FD602)
6.009 Utility Billing Costs	Direct Allocation to Water (FD601) & Sewer (FD602)
6.010 Cashier	Based on the amount of time spent by staff on this function and the relative amounts of revenue collected
6.011 Budget	Total Operating Expenditures by Department/Division
1011101 - Network Services	
7.004 Network Services & Desktop Support	Number of Physical & Virtual Desktops, Laptops & Printers by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
7.005 Enterprise Apps	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
7.006 MDC Support	Number of MDCs by Fund/Department/Division
7.007 Tablet Support	Number of Tablets by Fund/Department/Division

Summary of allocation basis

Department	Basis of allocation
7.008 Server Support	Number of Physical & Virtual Servers/Appliances by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
7.009 Network Support	Number of Dedicated Ethernet Switch Ports by Fund/Department/Division
7.010 Radios	Number of Assigned Radios by Fund/Department
7.011 Telemetry	Number of Controllers by Fund/Div/Dept
7.012 Cell Phones	Number of Cell Phones and Smart Phones Fund/Division/Department
7.013 Cellular Data Services	Number of Cellular Data Air Cards and the Number of Smart Phones by Fund/Division/Department
7.014 Telephones	Number of Telephones by Fund/Department
7.015 South Hills	Number of Radio Repeaters by Fund/Department/Division
7.016 Tassajara	Number of Radio Repeaters by Fund/Department/Division
7.017 Direct Dept Exp	
1011103 - Information Services	
8.004 Information Services	Estimate of Time by Department/Fund (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
8.005 Enterprise Apps	
1012006 - Finance Support Services	
9.004 General Support Services	Total Operating Expenditures by Department/Division
9.005 Parking	Parking Fee Charged by Department
1013001 - Human Resources	
10.004 Human Resources	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
1013002 - Risk Management	
11.004 Risk Management	Direct Allocation to the Insurance ISF Fund 802
1013003 - Wellness Program	
12.004 Wellness Program	Full Time/Temporary Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
1015001 - Public Works Administration	
13.004 Deputy Director/City Engineer	Hours Supervised by Department/Division
13.005 Director	Full Time Equivalent by Department/Division Supervised (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
13.006 Development Review	Direct Allocation to Development Review
13.007 Utilities	Analysis of Time Worked
1015005 - Facilities Maintenance	

City of San Luis Obispo, CA Central Service Cost Allocation  
Summary of allocation basis

Department	Basis of allocation
14.004 Utilities/Janitorial - City Hall	Square Feet by Department
14.005 Utilities - 919 Palm Street	Square Feet by Department
14.006 Janitorial - 919 Palm Street	Square Feet by Department
14.007 Utilities - Corp Yard	Square Feet by Department
14.008 Janitorial - Corp Yard	Square Feet by Department
14.009 Utilities - Other	Square Feet by Department
14.010 Janitorial - Other	Square Feet by Department
14.011 Parking Facility Maintenance	Direct Allocation to Parking, Fund 611
14.012 Utility Fund Facilities Maintenance	Direct Allocation to Water and Sewer Funds
14.013 Transit Facilities Maintenance	Direct Allocation to Fund 621 Transit
14.014 Building Maintenance	Maintenance Square Footage by Fund/Department
1015008 - Fleet	
15.004 Fleet	Count of Vehicle Equivalent Unit by Department/Division
1015009 - CIP Project Engineering	
16.004 Project Engineering	Number of Project Hours by Fund
1015010 - Transportation/Plan Engineering	
17.004 Parking	Direct Allocation to Fund 611 Parking
17.005 Transit	Direct Allocation to Fund 621 Transit
17.006 Development Review	Direct Allocation to Development Review
17.007 Long Range Plan	Direct Allocation to Long Range Plan
8020000 - Insurance ISF Fund	
18.004 Risk Management	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
18.005 Workers Comp Premiums	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
18.006 Liability Claims	
18.007 General Fund Liab Claims	
1011050 - Natural Resources Protection (Utility Services)	
19.004 Program Support	Agreed Upon Amount Based On Services Performed
1014050 - Eng Dev Review (Utility Services)	
20.004 Utility Services	Time Spent by Utilities on Behalf of Engineering Development Review

**SCHEDULE 1.01**

**BUILDING CHARGE**

NATURE AND EXTENT OF SERVICE

The City of San Luis Obispo tracks depreciation of each building. Building depreciation is determined in accordance with the Generally Accepted Accounting Principles (GAAP) and reported in the Comprehensive Annual Finance Report (CAFR) for the same period. Land acquisition costs are disallowed and have not been included in the building cost. The building asset list does not represent the complete list of City assets, but rather only those assets determined to be essential to the cost allocation model.

Building Charge is applied for the following buildings and is allocated based on occupied square footage by department:

- City Hall – 990 Palm
- 919 Palm
- Corporation Yard

Building Charge

Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Departmental cost adjustments:				
CITY HALL	\$40,986			
919 PALM	\$77,380			
CORPORATE YARD	\$13,757			
Total departmental cost adjustments:	<u>\$132,123</u>	.	.	<u>\$132,123</u>
Total to be allocated	<u><b>\$132,123</b></u>	:	:	<u><b>\$132,123</b></u>

	Building Charge Schedule of costs to be allocated by function				
	<u>Total</u>	<u>General &amp; Admin</u>	<u>City Hall</u>	<u>919 Palm</u>	<u>Corporation Yard</u>
<b><u>Other Expense and Cost</u></b>					
SALARIES & WAGES					
FRINGE BENEFITS					
<b><u>Cost Adjustments</u></b>					
CITY HALL	\$40,986		\$40,986		
919 PALM	\$77,380			\$77,380	
CORPORATE YARD	\$13,757				\$13,757
Functional Cost	<u>\$132,123</u>		<u>\$40,986</u>	<u>\$77,380</u>	<u>\$13,757</u>
Allocable Costs	<u>\$132,123</u>		<u>\$40,986</u>	<u>\$77,380</u>	<u>\$13,757</u>
<b>1st Allocation</b>	<b>\$132,123</b>		<b>\$40,986</b>	<b>\$77,380</b>	<b>\$13,757</b>
Functional Cost	.	.	.	.	.
Allocable Costs	.	.	.	.	.
<b>2nd Allocation</b>					
<b>Total allocated</b>	<u><u>\$132,123</u></u>		<u><u>\$40,986</u></u>	<u><u>\$77,380</u></u>	<u><u>\$13,757</u></u>



Building Charge

Detail allocation of

City Hall

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Administration	938	6.686 %	\$2,740		\$2,740		\$2,740
City Council	2,502	17.834 %	\$7,310		\$7,310		\$7,310
Cultural Activities	110	0.784 %	\$321		\$321		\$321
Economic Development	100	0.713 %	\$292		\$292		\$292
Natural Resource Protection	214	1.525 %	\$625		\$625		\$625
City Attorney	550	3.920 %	\$1,607		\$1,607		\$1,607
City Clerk	906	6.458 %	\$2,647		\$2,647		\$2,647
Finance	3,537	25.212 %	\$10,333		\$10,333		\$10,333
Network Services	2,484	17.706 %	\$7,257		\$7,257		\$7,257
Human Resources	1,000	7.128 %	\$2,922		\$2,922		\$2,922
Insurance ISF Fund	135	0.962 %	\$394		\$394		\$394
Facilities Maintenance	1,472	10.493 %	\$4,300		\$4,300		\$4,300
FD208 Tourism Bid Fund	81	0.579 %	\$238		\$238		\$238
Total	14,029	100.000 %	\$40,986		\$40,986		\$40,986

(A) Alloc basis:

Total Square Footage Occupied By Department

Source:

Build Maint Square Footage

Building Charge

Detail allocation of

919 Palm

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Community Development Admin	3,600	19.983 %	\$15,463		\$15,463		\$15,463
Development Review	1,436	7.971 %	\$6,168		\$6,168		\$6,168
Long Range Planning	820	4.552 %	\$3,522		\$3,522		\$3,522
Building and Safety	2,280	12.656 %	\$9,793		\$9,793		\$9,793
Public Works Administration	4,620	25.645 %	\$19,844		\$19,844		\$19,844
Transportation/Plan Engineering	100	0.555 %	\$430		\$430		\$430
Information Services	1,119	6.211 %	\$4,806		\$4,806		\$4,806
FD621Transit Fund	120	0.666 %	\$515		\$515		\$515
CIP Project Engineering	3,920	21.761 %	\$16,839		\$16,839		\$16,839
Total	18,015	100.000 %	\$77,380		\$77,380		\$77,380

(A) Alloc basis:

Total Square Footage Occupied By Department

Source:

Build Maint Square Footage

Building Charge

Detail allocation of

Corporation Yard

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Parks Maintenance	780	27.857 %	\$3,832		\$3,832		\$3,832
Urban Forest Services	120	4.286 %	\$590		\$590		\$590
Streets Maintenance	900	32.143 %	\$4,422		\$4,422		\$4,422
Fleet	100	3.571 %	\$491		\$491		\$491
FD601 Water Fund	450	16.071 %	\$2,211		\$2,211		\$2,211
FD602 Sewer Fund	450	16.072 %	\$2,211		\$2,211		\$2,211
Total	<u>2,800</u>	<u>100.000 %</u>	<u>\$13,757</u>		<u>\$13,757</u>		<u>\$13,757</u>

(A) Alloc basis:

Total Square Footage Occupied By Department

Source:

Build Maint Square Footage

	Building Charge Departmental Cost Allocation Summary			
	Total	City Hall	919 Palm	Corporation Yard
City Council	\$7,310	\$7,310		
City Administration	\$2,740	\$2,740		
City Attorney	\$1,607	\$1,607		
City Clerk	\$2,647	\$2,647		
Finance	\$10,333	\$10,333		
Network Services	\$7,257	\$7,257		
Information Services	\$4,806		\$4,806	
Human Resources	\$2,922	\$2,922		
Public Works Administration	\$19,844		\$19,844	
Facilities Maintenance	\$4,300	\$4,300		
Fleet	\$491			\$491
CIP Project Engineering	\$16,839		\$16,839	
Transportation/Plan Engineering	\$430		\$430	
Insurance ISF Fund	\$394	\$394		
Cultural Activities	\$321	\$321		
Economic Development	\$292	\$292		
Natural Resource Protection	\$625	\$625		
Community Development Admin	\$15,463		\$15,463	
Development Review	\$6,168		\$6,168	
Long Range Planning	\$3,522		\$3,522	
Building and Safety	\$9,793		\$9,793	
Parks Maintenance	\$3,832			\$3,832
Urban Forest Services	\$590			\$590
Streets Maintenance	\$4,422			\$4,422
FD208 Tourism Bid Fund	\$238	\$238		
FD601 Water Fund	\$2,211			\$2,211
FD602 Sewer Fund	\$2,211			\$2,211
FD621Transit Fund	\$515		\$515	
Total	\$132,123	\$40,986	\$77,380	\$13,757

**SCHEDULE 2.01**

**CITY COUNCIL**

NATURE AND EXTENT OF SERVICE

The City Council is the legislative and executive, policy-setting body. The Council consists of the Mayor, Vice Mayor and three Council Members. The Council enacts local laws, resolutions, and policies required by law and recommended by staff and constituents.

Costs are allocated as follows:

- **City Council** - These costs are associated with Citywide Administration and are allocated based upon operating expenditures by fund/department/division.

City Council  
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$157,339			\$157,339
Allocated additions:				
10000000 - Building Charge	\$7,310		\$7,310	
1011001 - City Administration		\$1,393	\$1,393	
1011501 - City Attorney		\$1,560	\$1,560	
1012000 - Finance		\$1,588	\$1,588	
1011101 - Network Services		\$15,043	\$15,043	
1012006 - Finance Support Services		\$205	\$205	
1015005 - Facilities Maintenance		\$35,023	\$35,023	
8020000 - Insurance ISF Fund		\$279	\$279	
Total allocated additions:	\$7,310	\$55,091	\$62,401	\$62,401
Total to be allocated	<u>\$164,649</u>	<u>\$55,091</u>		<u>\$219,740</u>

City Council  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>City Council</u>
<b><u>Wages &amp; Benefits</u></b>			
SALARIES & WAGES	\$82,512		\$82,512
FRINGE BENEFITS	\$59,874		\$59,874
<b><u>Other Expense and Cost</u></b>			
SERVICES & SUPPLIES	\$14,953		\$14,953
Departmental Expenditures	\$157,339		\$157,339
Additions: 1st			
Other	\$7,310	\$7,310	
Functional Cost	\$164,649	\$7,310	\$157,339
Reallocate Admin		(\$7,310)	\$7,310
Allocable Costs	\$164,649		\$164,649
<b>1st Allocation</b>	<b>\$164,649</b>		<b>\$164,649</b>
Additions: 2nd			
Other	\$55,091	\$55,091	
Functional Cost	\$55,091	\$55,091	
Reallocate Admin		(\$55,091)	\$55,091
Allocable Costs	\$55,091		\$55,091
<b>2nd Allocation</b>	<b>\$55,091</b>		<b>\$55,091</b>
<b>Total allocated</b>	<b>\$219,740</b>		<b>\$219,740</b>

City Council  
Detail allocation of  
City Council

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Cultural Activities	332,351	0.371 %	\$611		\$611	\$205	\$816
Economic Development	269,768	0.301 %	\$496		\$496	\$166	\$662
Natural Resource Protection	617,952	0.690 %	\$1,136		\$1,136	\$380	\$1,516
Community Promotion	393,509	0.440 %	\$724		\$724	\$242	\$966
City Attorney	1,000,636	1.118 %	\$1,840		\$1,840	\$616	\$2,456
City Clerk	566,644	0.633 %	\$1,042		\$1,042	\$349	\$1,391
Finance	1,779,620	1.988 %	\$3,273		\$3,273	\$1,095	\$4,368
Network Services	2,992,351	3.342 %	\$5,503		\$5,503	\$1,841	\$7,344
Finance Support Services	153,927	0.172 %	\$283		\$283	\$95	\$378
Human Resources	1,217,672	1.360 %	\$2,239		\$2,239	\$749	\$2,988
Insurance ISF Fund	4,808,289	5.370 %	\$8,842		\$8,842	\$2,959	\$11,801
Wellness Program	3,114	0.003 %	\$6		\$6	\$2	\$8
Community Development Admin	867,164	0.969 %	\$1,595		\$1,595	\$534	\$2,129
Commissions & Committees	15,513	0.017 %	\$29		\$29	\$10	\$39
Development Review	1,053,548	1.177 %	\$1,937		\$1,937	\$648	\$2,585
Long Range Planning	114,993	0.128 %	\$211		\$211	\$71	\$282
Building and Safety	2,269,498	2.535 %	\$4,174		\$4,174	\$1,396	\$5,570
Public Works Administration	945,448	1.056 %	\$1,739		\$1,739	\$582	\$2,321
Parks Maintenance	2,587,151	2.890 %	\$4,758		\$4,758	\$1,592	\$6,350
Swim Center Maintenance	504,654	0.564 %	\$928		\$928	\$311	\$1,239
Urban Forest Services	830,659	0.928 %	\$1,528		\$1,528	\$511	\$2,039
Facilities Maintenance	1,152,577	1.287 %	\$2,120		\$2,120	\$709	\$2,829
Streets Maintenance	1,143,992	1.278 %	\$2,104		\$2,104	\$704	\$2,808
Stormwater and Flood Control	793,352	0.886 %	\$1,459		\$1,459	\$488	\$1,947
Traffic Signals & Lighting	519,399	0.580 %	\$955		\$955	\$320	\$1,275
Fleet	1,077,423	1.203 %	\$1,981		\$1,981	\$663	\$2,644
City Administration	1,266,811	1.415 %	\$2,330		\$2,330	\$779	\$3,109
Transportation/Plan Engineering	896,195	1.001 %	\$1,648		\$1,648	\$551	\$2,199
Recreation Administration	780,489	0.872 %	\$1,435		\$1,435	\$480	\$1,915
Recreation Facilities	190,312	0.213 %	\$350		\$350	\$117	\$467
Youth Services	853,586	0.953 %	\$1,570		\$1,570	\$525	\$2,095
Ranger Program	496,081	0.554 %	\$912		\$912	\$305	\$1,217
Aquatics	402,346	0.449 %	\$740		\$740	\$248	\$988
Police Administration	1,997,594	2.231 %	\$3,674		\$3,674	\$1,229	\$4,903
Patrol	9,337,298	10.429 %	\$17,171		\$17,171	\$5,745	\$22,916
Investigations	2,786,997	3.113 %	\$5,125		\$5,125	\$1,715	\$6,840
Neighborhood Services	229,238	0.256 %	\$422		\$422	\$141	\$563
Traffic Safety	796,078	0.889 %	\$1,464		\$1,464	\$490	\$1,954
Fire Administration	936,461	1.046 %	\$1,722		\$1,722	\$576	\$2,298
Emergency Response	10,175,128	11.365 %	\$18,712		\$18,712	\$6,261	\$24,973
Hazard Prevention	885,601	0.989 %	\$1,629		\$1,629	\$545	\$2,174



City Council  
Detail allocation of  
City Council

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.082 %	\$136		\$136	\$45	\$181
Fire Station	30,106	0.034 %	\$55		\$55	\$19	\$74
Disaster Assistance	62,052	0.069 %	\$114		\$114	\$38	\$152
FD202 Downtown Bid Fund	272,165	0.304 %	\$501		\$501	\$167	\$668
FD601 Water Fund	6,361,662	7.105 %	\$11,699		\$11,699	\$3,914	\$15,613
FD611 Parking Fund	2,489,100	2.780 %	\$4,577		\$4,577	\$1,532	\$6,109
FD602 Sewer Fund	7,522,181	8.402 %	\$13,833		\$13,833	\$4,629	\$18,462
Golf Course	595,060	0.665 %	\$1,094		\$1,094	\$366	\$1,460
FD705 Whale Rock Fund	887,145	0.991 %	\$1,631		\$1,631	\$546	\$2,177
Information Services	1,031,587	1.152 %	\$1,897		\$1,897	\$635	\$2,532
FD208 Tourism Bid Fund	1,383,208	1.545 %	\$2,544		\$2,544	\$851	\$3,395
FD621Transit Fund	909,464	1.016 %	\$1,672		\$1,672	\$560	\$2,232
FD206 Law Enforcement Grant Fund	42,648	0.048 %	\$78		\$78	\$26	\$104
Fire Apparatus Service	379,185	0.424 %	\$697		\$697	\$233	\$930
Police Support Services	2,484,815	2.775 %	\$4,570		\$4,570	\$1,529	\$6,099
Community Services	474,519	0.530 %	\$873		\$873	\$292	\$1,165
FD711 Hazardous Mat Task Force Fund	44,601	0.050 %	\$82		\$82	\$27	\$109
Finance Non Departmental	167,004	0.187 %	\$307		\$307	\$103	\$410
Development Services	1,003,441	1.121 %	\$1,845		\$1,845	\$617	\$2,462
Human Relations	353,546	0.395 %	\$650		\$650	\$218	\$868
CIP Project Engineering	2,205,278	2.463 %	\$4,055		\$4,055	\$1,357	\$5,412
Jack House	7,238	0.008 %	\$13		\$13	\$4	\$17
FD401 Capital Outlay Engineering	2,080	0.002 %	\$4		\$4	\$1	\$5
FD505 Affordable Housing Fund	330,000	0.369 %	\$607		\$607	\$203	\$810
Community Services Group	9,593	0.011 %	\$18		\$18	\$6	\$24
Risk Management	5,402	0.006 %	\$10		\$10	\$3	\$13
Water Administration/Engineering	3,180	0.004 %	\$6		\$6	\$2	\$8
Solid Waste Recycling	87,156	0.097 %	\$160		\$160	\$54	\$214
FD402 Fleet Replace	207						
FD504 LOVR Impace Fee	270,094	0.302 %	\$497		\$497	\$166	\$663
FD715 Boysen Ranch	3,341	0.002 %	\$7		\$7	\$3	\$10
Total	89,532,270	100.000 %	\$164,649		\$164,649	\$55,091	\$219,740

(A) Alloc basis: Total Operating Expenditures by Department/Division

Source:

City Council  
Departmental Cost  
Allocation Summary

	Total	City Council
City Administration	\$3,109	\$3,109
City Attorney	\$2,456	\$2,456
City Clerk	\$1,391	\$1,391
Finance	\$4,368	\$4,368
Network Services	\$7,344	\$7,344
Information Services	\$2,532	\$2,532
Finance Support Services	\$378	\$378
Human Resources	\$2,988	\$2,988
Risk Management	\$13	\$13
Wellness Program	\$8	\$8
Public Works Administration	\$2,321	\$2,321
Facilities Maintenance	\$2,829	\$2,829
Fleet	\$2,644	\$2,644
CIP Project Engineering	\$5,412	\$5,412
Transportation/Plan Engineering	\$2,199	\$2,199
Insurance ISF Fund	\$11,801	\$11,801
Cultural Activities	\$816	\$816
Economic Development	\$662	\$662
Natural Resource Protection	\$1,516	\$1,516
Community Promotion	\$966	\$966
Community Services Group	\$24	\$24
Finance Non Departmental	\$410	\$410
Community Development Admin	\$2,129	\$2,129
Commissions & Committees	\$39	\$39
Development Review	\$2,585	\$2,585
Long Range Planning	\$282	\$282
Development Services	\$2,462	\$2,462
Building and Safety	\$5,570	\$5,570
Human Relations	\$868	\$868
Parks Maintenance	\$6,350	\$6,350
Swim Center Maintenance	\$1,239	\$1,239
Urban Forest Services	\$2,039	\$2,039
Streets Maintenance	\$2,808	\$2,808
Traffic Signals & Lighting	\$1,275	\$1,275
Stormwater and Flood Control	\$1,947	\$1,947
Water Administration/Engineering	\$8	\$8
Solid Waste Recycling	\$214	\$214
Recreation Administration	\$1,915	\$1,915
Recreation Facilities	\$467	\$467
Youth Services	\$2,095	\$2,095
Community Services	\$1,165	\$1,165
Ranger Program	\$1,217	\$1,217

City Council  
Departmental Cost  
Allocation Summary

	Total	City Council
Aquatics	\$988	\$988
Golf Course	\$1,460	\$1,460
Jack House	\$17	\$17
Police Administration	\$4,903	\$4,903
Patrol	\$22,916	\$22,916
Investigations	\$6,840	\$6,840
Police Support Services	\$6,099	\$6,099
Neighborhood Services	\$563	\$563
Traffic Safety	\$1,954	\$1,954
Fire Administration	\$2,298	\$2,298
Emergency Response	\$24,973	\$24,973
Hazard Prevention	\$2,174	\$2,174
Training Services	\$181	\$181
Fire Apparatus Service	\$930	\$930
Fire Station	\$74	\$74
Disaster Assistance	\$152	\$152
FD202 Downtown Bid Fund	\$668	\$668
FD206 Law Enforcement Grant Fund	\$104	\$104
FD208 Tourism Bid Fund	\$3,395	\$3,395
FD401 Capital Outlay Engineering	\$5	\$5
FD402 Fleet Replace		
FD504 LOVR Impace Fee	\$663	\$663
FD505 Affordable Housing Fund	\$810	\$810
FD601 Water Fund	\$15,613	\$15,613
FD602 Sewer Fund	\$18,462	\$18,462
FD611 Parking Fund	\$6,109	\$6,109
FD621Transit Fund	\$2,232	\$2,232
FD705 Whale Rock Fund	\$2,177	\$2,177
FD711 Hazardous Mat Task Force Fund	\$109	\$109
FD715 Boysen Ranch	\$10	\$10
Total	\$219,740	\$219,740

**SCHEDULE 3.01**

**CITY ADMINISTRATION**

NATURE AND EXTENT OF SERVICE

The Administration Department is responsible for providing information and recommendations to the Council, implementing Council policies, directing the delivery of municipal services, overseeing the accomplishment of City objectives and providing administrative support to the Mayor and Council members. Program goals include informed public decision making; responsive, effective and efficient operating programs; effective City management; supervision of the City Clerk's office, Economic Development, the Office of Sustainability, and Community Promotions programs; and effective Council administrative support; and direct supervision of seven budget programs.

Costs are allocated as follows:

- **Citywide Administration** - These costs are allocated based upon total operating expenditures by fund/department/division.
- **Network Services & Information Services** - These costs are associated with supervision of Network Services and Information Services. Costs are allocated evenly between the departments.
- **Economic Development** - These costs are associated with supervision of Economic Development. Costs are allocated directly to Economic Development.
- **Natural Resource Planning** – These costs are associated with supervision of Natural Resource Protection. Costs are allocated directly to Natural Resource Protection.

City Administration  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,266,811			\$1,266,811
Deductions:				
GENERAL GOVERNMENT	(\$317,580)			
Total deductions:	(\$317,580)			(\$317,580)
Allocated additions:				
10000000 - Building Charge	\$2,740		\$2,740	
1011002 - City Council	\$2,330	\$779	\$3,109	
1011501 - City Attorney		\$12,559	\$12,559	
1011021 - City Clerk		\$101,578	\$101,578	
1012000 - Finance		\$27,037	\$27,037	
1011101 - Network Services		\$44,523	\$44,523	
1011103 - Information Services		\$68,392	\$68,392	
1012006 - Finance Support Services		\$2,736	\$2,736	
1013001 - Human Resources		\$13,335	\$13,335	
1013003 - Wellness Program		\$120	\$120	
1015005 - Facilities Maintenance		\$13,130	\$13,130	
1015008 - Fleet		\$3,695	\$3,695	
8020000 - Insurance ISF Fund		\$44,043	\$44,043	
Total allocated additions:	\$5,070	\$331,927	\$336,997	\$336,997
Total to be allocated	<u>\$954,301</u>	<u>\$331,927</u>		<u>\$1,286,228</u>

	City Administration Schedule of costs to be allocated by function					
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Citywide Administration</u>	<u>Network Services &amp; Info Services</u>	<u>Economic Development</u>	<u>Natural Resource Planning</u>
<b><u>Wages &amp; Benefits</u></b>						
SALARIES & WAGES	\$589,709	\$64,868	\$430,488	\$29,485	\$47,177	\$17,691
FRINGE BENEFITS	\$238,227	\$26,205	\$173,906	\$11,911	\$19,058	\$7,147
<b><u>Other Expense and Cost</u></b>						
SERVICES & SUPPLIES	\$121,295	\$13,342	\$88,545	\$6,065	\$9,704	\$3,639
GENERAL GOVERNMENT	\$317,580	\$317,580				
Departmental Expenditures	\$1,266,811	\$421,995	\$692,939	\$47,461	\$75,939	\$28,477
<b><u>Cost Adjustments</u></b>						
Deductions	(\$317,580)	(\$317,580)				
Additions: 1st						
Other	\$5,070	\$5,070				
Functional Cost	\$954,301	\$109,485	\$692,939	\$47,461	\$75,939	\$28,477
Reallocate Admin		(\$109,485)	\$89,802	\$6,151	\$9,841	\$3,691
Allocable Costs	\$954,301		\$782,741	\$53,612	\$85,780	\$32,168
<b>1st Allocation</b>	<b>\$954,301</b>		<b>\$782,741</b>	<b>\$53,612</b>	<b>\$85,780</b>	<b>\$32,168</b>
Additions: 2nd						
Other	\$331,927	\$331,927				
Functional Cost	\$331,927	\$331,927				
Reallocate Admin		(\$331,927)	\$272,255	\$18,647	\$29,836	\$11,189
Allocable Costs	\$331,927		\$272,255	\$18,647	\$29,836	\$11,189
<b>2nd Allocation</b>	<b>\$331,927</b>		<b>\$272,255</b>	<b>\$18,647</b>	<b>\$29,836</b>	<b>\$11,189</b>
<b>Total allocated</b>	<b>\$1,286,228</b>		<b>\$1,054,996</b>	<b>\$72,259</b>	<b>\$115,616</b>	<b>\$43,357</b>

City Administration  
Detail allocation of  
Citywide Administration

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.178 %	\$1,393		\$1,393		\$1,393
Cultural Activities	332,351	0.376 %	\$2,942		\$2,942	\$1,025	\$3,967
Economic Development	269,768	0.305 %	\$2,388		\$2,388	\$832	\$3,220
Natural Resource Protection	617,952	0.699 %	\$5,470		\$5,470	\$1,906	\$7,376
Community Promotion	393,509	0.445 %	\$3,483		\$3,483	\$1,214	\$4,697
City Attorney	1,000,636	1.132 %	\$8,858		\$8,858	\$3,086	\$11,944
City Clerk	566,644	0.641 %	\$5,016		\$5,016	\$1,748	\$6,764
Finance	1,779,620	2.013 %	\$15,754		\$15,754	\$5,489	\$21,243
Network Services	2,992,351	3.384 %	\$26,489		\$26,489	\$9,230	\$35,719
Finance Support Services	153,927	0.174 %	\$1,363		\$1,363	\$475	\$1,838
Human Resources	1,217,672	1.377 %	\$10,779		\$10,779	\$3,756	\$14,535
Insurance ISF Fund	4,808,289	5.438 %	\$42,564		\$42,564	\$14,831	\$57,395
Wellness Program	3,114	0.004 %	\$28		\$28	\$10	\$38
Community Development Admin	867,164	0.981 %	\$7,676		\$7,676	\$2,675	\$10,351
Commissions & Committees	15,513	0.018 %	\$137		\$137	\$48	\$185
Development Review	1,053,548	1.191 %	\$9,326		\$9,326	\$3,250	\$12,576
Long Range Planning	114,993	0.130 %	\$1,018		\$1,018	\$355	\$1,373
Building and Safety	2,269,498	2.567 %	\$20,090		\$20,090	\$7,000	\$27,090
Public Works Administration	945,448	1.069 %	\$8,369		\$8,369	\$2,916	\$11,285
Parks Maintenance	2,587,151	2.926 %	\$22,902		\$22,902	\$7,980	\$30,882
Swim Center Maintenance	504,654	0.571 %	\$4,467		\$4,467	\$1,557	\$6,024
Urban Forest Services	830,659	0.939 %	\$7,353		\$7,353	\$2,562	\$9,915
Facilities Maintenance	1,152,577	1.303 %	\$10,203		\$10,203	\$3,555	\$13,758
Streets Maintenance	1,143,992	1.294 %	\$10,127		\$10,127	\$3,529	\$13,656
Stormwater and Flood Control	793,352	0.897 %	\$7,023		\$7,023	\$2,447	\$9,470
Traffic Signals & Lighting	519,399	0.587 %	\$4,598		\$4,598	\$1,602	\$6,200
Fleet	1,077,423	1.218 %	\$9,538		\$9,538	\$3,323	\$12,861
Transportation/Plan Engineering	896,195	1.014 %	\$7,933		\$7,933	\$2,764	\$10,697
Recreation Administration	780,489	0.883 %	\$6,909		\$6,909	\$2,407	\$9,316
Recreation Facilities	190,312	0.215 %	\$1,685		\$1,685	\$587	\$2,272
Youth Services	853,586	0.965 %	\$7,556		\$7,556	\$2,633	\$10,189
Ranger Program	496,081	0.561 %	\$4,391		\$4,391	\$1,530	\$5,921
Aquatics	402,346	0.455 %	\$3,562		\$3,562	\$1,241	\$4,803
Police Administration	1,997,594	2.259 %	\$17,683		\$17,683	\$6,162	\$23,845
Patrol	9,337,298	10.560 %	\$82,656		\$82,656	\$28,801	\$111,457
Investigations	2,786,997	3.152 %	\$24,671		\$24,671	\$8,596	\$33,267
Neighborhood Services	229,238	0.259 %	\$2,029		\$2,029	\$707	\$2,736
Traffic Safety	796,078	0.900 %	\$7,047		\$7,047	\$2,456	\$9,503
Fire Administration	936,461	1.059 %	\$8,290		\$8,290	\$2,889	\$11,179
Emergency Response	10,175,128	11.507 %	\$90,073		\$90,073	\$31,385	\$121,458
Hazard Prevention	885,601	1.002 %	\$7,840		\$7,840	\$2,732	\$10,572

City Administration  
Detail allocation of  
Citywide Administration

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.083 %	\$653		\$653	\$228	\$881
Fire Station	30,106	0.034 %	\$267		\$267	\$93	\$360
Disaster Assistance	62,052	0.070 %	\$549		\$549	\$191	\$740
FD202 Downtown Bid Fund	272,165	0.308 %	\$2,409		\$2,409	\$839	\$3,248
FD601 Water Fund	6,361,662	7.195 %	\$56,315		\$56,315	\$19,623	\$75,938
FD611 Parking Fund	2,489,100	2.815 %	\$22,034		\$22,034	\$7,678	\$29,712
FD602 Sewer Fund	7,522,181	8.507 %	\$66,588		\$66,588	\$23,202	\$89,790
Golf Course	595,060	0.673 %	\$5,268		\$5,268	\$1,835	\$7,103
FD705 Whale Rock Fund	887,145	1.003 %	\$7,853		\$7,853	\$2,736	\$10,589
Information Services	1,031,587	1.167 %	\$9,132		\$9,132	\$3,182	\$12,314
FD208 Tourism Bid Fund	1,383,208	1.564 %	\$12,245		\$12,245	\$4,267	\$16,512
FD621Transit Fund	909,464	1.029 %	\$8,051		\$8,051	\$2,805	\$10,856
FD206 Law Enforcement Grant Fund	42,648	0.048 %	\$378		\$378	\$132	\$510
Fire Apparatus Service	379,185	0.429 %	\$3,357		\$3,357	\$1,170	\$4,527
Police Support Services	2,484,815	2.810 %	\$21,996		\$21,996	\$7,664	\$29,660
Community Services	474,519	0.537 %	\$4,201		\$4,201	\$1,464	\$5,665
FD711 Hazardous Mat Task Force Fund	44,601	0.050 %	\$395		\$395	\$138	\$533
Finance Non Departmental	167,004	0.189 %	\$1,478		\$1,478	\$515	\$1,993
Development Services	1,003,441	1.135 %	\$8,883		\$8,883	\$3,095	\$11,978
Human Relations	353,546	0.400 %	\$3,130		\$3,130	\$1,091	\$4,221
CIP Project Engineering	2,205,278	2.494 %	\$19,522		\$19,522	\$6,802	\$26,324
Jack House	7,238	0.008 %	\$64		\$64	\$22	\$86
FD401 Capital Outlay Engineering	2,080	0.002 %	\$18		\$18	\$6	\$24
FD505 Affordable Housing Fund	330,000	0.373 %	\$2,921		\$2,921	\$1,018	\$3,939
Community Services Group	9,593	0.011 %	\$85		\$85	\$30	\$115
Risk Management	5,402	0.006 %	\$48		\$48	\$17	\$65
Water Administration/Engineering	3,180	0.004 %	\$28		\$28	\$10	\$38
Solid Waste Recycling	87,156	0.099 %	\$772		\$772	\$269	\$1,041
FD402 Fleet Replace	207		\$2		\$2	\$1	\$3
FD504 LOVR Impace Fee	270,094	0.305 %	\$2,391		\$2,391	\$833	\$3,224
FD715 Boysen Ranch	3,341	0.004 %	\$29		\$29	\$8	\$37
Total	88,422,798	100.000 %	\$782,741		\$782,741	\$272,255	\$1,054,996

(A) Alloc basis: Total Operating Expenditures by Department/Division

Source:



City Administration

Detail allocation of

Netwok Services & Info Services

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Network Services	50	50.000 %	\$26,806		\$26,806	\$9,324	\$36,130
Information Services	50	50.000 %	\$26,806		\$26,806	\$9,323	\$36,129
Total	100	100.000 %	\$53,612		\$53,612	\$18,647	\$72,259

(A) Alloc basis:

Direct Allocation to Network Services and Information Services

Source:

City Administration

Detail allocation of

Economic Development

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Economic Development	100	100.000 %	\$85,780		\$85,780	\$29,836	\$115,616
Total	100	100.000 %	\$85,780		\$85,780	\$29,836	\$115,616

(A) Alloc basis:

Direct Allocation to Economic Development

Source:

City Administration

Detail allocation of

Natural Resource Planning

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Natural Resource Protection	100	100.000 %	\$32,168		\$32,168	\$11,189	\$43,357
Total	100	100.000 %	\$32,168		\$32,168	\$11,189	\$43,357

(A) Alloc basis:

Direct Allocation to Natural Resources Planning

Source:

	City Administration Departmental Cost Allocation Summary				
	<u>Total</u>	<u>Citywide Administration</u>	<u>Netwok Services &amp; Info Services</u>	<u>Economic Development</u>	<u>Natural Resource Planning</u>
City Council	\$1,393	\$1,393			
City Attorney	\$11,944	\$11,944			
City Clerk	\$6,764	\$6,764			
Finance	\$21,243	\$21,243			
Network Services	\$71,849	\$35,719	\$36,130		
Information Services	\$48,443	\$12,314	\$36,129		
Finance Support Services	\$1,838	\$1,838			
Human Resources	\$14,535	\$14,535			
Risk Management	\$65	\$65			
Wellness Program	\$38	\$38			
Public Works Administration	\$11,285	\$11,285			
Facilities Maintenance	\$13,758	\$13,758			
Fleet	\$12,861	\$12,861			
CIP Project Engineering	\$26,324	\$26,324			
Transportation/Plan Engineering	\$10,697	\$10,697			
Insurance ISF Fund	\$57,395	\$57,395			
Cultural Activities	\$3,967	\$3,967			
Economic Development	\$118,836	\$3,220		\$115,616	
Natural Resource Protection	\$50,733	\$7,376			\$43,357
Community Promotion	\$4,697	\$4,697			
Community Services Group	\$115	\$115			
Finance Non Departmental	\$1,993	\$1,993			
Community Development Admin	\$10,351	\$10,351			
Commissions & Committees	\$185	\$185			
Development Review	\$12,576	\$12,576			
Long Range Planning	\$1,373	\$1,373			
Development Services	\$11,978	\$11,978			
Building and Safety	\$27,090	\$27,090			
Human Relations	\$4,221	\$4,221			
Parks Maintenance	\$30,882	\$30,882			
Swim Center Maintenance	\$6,024	\$6,024			
Urban Forest Services	\$9,915	\$9,915			
Streets Maintenance	\$13,656	\$13,656			
Traffic Signals & Lighting	\$6,200	\$6,200			
Stormwater and Flood Control	\$9,470	\$9,470			
Water Administration/Engineering	\$38	\$38			
Solid Waste Recycling	\$1,041	\$1,041			
Recreation Administration	\$9,316	\$9,316			
Recreation Facilities	\$2,272	\$2,272			
Youth Services	\$10,189	\$10,189			

	City Administration Departmental Cost Allocation Summary				
	<u>Total</u>	<u>Citywide Administration</u>	<u>Netwok Services &amp; Info Services</u>	<u>Economic Development</u>	<u>Natural Resource Planning</u>
Community Services	\$5,665	\$5,665			
Ranger Program	\$5,921	\$5,921			
Aquatics	\$4,803	\$4,803			
Golf Course	\$7,103	\$7,103			
Jack House	\$86	\$86			
Police Administration	\$23,845	\$23,845			
Patrol	\$111,457	\$111,457			
Investigations	\$33,267	\$33,267			
Police Support Services	\$29,660	\$29,660			
Neighborhood Services	\$2,736	\$2,736			
Traffic Safety	\$9,503	\$9,503			
Fire Administration	\$11,179	\$11,179			
Emergency Response	\$121,458	\$121,458			
Hazard Prevention	\$10,572	\$10,572			
Training Services	\$881	\$881			
Fire Apparatus Service	\$4,527	\$4,527			
Fire Station	\$360	\$360			
Disaster Assistance	\$740	\$740			
FD202 Downtown Bid Fund	\$3,248	\$3,248			
FD206 Law Enforcement Grant Fund	\$510	\$510			
FD208 Tourism Bid Fund	\$16,512	\$16,512			
FD401 Capital Outlay Engineering	\$24	\$24			
FD402 Fleet Replace	\$3	\$3			
FD504 LOVR Impace Fee	\$3,224	\$3,224			
FD505 Affordable Housing Fund	\$3,939	\$3,939			
FD601 Water Fund	\$75,938	\$75,938			
FD602 Sewer Fund	\$89,790	\$89,790			
FD611 Parking Fund	\$29,712	\$29,712			
FD621Transit Fund	\$10,856	\$10,856			
FD705 Whale Rock Fund	\$10,589	\$10,589			
FD711 Hazardous Mat Task Force Fund	\$533	\$533			
FD715 Boysen Ranch	\$37	\$37			
Total	\$1,286,228	\$1,054,996	\$72,259	\$115,616	\$43,357

**SCHEDULE 4.01**

**CITY ATTORNEY**

NATURE AND EXTENT OF SERVICE

The City Attorney ensures that the City conducts its activities in accordance with various laws and guidelines as well as in conformance with the City Charter; The City Attorney also represents the City in civil litigation and ensures that violators of the City laws are prosecuted. Program goals include: minimizing liability exposure, providing prompt and thorough legal advice, and ensuring general compliance with City laws and regulations. The City Attorney's office serves all City Departments and directly staffs the Planning Commission and City Council, and provides review, advice and support services to other City Boards and Commissions

Costs are allocated as follows:

- **City Attorney** - These costs are associated with activities of the City Attorney and are allocated based upon total operating expenditures by fund/department/division. Certain costs are not allocated due to the nature of the case they were related to.

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,000,636			\$1,000,636
Deductions:				
LEGAL SERVICES	(\$133,717)			
Total deductions:	<u>(\$133,717)</u>			<u>(\$133,717)</u>
Allocated additions:				
10000000 - Building Charge	\$1,607		\$1,607	
1011002 - City Council	\$1,840	\$616	\$2,456	
1011001 - City Administration	\$8,858	\$3,086	\$11,944	
1011021 - City Clerk		\$24,407	\$24,407	
1012000 - Finance		\$14,671	\$14,671	
1011101 - Network Services		\$21,194	\$21,194	
1011103 - Information Services		\$15,045	\$15,045	
1012006 - Finance Support Services		\$1,306	\$1,306	
1013001 - Human Resources		\$10,001	\$10,001	
1013003 - Wellness Program		\$34	\$34	
1015005 - Facilities Maintenance		\$7,699	\$7,699	
8020000 - Insurance ISF Fund		\$33,122	\$33,122	
Total allocated additions:	<u>\$12,305</u>	<u>\$131,181</u>	<u>\$143,486</u>	<u>\$143,486</u>
Total to be allocated	<u><u>\$879,224</u></u>	<u><u>\$131,181</u></u>		<u><u>\$1,010,405</u></u>

City Attorney  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>City Attorney</u>
<b><u>Wages &amp; Benefits</u></b>			
SALARIES & WAGES	\$577,967		\$577,967
FRINGE BENEFITS	\$224,794		\$224,794
<b><u>Other Expense and Cost</u></b>			
SERVICES & SUPPLIES	\$64,158		\$64,158
LEGAL SERVICES	\$133,717	\$133,717	
Departmental Expenditures	\$1,000,636	\$133,717	\$866,919
<b><u>Cost Adjustments</u></b>			
Deductions	(\$133,717)	(\$133,717)	
Additions: 1st			
Other	\$12,305	\$12,305	
Functional Cost	\$879,224	\$12,305	\$866,919
Reallocate Admin		(\$12,305)	\$12,305
Allocable Costs	\$879,224		\$879,224
<b>1st Allocation</b>	<b>\$879,224</b>		<b>\$879,224</b>
Additions: 2nd			
Other	\$131,181	\$131,181	
Functional Cost	\$131,181	\$131,181	
Reallocate Admin		(\$131,181)	\$131,181
Allocable Costs	\$131,181		\$131,181
<b>2nd Allocation</b>	<b>\$131,181</b>		<b>\$131,181</b>
<b>Total allocated</b>	<b>\$1,010,405</b>		<b>\$1,010,405</b>



City Attorney  
Detail allocation of  
City Attorney

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.177 %	\$1,560		\$1,560		\$1,560
Cultural Activities	332,351	0.375 %	\$3,295		\$3,295	\$500	\$3,795
Economic Development	269,768	0.304 %	\$2,674		\$2,674	\$406	\$3,080
Natural Resource Protection	617,952	0.697 %	\$6,126		\$6,126	\$929	\$7,055
Community Promotion	393,509	0.444 %	\$3,901		\$3,901	\$592	\$4,493
City Clerk	566,644	0.639 %	\$5,617		\$5,617	\$852	\$6,469
Finance	1,779,620	2.007 %	\$17,642		\$17,642	\$2,675	\$20,317
Network Services	2,992,351	3.374 %	\$29,665		\$29,665	\$4,498	\$34,163
Finance Support Services	153,927	0.174 %	\$1,526		\$1,526	\$231	\$1,757
Human Resources	1,217,672	1.373 %	\$12,071		\$12,071	\$1,830	\$13,901
Insurance ISF Fund	4,808,289	5.422 %	\$47,667		\$47,667	\$7,228	\$54,895
Wellness Program	3,114	0.004 %	\$31		\$31	\$5	\$36
Community Development Admin	867,164	0.978 %	\$8,597		\$8,597	\$1,304	\$9,901
Commissions & Committees	15,513	0.017 %	\$154		\$154	\$23	\$177
Development Review	1,053,548	1.188 %	\$10,444		\$10,444	\$1,584	\$12,028
Long Range Planning	114,993	0.130 %	\$1,140		\$1,140	\$173	\$1,313
Building and Safety	2,269,498	2.559 %	\$22,499		\$22,499	\$3,412	\$25,911
Public Works Administration	945,448	1.066 %	\$9,373		\$9,373	\$1,421	\$10,794
Parks Maintenance	2,587,151	2.917 %	\$25,648		\$25,648	\$3,889	\$29,537
Swim Center Maintenance	504,654	0.569 %	\$5,003		\$5,003	\$759	\$5,762
Urban Forest Services	830,659	0.937 %	\$8,235		\$8,235	\$1,249	\$9,484
Facilities Maintenance	1,152,577	1.300 %	\$11,426		\$11,426	\$1,733	\$13,159
Streets Maintenance	1,143,992	1.290 %	\$11,341		\$11,341	\$1,720	\$13,061
Stormwater and Flood Control	793,352	0.895 %	\$7,865		\$7,865	\$1,193	\$9,058
Traffic Signals & Lighting	519,399	0.586 %	\$5,149		\$5,149	\$781	\$5,930
Fleet	1,077,423	1.215 %	\$10,681		\$10,681	\$1,620	\$12,301
City Administration	1,266,811	1.428 %	\$12,559		\$12,559		\$12,559
Transportation/Plan Engineering	896,195	1.010 %	\$8,884		\$8,884	\$1,347	\$10,231
Recreation Administration	780,489	0.880 %	\$7,737		\$7,737	\$1,173	\$8,910
Recreation Facilities	190,312	0.215 %	\$1,887		\$1,887	\$286	\$2,173
Youth Services	853,586	0.962 %	\$8,462		\$8,462	\$1,283	\$9,745
Ranger Program	496,081	0.559 %	\$4,918		\$4,918	\$746	\$5,664
Aquatics	402,346	0.454 %	\$3,989		\$3,989	\$605	\$4,594
Police Administration	1,997,594	2.252 %	\$19,803		\$19,803	\$3,003	\$22,806
Patrol	9,337,298	10.528 %	\$92,566		\$92,566	\$14,036	\$106,602
Investigations	2,786,997	3.142 %	\$27,629		\$27,629	\$4,190	\$31,819
Neighborhood Services	229,238	0.258 %	\$2,273		\$2,273	\$345	\$2,618
Traffic Safety	796,078	0.898 %	\$7,892		\$7,892	\$1,197	\$9,089
Fire Administration	936,461	1.056 %	\$9,284		\$9,284	\$1,408	\$10,692
Emergency Response	10,175,128	11.473 %	\$100,872		\$100,872	\$15,296	\$116,168
Hazard Prevention	885,601	0.999 %	\$8,779		\$8,779	\$1,331	\$10,110

City Attorney  
Detail allocation of  
City Attorney

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.083 %	\$732		\$732	\$111	\$843
Fire Station	30,106	0.034 %	\$298		\$298	\$45	\$343
Disaster Assistance	62,052	0.070 %	\$615		\$615	\$93	\$708
FD202 Downtown Bid Fund	272,165	0.307 %	\$2,698		\$2,698	\$409	\$3,107
FD601 Water Fund	6,361,662	7.173 %	\$63,067		\$63,067	\$9,563	\$72,630
FD611 Parking Fund	2,489,100	2.807 %	\$24,676		\$24,676	\$3,742	\$28,418
FD602 Sewer Fund	7,522,181	8.482 %	\$74,572		\$74,572	\$11,308	\$85,880
Golf Course	595,060	0.671 %	\$5,899		\$5,899	\$895	\$6,794
FD705 Whale Rock Fund	887,145	1.000 %	\$8,795		\$8,795	\$1,334	\$10,129
Information Services	1,031,587	1.163 %	\$10,227		\$10,227	\$1,551	\$11,778
FD208 Tourism Bid Fund	1,383,208	1.560 %	\$13,713		\$13,713	\$2,079	\$15,792
FD621Transit Fund	909,464	1.025 %	\$9,016		\$9,016	\$1,367	\$10,383
FD206 Law Enforcement Grant Fund	42,648	0.048 %	\$423		\$423	\$64	\$487
Fire Apparatus Service	379,185	0.428 %	\$3,759		\$3,759	\$570	\$4,329
Police Support Services	2,484,815	2.802 %	\$24,633		\$24,633	\$3,735	\$28,368
Community Services	474,519	0.535 %	\$4,704		\$4,704	\$713	\$5,417
FD711 Hazardous Mat Task Force Fund	44,601	0.050 %	\$442		\$442	\$67	\$509
Finance Non Departmental	167,004	0.188 %	\$1,656		\$1,656	\$251	\$1,907
Development Services	1,003,441	1.131 %	\$9,948		\$9,948	\$1,508	\$11,456
Human Relations	353,546	0.399 %	\$3,505		\$3,505	\$531	\$4,036
CIP Project Engineering	2,205,278	2.487 %	\$21,862		\$21,862	\$3,315	\$25,177
Jack House	7,238	0.008 %	\$72		\$72	\$11	\$83
FD401 Capital Outlay Engineering	2,080	0.002 %	\$21		\$21	\$3	\$24
FD505 Affordable Housing Fund	330,000	0.372 %	\$3,271		\$3,271	\$496	\$3,767
Community Services Group	9,593	0.011 %	\$95		\$95	\$14	\$109
Risk Management	5,402	0.006 %	\$54		\$54	\$8	\$62
Water Administration/Engineering	3,180	0.004 %	\$32		\$32	\$5	\$37
Solid Waste Recycling	87,156	0.098 %	\$864		\$864	\$131	\$995
FD402 Fleet Replace	207		\$2		\$2		\$2
FD504 LOVR Impace Fee	270,094	0.305 %	\$2,678		\$2,678	\$406	\$3,084
FD715 Boysen Ranch	3,341		\$31		\$31	\$3	\$34
Total	88,688,973	100.000 %	\$879,224		\$879,224	\$131,181	\$1,010,405

(A) Alloc basis: Total Operating Expenditures by Department/Division

Source:

City Attorney  
Departmental Cost  
Allocation Summary

	Total	City Attorney
City Council	\$1,560	\$1,560
City Administration	\$12,559	\$12,559
City Clerk	\$6,469	\$6,469
Finance	\$20,317	\$20,317
Network Services	\$34,163	\$34,163
Information Services	\$11,778	\$11,778
Finance Support Services	\$1,757	\$1,757
Human Resources	\$13,901	\$13,901
Risk Management	\$62	\$62
Wellness Program	\$36	\$36
Public Works Administration	\$10,794	\$10,794
Facilities Maintenance	\$13,159	\$13,159
Fleet	\$12,301	\$12,301
CIP Project Engineering	\$25,177	\$25,177
Transportation/Plan Engineering	\$10,231	\$10,231
Insurance ISF Fund	\$54,895	\$54,895
Cultural Activities	\$3,795	\$3,795
Economic Development	\$3,080	\$3,080
Natural Resource Protection	\$7,055	\$7,055
Community Promotion	\$4,493	\$4,493
Community Services Group	\$109	\$109
Finance Non Departmental	\$1,907	\$1,907
Community Development Admin	\$9,901	\$9,901
Commissions & Committees	\$177	\$177
Development Review	\$12,028	\$12,028
Long Range Planning	\$1,313	\$1,313
Development Services	\$11,456	\$11,456
Building and Safety	\$25,911	\$25,911
Human Relations	\$4,036	\$4,036
Parks Maintenance	\$29,537	\$29,537
Swim Center Maintenance	\$5,762	\$5,762
Urban Forest Services	\$9,484	\$9,484
Streets Maintenance	\$13,061	\$13,061
Traffic Signals & Lighting	\$5,930	\$5,930
Stormwater and Flood Control	\$9,058	\$9,058
Water Administration/Engineering	\$37	\$37
Solid Waste Recycling	\$995	\$995
Recreation Administration	\$8,910	\$8,910
Recreation Facilities	\$2,173	\$2,173
Youth Services	\$9,745	\$9,745
Community Services	\$5,417	\$5,417
Ranger Program	\$5,664	\$5,664

City Attorney  
Departmental Cost  
Allocation Summary

	Total	City Attorney
Aquatics	\$4,594	\$4,594
Golf Course	\$6,794	\$6,794
Jack House	\$83	\$83
Police Administration	\$22,806	\$22,806
Patrol	\$106,602	\$106,602
Investigations	\$31,819	\$31,819
Police Support Services	\$28,368	\$28,368
Neighborhood Services	\$2,618	\$2,618
Traffic Safety	\$9,089	\$9,089
Fire Administration	\$10,692	\$10,692
Emergency Response	\$116,168	\$116,168
Hazard Prevention	\$10,110	\$10,110
Training Services	\$843	\$843
Fire Apparatus Service	\$4,329	\$4,329
Fire Station	\$343	\$343
Disaster Assistance	\$708	\$708
FD202 Downtown Bid Fund	\$3,107	\$3,107
FD206 Law Enforcement Grant Fund	\$487	\$487
FD208 Tourism Bid Fund	\$15,792	\$15,792
FD401 Capital Outlay Engineering	\$24	\$24
FD402 Fleet Replace	\$2	\$2
FD504 LOVR Impace Fee	\$3,084	\$3,084
FD505 Affordable Housing Fund	\$3,767	\$3,767
FD601 Water Fund	\$72,630	\$72,630
FD602 Sewer Fund	\$85,880	\$85,880
FD611 Parking Fund	\$28,418	\$28,418
FD621Transit Fund	\$10,383	\$10,383
FD705 Whale Rock Fund	\$10,129	\$10,129
FD711 Hazardous Mat Task Force Fund	\$509	\$509
FD715 Boysen Ranch	\$34	\$34
Total	\$1,010,405	\$1,010,405

**SCHEDULE 5.01**

**CITY CLERK**

NATURE AND EXTENT OF SERVICE

The Office of the City Clerk works with the City Council, City Manager, and all city departments as well as the public to ensure the facilitation of the democratic process at the local level. The administration and records duties include Council meeting agenda coordination, information dissemination, records management, advisory body administration and oversight of the Public, Education and Government access channel (PEG) monies.

The office also serves to facilitate election duties including election administration, disclosure reporting, elections campaign regulations, and statements of economic interests.

Costs are allocated as follows:

- **City Clerk Services** - These costs are associated with activities of the Office of the City Clerk are allocated based on a count of City Council agenda items by fund/department/division.
- **Public Counter/Main City Phone Number** – These costs are associated with all non-direct phone calls and in person inquiries that need to be re-directed to any/all City Departments. These costs are allocated based upon the total FTE's by fund/department/division.
- **General Government** - These costs are related to general government duties such as elections. These costs are unallowable as they are not recognized as ordinary and necessary for the operation of a governmental unit or the performance of a Federal award. Therefore, general government costs are identified but not allocated.

City Clerk

Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$566,656			\$566,656
Deductions:				
COVID-19	(\$12)			
Total deductions:	<u>(\$12)</u>			<u>(\$12)</u>
Allocated additions:				
10000000 - Building Charge	\$2,647		\$2,647	
1011002 - City Council	\$1,042	\$349	\$1,391	
1011001 - City Administration	\$5,016	\$1,748	\$6,764	
1011501 - City Attorney	\$5,617	\$852	\$6,469	
1012000 - Finance		\$12,784	\$12,784	
1011101 - Network Services		\$28,449	\$28,449	
1011103 - Information Services		\$5,427	\$5,427	
1012006 - Finance Support Services		\$739	\$739	
1013001 - Human Resources		\$16,669	\$16,669	
1013003 - Wellness Program		\$40	\$40	
1015005 - Facilities Maintenance		\$12,682	\$12,682	
8020000 - Insurance ISF Fund		\$53,249	\$53,249	
Total allocated additions:	<u>\$14,322</u>	<u>\$132,988</u>	<u>\$147,310</u>	<u>\$147,310</u>
Total to be allocated	<u><u>\$580,966</u></u>	<u><u>\$132,988</u></u>		<u><u>\$713,954</u></u>

	City Clerk Schedule of costs to be allocated by function				
	<u>Total</u>	<u>General &amp; Admin</u>	<u>City Clerk Services</u>	<u>Public Counter/Main City Phone</u>	<u>General Government</u>
<b><u>Wages &amp; Benefits</u></b>					
SALARIES & WAGES	\$269,798	\$40,470	\$140,295	\$51,262	\$37,771
FRINGE BENEFITS	\$140,898	\$21,135	\$73,267	\$26,771	\$19,725
<b><u>Other Expense and Cost</u></b>					
SERVICES & SUPPLIES	\$13,584	\$2,038	\$7,064	\$2,581	\$1,901
ADVERTISING & PUBLIC OUTREACH	\$8,659		\$8,659		
OTHER CONTRACT SERVICES	\$128,883			\$54,131	\$74,752
PUBLICATIONS & SUBSCRIPTIONS	\$4,822		\$4,822		
COVID-19	\$12	\$12			
Departmental Expenditures	\$566,656	\$63,655	\$234,107	\$134,745	\$134,149
<b><u>Cost Adjustments</u></b>					
Deductions	(\$12)	(\$12)			
Additions: 1st					
Other	\$14,322	\$14,322			
Functional Cost	\$580,966	\$77,965	\$234,107	\$134,745	\$134,149
Reallocate Admin		(\$77,965)	\$36,287	\$20,885	\$20,793
Allocable Costs	\$580,966		\$270,394	\$155,630	\$154,942
Unallocated	(\$154,942)				(\$154,942)
<b>1st Allocation</b>	<b>\$426,024</b>		<b>\$270,394</b>	<b>\$155,630</b>	
Additions: 2nd					
Other	\$132,988	\$132,988			
Functional Cost	\$132,988	\$132,988			
Reallocate Admin		(\$132,988)	\$61,895	\$35,625	\$35,468
Allocable Costs	\$132,988		\$61,895	\$35,625	\$35,468
Unallocated	(\$35,468)				(\$35,468)
<b>2nd Allocation</b>	<b>\$97,520</b>		<b>\$61,895</b>	<b>\$35,625</b>	
<b>Total allocated</b>	<b>\$523,544</b>		<b>\$332,289</b>	<b>\$191,255</b>	

City Clerk  
Detail allocation of  
City Clerk Services

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	10	3.521 %	\$9,521		\$9,521	\$3,893	\$13,414
Fire Administration	7	2.465 %	\$6,665		\$6,665	\$2,725	\$9,390
FD601 Water Fund	13	4.577 %	\$12,377		\$12,377	\$5,061	\$17,438
FD602 Sewer Fund	7	2.465 %	\$6,665		\$6,665	\$2,725	\$9,390
Recreation Administration	7	2.465 %	\$6,665		\$6,665	\$2,725	\$9,390
City Administration	101	35.563 %	\$96,161		\$96,161		\$96,161
Public Works Administration	33	11.620 %	\$31,419		\$31,419	\$12,846	\$44,265
City Attorney	24	8.451 %	\$22,850		\$22,850		\$22,850
Human Resources	8	2.817 %	\$7,617		\$7,617	\$3,114	\$10,731
Finance	11	3.873 %	\$10,473		\$10,473	\$4,282	\$14,755
Community Development Admin	54	19.014 %	\$51,413		\$51,413	\$21,021	\$72,434
FD611 Parking Fund	3	1.056 %	\$2,856		\$2,856	\$1,168	\$4,024
FD621Transit Fund	6	2.113 %	\$5,712		\$5,712	\$2,335	\$8,047
Total	284	100.000 %	\$270,394		\$270,394	\$61,895	\$332,289

(A) Alloc basis:

Count of Council Agenda Items by Department/Division

Source:

Clerk-Agenda item Tracking by Operating program



City Clerk  
Detail allocation of  
Public Counter/Main City Phone

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	550	1.196 %	\$1,862		\$1,862	\$446	\$2,308
Fire Administration	425	0.925 %	\$1,439		\$1,439	\$345	\$1,784
Stormwater and Flood Control	715	1.555 %	\$2,421		\$2,421	\$580	\$3,001
Recreation Administration	600	1.305 %	\$2,031		\$2,031	\$487	\$2,518
Facilities Maintenance	500	1.088 %	\$1,693		\$1,693	\$406	\$2,099
Long Range Planning	400	0.870 %	\$1,354		\$1,354	\$325	\$1,679
Building and Safety	1,553	3.378 %	\$5,258		\$5,258	\$1,260	\$6,518
Development Review	1,390	3.024 %	\$4,706		\$4,706	\$1,128	\$5,834
Economic Development	100	0.218 %	\$339		\$339	\$81	\$420
Natural Resource Protection	200	0.435 %	\$677		\$677	\$162	\$839
Public Works Administration	700	1.523 %	\$2,370		\$2,370	\$568	\$2,938
Transportation/Plan Engineering	700	1.523 %	\$2,370		\$2,370	\$568	\$2,938
City Administration	1,600	3.481 %	\$5,417		\$5,417		\$5,417
City Attorney	460	1.001 %	\$1,557		\$1,557		\$1,557
Human Resources	775	1.686 %	\$2,624		\$2,624	\$629	\$3,253
Finance	1,550	3.372 %	\$5,247		\$5,247	\$1,258	\$6,505
Network Services	500	1.088 %	\$1,693		\$1,693	\$406	\$2,099
Recreation Facilities	436	0.948 %	\$1,476		\$1,476	\$354	\$1,830
Fleet	450	0.979 %	\$1,523		\$1,523	\$365	\$1,888
Information Services	400	0.870 %	\$1,354		\$1,354	\$325	\$1,679
Community Promotion	25	0.054 %	\$85		\$85	\$20	\$105
Community Development Admin	645	1.403 %	\$2,184		\$2,184	\$523	\$2,707
Parks Maintenance	1,510	3.285 %	\$5,112		\$5,112	\$1,225	\$6,337
Swim Center Maintenance	200	0.435 %	\$677		\$677	\$162	\$839
Urban Forest Services	450	0.979 %	\$1,523		\$1,523	\$365	\$1,888
Streets Maintenance	1,065	2.317 %	\$3,606		\$3,606	\$864	\$4,470
Traffic Signals & Lighting	200	0.435 %	\$677		\$677	\$162	\$839
Youth Services	1,978	4.303 %	\$6,696		\$6,696	\$1,605	\$8,301
Community Services	306	0.666 %	\$1,036		\$1,036	\$248	\$1,284
Ranger Program	775	1.686 %	\$2,624		\$2,624	\$629	\$3,253
Patrol	4,300	9.354 %	\$14,558		\$14,558	\$3,489	\$18,047
Investigations	1,200	2.610 %	\$4,063		\$4,063	\$974	\$5,037
Police Support Services	2,096	4.559 %	\$7,096		\$7,096	\$1,701	\$8,797
Neighborhood Services	319	0.694 %	\$1,080		\$1,080	\$259	\$1,339
Traffic Safety	400	0.870 %	\$1,354		\$1,354	\$325	\$1,679
Emergency Response	4,675	10.170 %	\$15,827		\$15,827	\$3,793	\$19,620
FD601 Water Fund	3,351	7.290 %	\$11,345		\$11,345	\$2,719	\$14,064
FD602 Sewer Fund	3,503	7.620 %	\$11,859		\$11,859	\$2,842	\$14,701
FD621Transit Fund	400	0.870 %	\$1,354		\$1,354	\$325	\$1,679
FD705 Whale Rock Fund	400	0.870 %	\$1,354		\$1,354	\$325	\$1,679
FD208 Tourism Bid Fund	175	0.381 %	\$592		\$592	\$142	\$734

City Clerk

Detail allocation of

Public Counter/Main City Phone

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Golf Course	686	1.492 %	\$2,322		\$2,322	\$557	\$2,879
Aquatics	957	2.082 %	\$3,240		\$3,240	\$776	\$4,016
FD611 Parking Fund	1,100	2.393 %	\$3,724		\$3,724	\$892	\$4,616
Fire Apparatus Service	200	0.435 %	\$677		\$677	\$162	\$839
Commissions & Committees	100	0.218 %	\$339		\$339	\$81	\$420
FD205 CDBG Fund	100	0.218 %	\$339		\$339	\$81	\$420
Hazard Prevention	800	1.740 %	\$2,708		\$2,708	\$649	\$3,357
FD711 Hazardous Mat Task Force Fund	50	0.106 %	\$168		\$168	\$37	\$205
Total	45,970	100.000 %	\$155,630		\$155,630	\$35,625	\$191,255

(A) Alloc basis:

Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Staffing Summaries

City Clerk  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>City Clerk Services</u>	<u>Public Counter/Main City Phone</u>
City Administration	\$101,578	\$96,161	\$5,417
City Attorney	\$24,407	\$22,850	\$1,557
Finance	\$21,260	\$14,755	\$6,505
Network Services	\$2,099		\$2,099
Information Services	\$1,679		\$1,679
Human Resources	\$13,984	\$10,731	\$3,253
Public Works Administration	\$47,203	\$44,265	\$2,938
Facilities Maintenance	\$2,099		\$2,099
Fleet	\$1,888		\$1,888
Transportation/Plan Engineering	\$2,938		\$2,938
Economic Development	\$420		\$420
Natural Resource Protection	\$839		\$839
Community Promotion	\$105		\$105
Community Development Admin	\$75,141	\$72,434	\$2,707
Commissions & Committees	\$420		\$420
Development Review	\$5,834		\$5,834
Long Range Planning	\$1,679		\$1,679
Building and Safety	\$6,518		\$6,518
Parks Maintenance	\$6,337		\$6,337
Swim Center Maintenance	\$839		\$839
Urban Forest Services	\$1,888		\$1,888
Streets Maintenance	\$4,470		\$4,470
Traffic Signals & Lighting	\$839		\$839
Stormwater and Flood Control	\$3,001		\$3,001
Recreation Administration	\$11,908	\$9,390	\$2,518
Recreation Facilities	\$1,830		\$1,830
Youth Services	\$8,301		\$8,301
Community Services	\$1,284		\$1,284
Ranger Program	\$3,253		\$3,253
Aquatics	\$4,016		\$4,016
Golf Course	\$2,879		\$2,879
Police Administration	\$15,722	\$13,414	\$2,308
Patrol	\$18,047		\$18,047
Investigations	\$5,037		\$5,037
Police Support Services	\$8,797		\$8,797
Neighborhood Services	\$1,339		\$1,339
Traffic Safety	\$1,679		\$1,679
Fire Administration	\$11,174	\$9,390	\$1,784
Emergency Response	\$19,620		\$19,620
Hazard Prevention	\$3,357		\$3,357

City Clerk  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>City Clerk Services</u>	<u>Public Counter/Main City Phone</u>
Fire Apparatus Service	\$839		\$839
FD205 CDBG Fund	\$420		\$420
FD208 Tourism Bid Fund	\$734		\$734
FD601 Water Fund	\$31,502	\$17,438	\$14,064
FD602 Sewer Fund	\$24,091	\$9,390	\$14,701
FD611 Parking Fund	\$8,640	\$4,024	\$4,616
FD621Transit Fund	\$9,726	\$8,047	\$1,679
FD705 Whale Rock Fund	\$1,679		\$1,679
FD711 Hazardous Mat Task Force Fund	\$205		\$205
Total	\$523,544	\$332,289	\$191,255

**SCHEDULE 6.01**

**FINANCE**

NATURE AND EXTENT OF SERVICE

The Finance Administration Division organizes, leads, and monitors the functions within the Department. These include: Accounting, Revenue Management, Support Services and Information Technology. It is responsible for managing the City's financial and information technology operations in accordance with established policies and plans. Program goals are: developing and implementing efficient and effective financial policies, plans and reporting systems that help the operating departments achieve their objectives and assure the City's long-term fiscal health; protecting the City's assets from unauthorized use; effectively using the City's information technology resources to improve productivity, customer service and public access to City information; and providing quality service to all of the department's customers—both external and internal to the organization. The Administration Division is responsible for coordination and preparation of the City's budget, financial planning, and fiscal policies. The Division also administers the City's treasury investments and debt service

The Revenue Management Division is responsible for administering the City's treasury and revenue operations in accordance with established fiscal policies. Program goals are: developing and implementing effective and efficient revenue planning, monitoring and reporting systems that help assure the City's long-term fiscal health; providing quality customer service; protecting the City's cash assets from unauthorized use. This program has six major activities: utility billing, business tax, accounts receivable, cashier and public counter, revenue forecasts and rate reviews.

The Accounting Division is responsible for issuing financial reports and administers the disbursement of City funds in accordance with adopted fiscal policies and internal control procedures. Program goals are developing and implementing effective and efficient financial planning, reporting, and accounting systems that help the operating departments achieve their objectives; providing quality customer service; and protecting the City's resources from unauthorized use. The program has five major activities: financial reporting, payroll, accounts payable, general accounting services and support services. Bank Services are also handled by this Division.

Costs are allocated as follows:

- **Business License, Transient Occupancy Tax and Tourism Assessment** - These costs are associated with the revenue streams identified in the title. Costs are identified but not allocated.
- **Accounts Payable** - These costs are associated with the payment of the city's obligations. Costs are allocated based the number of accounts payable transactions by department/fund.

**SCHEDULE 6.01**

**FINANCE**

NATURE AND EXTENT OF SERVICE

CONTINUED

- **Payroll** - These costs are associated with activities involved with processing the City's employee payroll. Costs are allocated based on full time equivalent (FTE) by fund/department/division.
- **Purchasing** – These costs are associated with the management and production of the annual Citywide budget. Costs are allocated based on total operating expenditures by fund/department/division.
- **General Finance** – These costs are associated with general accounting activities. Costs are allocated based on total operating expenditures by fund/department/division.
- **Utility Billing** – These costs are associated with time spent on water and sewer utility billing activities. Costs are allocated 50% each to Fund 601 Water and Fund 602 Sewer.
- **Utility Billing Costs**– These costs are associated with water and sewer utility billing. Costs are allocated 50% each to Fund 601 Water and/or Fund 602 Sewer.
- **Cashier** – These costs are associated with revenue collections occurring at the front counter within the Finance Department. Costs are allocated based on the amount of time spent by staff on this function and the relative amounts of revenue collected for each activity. Costs associated with the collection of Business License, Transient Occupancy Tax and Tourism Assessment are not allocated.
- **Budget** – These costs are associated with the management and production of the annual Citywide budget. Costs are allocated based on total operating expenditures by fund/department/division.

Finance

Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,789,888			\$1,789,888
Deductions:				
REVENUE-GEN GOVERNMENT	(\$10,847)			
BUDGET - GEN GOVERNMENT	(\$2,635)			
COVID-19	(\$10,268)			
Total deductions:	<u>(\$23,750)</u>			<u>(\$23,750)</u>
Allocated additions:				
10000000 - Building Charge	\$10,333		\$10,333	
1011002 - City Council	\$3,273	\$1,095	\$4,368	
1011001 - City Administration	\$15,754	\$5,489	\$21,243	
1011501 - City Attorney	\$17,642	\$2,675	\$20,317	
1011021 - City Clerk	\$15,720	\$5,540	\$21,260	
1012000 - Finance		\$2,830	\$2,830	
1011101 - Network Services		\$73,674	\$73,674	
1011103 - Information Services		\$13,024	\$13,024	
1012006 - Finance Support Services		\$4,489	\$4,489	
1013001 - Human Resources		\$40,006	\$40,006	
1013003 - Wellness Program		\$116	\$116	
1015005 - Facilities Maintenance		\$49,511	\$49,511	
8020000 - Insurance ISF Fund		\$128,542	\$128,542	
Total allocated additions:	<u>\$62,722</u>	<u>\$326,991</u>	<u>\$389,713</u>	<u>\$389,713</u>
Total to be allocated	<u>\$1,828,860</u>	<u>\$326,991</u>		<u>\$2,155,851</u>

Finance  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Bus Lic. Trans Occ Tax &amp; Tourism</u>	<u>Accounts Payable</u>	<u>Payroll</u>	<u>Purchasing</u>	<u>General Finance</u>	<u>Utility Billing</u>	<u>Utility Billing Costs</u>	<u>Cashier</u>
<b><u>Wages &amp; Benefits</u></b>										
SALARIES & WAGES	\$1,028,822	\$189,509	\$43,622	\$140,743	\$144,961	\$107,512	\$209,571	\$14,301		\$85,289
FRINGE BENEFITS	\$451,637	\$83,192	\$19,149	\$61,784	\$63,636	\$47,196	\$91,998	\$6,278		\$37,441
<b><u>Other Expense and Cost</u></b>										
REVENUE-CONTRACT SVC	\$51,050		\$36,125						\$14,925	
REVENUE-GEN GOVERNME	\$10,847	\$10,847								
BUDGET - GEN GOVERNME	\$2,635	\$2,635								
SERVICES AND SUPPLIES	\$234,629	\$43,219	\$9,948	\$32,097	\$33,059	\$24,519	\$47,794	\$3,261		\$19,451
COVID-19	\$10,268	\$10,268								
Departmental Expenditures	\$1,789,888	\$339,670	\$108,844	\$234,624	\$241,656	\$179,227	\$349,363	\$23,840	\$14,925	\$142,181
<b><u>Cost Adjustments</u></b>										
Deductions	(\$23,750)	(\$23,750)								
Additions: 1st										
Other	\$62,722		\$4,284	\$5,027	\$4,507	\$6,290	\$30,757	\$1,028		\$3,702
Functional Cost	\$1,828,860	\$315,920	\$113,128	\$239,651	\$246,163	\$185,517	\$380,120	\$24,868	\$14,925	\$145,883
Reallocate Admin		(\$315,920)	\$23,711	\$51,111	\$52,643	\$39,043	\$76,106	\$5,193	\$3,251	\$30,973
Allocable Costs	\$1,828,860		\$136,839	\$290,762	\$298,806	\$224,560	\$456,226	\$30,061	\$18,176	\$176,856
Unallocated	(\$136,839)		(\$136,839)							
<b>1st Allocation</b>	<b>\$1,692,021</b>			<b>\$290,762</b>	<b>\$298,806</b>	<b>\$224,560</b>	<b>\$456,226</b>	<b>\$30,061</b>	<b>\$18,176</b>	<b>\$176,856</b>
Additions: 2nd										
Finance	\$2,830		\$193	\$227	\$203	\$284	\$1,388	\$46		\$167
Other	\$324,161		\$22,142	\$25,982	\$23,294	\$32,509	\$158,961	\$5,311		\$19,134
Functional Cost	\$326,991		\$22,335	\$26,209	\$23,497	\$32,793	\$160,349	\$5,357		\$19,301
Allocable Costs	\$326,991		\$22,335	\$26,209	\$23,497	\$32,793	\$160,349	\$5,357		\$19,301
Unallocated	(\$22,335)		(\$22,335)							
<b>2nd Allocation</b>	<b>\$304,656</b>			<b>\$26,209</b>	<b>\$23,497</b>	<b>\$32,793</b>	<b>\$160,349</b>	<b>\$5,357</b>		<b>\$19,301</b>
<b>Total allocated</b>	<b>\$1,996,677</b>			<b>\$316,971</b>	<b>\$322,303</b>	<b>\$257,353</b>	<b>\$616,575</b>	<b>\$35,418</b>	<b>\$18,176</b>	<b>\$196,157</b>



Finance

Schedule of costs to be  
allocated by function

	<u>Budget</u>
<b><u>Wages &amp; Benefits</u></b>	
SALARIES & WAGES	\$93,314
FRINGE BENEFITS	\$40,963
<b><u>Other Expense and Cost</u></b>	
REVENUE-CONTRACT SVC	
REVENUE-GEN GOVERNME	
BUDGET - GEN GOVERNME	
SERVICES AND SUPPLIES	\$21,281
COVID-19	
Departmental Expenditures	\$155,558
<b><u>Cost Adjustments</u></b>	
Deductions	
Additions: 1st	
Other	\$7,127
Functional Cost	\$162,685
Reallocate Admin	\$33,889
Allocable Costs	\$196,574
Unallocated	
<b>1st Allocation</b>	<b>\$196,574</b>
Additions: 2nd	
Finance	\$322
Other	\$36,828
Functional Cost	\$37,150
Allocable Costs	\$37,150
Unallocated	
<b>2nd Allocation</b>	<b>\$37,150</b>
<b>Total allocated</b>	<b>\$233,724</b>

Finance  
Detail allocation of  
Accounts Payable

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
FD601 Water Fund	1,669	9.377 %	\$27,266		\$27,266	\$2,537	\$29,803
FD611 Parking Fund	948	5.326 %	\$15,487		\$15,487	\$1,441	\$16,928
FD602 Sewer Fund	2,451	13.771 %	\$40,041		\$40,041	\$3,726	\$43,767
FD621Transit Fund	274	1.539 %	\$4,476		\$4,476	\$417	\$4,893
FD705 Whale Rock Fund	181	1.017 %	\$2,957		\$2,957	\$275	\$3,232
FD711 Hazardous Mat Task Force Fund	12	0.067 %	\$196		\$196	\$18	\$214
City Council	17	0.096 %	\$278		\$278		\$278
Economic Development	33	0.185 %	\$539		\$539	\$50	\$589
Natural Resource Protection	89	0.500 %	\$1,454		\$1,454	\$135	\$1,589
Community Promotion	82	0.461 %	\$1,340		\$1,340	\$125	\$1,465
Finance Support Services	203	1.141 %	\$3,316		\$3,316	\$309	\$3,625
Human Resources	210	1.180 %	\$3,431		\$3,431	\$319	\$3,750
Insurance ISF Fund	73	0.410 %	\$1,193		\$1,193	\$111	\$1,304
Wellness Program	15	0.084 %	\$245		\$245	\$23	\$268
Community Development Admin	299	1.680 %	\$4,885		\$4,885	\$455	\$5,340
Commissions & Committees	17	0.096 %	\$278		\$278	\$26	\$304
Development Review	165	0.927 %	\$2,696		\$2,696	\$251	\$2,947
Long Range Planning	12	0.067 %	\$196		\$196	\$18	\$214
Building and Safety	169	0.950 %	\$2,761		\$2,761	\$257	\$3,018
Public Works Administration	109	0.612 %	\$1,781		\$1,781	\$166	\$1,947
Parks Maintenance	526	2.955 %	\$8,593		\$8,593	\$800	\$9,393
Swim Center Maintenance	245	1.377 %	\$4,003		\$4,003	\$372	\$4,375
Urban Forest Services	196	1.101 %	\$3,202		\$3,202	\$298	\$3,500
Facilities Maintenance	1,406	7.900 %	\$22,970		\$22,970	\$2,137	\$25,107
Streets Maintenance	342	1.922 %	\$5,587		\$5,587	\$520	\$6,107
Stormwater and Flood Control	135	0.759 %	\$2,205		\$2,205	\$205	\$2,410
Traffic Signals & Lighting	103	0.579 %	\$1,683		\$1,683	\$157	\$1,840
Fleet	1,255	7.051 %	\$20,503		\$20,503	\$1,908	\$22,411
City Administration	174	0.978 %	\$2,843		\$2,843		\$2,843
Transportation/Plan Engineering	59	0.331 %	\$964		\$964	\$90	\$1,054
Recreation Administration	170	0.955 %	\$2,777		\$2,777	\$258	\$3,035
Recreation Facilities	89	0.500 %	\$1,454		\$1,454	\$135	\$1,589
Youth Services	625	3.512 %	\$10,210		\$10,210	\$950	\$11,160
Community Services	190	1.068 %	\$3,104		\$3,104	\$289	\$3,393
Ranger Program	61	0.343 %	\$997		\$997	\$93	\$1,090
Aquatics	85	0.478 %	\$1,389		\$1,389	\$129	\$1,518
Police Administration	834	4.686 %	\$13,625		\$13,625	\$1,268	\$14,893
Patrol	99	0.556 %	\$1,617		\$1,617	\$150	\$1,767
Investigations	38	0.214 %	\$621		\$621	\$58	\$679
Police Support Services	84	0.472 %	\$1,372		\$1,372	\$128	\$1,500
Neighborhood Services	18	0.101 %	\$294		\$294	\$27	\$321

Finance  
Detail allocation of  
Accounts Payable

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Traffic Safety	42	0.236 %	\$686		\$686	\$64	\$750
Emergency Response	263	1.478 %	\$4,297		\$4,297	\$400	\$4,697
Hazard Prevention	78	0.438 %	\$1,274		\$1,274	\$119	\$1,393
Training Services	109	0.612 %	\$1,781		\$1,781	\$166	\$1,947
Fire Station	58	0.326 %	\$948		\$948	\$88	\$1,036
Disaster Assistance	68	0.382 %	\$1,111		\$1,111	\$103	\$1,214
City Attorney	149	0.837 %	\$2,434		\$2,434		\$2,434
City Clerk	217	1.219 %	\$3,545		\$3,545		\$3,545
Network Services	514	2.888 %	\$8,397		\$8,397	\$781	\$9,178
Information Services	35	0.197 %	\$572		\$572	\$53	\$625
Golf Course	250	1.405 %	\$4,084		\$4,084	\$380	\$4,464
Fire Administration	258	1.450 %	\$4,215		\$4,215	\$392	\$4,607
Fire Apparatus Service	450	2.528 %	\$7,352		\$7,352	\$684	\$8,036
FD208 Tourism Bid Fund	177	0.994 %	\$2,892		\$2,892	\$269	\$3,161
FD205 CDBG Fund	1	0.006 %	\$16		\$16	\$2	\$18
FD202 Downtown Bid Fund	13	0.073 %	\$212		\$212	\$20	\$232
All Other	361	2.028 %	\$5,898		\$5,898	\$549	\$6,447
Recruit Academy	14	0.079 %	\$229		\$229	\$21	\$250
Tourism and Bid Promotion	2	0.011 %	\$33		\$33	\$3	\$36
CIP Project Engineering	111	0.624 %	\$1,813		\$1,813	\$169	\$1,982
Cultural Activities	2	0.011 %	\$33		\$33	\$3	\$36
FD201 Local Sales Tax Fund	530	2.978 %	\$8,658		\$8,658	\$806	\$9,464
FD401 Capital Outlay Engineering	241	1.354 %	\$3,937		\$3,937	\$366	\$4,303
FD404 Major Facility Replacement Fund	15	0.084 %	\$245		\$245	\$23	\$268
FD505 Affordable Housing Fund	1	0.006 %	\$16		\$16	\$2	\$18
Development Services	15	0.084 %	\$245		\$245	\$23	\$268
Human Relations	34	0.191 %	\$555		\$555	\$52	\$607
Jack House	10	0.056 %	\$163		\$163	\$15	\$178
Solid Waste Recycling	18	0.101 %	\$292		\$292	\$25	\$317
Total	17,798	100.000 %	\$290,762		\$290,762	\$26,209	\$316,971

(A) Alloc basis: Accounts Payable Transaction Count by Department/Fund

Source: AP Checks worksheet

Finance  
Detail allocation of  
Payroll

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	550	1.223 %	\$3,656		\$3,656	\$305	\$3,961
Fire Administration	425	0.945 %	\$2,825		\$2,825	\$236	\$3,061
Stormwater and Flood Control	715	1.590 %	\$4,752		\$4,752	\$397	\$5,149
Recreation Administration	600	1.335 %	\$3,988		\$3,988	\$333	\$4,321
Facilities Maintenance	500	1.112 %	\$3,323		\$3,323	\$277	\$3,600
Long Range Planning	400	0.890 %	\$2,659		\$2,659	\$222	\$2,881
Building and Safety	1,553	3.455 %	\$10,322		\$10,322	\$861	\$11,183
Development Review	1,390	3.092 %	\$9,239		\$9,239	\$771	\$10,010
Economic Development	100	0.222 %	\$665		\$665	\$55	\$720
Natural Resource Protection	200	0.445 %	\$1,329		\$1,329	\$111	\$1,440
Public Works Administration	700	1.557 %	\$4,653		\$4,653	\$388	\$5,041
Transportation/Plan Engineering	700	1.557 %	\$4,653		\$4,653	\$388	\$5,041
City Administration	1,600	3.559 %	\$10,635		\$10,635		\$10,635
City Attorney	460	1.023 %	\$3,058		\$3,058		\$3,058
City Clerk	535	1.190 %	\$3,556		\$3,556		\$3,556
Human Resources	775	1.724 %	\$5,151		\$5,151	\$430	\$5,581
Network Services	500	1.112 %	\$3,323		\$3,323	\$277	\$3,600
Recreation Facilities	436	0.970 %	\$2,898		\$2,898	\$242	\$3,140
Fleet	450	1.001 %	\$2,991		\$2,991	\$250	\$3,241
Information Services	400	0.890 %	\$2,659		\$2,659	\$222	\$2,881
Community Promotion	25	0.056 %	\$166		\$166	\$14	\$180
Community Development Admin	645	1.435 %	\$4,287		\$4,287	\$358	\$4,645
Parks Maintenance	1,510	3.359 %	\$10,037		\$10,037	\$838	\$10,875
Swim Center Maintenance	200	0.445 %	\$1,329		\$1,329	\$111	\$1,440
Urban Forest Services	450	1.001 %	\$2,991		\$2,991	\$250	\$3,241
Streets Maintenance	1,065	2.369 %	\$7,079		\$7,079	\$591	\$7,670
Traffic Signals & Lighting	200	0.445 %	\$1,329		\$1,329	\$111	\$1,440
Youth Services	1,978	4.400 %	\$13,147		\$13,147	\$1,097	\$14,244
Community Services	306	0.681 %	\$2,034		\$2,034	\$170	\$2,204
Ranger Program	775	1.724 %	\$5,151		\$5,151	\$430	\$5,581
Patrol	4,300	9.565 %	\$28,581		\$28,581	\$2,385	\$30,966
Investigations	1,200	2.669 %	\$7,976		\$7,976	\$666	\$8,642
Police Support Services	2,096	4.662 %	\$13,932		\$13,932	\$1,163	\$15,095
Neighborhood Services	319	0.710 %	\$2,120		\$2,120	\$177	\$2,297
Traffic Safety	400	0.890 %	\$2,659		\$2,659	\$222	\$2,881
Emergency Response	4,675	10.399 %	\$31,074		\$31,074	\$2,593	\$33,667
FD601 Water Fund	3,351	7.454 %	\$22,273		\$22,273	\$1,859	\$24,132
FD602 Sewer Fund	3,503	7.792 %	\$23,284		\$23,284	\$1,943	\$25,227
FD621Transit Fund	400	0.890 %	\$2,659		\$2,659	\$222	\$2,881
FD705 Whale Rock Fund	400	0.890 %	\$2,659		\$2,659	\$222	\$2,881
FD208 Tourism Bid Fund	175	0.389 %	\$1,163		\$1,163	\$97	\$1,260

Finance

Detail allocation of

Payroll

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Golf Course	686	1.526 %	\$4,560		\$4,560	\$381	\$4,941
Aquatics	957	2.129 %	\$6,361		\$6,361	\$531	\$6,892
FD611 Parking Fund	1,100	2.447 %	\$7,311		\$7,311	\$610	\$7,921
Fire Apparatus Service	200	0.445 %	\$1,329		\$1,329	\$111	\$1,440
Commissions & Committees	100	0.222 %	\$665		\$665	\$55	\$720
FD205 CDBG Fund	100	0.222 %	\$665		\$665	\$55	\$720
Hazard Prevention	800	1.780 %	\$5,317		\$5,317	\$444	\$5,761
FD711 Hazardous Mat Task Force Fund	50	0.112 %	\$333		\$333	\$26	\$359
Total	44,955	100.000 %	\$298,806		\$298,806	\$23,497	\$322,303

(A) Alloc basis:

Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Staffing Summaries

Finance  
Detail allocation of  
Purchasing

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	14,953	0.063 %	\$141		\$141		\$141
Cultural Activities	332,351	1.400 %	\$3,144		\$3,144	\$481	\$3,625
Economic Development	158,697	0.669 %	\$1,501		\$1,501	\$230	\$1,731
Natural Resource Protection	159,510	0.672 %	\$1,509		\$1,509	\$231	\$1,740
Community Promotion	356,303	1.501 %	\$3,371		\$3,371	\$516	\$3,887
City Attorney	184,736	0.778 %	\$1,748		\$1,748		\$1,748
City Clerk	155,948	0.657 %	\$1,475		\$1,475		\$1,475
Finance	299,162	1.260 %	\$2,830		\$2,830		\$2,830
Network Services	1,959,039	8.254 %	\$18,535		\$18,535	\$2,837	\$21,372
Information Services	73,065	0.308 %	\$691		\$691	\$106	\$797
Finance Support Services	153,927	0.649 %	\$1,456		\$1,456	\$223	\$1,679
Human Resources	295,048	1.243 %	\$2,792		\$2,792	\$427	\$3,219
Insurance ISF Fund	2,196,462	9.254 %	\$20,781		\$20,781	\$3,181	\$23,962
Wellness Program	3,114	0.013 %	\$29		\$29	\$5	\$34
Community Development Admin	177,366	0.747 %	\$1,678		\$1,678	\$257	\$1,935
Commissions & Committees	4,087	0.017 %	\$39		\$39	\$6	\$45
Development Review	158,824	0.669 %	\$1,503		\$1,503	\$230	\$1,733
Building and Safety	994,540	4.190 %	\$9,410		\$9,410	\$1,440	\$10,850
Public Works Administration	49,426	0.208 %	\$468		\$468	\$72	\$540
Parks Maintenance	1,386,231	5.841 %	\$13,115		\$13,115	\$2,008	\$15,123
Swim Center Maintenance	271,891	1.146 %	\$2,572		\$2,572	\$394	\$2,966
Urban Forest Services	293,406	1.236 %	\$2,776		\$2,776	\$425	\$3,201
Facilities Maintenance	655,662	2.762 %	\$6,203		\$6,203	\$950	\$7,153
Streets Maintenance	316,181	1.332 %	\$2,991		\$2,991	\$458	\$3,449
Stormwater and Flood Control	206,757	0.871 %	\$1,956		\$1,956	\$299	\$2,255
Traffic Signals & Lighting	294,783	1.242 %	\$2,789		\$2,789	\$427	\$3,216
Fleet	625,930	2.637 %	\$5,922		\$5,922	\$907	\$6,829
City Administration	438,875	1.849 %	\$4,152		\$4,152		\$4,152
Transportation/Plan Engineering	51,070	0.215 %	\$483		\$483	\$74	\$557
Recreation Administration	98,747	0.416 %	\$934		\$934	\$143	\$1,077
Recreation Facilities	10,706	0.045 %	\$101		\$101	\$16	\$117
Youth Services	91,461	0.385 %	\$865		\$865	\$132	\$997
Community Services	123,970	0.522 %	\$1,173		\$1,173	\$180	\$1,353
Ranger Program	49,426	0.208 %	\$468		\$468	\$72	\$540
Aquatics	54,001	0.228 %	\$511		\$511	\$78	\$589
Golf Course	200,348	0.844 %	\$1,896		\$1,896	\$290	\$2,186
Police Administration	682,437	2.875 %	\$6,457		\$6,457	\$988	\$7,445
Patrol	163,999	0.691 %	\$1,552		\$1,552	\$238	\$1,790
Investigations	29,871	0.126 %	\$283		\$283	\$43	\$326
Police Support Services	142,055	0.599 %	\$1,344		\$1,344	\$206	\$1,550
Neighborhood Services	37,349	0.157 %	\$353		\$353	\$54	\$407

Finance  
Detail allocation of  
Purchasing

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Traffic Safety	26,596	0.112 %	\$252		\$252	\$39	\$291
Fire Administration	150,536	0.634 %	\$1,424		\$1,424	\$218	\$1,642
Emergency Response	144,964	0.611 %	\$1,372		\$1,372	\$210	\$1,582
Fire Apparatus Service	151,934	0.640 %	\$1,437		\$1,437	\$220	\$1,657
Hazard Prevention	71,917	0.303 %	\$680		\$680	\$104	\$784
Training Services	73,793	0.311 %	\$698		\$698	\$107	\$805
Fire Station	30,106	0.127 %	\$285		\$285	\$44	\$329
Disaster Assistance	62,052	0.261 %	\$587		\$587	\$90	\$677
FD202 Downtown Bid Fund	272,165	1.147 %	\$2,575		\$2,575	\$394	\$2,969
FD208 Tourism Bid Fund	1,182,082	4.980 %	\$11,184		\$11,184	\$1,712	\$12,896
FD601 Water Fund	1,722,714	7.258 %	\$16,299		\$16,299	\$2,495	\$18,794
FD611 Parking Fund	1,023,326	4.312 %	\$9,682		\$9,682	\$1,482	\$11,164
FD602 Sewer Fund	2,652,218	11.174 %	\$25,093		\$25,093	\$3,841	\$28,934
FD621Transit Fund	551,747	2.325 %	\$5,220		\$5,220	\$799	\$6,019
FD705 Whale Rock Fund	337,028	1.420 %	\$3,189		\$3,189	\$488	\$3,677
FD711 Hazardous Mat Task Force Fund	31,384	0.132 %	\$297		\$297	\$45	\$342
Finance Non Departmental	161,316	0.680 %	\$1,526		\$1,526	\$234	\$1,760
Long Range Planning	68,722	0.290 %	\$650		\$650	\$100	\$750
Human Relations	353,546	1.490 %	\$3,345		\$3,345	\$512	\$3,857
CIP Project Engineering	84,130	0.354 %	\$796		\$796	\$122	\$918
Jack House	7,238	0.030 %	\$68		\$68	\$10	\$78
FD401 Capital Outlay Engineering	2,080	0.009 %	\$20		\$20	\$3	\$23
FD404 Major Facility Replacement Fund							
FD505 Affordable Housing Fund	330,000	1.390 %	\$3,122		\$3,122	\$478	\$3,600
Risk Management	3,893	0.016 %	\$37		\$37	\$6	\$43
Solid Waste Recycling	13,947	0.059 %	\$132		\$132	\$20	\$152
FD402 Fleet Replace	207	0.001 %	\$2		\$2		\$2
FD504 LOVR Impace Fee	270,094	1.138 %	\$2,555		\$2,555	\$391	\$2,946
FD715 Boysen Ranch	3,341	0.017 %	\$36		\$36	\$5	\$41
Total	23,734,790	100.000 %	\$224,560		\$224,560	\$32,793	\$257,353

(A) Alloc basis: Operating Services and Supply Expenditures by Fund/Department/Division

Source:

Finance  
Detail allocation of  
General Finance

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.179 %	\$817		\$817		\$817
Cultural Activities	332,351	0.378 %	\$1,725		\$1,725	\$628	\$2,353
Economic Development	269,768	0.307 %	\$1,400		\$1,400	\$509	\$1,909
Natural Resource Protection	617,952	0.703 %	\$3,207		\$3,207	\$1,167	\$4,374
Community Promotion	393,509	0.448 %	\$2,042		\$2,042	\$743	\$2,785
City Attorney	1,000,636	1.138 %	\$5,193		\$5,193		\$5,193
City Clerk	566,644	0.645 %	\$2,941		\$2,941		\$2,941
Network Services	2,992,351	3.404 %	\$15,529		\$15,529	\$5,650	\$21,179
Finance Support Services	153,927	0.175 %	\$799		\$799	\$291	\$1,090
Human Resources	1,217,672	1.385 %	\$6,319		\$6,319	\$2,299	\$8,618
Insurance ISF Fund	4,808,289	5.470 %	\$24,954		\$24,954	\$9,079	\$34,033
Wellness Program	3,114	0.004 %	\$16		\$16	\$6	\$22
Community Development Admin	867,164	0.986 %	\$4,500		\$4,500	\$1,637	\$6,137
Commissions & Committees	15,513	0.018 %	\$81		\$81	\$29	\$110
Development Review	1,053,548	1.198 %	\$5,468		\$5,468	\$1,989	\$7,457
Long Range Planning	114,993	0.131 %	\$597		\$597	\$217	\$814
Building and Safety	2,269,498	2.582 %	\$11,778		\$11,778	\$4,285	\$16,063
Public Works Administration	945,448	1.075 %	\$4,907		\$4,907	\$1,785	\$6,692
Parks Maintenance	2,587,151	2.943 %	\$13,427		\$13,427	\$4,885	\$18,312
Swim Center Maintenance	504,654	0.574 %	\$2,619		\$2,619	\$953	\$3,572
Urban Forest Services	830,659	0.945 %	\$4,311		\$4,311	\$1,569	\$5,880
Facilities Maintenance	1,152,577	1.311 %	\$5,982		\$5,982	\$2,176	\$8,158
Streets Maintenance	1,143,992	1.301 %	\$5,937		\$5,937	\$2,160	\$8,097
Stormwater and Flood Control	793,352	0.902 %	\$4,117		\$4,117	\$1,498	\$5,615
Traffic Signals & Lighting	519,399	0.591 %	\$2,696		\$2,696	\$981	\$3,677
Fleet	1,077,423	1.226 %	\$5,591		\$5,591	\$2,034	\$7,625
City Administration	1,266,811	1.441 %	\$6,574		\$6,574		\$6,574
Transportation/Plan Engineering	896,195	1.019 %	\$4,651		\$4,651	\$1,692	\$6,343
Recreation Administration	780,489	0.888 %	\$4,050		\$4,050	\$1,474	\$5,524
Recreation Facilities	190,312	0.216 %	\$988		\$988	\$359	\$1,347
Youth Services	853,586	0.971 %	\$4,430		\$4,430	\$1,612	\$6,042
Ranger Program	496,081	0.564 %	\$2,575		\$2,575	\$937	\$3,512
Aquatics	402,346	0.458 %	\$2,088		\$2,088	\$760	\$2,848
Police Administration	1,997,594	2.272 %	\$10,367		\$10,367	\$3,772	\$14,139
Patrol	9,337,298	10.621 %	\$48,458		\$48,458	\$17,631	\$66,089
Investigations	2,786,997	3.170 %	\$14,464		\$14,464	\$5,263	\$19,727
Neighborhood Services	229,238	0.261 %	\$1,190		\$1,190	\$433	\$1,623
Traffic Safety	796,078	0.906 %	\$4,131		\$4,131	\$1,503	\$5,634
Fire Administration	936,461	1.065 %	\$4,860		\$4,860	\$1,768	\$6,628
Emergency Response	10,175,128	11.574 %	\$52,806		\$52,806	\$19,213	\$72,019
Hazard Prevention	885,601	1.007 %	\$4,596		\$4,596	\$1,672	\$6,268



Finance  
Detail allocation of  
General Finance

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.084 %	\$383		\$383	\$139	\$522
Fire Station	30,106	0.034 %	\$156		\$156	\$57	\$213
Disaster Assistance	62,052	0.071 %	\$322		\$322	\$117	\$439
FD202 Downtown Bid Fund	272,165	0.310 %	\$1,412		\$1,412	\$514	\$1,926
FD601 Water Fund	6,361,662	7.237 %	\$33,015		\$33,015	\$12,013	\$45,028
FD611 Parking Fund	2,489,100	2.831 %	\$12,918		\$12,918	\$4,700	\$17,618
FD602 Sewer Fund	7,522,181	8.557 %	\$39,038		\$39,038	\$14,204	\$53,242
Golf Course	595,060	0.677 %	\$3,088		\$3,088	\$1,124	\$4,212
FD705 Whale Rock Fund	887,145	1.009 %	\$4,604		\$4,604	\$1,675	\$6,279
Information Services	1,031,587	1.173 %	\$5,354		\$5,354	\$1,948	\$7,302
FD208 Tourism Bid Fund	1,383,208	1.573 %	\$7,178		\$7,178	\$2,612	\$9,790
FD621Transit Fund	909,464	1.035 %	\$4,720		\$4,720	\$1,717	\$6,437
FD206 Law Enforcement Grant Fund	42,648	0.049 %	\$221		\$221	\$81	\$302
Fire Apparatus Service	379,185	0.431 %	\$1,968		\$1,968	\$716	\$2,684
Police Support Services	2,484,815	2.827 %	\$12,895		\$12,895	\$4,692	\$17,587
Community Services	474,519	0.540 %	\$2,463		\$2,463	\$896	\$3,359
FD711 Hazardous Mat Task Force Fund	44,601	0.051 %	\$231		\$231	\$84	\$315
Finance Non Departmental	167,004	0.190 %	\$867		\$867	\$315	\$1,182
Development Services	1,003,441	1.141 %	\$5,208		\$5,208	\$1,895	\$7,103
Human Relations	353,546	0.402 %	\$1,835		\$1,835	\$668	\$2,503
CIP Project Engineering	2,205,278	2.509 %	\$11,445		\$11,445	\$4,164	\$15,609
Jack House	7,238	0.008 %	\$38		\$38	\$14	\$52
FD401 Capital Outlay Engineering	2,080	0.002 %	\$11		\$11	\$4	\$15
FD505 Affordable Housing Fund	330,000	0.375 %	\$1,713		\$1,713	\$623	\$2,336
Community Services Group	9,593	0.011 %	\$50		\$50	\$18	\$68
Risk Management	5,402	0.006 %	\$28		\$28	\$10	\$38
Water Administration/Engineering	3,180	0.004 %	\$17		\$17	\$6	\$23
Solid Waste Recycling	87,156	0.099 %	\$452		\$452	\$165	\$617
FD402 Fleet Replace	207		\$1		\$1		\$1
FD504 LOVR Impace Fee	270,094	0.307 %	\$1,402		\$1,402	\$510	\$1,912
FD715 Boysen Ranch	3,341	0.005 %	\$12		\$12	\$9	\$21
Total	87,909,989	100.000 %	\$456,226		\$456,226	\$160,349	\$616,575

(A) Alloc basis: Total Operating Expenditures by Department/Division

Source:

Finance

Detail allocation of

Utility Billing

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %	\$15,031		\$15,031	\$2,679	\$17,710
FD602 Sewer Fund	50	50.000 %	\$15,030		\$15,030	\$2,678	\$17,708
Total	100	100.000 %	\$30,061		\$30,061	\$5,357	\$35,418

(A) Alloc basis:

Direct Allocation to Water (FD601) & Sewer (FD602)

Source:

Salary & Wage Analysis

Finance

Detail allocation of

Utility Billing Costs

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %	\$9,088		\$9,088		\$9,088
FD602 Sewer Fund	50	50.000 %	\$9,088		\$9,088		\$9,088
Total	100	100.000 %	\$18,176		\$18,176		\$18,176

(A) Alloc basis:

Direct Allocation to Water (FD601) & Sewer (FD602)

Source:

Expenditures

Finance

Detail allocation of

Cashier

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD611 Parking Fund	727	7.270 %	\$12,857		\$12,857	\$1,403	\$14,260
FD621Transit Fund	106	1.060 %	\$1,875		\$1,875	\$205	\$2,080
FD601 Water Fund	1,406	14.060 %	\$24,866		\$24,866	\$2,714	\$27,580
FD602 Sewer Fund	1,406	14.060 %	\$24,866		\$24,866	\$2,714	\$27,580
All Other	6,355	63.550 %	\$112,392		\$112,392	\$12,265	\$124,657
Total	10,000	100.000 %	\$176,856		\$176,856	\$19,301	\$196,157

(A) Alloc basis:

Based on the amount of time spent by staff on this function and the relative amounts of revenue collected

Source:

Salary-Wages for Finance Accounting Revenue Mgmt worksheet

Finance  
Detail allocation of  
Budget

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.179 %	\$352		\$352		\$352
Cultural Activities	332,351	0.378 %	\$743		\$743	\$145	\$888
Economic Development	269,768	0.307 %	\$603		\$603	\$118	\$721
Natural Resource Protection	617,952	0.703 %	\$1,382		\$1,382	\$270	\$1,652
Community Promotion	393,509	0.448 %	\$880		\$880	\$172	\$1,052
City Attorney	1,000,636	1.138 %	\$2,238		\$2,238		\$2,238
City Clerk	566,644	0.645 %	\$1,267		\$1,267		\$1,267
Network Services	2,992,351	3.404 %	\$6,691		\$6,691	\$1,309	\$8,000
Finance Support Services	153,927	0.175 %	\$344		\$344	\$67	\$411
Human Resources	1,217,672	1.385 %	\$2,723		\$2,723	\$533	\$3,256
Insurance ISF Fund	4,808,289	5.470 %	\$10,752		\$10,752	\$2,104	\$12,856
Wellness Program	3,114	0.004 %	\$7		\$7	\$1	\$8
Community Development Admin	867,164	0.986 %	\$1,939		\$1,939	\$379	\$2,318
Commissions & Committees	15,513	0.018 %	\$35		\$35	\$7	\$42
Development Review	1,053,548	1.198 %	\$2,356		\$2,356	\$461	\$2,817
Long Range Planning	114,993	0.131 %	\$257		\$257	\$50	\$307
Building and Safety	2,269,498	2.582 %	\$5,075		\$5,075	\$993	\$6,068
Public Works Administration	945,448	1.075 %	\$2,114		\$2,114	\$414	\$2,528
Parks Maintenance	2,587,151	2.943 %	\$5,785		\$5,785	\$1,132	\$6,917
Swim Center Maintenance	504,654	0.574 %	\$1,128		\$1,128	\$221	\$1,349
Urban Forest Services	830,659	0.945 %	\$1,857		\$1,857	\$363	\$2,220
Facilities Maintenance	1,152,577	1.311 %	\$2,577		\$2,577	\$504	\$3,081
Streets Maintenance	1,143,992	1.301 %	\$2,558		\$2,558	\$500	\$3,058
Stormwater and Flood Control	793,352	0.902 %	\$1,774		\$1,774	\$347	\$2,121
Traffic Signals & Lighting	519,399	0.591 %	\$1,161		\$1,161	\$227	\$1,388
Fleet	1,077,423	1.226 %	\$2,409		\$2,409	\$471	\$2,880
City Administration	1,266,811	1.441 %	\$2,833		\$2,833		\$2,833
Transportation/Plan Engineering	896,195	1.019 %	\$2,004		\$2,004	\$392	\$2,396
Recreation Administration	780,489	0.888 %	\$1,745		\$1,745	\$341	\$2,086
Recreation Facilities	190,312	0.216 %	\$426		\$426	\$83	\$509
Youth Services	853,586	0.971 %	\$1,909		\$1,909	\$373	\$2,282
Ranger Program	496,081	0.564 %	\$1,109		\$1,109	\$217	\$1,326
Aquatics	402,346	0.458 %	\$900		\$900	\$176	\$1,076
Police Administration	1,997,594	2.272 %	\$4,467		\$4,467	\$874	\$5,341
Patrol	9,337,298	10.621 %	\$20,879		\$20,879	\$4,085	\$24,964
Investigations	2,786,997	3.170 %	\$6,232		\$6,232	\$1,219	\$7,451
Neighborhood Services	229,238	0.261 %	\$513		\$513	\$100	\$613
Traffic Safety	796,078	0.906 %	\$1,780		\$1,780	\$348	\$2,128
Fire Administration	936,461	1.065 %	\$2,094		\$2,094	\$410	\$2,504
Emergency Response	10,175,128	11.574 %	\$22,752		\$22,752	\$4,451	\$27,203
Hazard Prevention	885,601	1.007 %	\$1,980		\$1,980	\$387	\$2,367

Finance  
Detail allocation of  
Budget

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.084 %	\$165		\$165	\$32	\$197
Fire Station	30,106	0.034 %	\$67		\$67	\$13	\$80
Disaster Assistance	62,052	0.071 %	\$139		\$139	\$27	\$166
FD202 Downtown Bid Fund	272,165	0.310 %	\$609		\$609	\$119	\$728
FD601 Water Fund	6,361,662	7.237 %	\$14,225		\$14,225	\$2,783	\$17,008
FD611 Parking Fund	2,489,100	2.831 %	\$5,566		\$5,566	\$1,089	\$6,655
FD602 Sewer Fund	7,522,181	8.557 %	\$16,820		\$16,820	\$3,291	\$20,111
Golf Course	595,060	0.677 %	\$1,331		\$1,331	\$260	\$1,591
FD705 Whale Rock Fund	887,145	1.009 %	\$1,984		\$1,984	\$388	\$2,372
Information Services	1,031,587	1.173 %	\$2,307		\$2,307	\$451	\$2,758
FD208 Tourism Bid Fund	1,383,208	1.573 %	\$3,093		\$3,093	\$605	\$3,698
FD621Transit Fund	909,464	1.035 %	\$2,034		\$2,034	\$398	\$2,432
FD206 Law Enforcement Grant Fund	42,648	0.049 %	\$95		\$95	\$19	\$114
Fire Apparatus Service	379,185	0.431 %	\$848		\$848	\$166	\$1,014
Police Support Services	2,484,815	2.827 %	\$5,556		\$5,556	\$1,087	\$6,643
Community Services	474,519	0.540 %	\$1,061		\$1,061	\$208	\$1,269
FD711 Hazardous Mat Task Force Fund	44,601	0.051 %	\$100		\$100	\$20	\$120
Finance Non Departmental	167,004	0.190 %	\$373		\$373	\$73	\$446
Development Services	1,003,441	1.141 %	\$2,244		\$2,244	\$439	\$2,683
Human Relations	353,546	0.402 %	\$791		\$791	\$155	\$946
CIP Project Engineering	2,205,278	2.509 %	\$4,931		\$4,931	\$965	\$5,896
Jack House	7,238	0.008 %	\$16		\$16	\$3	\$19
FD401 Capital Outlay Engineering	2,080	0.002 %	\$5		\$5	\$1	\$6
FD505 Affordable Housing Fund	330,000	0.375 %	\$738		\$738	\$144	\$882
Community Services Group	9,593	0.011 %	\$21		\$21	\$4	\$25
Risk Management	5,402	0.006 %	\$12		\$12	\$2	\$14
Water Administration/Engineering	3,180	0.004 %	\$7		\$7	\$1	\$8
Solid Waste Recycling	87,156	0.099 %	\$195		\$195	\$38	\$233
FD402 Fleet Replace	207						
FD504 LOVR Impace Fee	270,094	0.307 %	\$604		\$604	\$118	\$722
FD715 Boysen Ranch	3,341	0.005 %	\$7		\$7	\$7	\$14
Total	87,909,989	100.000 %	\$196,574		\$196,574	\$37,150	\$233,724

(A) Alloc basis: Total Operating Expenditures by Department/Division

Source:

Finance  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Accounts Payable</u>	<u>Payroll</u>	<u>Purchasing</u>	<u>General Finance</u>	<u>Utility Billing</u>	<u>Utility Billing Costs</u>	<u>Cashier</u>	<u>Budget</u>
City Council	\$1,588	\$278		\$141	\$817				\$352
City Administration	\$27,037	\$2,843	\$10,635	\$4,152	\$6,574				\$2,833
City Attorney	\$14,671	\$2,434	\$3,058	\$1,748	\$5,193				\$2,238
City Clerk	\$12,784	\$3,545	\$3,556	\$1,475	\$2,941				\$1,267
Finance	\$2,830			\$2,830					
Network Services	\$63,329	\$9,178	\$3,600	\$21,372	\$21,179				\$8,000
Information Services	\$14,363	\$625	\$2,881	\$797	\$7,302				\$2,758
Finance Support Services	\$6,805	\$3,625		\$1,679	\$1,090				\$411
Human Resources	\$24,424	\$3,750	\$5,581	\$3,219	\$8,618				\$3,256
Risk Management	\$95			\$43	\$38				\$14
Wellness Program	\$332	\$268		\$34	\$22				\$8
Public Works Administration	\$16,748	\$1,947	\$5,041	\$540	\$6,692				\$2,528
Facilities Maintenance	\$47,099	\$25,107	\$3,600	\$7,153	\$8,158				\$3,081
Fleet	\$42,986	\$22,411	\$3,241	\$6,829	\$7,625				\$2,880
CIP Project Engineering	\$24,405	\$1,982		\$918	\$15,609				\$5,896
Transportation/Plan Engineering	\$15,391	\$1,054	\$5,041	\$557	\$6,343				\$2,396
Insurance ISF Fund	\$72,155	\$1,304		\$23,962	\$34,033				\$12,856
Cultural Activities	\$6,902	\$36		\$3,625	\$2,353				\$888
Economic Development	\$5,670	\$589	\$720	\$1,731	\$1,909				\$721
Natural Resource Protection	\$10,795	\$1,589	\$1,440	\$1,740	\$4,374				\$1,652
Tourism and Bid Promotion	\$36	\$36							
Community Promotion	\$9,369	\$1,465	\$180	\$3,887	\$2,785				\$1,052
Community Services Group	\$93				\$68				\$25
Finance Non Departmental	\$3,388			\$1,760	\$1,182				\$446
Community Development Admin	\$20,375	\$5,340	\$4,645	\$1,935	\$6,137				\$2,318
Commissions & Committees	\$1,221	\$304	\$720	\$45	\$110				\$42
Development Review	\$24,964	\$2,947	\$10,010	\$1,733	\$7,457				\$2,817
Long Range Planning	\$4,966	\$214	\$2,881	\$750	\$814				\$307
Development Services	\$10,054	\$268			\$7,103				\$2,683
Building and Safety	\$47,182	\$3,018	\$11,183	\$10,850	\$16,063				\$6,068
Human Relations	\$7,913	\$607		\$3,857	\$2,503				\$946
Parks Maintenance	\$60,620	\$9,393	\$10,875	\$15,123	\$18,312				\$6,917
Swim Center Maintenance	\$13,702	\$4,375	\$1,440	\$2,966	\$3,572				\$1,349
Urban Forest Services	\$18,042	\$3,500	\$3,241	\$3,201	\$5,880				\$2,220
Streets Maintenance	\$28,381	\$6,107	\$7,670	\$3,449	\$8,097				\$3,058
Traffic Signals & Lighting	\$11,561	\$1,840	\$1,440	\$3,216	\$3,677				\$1,388
Stormwater and Flood Control	\$17,550	\$2,410	\$5,149	\$2,255	\$5,615				\$2,121
Water Administration/Engineering	\$31				\$23				\$8
Solid Waste Recycling	\$1,319	\$317		\$152	\$617				\$233
Recreation Administration	\$16,043	\$3,035	\$4,321	\$1,077	\$5,524				\$2,086
Recreation Facilities	\$6,702	\$1,589	\$3,140	\$117	\$1,347				\$509

Finance  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Accounts Payable</u>	<u>Payroll</u>	<u>Purchasing</u>	<u>General Finance</u>	<u>Utility Billing</u>	<u>Utility Billing Costs</u>	<u>Cashier</u>	<u>Budget</u>
Youth Services	\$34,725	\$11,160	\$14,244	\$997	\$6,042				\$2,282
Community Services	\$11,578	\$3,393	\$2,204	\$1,353	\$3,359				\$1,269
Ranger Program	\$12,049	\$1,090	\$5,581	\$540	\$3,512				\$1,326
Aquatics	\$12,923	\$1,518	\$6,892	\$589	\$2,848				\$1,076
Golf Course	\$17,394	\$4,464	\$4,941	\$2,186	\$4,212				\$1,591
Jack House	\$327	\$178		\$78	\$52				\$19
Police Administration	\$45,779	\$14,893	\$3,961	\$7,445	\$14,139				\$5,341
Patrol	\$125,576	\$1,767	\$30,966	\$1,790	\$66,089				\$24,964
Investigations	\$36,825	\$679	\$8,642	\$326	\$19,727				\$7,451
Police Support Services	\$42,375	\$1,500	\$15,095	\$1,550	\$17,587				\$6,643
Neighborhood Services	\$5,261	\$321	\$2,297	\$407	\$1,623				\$613
Traffic Safety	\$11,684	\$750	\$2,881	\$291	\$5,634				\$2,128
Fire Administration	\$18,442	\$4,607	\$3,061	\$1,642	\$6,628				\$2,504
Emergency Response	\$139,168	\$4,697	\$33,667	\$1,582	\$72,019				\$27,203
Hazard Prevention	\$16,573	\$1,393	\$5,761	\$784	\$6,268				\$2,367
Training Services	\$3,471	\$1,947		\$805	\$522				\$197
Recruit Academy	\$250	\$250							
Fire Apparatus Service	\$14,831	\$8,036	\$1,440	\$1,657	\$2,684				\$1,014
Fire Station	\$1,658	\$1,036		\$329	\$213				\$80
Disaster Assistance	\$2,496	\$1,214		\$677	\$439				\$166
FD201 Local Sales Tax Fund	\$9,464	\$9,464							
FD202 Downtown Bid Fund	\$5,855	\$232		\$2,969	\$1,926				\$728
FD205 CDBG Fund	\$738	\$18	\$720						
FD206 Law Enforcement Grant Fund	\$416				\$302				\$114
FD208 Tourism Bid Fund	\$30,805	\$3,161	\$1,260	\$12,896	\$9,790				\$3,698
FD401 Capital Outlay Engineering	\$4,347	\$4,303		\$23	\$15				\$6
FD402 Fleet Replace	\$3			\$2	\$1				
FD404 Major Facility Replacement Fund	\$268	\$268							
FD504 LOVR Impace Fee	\$5,580			\$2,946	\$1,912				\$722
FD505 Affordable Housing Fund	\$6,836	\$18		\$3,600	\$2,336				\$882
FD601 Water Fund	\$189,143	\$29,803	\$24,132	\$18,794	\$45,028	\$17,710	\$9,088	\$27,580	\$17,008
FD602 Sewer Fund	\$225,657	\$43,767	\$25,227	\$28,934	\$53,242	\$17,708	\$9,088	\$27,580	\$20,111
FD611 Parking Fund	\$74,546	\$16,928	\$7,921	\$11,164	\$17,618			\$14,260	\$6,655
FD621Transit Fund	\$24,742	\$4,893	\$2,881	\$6,019	\$6,437			\$2,080	\$2,432
FD705 Whale Rock Fund	\$18,441	\$3,232	\$2,881	\$3,677	\$6,279				\$2,372
FD711 Hazardous Mat Task Force Fund	\$1,350	\$214	\$359	\$342	\$315				\$120
FD715 Boysen Ranch	\$76			\$41	\$21				\$14
All Other	\$131,104	\$6,447						\$124,657	
Total	\$1,996,677	\$316,971	\$322,303	\$257,353	\$616,575	\$35,418	\$18,176	\$196,157	\$233,724



**SCHEDULE 7.01**

**NETWORK SERVICES**

NATURE AND EXTENT OF SERVICE

The Network Services Division is responsible for ensuring that the City's information technology resources are effectively managed and used as key organizational tools in improving organizational productivity, customer service and public access to City information. Program goals are: developing and implementing long-range plans, policies and standards for acquiring, maintaining, and achieving full use of information technology resources; and providing responsive ongoing support, maintenance, trouble-shooting and training for office automation and telecommunications systems and applications.

Costs are allocated as follows:

- **Network Services & Desktop Support** – These costs are associated with the planning, managing, support and maintenance of information technology resources. Costs are allocated based on the number of physical desktops, virtual desktops, laptops and printers by fund/department/division.
- **Enterprise Apps** – Enterprise Application consists of the based programs available to all City computer users such as email, word processing, and spreadsheet applications. These costs are allocated based upon the total FTE's by fund/department/division.
- **Mobile Data Computer (MDC) Support** – These costs are associated with the managing, support and maintenance of MDCs. Costs are allocated based on the number of MDCs by fund/department/division.
- **Tablet Support** – These costs are associated with the managing, support and maintenance of tablets. Costs are allocated based on the number of tablets by fund/department/division.
- **Server Support** – These costs are associated with the planning, managing, support and maintenance of servers and enterprise systems. Costs are allocated based on the number of physical or virtual servers/appliances by fund/department/division.
- **Network Support** – These costs are associated with the planning, managing, support and maintenance of network switches, fiber optic networks, wired/wireless communication infrastructure. Costs are allocated based on the number of dedicated Ethernet switch ports by fund/department/division.
- **Radios** – These costs are associated with the support and maintenance of the radios. Costs are allocated based on the number of assigned radios by fund/department/division.
- **Telemetry** – These costs are associated with the support and maintenance of the telemetry technology. Costs are allocated based on the number of controllers by fund/department/division.

**SCHEDULE 7.01**

**NETWORK SERVICES**

NATURE AND EXTENT OF SERVICE

CONTINUED

- **Cell Phones** – These costs are associated with the support and maintenance of cell phones. Costs are allocated based on the number of cell phones and smart phones by fund/department/division.
- **Cellular Data Services** – These costs are associated with the support and maintenance of providing mobile cellular data. Costs are allocated based on the number of cellular data air cards and the number of smart phones by fund/department/division.
- **Telephones** – These costs are associated with the support and maintenance of the telephone and VoIP systems. Costs are allocated based on the number of extensions by fund/department/division.
- **South Hills** – These costs are associated with the rent and maintenance of the South Hills radio site. Costs are allocated based on the number of radio repeaters at the site by fund/department/division.
- **Tassajara Peak** – These costs are associated with the rent and maintenance of the Tassajara Peak radio site. Costs are allocated based on the number of radio repeaters at the site by fund/department/division.
- **Direct Departmental Costs** – These costs are associated with direct departmental costs. Costs are allocated directly to Departments identified.

Network Services

Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$2,992,351			\$2,992,351
Allocated additions:				
10000000 - Building Charge	\$7,257		\$7,257	
1011002 - City Council	\$5,503	\$1,841	\$7,344	
1011001 - City Administration	\$53,295	\$18,554	\$71,849	
1011501 - City Attorney	\$29,665	\$4,498	\$34,163	
1011021 - City Clerk	\$1,693	\$406	\$2,099	
1012000 - Finance	\$52,475	\$10,854	\$63,329	
1011101 - Network Services		\$10,195	\$10,195	
1011103 - Information Services		\$47,314	\$47,314	
1012006 - Finance Support Services		\$11,488	\$11,488	
1013001 - Human Resources		\$33,338	\$33,338	
1013003 - Wellness Program		\$37	\$37	
1015005 - Facilities Maintenance		\$34,771	\$34,771	
1015008 - Fleet		\$8,623	\$8,623	
8020000 - Insurance ISF Fund		\$109,797	\$109,797	
Total allocated additions:	\$149,888	\$291,716	\$441,604	\$441,604
Total to be allocated	\$3,142,239	\$291,716		\$3,433,955

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Network Services &amp; Desktop Support</u>	<u>Enterprise Apps</u>	<u>MDC Support</u>	<u>Tablet Support</u>	<u>Server Support</u>	<u>Network Support</u>	<u>Radios</u>
<b><u>Wages &amp; Benefits</u></b>									
SALARIES & WAGES	\$696,044	\$306,747	\$60,834	\$82,551	\$38,770	\$4,594	\$66,194	\$86,727	\$18,236
FRINGE BENEFITS	\$337,268	\$148,634	\$29,477	\$40,000	\$18,786	\$2,226	\$32,074	\$42,024	\$8,836
<b><u>Other Expense and Cost</u></b>									
DATA PROCESSING SERVICES	\$678,818		\$16,795	\$341,710			\$116,663	\$120,684	\$23,851
PARKING	\$1,215	\$1,215							
CONTRACT SERVICES	\$464,595	\$50,604	\$7,695	\$258,856			\$2,384	\$36,014	\$76,491
ELECTRIC UTILITIES SERVICE	\$4,320								
COMMUNICATION SERVICE	\$313,094	\$392	\$4,748				\$1,190	\$3,598	\$110
OTHER UTILITY SERVICES	\$5,230		\$234						
OFFICE SUPPLIES	\$331,996	\$46	\$215,257					\$38,851	
PUBLICATIONS & SUBSCRIPT	\$2,243	\$659	\$808	\$776					
MISC MATERIALS & SUPPLIES	\$31,231	\$702	\$15,384					\$424	\$12,548
RENTS AND LEASES	\$74,587								
MEMBERSHIP & CERTIFICATION	\$230	\$230							
EDUCATION & TRAINING	\$50,878	\$27,518		\$23,029					
TRIPS AND MEETINGS	\$602	\$602							
Departmental Expenditures	<u>\$2,992,351</u>	<u>\$537,349</u>	<u>\$351,232</u>	<u>\$746,922</u>	<u>\$57,556</u>	<u>\$6,820</u>	<u>\$218,505</u>	<u>\$328,322</u>	<u>\$140,072</u>
Additions: 1st									
Other	\$149,888	\$66,056	\$13,100	\$17,777	\$8,349	\$989	\$14,254	\$18,676	\$3,927
Functional Cost	<u>\$3,142,239</u>	<u>\$603,405</u>	<u>\$364,332</u>	<u>\$764,699</u>	<u>\$65,905</u>	<u>\$7,809</u>	<u>\$232,759</u>	<u>\$346,998</u>	<u>\$143,999</u>
Reallocate Admin		(\$603,405)	\$86,328	\$183,583	\$14,146	\$1,676	\$53,705	\$80,697	\$34,428
Allocable Costs	<u>\$3,142,239</u>		<u>\$450,660</u>	<u>\$948,282</u>	<u>\$80,051</u>	<u>\$9,485</u>	<u>\$286,464</u>	<u>\$427,695</u>	<u>\$178,427</u>
<b>1st Allocation</b>	<b><u>\$3,142,239</u></b>		<b><u>\$450,660</u></b>	<b><u>\$948,282</u></b>	<b><u>\$80,051</u></b>	<b><u>\$9,485</u></b>	<b><u>\$286,464</u></b>	<b><u>\$427,695</u></b>	<b><u>\$178,427</u></b>
Additions: 2nd									
Other	\$291,716	\$128,559	\$25,496	\$34,598	\$16,249	\$1,925	\$27,742	\$36,348	\$7,643
Functional Cost	<u>\$291,716</u>	<u>\$128,559</u>	<u>\$25,496</u>	<u>\$34,598</u>	<u>\$16,249</u>	<u>\$1,925</u>	<u>\$27,742</u>	<u>\$36,348</u>	<u>\$7,643</u>
Reallocate Admin		(\$128,559)	\$18,393	\$39,113	\$3,014	\$357	\$11,442	\$17,193	\$7,335
Allocable Costs	<u>\$291,716</u>		<u>\$43,889</u>	<u>\$73,711</u>	<u>\$19,263</u>	<u>\$2,282</u>	<u>\$39,184</u>	<u>\$53,541</u>	<u>\$14,978</u>
<b>2nd Allocation</b>	<b><u>\$291,716</u></b>		<b><u>\$43,889</u></b>	<b><u>\$73,711</u></b>	<b><u>\$19,263</u></b>	<b><u>\$2,282</u></b>	<b><u>\$39,184</u></b>	<b><u>\$53,541</u></b>	<b><u>\$14,978</u></b>
<b>Total allocated</b>	<b><u>\$3,433,955</u></b>		<b><u>\$494,549</u></b>	<b><u>\$1,021,993</u></b>	<b><u>\$99,314</u></b>	<b><u>\$11,767</u></b>	<b><u>\$325,648</u></b>	<b><u>\$481,236</u></b>	<b><u>\$193,405</u></b>

	Network Services Schedule of costs to be allocated by function						
	<u>Telemetry</u>	<u>Cell Phones</u>	<u>Cellular Data Services</u>	<u>Telephones</u>	<u>South Hills</u>	<u>Tassajara</u>	<u>Direct Dept Exp</u>
<b><u>Wages &amp; Benefits</u></b>							
SALARIES & WAGES	\$1,044	\$3,132	\$1,531	\$2,227	\$22,204	\$1,253	
FRINGE BENEFITS	\$506	\$1,518	\$742	\$1,079	\$10,759	\$607	
<b><u>Other Expense and Cost</u></b>							
DATA PROCESSING SERVICES			\$16,603				\$42,512
PARKING							
CONTRACT SERVICES				\$358			\$32,193
ELECTRIC UTILITIES SERVICE					\$4,320		
COMMUNICATION SERVICE		\$152,051		\$146,206			\$4,799
OTHER UTILITY SERVICES							\$4,996
OFFICE SUPPLIES							\$77,842
PUBLICATIONS & SUBSCRIPT							
MISC MATERIALS & SUPPLIES				\$88			\$2,085
RENTS AND LEASES					\$31,185	\$43,402	
MEMBERSHIP & CERTIFICATION							
EDUCATION & TRAINING							\$331
TRIPS AND MEETINGS							
Departmental Expenditures	<u>\$1,550</u>	<u>\$156,701</u>	<u>\$18,876</u>	<u>\$149,958</u>	<u>\$68,468</u>	<u>\$45,262</u>	<u>\$164,758</u>
Additions: 1st							
Other	<u>\$225</u>	<u>\$674</u>	<u>\$330</u>	<u>\$480</u>	<u>\$4,781</u>	<u>\$270</u>	
Functional Cost	<u>\$1,775</u>	<u>\$157,375</u>	<u>\$19,206</u>	<u>\$150,438</u>	<u>\$73,249</u>	<u>\$45,532</u>	<u>\$164,758</u>
Reallocate Admin	<u>\$381</u>	<u>\$38,515</u>	<u>\$4,639</u>	<u>\$36,858</u>	<u>\$16,828</u>	<u>\$11,125</u>	<u>\$40,496</u>
Allocable Costs	<u>\$2,156</u>	<u>\$195,890</u>	<u>\$23,845</u>	<u>\$187,296</u>	<u>\$90,077</u>	<u>\$56,657</u>	<u>\$205,254</u>
<b>1st Allocation</b>	<b><u>\$2,156</u></b>	<b><u>\$195,890</u></b>	<b><u>\$23,845</u></b>	<b><u>\$187,296</u></b>	<b><u>\$90,077</u></b>	<b><u>\$56,657</u></b>	<b><u>\$205,254</u></b>
Additions: 2nd							
Other	<u>\$438</u>	<u>\$1,313</u>	<u>\$642</u>	<u>\$933</u>	<u>\$9,306</u>	<u>\$524</u>	
Functional Cost	<u>\$438</u>	<u>\$1,313</u>	<u>\$642</u>	<u>\$933</u>	<u>\$9,306</u>	<u>\$524</u>	
Reallocate Admin	<u>\$81</u>	<u>\$8,206</u>	<u>\$988</u>	<u>\$7,853</u>	<u>\$3,585</u>	<u>\$2,370</u>	<u>\$8,629</u>
Allocable Costs	<u>\$519</u>	<u>\$9,519</u>	<u>\$1,630</u>	<u>\$8,786</u>	<u>\$12,891</u>	<u>\$2,894</u>	<u>\$8,629</u>
<b>2nd Allocation</b>	<b><u>\$519</u></b>	<b><u>\$9,519</u></b>	<b><u>\$1,630</u></b>	<b><u>\$8,786</u></b>	<b><u>\$12,891</u></b>	<b><u>\$2,894</u></b>	<b><u>\$8,629</u></b>
<b>Total allocated</b>	<b><u>\$2,675</u></b>	<b><u>\$205,409</u></b>	<b><u>\$25,475</u></b>	<b><u>\$196,082</u></b>	<b><u>\$102,968</u></b>	<b><u>\$59,551</u></b>	<b><u>\$213,883</u></b>

Network Services

Detail allocation of

Network Services & Desktop Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Public Works Administration	547	1.152 %	\$5,190		\$5,190	\$547	\$5,737
Recreation Administration	565	1.189 %	\$5,360		\$5,360	\$565	\$5,925
Transportation/Plan Engineering	800	1.684 %	\$7,590		\$7,590	\$800	\$8,390
City Administration	500	1.053 %	\$4,744		\$4,744		\$4,744
City Attorney	500	1.053 %	\$4,744		\$4,744		\$4,744
City Clerk	400	0.842 %	\$3,795		\$3,795		\$3,795
Human Resources	800	1.684 %	\$7,590		\$7,590	\$800	\$8,390
Finance	1,700	3.579 %	\$16,129		\$16,129		\$16,129
Fleet	400	0.842 %	\$3,795		\$3,795	\$400	\$4,195
City Council	500	1.053 %	\$4,744		\$4,744		\$4,744
Police Administration	700	1.474 %	\$6,641		\$6,641	\$700	\$7,341
Fire Administration	400	0.842 %	\$3,795		\$3,795	\$400	\$4,195
FD601 Water Fund	3,238	6.817 %	\$30,721		\$30,721	\$3,237	\$33,958
FD602 Sewer Fund	3,402	7.162 %	\$32,277		\$32,277	\$3,401	\$35,678
FD705 Whale Rock Fund	160	0.337 %	\$1,518		\$1,518	\$160	\$1,678
Stormwater and Flood Control	433	0.912 %	\$4,108		\$4,108	\$433	\$4,541
FD621Transit Fund	205	0.432 %	\$1,945		\$1,945	\$205	\$2,150
Recreation Facilities	400	0.842 %	\$3,795		\$3,795	\$400	\$4,195
Building and Safety	1,450	3.053 %	\$13,757		\$13,757	\$1,450	\$15,207
Development Review	1,900	4.000 %	\$18,026		\$18,026	\$1,900	\$19,926
Economic Development	100	0.211 %	\$949		\$949	\$100	\$1,049
Natural Resource Protection	400	0.842 %	\$3,795		\$3,795	\$400	\$4,195
Community Development Admin	830	1.747 %	\$7,875		\$7,875	\$830	\$8,705
Parks Maintenance	1,500	3.158 %	\$14,231		\$14,231	\$1,500	\$15,731
Streets Maintenance	1,000	2.105 %	\$9,488		\$9,488	\$1,000	\$10,488
Traffic Signals & Lighting	200	0.421 %	\$1,898		\$1,898	\$200	\$2,098
Youth Services	900	1.895 %	\$8,539		\$8,539	\$900	\$9,439
Community Services	700	1.474 %	\$6,641		\$6,641	\$700	\$7,341
Ranger Program	800	1.684 %	\$7,590		\$7,590	\$800	\$8,390
Aquatics	600	1.263 %	\$5,693		\$5,693	\$600	\$6,293
Patrol	4,700	9.895 %	\$44,592		\$44,592	\$4,699	\$49,291
Investigations	1,300	2.737 %	\$12,334		\$12,334	\$1,300	\$13,634
Neighborhood Services	200	0.421 %	\$1,898		\$1,898	\$200	\$2,098
Traffic Safety	300	0.632 %	\$2,846		\$2,846	\$300	\$3,146
Emergency Response	4,600	9.684 %	\$43,643		\$43,643	\$4,599	\$48,242
Hazard Prevention	800	1.684 %	\$7,590		\$7,590	\$800	\$8,390
Golf Course	600	1.263 %	\$5,693		\$5,693	\$600	\$6,293
Police Support Services	2,100	4.421 %	\$19,924		\$19,924	\$2,099	\$22,023
Information Services	800	1.684 %	\$7,590		\$7,590	\$800	\$8,390
Fire Apparatus Service	200	0.421 %	\$1,898		\$1,898	\$200	\$2,098
FD611 Parking Fund	1,370	2.884 %	\$12,998		\$12,998	\$1,370	\$14,368

Network Services  
Detail allocation of  
Network Services & Desktop Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
CIP Project Engineering	1,900	4.000 %	\$18,026		\$18,026	\$1,900	\$19,926
Tourism and Bid Promotion	175	0.368 %	\$1,660		\$1,660	\$175	\$1,835
Facilities Maintenance	400	0.842 %	\$3,795		\$3,795	\$400	\$4,195
Urban Forest Services	600	1.263 %	\$5,693		\$5,693	\$600	\$6,293
Swim Center Maintenance	300	0.632 %	\$2,846		\$2,846	\$300	\$3,146
FD208 Tourism Bid Fund	25	0.053 %	\$237		\$237	\$25	\$262
All Other	1,100	2.314 %	\$10,434		\$10,434	\$1,094	\$11,528
Total	47,500	100.000 %	\$450,660		\$450,660	\$43,889	\$494,549

(A) Alloc basis: Number of Physical & Virtual Desktops, Laptops & Printers by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Network Services  
Detail allocation of  
Enterprise Apps

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	550	1.183 %	\$11,215		\$11,215	\$968	\$12,183
Fire Administration	425	0.914 %	\$8,666		\$8,666	\$748	\$9,414
Stormwater and Flood Control	715	1.537 %	\$14,580		\$14,580	\$1,259	\$15,839
Recreation Administration	600	1.290 %	\$12,235		\$12,235	\$1,057	\$13,292
Facilities Maintenance	500	1.075 %	\$10,195		\$10,195	\$880	\$11,075
Long Range Planning	400	0.860 %	\$8,156		\$8,156	\$704	\$8,860
Building and Safety	1,553	3.339 %	\$31,667		\$31,667	\$2,735	\$34,402
Development Review	1,390	2.989 %	\$28,343		\$28,343	\$2,448	\$30,791
Economic Development	100	0.215 %	\$2,039		\$2,039	\$176	\$2,215
Natural Resource Protection	200	0.430 %	\$4,078		\$4,078	\$352	\$4,430
Public Works Administration	700	1.505 %	\$14,274		\$14,274	\$1,233	\$15,507
Transportation/Plan Engineering	700	1.505 %	\$14,274		\$14,274	\$1,233	\$15,507
City Administration	1,600	3.440 %	\$32,626		\$32,626		\$32,626
City Attorney	460	0.989 %	\$9,380		\$9,380		\$9,380
City Clerk	535	1.150 %	\$10,909		\$10,909		\$10,909
Human Resources	775	1.666 %	\$15,803		\$15,803	\$1,365	\$17,168
Finance	1,550	3.333 %	\$31,606		\$31,606		\$31,606
Network Services	500	1.075 %	\$10,195		\$10,195		\$10,195
Recreation Facilities	436	0.938 %	\$8,890		\$8,890	\$768	\$9,658
Fleet	450	0.968 %	\$9,176		\$9,176	\$792	\$9,968
Information Services	400	0.860 %	\$8,156		\$8,156	\$704	\$8,860
Community Promotion	25	0.054 %	\$510		\$510	\$44	\$554
Community Development Admin	645	1.387 %	\$13,152		\$13,152	\$1,136	\$14,288
Parks Maintenance	1,510	3.247 %	\$30,790		\$30,790	\$2,659	\$33,449
Swim Center Maintenance	200	0.430 %	\$4,078		\$4,078	\$352	\$4,430
Urban Forest Services	450	0.968 %	\$9,176		\$9,176	\$792	\$9,968
Streets Maintenance	1,065	2.290 %	\$21,716		\$21,716	\$1,875	\$23,591
Traffic Signals & Lighting	200	0.430 %	\$4,078		\$4,078	\$352	\$4,430
Youth Services	1,978	4.253 %	\$40,333		\$40,333	\$3,483	\$43,816
Community Services	306	0.658 %	\$6,240		\$6,240	\$539	\$6,779
Ranger Program	775	1.666 %	\$15,803		\$15,803	\$1,365	\$17,168
Patrol	4,300	9.246 %	\$87,681		\$87,681	\$7,572	\$95,253
Investigations	1,200	2.580 %	\$24,469		\$24,469	\$2,113	\$26,582
Police Support Services	2,096	4.507 %	\$42,739		\$42,739	\$3,691	\$46,430
Neighborhood Services	319	0.686 %	\$6,505		\$6,505	\$562	\$7,067
Traffic Safety	400	0.860 %	\$8,156		\$8,156	\$704	\$8,860
Emergency Response	4,675	10.053 %	\$95,328		\$95,328	\$8,232	\$103,560
FD601 Water Fund	3,351	7.206 %	\$68,330		\$68,330	\$5,901	\$74,231
FD602 Sewer Fund	3,503	7.533 %	\$71,430		\$71,430	\$6,168	\$77,598
FD621Transit Fund	400	0.860 %	\$8,156		\$8,156	\$704	\$8,860
FD705 Whale Rock Fund	400	0.860 %	\$8,156		\$8,156	\$704	\$8,860



Network Services  
Detail allocation of  
Enterprise Apps

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
FD208 Tourism Bid Fund	175	0.376 %	\$3,568		\$3,568	\$308	\$3,876
Golf Course	686	1.475 %	\$13,988		\$13,988	\$1,208	\$15,196
Aquatics	957	2.058 %	\$19,514		\$19,514	\$1,685	\$21,199
FD611 Parking Fund	1,100	2.365 %	\$22,430		\$22,430	\$1,937	\$24,367
Fire Apparatus Service	200	0.430 %	\$4,078		\$4,078	\$352	\$4,430
Commissions & Committees	100	0.215 %	\$2,039		\$2,039	\$176	\$2,215
FD205 CDBG Fund	100	0.215 %	\$2,039		\$2,039	\$176	\$2,215
Hazard Prevention	800	1.720 %	\$16,313		\$16,313	\$1,409	\$17,722
FD711 Hazardous Mat Task Force Fund	50	0.111 %	\$1,024		\$1,024	\$90	\$1,114
Total	46,505	100.000 %	\$948,282		\$948,282	\$73,711	\$1,021,993

(A) Alloc basis: Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Network Services  
Detail allocation of  
MDC Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Patrol	33	76.744 %	\$61,434		\$61,434	\$14,783	\$76,217
Emergency Response	10	23.256 %	\$18,617		\$18,617	\$4,480	\$23,097
Total	43	100.000 %	\$80,051		\$80,051	\$19,263	\$99,314

(A) Alloc basis:                      Number of MDCs by Fund/Department/Division

Source:

Network Services  
Detail allocation of  
Tablet Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	5	1.969 %	\$187		\$187		\$187
Information Services	5	1.969 %	\$187		\$187	\$51	\$238
Facilities Maintenance	2	0.787 %	\$75		\$75	\$21	\$96
City Administration	8	3.150 %	\$299		\$299		\$299
Police Support Services	6	2.362 %	\$224		\$224	\$62	\$286
FD601 Water Fund	31	12.205 %	\$1,158		\$1,158	\$319	\$1,477
FD602 Sewer Fund	32	12.598 %	\$1,195		\$1,195	\$329	\$1,524
Finance	9	3.543 %	\$336		\$336		\$336
Human Resources	8	3.150 %	\$299		\$299	\$82	\$381
Community Development Admin	8	3.150 %	\$299		\$299	\$82	\$381
Recreation Administration	5	1.969 %	\$187		\$187	\$51	\$238
Police Administration	5	1.969 %	\$187		\$187	\$51	\$238
Fire Administration	5	1.969 %	\$187		\$187	\$51	\$238
Hazard Prevention	5	1.969 %	\$187		\$187	\$51	\$238
City Attorney	3	1.181 %	\$112		\$112		\$112
Public Works Administration	15	5.906 %	\$560		\$560	\$154	\$714
Transportation/Plan Engineering	4	1.575 %	\$149		\$149	\$41	\$190
Aquatics	2	0.787 %	\$75		\$75	\$21	\$96
Investigations	2	0.787 %	\$75		\$75	\$21	\$96
Traffic Safety	1	0.394 %	\$37		\$37	\$10	\$47
Economic Development	1	0.394 %	\$37		\$37	\$10	\$47
Natural Resource Protection	3	1.181 %	\$112		\$112	\$31	\$143
City Clerk	7	2.756 %	\$261		\$261		\$261
Fleet	5	1.969 %	\$187		\$187	\$51	\$238
Development Review	12	4.724 %	\$448		\$448	\$123	\$571
Streets Maintenance	3	1.181 %	\$112		\$112	\$31	\$143
Recreation Facilities	2	0.787 %	\$75		\$75	\$21	\$96
Ranger Program	3	1.181 %	\$112		\$112	\$31	\$143
Patrol	3	1.181 %	\$112		\$112	\$31	\$143
FD611 Parking Fund	4	1.575 %	\$149		\$149	\$41	\$190
CIP Project Engineering	7	2.756 %	\$261		\$261	\$72	\$333
Tourism and Bid Promotion	2	0.787 %	\$75		\$75	\$21	\$96
Building and Safety	6	2.362 %	\$224		\$224	\$62	\$286
Urban Forest Services	5	1.969 %	\$187		\$187	\$51	\$238
Swim Center Maintenance	1	0.394 %	\$37		\$37	\$10	\$47
Traffic Signals & Lighting	2	0.787 %	\$75		\$75	\$21	\$96
Youth Services	4	1.575 %	\$149		\$149	\$41	\$190
Community Services	3	1.181 %	\$112		\$112	\$31	\$143
Golf Course	2	0.787 %	\$75		\$75	\$21	\$96
Neighborhood Services	1	0.394 %	\$37		\$37	\$10	\$47
Fire Apparatus Service	2	0.787 %	\$75		\$75	\$21	\$96

Network Services  
Detail allocation of  
Tablet Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD621Transit Fund	1	0.394 %	\$37		\$37	\$10	\$47
FD705 Whale Rock Fund	1	0.394 %	\$37		\$37	\$10	\$47
All Other	13	5.115 %	\$484		\$484	\$134	\$618
Total	254	100.000 %	\$9,485		\$9,485	\$2,282	\$11,767

(A) Alloc basis:                   Number of Tablets by Fund/Department/Division

Source:

Network Services

Detail allocation of

Server Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	40	0.192 %	\$551		\$551		\$551
Economic Development	8	0.038 %	\$110		\$110	\$16	\$126
Natural Resource Protection	32	0.154 %	\$441		\$441	\$63	\$504
City Attorney	40	0.192 %	\$551		\$551		\$551
City Clerk	132	0.635 %	\$1,819		\$1,819		\$1,819
Finance	736	3.541 %	\$10,143		\$10,143		\$10,143
Information Services	1,064	5.119 %	\$14,664		\$14,664	\$2,106	\$16,770
Human Resources	64	0.308 %	\$882		\$882	\$127	\$1,009
Community Development Admin	566	2.723 %	\$7,800		\$7,800	\$1,120	\$8,920
Development Review	652	3.137 %	\$8,986		\$8,986	\$1,290	\$10,276
Building and Safety	616	2.964 %	\$8,489		\$8,489	\$1,219	\$9,708
Public Works Administration	244	1.174 %	\$3,363		\$3,363	\$483	\$3,846
Parks Maintenance	320	1.539 %	\$4,410		\$4,410	\$633	\$5,043
Facilities Maintenance	432	2.078 %	\$5,954		\$5,954	\$855	\$6,809
Streets Maintenance	280	1.347 %	\$3,859		\$3,859	\$554	\$4,413
Stormwater and Flood Control	235	1.131 %	\$3,239		\$3,239	\$465	\$3,704
Traffic Signals & Lighting	516	2.482 %	\$7,111		\$7,111	\$1,021	\$8,132
Fleet	232	1.116 %	\$3,197		\$3,197	\$459	\$3,656
City Administration	40	0.192 %	\$551		\$551		\$551
Transportation/Plan Engineering	564	2.713 %	\$7,773		\$7,773	\$1,116	\$8,889
Recreation Administration	45	0.216 %	\$620		\$620	\$89	\$709
Recreation Facilities	32	0.154 %	\$441		\$441	\$63	\$504
Youth Services	72	0.346 %	\$992		\$992	\$143	\$1,135
Community Services	56	0.269 %	\$772		\$772	\$111	\$883
Ranger Program	64	0.308 %	\$882		\$882	\$127	\$1,009
Aquatics	48	0.231 %	\$662		\$662	\$95	\$757
Golf Course	48	0.231 %	\$662		\$662	\$95	\$757
Police Administration	56	0.269 %	\$772		\$772	\$111	\$883
Patrol	676	3.252 %	\$9,316		\$9,316	\$1,338	\$10,654
Investigations	404	1.944 %	\$5,568		\$5,568	\$800	\$6,368
Police Support Services	268	1.289 %	\$3,693		\$3,693	\$530	\$4,223
Neighborhood Services	316	1.520 %	\$4,355		\$4,355	\$625	\$4,980
Traffic Safety	324	1.559 %	\$4,465		\$4,465	\$641	\$5,106
Fire Administration	32	0.154 %	\$441		\$441	\$63	\$504
Emergency Response	768	3.695 %	\$10,584		\$10,584	\$1,520	\$12,104
Hazard Prevention	564	2.713 %	\$7,773		\$7,773	\$1,116	\$8,889
FD601 Water Fund	1,359	6.538 %	\$18,729		\$18,729	\$2,690	\$21,419
FD611 Parking Fund	110	0.529 %	\$1,516		\$1,516	\$218	\$1,734
FD602 Sewer Fund	1,772	8.525 %	\$24,421		\$24,421	\$3,507	\$27,928
FD621Transit Fund	416	2.001 %	\$5,733		\$5,733	\$823	\$6,556
FD705 Whale Rock Fund	713	3.430 %	\$9,826		\$9,826	\$1,411	\$11,237

Network Services  
Detail allocation of  
Server Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
CIP Project Engineering	352	1.693 %	\$4,851		\$4,851	\$697	\$5,548
Tourism and Bid Promotion	2	0.010 %	\$28		\$28	\$4	\$32
Urban Forest Services	248	1.193 %	\$3,418		\$3,418	\$491	\$3,909
Swim Center Maintenance	224	1.078 %	\$3,087		\$3,087	\$443	\$3,530
FD208 Tourism Bid Fund	14	0.067 %	\$193		\$193	\$28	\$221
All Other	4,990	24.011 %	\$68,771		\$68,771	\$9,878	\$78,649
Total	20,786	100.000 %	\$286,464		\$286,464	\$39,184	\$325,648

(A) Alloc basis:                      Number of Physical & Virtual Servers/Appliances by Fund/Department/Division    (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Network Services  
Detail allocation of  
Network Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	20	0.633 %	\$2,705		\$2,705		\$2,705
Economic Development	4	0.127 %	\$541		\$541	\$73	\$614
Natural Resource Protection	16	0.506 %	\$2,164		\$2,164	\$290	\$2,454
City Attorney	34	1.075 %	\$4,599		\$4,599		\$4,599
City Clerk	70	2.214 %	\$9,468		\$9,468		\$9,468
Finance	68	2.151 %	\$9,198		\$9,198		\$9,198
Information Services	23	0.727 %	\$3,111		\$3,111	\$417	\$3,528
Human Resources	32	1.012 %	\$4,328		\$4,328	\$581	\$4,909
Community Development Admin	23	0.727 %	\$3,111		\$3,111	\$417	\$3,528
Development Review	53	1.676 %	\$7,169		\$7,169	\$962	\$8,131
Building and Safety	41	1.297 %	\$5,546		\$5,546	\$744	\$6,290
Public Works Administration	33	1.044 %	\$4,464		\$4,464	\$599	\$5,063
Parks Maintenance	21	0.664 %	\$2,840		\$2,840	\$381	\$3,221
Facilities Maintenance	20	0.633 %	\$2,705		\$2,705	\$363	\$3,068
Streets Maintenance	17	0.538 %	\$2,299		\$2,299	\$309	\$2,608
Traffic Signals & Lighting	11	0.348 %	\$1,488		\$1,488	\$200	\$1,688
Fleet	17	0.538 %	\$2,299		\$2,299	\$309	\$2,608
City Administration	20	0.633 %	\$2,705		\$2,705		\$2,705
Transportation/Plan Engineering	22	0.696 %	\$2,976		\$2,976	\$399	\$3,375
Recreation Administration	17	0.538 %	\$2,299		\$2,299	\$309	\$2,608
Recreation Facilities	61	1.929 %	\$8,251		\$8,251	\$1,107	\$9,358
Youth Services	28	0.886 %	\$3,787		\$3,787	\$508	\$4,295
Community Services	22	0.696 %	\$2,976		\$2,976	\$399	\$3,375
Ranger Program	25	0.791 %	\$3,382		\$3,382	\$454	\$3,836
Aquatics	29	0.917 %	\$3,923		\$3,923	\$526	\$4,449
Golf Course	14	0.443 %	\$1,894		\$1,894	\$254	\$2,148
Police Administration	44	1.392 %	\$5,951		\$5,951	\$799	\$6,750
Patrol	162	5.123 %	\$21,912		\$21,912	\$2,940	\$24,852
Investigations	36	1.139 %	\$4,869		\$4,869	\$653	\$5,522
Police Support Services	336	10.626 %	\$45,448		\$45,448	\$6,098	\$51,546
Neighborhood Services	5	0.158 %	\$676		\$676	\$91	\$767
Traffic Safety	28	0.886 %	\$3,787		\$3,787	\$508	\$4,295
Fire Administration	24	0.759 %	\$3,246		\$3,246	\$436	\$3,682
Emergency Response	246	7.780 %	\$33,274		\$33,274	\$4,465	\$37,739
Hazard Prevention	29	0.917 %	\$3,923		\$3,923	\$526	\$4,449
FD601 Water Fund	225	7.116 %	\$30,434		\$30,434	\$4,084	\$34,518
FD611 Parking Fund	248	7.843 %	\$33,545		\$33,545	\$4,501	\$38,046
FD602 Sewer Fund	240	7.590 %	\$32,463		\$32,463	\$4,356	\$36,819
FD621Transit Fund	24	0.759 %	\$3,246		\$3,246	\$436	\$3,682
FD705 Whale Rock Fund	17	0.538 %	\$2,299		\$2,299	\$309	\$2,608
Stormwater and Flood Control	4	0.127 %	\$541		\$541	\$73	\$614

Network Services  
Detail allocation of  
Network Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
CIP Project Engineering	53	1.676 %	\$7,169		\$7,169	\$962	\$8,131
Tourism and Bid Promotion	7	0.221 %	\$947		\$947	\$127	\$1,074
Urban Forest Services	5	0.158 %	\$676		\$676	\$91	\$767
Swim Center Maintenance	14	0.443 %	\$1,894		\$1,894	\$254	\$2,148
FD208 Tourism Bid Fund	1	0.032 %	\$135		\$135	\$18	\$153
All Other	673	21.278 %	\$91,032		\$91,032	\$12,213	\$103,245
Total	3,162	100.000 %	\$427,695		\$427,695	\$53,541	\$481,236

(A) Alloc basis: Number of Dedicated Ethernet Switch Ports by Fund/Department/Division

Source:



Network Services  
Detail allocation of  
Radios

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Administration	1	0.284 %	\$507		\$507		\$507
Police Administration	5	1.420 %	\$2,534		\$2,534	\$213	\$2,747
Fire Administration	5	1.420 %	\$2,534		\$2,534	\$213	\$2,747
FD601 Water Fund	32	9.091 %	\$16,221		\$16,221	\$1,366	\$17,587
FD602 Sewer Fund	15	4.261 %	\$7,603		\$7,603	\$640	\$8,243
Stormwater and Flood Control	1	0.284 %	\$507		\$507	\$43	\$550
FD611 Parking Fund	5	1.420 %	\$2,534		\$2,534	\$213	\$2,747
FD621Transit Fund	28	7.955 %	\$14,193		\$14,193	\$1,195	\$15,388
Recreation Facilities	2	0.568 %	\$1,014		\$1,014	\$85	\$1,099
Building and Safety	4	1.136 %	\$2,028		\$2,028	\$171	\$2,199
Parks Maintenance	15	4.261 %	\$7,603		\$7,603	\$640	\$8,243
Traffic Signals & Lighting	2	0.568 %	\$1,014		\$1,014	\$85	\$1,099
Ranger Program	3	0.852 %	\$1,521		\$1,521	\$128	\$1,649
Patrol	68	19.318 %	\$34,469		\$34,469	\$2,902	\$37,371
Investigations	24	6.818 %	\$12,165		\$12,165	\$1,024	\$13,189
Police Support Services	7	1.989 %	\$3,548		\$3,548	\$299	\$3,847
Neighborhood Services	6	1.705 %	\$3,041		\$3,041	\$256	\$3,297
Traffic Safety	11	3.125 %	\$5,576		\$5,576	\$469	\$6,045
Emergency Response	77	21.875 %	\$39,031		\$39,031	\$3,286	\$42,317
Hazard Prevention	10	2.841 %	\$5,069		\$5,069	\$427	\$5,496
Economic Development	1	0.284 %	\$507		\$507	\$43	\$550
Streets Maintenance	12	3.409 %	\$6,083		\$6,083	\$512	\$6,595
Fleet	2	0.568 %	\$1,014		\$1,014	\$85	\$1,099
CIP Project Engineering	7	1.989 %	\$3,548		\$3,548	\$299	\$3,847
Urban Forest Services	2	0.568 %	\$1,014		\$1,014	\$85	\$1,099
Facilities Maintenance	5	1.420 %	\$2,534		\$2,534	\$213	\$2,747
All Other	2	0.571 %	\$1,015		\$1,015	\$86	\$1,101
Total	352	100.000 %	\$178,427		\$178,427	\$14,978	\$193,405

(A) Alloc basis: Number of Assigned Radios by Fund/Department

Source:

Network Services

Detail allocation of

Telemetry

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	32	53.333 %	\$1,150		\$1,150	\$277	\$1,427
FD602 Sewer Fund	24	40.000 %	\$862		\$862	\$208	\$1,070
FD705 Whale Rock Fund	4	6.667 %	\$144		\$144	\$34	\$178
Total	60	100.000 %	\$2,156		\$2,156	\$519	\$2,675

(A) Alloc basis:

Number of Controllers by Fund/Div/Dept

Source:

Network Services

Detail allocation of

Cell Phones

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Public Works Administration	2	2.597 %	\$5,088		\$5,088	\$254	\$5,342
City Council	2	2.597 %	\$5,088		\$5,088		\$5,088
FD601 Water Fund	11	14.286 %	\$27,984		\$27,984	\$1,396	\$29,380
FD602 Sewer Fund	1	1.299 %	\$2,544		\$2,544	\$127	\$2,671
Parks Maintenance	4	5.195 %	\$10,176		\$10,176	\$508	\$10,684
Streets Maintenance	1	1.299 %	\$2,544		\$2,544	\$127	\$2,671
Traffic Signals & Lighting	1	1.299 %	\$2,544		\$2,544	\$127	\$2,671
Youth Services	14	18.182 %	\$35,616		\$35,616	\$1,777	\$37,393
Ranger Program	3	3.896 %	\$7,632		\$7,632	\$381	\$8,013
Patrol	9	11.688 %	\$22,896		\$22,896	\$1,142	\$24,038
Investigations	2	2.597 %	\$5,088		\$5,088	\$254	\$5,342
Emergency Response	5	6.494 %	\$12,720		\$12,720	\$635	\$13,355
Golf Course	2	2.597 %	\$5,088		\$5,088	\$254	\$5,342
Aquatics	1	1.299 %	\$2,544		\$2,544	\$127	\$2,671
Development Review	1	1.299 %	\$2,544		\$2,544	\$127	\$2,671
Community Development Admin	1	1.299 %	\$2,544		\$2,544	\$127	\$2,671
CIP Project Engineering	3	3.896 %	\$7,632		\$7,632	\$381	\$8,013
Urban Forest Services	2	2.597 %	\$5,088		\$5,088	\$254	\$5,342
Facilities Maintenance	1	1.299 %	\$2,544		\$2,544	\$127	\$2,671
Recreation Facilities	2	2.597 %	\$5,088		\$5,088	\$254	\$5,342
FD621Transit Fund	8	10.390 %	\$20,352		\$20,352	\$1,015	\$21,367
FD705 Whale Rock Fund	1	1.298 %	\$2,546		\$2,546	\$125	\$2,671
Total	77	100.000 %	\$195,890		\$195,890	\$9,519	\$205,409

(A) Alloc basis:

Number of Cell Phones and Smart Phones Fund/Division/Department

Source:

Network Services  
Detail allocation of  
Cellular Data Services

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Natural Resource Protection	1	0.244 %	\$58		\$58	\$4	\$62
Finance	4	0.976 %	\$233		\$233		\$233
Information Services	6	1.463 %	\$349		\$349	\$25	\$374
Human Resources	2	0.488 %	\$116		\$116	\$8	\$124
Building and Safety	15	3.659 %	\$872		\$872	\$62	\$934
Public Works Administration	3	0.732 %	\$174		\$174	\$12	\$186
Parks Maintenance	12	2.927 %	\$698		\$698	\$50	\$748
Streets Maintenance	12	2.927 %	\$698		\$698	\$50	\$748
Fleet	5	1.220 %	\$291		\$291	\$21	\$312
Police Administration	6	1.463 %	\$349		\$349	\$25	\$374
Patrol	56	13.659 %	\$3,257		\$3,257	\$232	\$3,489
Investigations	23	5.610 %	\$1,338		\$1,338	\$95	\$1,433
Police Support Services	3	0.732 %	\$174		\$174	\$12	\$186
Fire Administration	9	2.195 %	\$523		\$523	\$37	\$560
Emergency Response	28	6.829 %	\$1,628		\$1,628	\$116	\$1,744
Hazard Prevention	11	2.683 %	\$640		\$640	\$46	\$686
FD601 Water Fund	40	9.756 %	\$2,326		\$2,326	\$165	\$2,491
FD602 Sewer Fund	48	11.707 %	\$2,792		\$2,792	\$199	\$2,991
FD621Transit Fund	28	6.829 %	\$1,628		\$1,628	\$116	\$1,744
City Administration	3	0.732 %	\$174		\$174		\$174
Ranger Program	3	0.732 %	\$174		\$174	\$12	\$186
Community Development Admin	2	0.488 %	\$116		\$116	\$8	\$124
Traffic Signals & Lighting	3	0.732 %	\$174		\$174	\$12	\$186
Neighborhood Services	2	0.488 %	\$116		\$116	\$8	\$124
FD611 Parking Fund	16	3.902 %	\$931		\$931	\$66	\$997
City Attorney	1	0.244 %	\$58		\$58		\$58
Youth Services	5	1.220 %	\$291		\$291	\$21	\$312
City Clerk	1	0.244 %	\$58		\$58		\$58
Traffic Safety	2	0.488 %	\$116		\$116	\$8	\$124
Fire Apparatus Service	1	0.244 %	\$58		\$58	\$4	\$62
Facilities Maintenance	6	1.463 %	\$349		\$349	\$25	\$374
City Council	7	1.707 %	\$407		\$407		\$407
CIP Project Engineering	9	2.195 %	\$523		\$523	\$37	\$560
Tourism and Bid Promotion	1	0.244 %	\$58		\$58	\$4	\$62
Urban Forest Services	5	1.220 %	\$291		\$291	\$21	\$312
Swim Center Maintenance	1	0.244 %	\$58		\$58	\$4	\$62
Recreation Administration	1	0.244 %	\$58		\$58	\$4	\$62
Golf Course	1	0.244 %	\$58		\$58	\$4	\$62
FD705 Whale Rock Fund	5	1.220 %	\$291		\$291	\$21	\$312
All Other	23	5.606 %	\$1,342		\$1,342	\$96	\$1,438
Total	410	100.000 %	\$23,845		\$23,845	\$1,630	\$25,475

Network Services

Detail allocation of

Cellular Data Services

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
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(A) Alloc basis:

Number of Cellular Data Air Cards and the Number of Smart Phones by Fund/Division/Department

Source:

Network Services  
Detail allocation of  
Telephones

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Public Works Administration	38	3.946 %	\$7,391		\$7,391	\$375	\$7,766
Recreation Administration	27	2.804 %	\$5,251		\$5,251	\$267	\$5,518
Transportation/Plan Engineering	13	1.350 %	\$2,528		\$2,528	\$128	\$2,656
City Administration	15	1.558 %	\$2,917		\$2,917		\$2,917
City Attorney	9	0.935 %	\$1,750		\$1,750		\$1,750
City Clerk	11	1.142 %	\$2,139		\$2,139		\$2,139
Human Resources	11	1.142 %	\$2,139		\$2,139	\$109	\$2,248
Finance	31	3.219 %	\$6,029		\$6,029		\$6,029
Facilities Maintenance	22	2.285 %	\$4,279		\$4,279	\$217	\$4,496
Fleet	7	0.727 %	\$1,361		\$1,361	\$69	\$1,430
Police Administration	48	4.984 %	\$9,336		\$9,336	\$474	\$9,810
Fire Administration	48	4.984 %	\$9,336		\$9,336	\$474	\$9,810
FD601 Water Fund	53	5.504 %	\$10,308		\$10,308	\$523	\$10,831
FD602 Sewer Fund	43	4.465 %	\$8,363		\$8,363	\$424	\$8,787
FD611 Parking Fund	64	6.646 %	\$12,448		\$12,448	\$632	\$13,080
FD621Transit Fund	9	0.935 %	\$1,750		\$1,750	\$89	\$1,839
Recreation Facilities	21	2.181 %	\$4,084		\$4,084	\$207	\$4,291
Long Range Planning	6	0.623 %	\$1,167		\$1,167	\$59	\$1,226
Building and Safety	22	2.285 %	\$4,279		\$4,279	\$217	\$4,496
Development Review	18	1.869 %	\$3,501		\$3,501	\$178	\$3,679
Economic Development	3	0.312 %	\$583		\$583	\$30	\$613
Natural Resource Protection	2	0.208 %	\$389		\$389	\$20	\$409
Information Services	6	0.623 %	\$1,167		\$1,167	\$59	\$1,226
Community Development Admin	18	1.869 %	\$3,501		\$3,501	\$178	\$3,679
Parks Maintenance	34	3.531 %	\$6,613		\$6,613	\$336	\$6,949
Streets Maintenance	6	0.623 %	\$1,167		\$1,167	\$59	\$1,226
Traffic Signals & Lighting	4	0.415 %	\$778		\$778	\$39	\$817
Youth Services	10	1.038 %	\$1,945		\$1,945	\$99	\$2,044
Community Services	7	0.727 %	\$1,361		\$1,361	\$69	\$1,430
Ranger Program	4	0.415 %	\$778		\$778	\$39	\$817
Aquatics	14	1.454 %	\$2,723		\$2,723	\$138	\$2,861
Patrol	79	8.204 %	\$15,365		\$15,365	\$780	\$16,145
Investigations	21	2.181 %	\$4,084		\$4,084	\$207	\$4,291
Police Support Services	44	4.569 %	\$8,558		\$8,558	\$434	\$8,992
Neighborhood Services	2	0.208 %	\$389		\$389	\$20	\$409
Traffic Safety	4	0.415 %	\$778		\$778	\$39	\$817
Emergency Response	102	10.592 %	\$19,838		\$19,838	\$1,007	\$20,845
Hazard Prevention	11	1.142 %	\$2,139		\$2,139	\$109	\$2,248
Golf Course	4	0.415 %	\$778		\$778	\$39	\$817
Fire Apparatus Service	2	0.208 %	\$389		\$389	\$20	\$409
City Council	7	0.727 %	\$1,361		\$1,361		\$1,361

Network Services  
Detail allocation of  
Telephones

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
CIP Project Engineering	22	2.285 %	\$4,279		\$4,279	\$217	\$4,496
Urban Forest Services	10	1.038 %	\$1,945		\$1,945	\$99	\$2,044
Swim Center Maintenance	2	0.208 %	\$389		\$389	\$20	\$409
FD705 Whale Rock Fund	5	0.519 %	\$972		\$972	\$49	\$1,021
Risk Management	3	0.312 %	\$583		\$583	\$30	\$613
All Other	21	2.178 %	\$4,088		\$4,088	\$208	\$4,296
Total	963	100.000 %	\$187,296		\$187,296	\$8,786	\$196,082

(A) Alloc basis:                      Number of Telephones by Fund/Department

Source:

Network Services  
Detail allocation of  
South Hills

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	300	23.077 %	\$20,787		\$20,787	\$2,975	\$23,762
Fire Administration	200	15.385 %	\$13,858		\$13,858	\$1,983	\$15,841
FD601 Water Fund	150	11.538 %	\$10,394		\$10,394	\$1,487	\$11,881
FD602 Sewer Fund	150	11.538 %	\$10,394		\$10,394	\$1,487	\$11,881
FD621Transit Fund	200	15.385 %	\$13,858		\$13,858	\$1,983	\$15,841
Public Works Administration	200	15.385 %	\$13,858		\$13,858	\$1,983	\$15,841
Traffic Signals & Lighting	100	7.692 %	\$6,928		\$6,928	\$993	\$7,921
Total	1,300	100.000 %	\$90,077		\$90,077	\$12,891	\$102,968

(A) Alloc basis:                      Number of Radio Repeaters by Fund/Department/Division

Source:



Network Services  
Detail allocation of  
Tassajara

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	2	28.571 %	\$16,188		\$16,188	\$827	\$17,015
Fire Administration	2	28.571 %	\$16,188		\$16,188	\$827	\$17,015
Public Works Administration	1	14.286 %	\$8,094		\$8,094	\$413	\$8,507
FD705 Whale Rock Fund	2	28.572 %	\$16,187		\$16,187	\$827	\$17,014
Total	7	100.000 %	\$56,657		\$56,657	\$2,894	\$59,551

(A) Alloc basis:                      Number of Radio Repeaters by Fund/Department/Division

Source:

Network Services  
Detail allocation of  
Direct Dept Exp

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Community Development Admin	44,071	26.749 %	\$54,903		\$54,903	\$2,308	\$57,211
FD602 Sewer Fund	2,242	1.361 %	\$2,793		\$2,793	\$117	\$2,910
FD601 Water Fund	3,274	1.987 %	\$4,079		\$4,079	\$171	\$4,250
FD705 Whale Rock Fund	7,856	4.768 %	\$9,787		\$9,787	\$411	\$10,198
Patrol	85,704	52.018 %	\$106,769		\$106,769	\$4,489	\$111,258
Recreation Administration	19,113	11.601 %	\$23,811		\$23,811	\$1,001	\$24,812
Emergency Response	2,498	1.516 %	\$3,112		\$3,112	\$132	\$3,244
Total	164,758	100.000 %	\$205,254		\$205,254	\$8,629	\$213,883

(A) Alloc basis:

Source:

	<u>Total</u>	<u>Network Services &amp; Desktop Support</u>	<u>Enterprise Apps</u>	<u>MDC Support</u>	<u>Tablet Support</u>	<u>Server Support</u>	<u>Network Support</u>	<u>Radios</u>	<u>Telemetry</u>
City Council	\$15,043	\$4,744			\$187	\$551	\$2,705		
City Administration	\$44,523	\$4,744	\$32,626		\$299	\$551	\$2,705	\$507	
City Attorney	\$21,194	\$4,744	\$9,380		\$112	\$551	\$4,599		
City Clerk	\$28,449	\$3,795	\$10,909		\$261	\$1,819	\$9,468		
Finance	\$73,674	\$16,129	\$31,606		\$336	\$10,143	\$9,198		
Network Services	\$10,195		\$10,195						
Information Services	\$39,386	\$8,390	\$8,860		\$238	\$16,770	\$3,528		
Human Resources	\$34,229	\$8,390	\$17,168		\$381	\$1,009	\$4,909		
Risk Management	\$613								
Public Works Administration	\$68,509	\$5,737	\$15,507		\$714	\$3,846	\$5,063		
Facilities Maintenance	\$35,531	\$4,195	\$11,075		\$96	\$6,809	\$3,068	\$2,747	
Fleet	\$23,506	\$4,195	\$9,968		\$238	\$3,656	\$2,608	\$1,099	
CIP Project Engineering	\$50,854	\$19,926			\$333	\$5,548	\$8,131	\$3,847	
Transportation/Plan Engineering	\$39,007	\$8,390	\$15,507		\$190	\$8,889	\$3,375		
Economic Development	\$5,214	\$1,049	\$2,215		\$47	\$126	\$614	\$550	
Natural Resource Protection	\$12,197	\$4,195	\$4,430		\$143	\$504	\$2,454		
Tourism and Bid Promotion	\$3,099	\$1,835			\$96	\$32	\$1,074		
Community Promotion	\$554		\$554						
Community Development Admin	\$99,507	\$8,705	\$14,288		\$381	\$8,920	\$3,528		
Commissions & Committees	\$2,215		\$2,215						
Development Review	\$76,045	\$19,926	\$30,791		\$571	\$10,276	\$8,131		
Long Range Planning	\$10,086		\$8,860						
Building and Safety	\$73,522	\$15,207	\$34,402		\$286	\$9,708	\$6,290	\$2,199	
Parks Maintenance	\$84,068	\$15,731	\$33,449			\$5,043	\$3,221	\$8,243	
Swim Center Maintenance	\$13,772	\$3,146	\$4,430		\$47	\$3,530	\$2,148		
Urban Forest Services	\$29,972	\$6,293	\$9,968		\$238	\$3,909	\$767	\$1,099	
Streets Maintenance	\$52,483	\$10,488	\$23,591		\$143	\$4,413	\$2,608	\$6,595	
Traffic Signals & Lighting	\$29,138	\$2,098	\$4,430		\$96	\$8,132	\$1,688	\$1,099	
Stormwater and Flood Control	\$25,248	\$4,541	\$15,839			\$3,704	\$614	\$550	
Recreation Administration	\$53,164	\$5,925	\$13,292		\$238	\$709	\$2,608		
Recreation Facilities	\$34,543	\$4,195	\$9,658		\$96	\$504	\$9,358	\$1,099	
Youth Services	\$98,624	\$9,439	\$43,816		\$190	\$1,135	\$4,295		
Community Services	\$19,951	\$7,341	\$6,779		\$143	\$883	\$3,375		
Ranger Program	\$41,211	\$8,390	\$17,168		\$143	\$1,009	\$3,836	\$1,649	
Aquatics	\$38,326	\$6,293	\$21,199		\$96	\$757	\$4,449		
Golf Course	\$30,711	\$6,293	\$15,196		\$96	\$757	\$2,148		
Police Administration	\$81,103	\$7,341	\$12,183		\$238	\$883	\$6,750	\$2,747	
Patrol	\$448,711	\$49,291	\$95,253	\$76,217	\$143	\$10,654	\$24,852	\$37,371	
Investigations	\$76,457	\$13,634	\$26,582		\$96	\$6,368	\$5,522	\$13,189	

	Network Services Departmental Cost Allocation Summary					
	<u>Cell Phones</u>	<u>Cellular Data Services</u>	<u>Telephones</u>	<u>South Hills</u>	<u>Tassajara</u>	<u>Direct Dept Exp</u>
City Council	\$5,088	\$407	\$1,361			
City Administration		\$174	\$2,917			
City Attorney		\$58	\$1,750			
City Clerk		\$58	\$2,139			
Finance		\$233	\$6,029			
Network Services						
Information Services		\$374	\$1,226			
Human Resources		\$124	\$2,248			
Risk Management			\$613			
Public Works Administration	\$5,342	\$186	\$7,766	\$15,841	\$8,507	
Facilities Maintenance	\$2,671	\$374	\$4,496			
Fleet		\$312	\$1,430			
CIP Project Engineering	\$8,013	\$560	\$4,496			
Transportation/Plan Engineering			\$2,656			
Economic Development			\$613			
Natural Resource Protection		\$62	\$409			
Tourism and Bid Promotion		\$62				
Community Promotion						
Community Development Admin	\$2,671	\$124	\$3,679			\$57,211
Commissions & Committees						
Development Review	\$2,671		\$3,679			
Long Range Planning			\$1,226			
Building and Safety		\$934	\$4,496			
Parks Maintenance	\$10,684	\$748	\$6,949			
Swim Center Maintenance		\$62	\$409			
Urban Forest Services	\$5,342	\$312	\$2,044			
Streets Maintenance	\$2,671	\$748	\$1,226			
Traffic Signals & Lighting	\$2,671	\$186	\$817	\$7,921		
Stormwater and Flood Control						
Recreation Administration		\$62	\$5,518			\$24,812
Recreation Facilities	\$5,342		\$4,291			
Youth Services	\$37,393	\$312	\$2,044			
Community Services			\$1,430			
Ranger Program	\$8,013	\$186	\$817			
Aquatics	\$2,671		\$2,861			
Golf Course	\$5,342	\$62	\$817			
Police Administration		\$374	\$9,810	\$23,762	\$17,015	
Patrol	\$24,038	\$3,489	\$16,145			\$111,258
Investigations	\$5,342	\$1,433	\$4,291			

	Total	Network Services & Desktop Support	Enterprise Apps	MDC Support	Tablet Support	Server Support	Network Support	Radios	Telemetry
Police Support Services	\$137,533	\$22,023	\$46,430		\$286	\$4,223	\$51,546	\$3,847	
Neighborhood Services	\$18,789	\$2,098	\$7,067		\$47	\$4,980	\$767	\$3,297	
Traffic Safety	\$28,440	\$3,146	\$8,860		\$47	\$5,106	\$4,295	\$6,045	
Fire Administration	\$64,006	\$4,195	\$9,414		\$238	\$504	\$3,682	\$2,747	
Emergency Response	\$306,247	\$48,242	\$103,560	\$23,097		\$12,104	\$37,739	\$42,317	
Hazard Prevention	\$48,118	\$8,390	\$17,722		\$238	\$8,889	\$4,449	\$5,496	
Fire Apparatus Service	\$7,095	\$2,098	\$4,430		\$96				
FD205 CDBG Fund	\$2,215		\$2,215						
FD208 Tourism Bid Fund	\$4,512	\$262	\$3,876			\$221	\$153		
FD601 Water Fund	\$243,450	\$33,958	\$74,231		\$1,477	\$21,419	\$34,518	\$17,587	\$1,427
FD602 Sewer Fund	\$218,100	\$35,678	\$77,598		\$1,524	\$27,928	\$36,819	\$8,243	\$1,070
FD611 Parking Fund	\$95,529	\$14,368	\$24,367		\$190	\$1,734	\$38,046	\$2,747	
FD621Transit Fund	\$77,474	\$2,150	\$8,860		\$47	\$6,556	\$3,682	\$15,388	
FD705 Whale Rock Fund	\$55,824	\$1,678	\$8,860		\$47	\$11,237	\$2,608		\$178
FD711 Hazardous Mat Task Force Fund	\$1,114		\$1,114						
All Other	\$200,875	\$11,528			\$618	\$78,649	\$103,245	\$1,101	
Total	\$3,433,955	\$494,549	\$1,021,993	\$99,314	\$11,767	\$325,648	\$481,236	\$193,405	\$2,675

	Network Services Departmental Cost Allocation Summary					
	<u>Cell Phones</u>	<u>Cellular Data Services</u>	<u>Telephones</u>	<u>South Hills</u>	<u>Tassajara</u>	<u>Direct Dept Exp</u>
Police Support Services		\$186	\$8,992			
Neighborhood Services		\$124	\$409			
Traffic Safety		\$124	\$817			
Fire Administration		\$560	\$9,810	\$15,841	\$17,015	
Emergency Response	\$13,355	\$1,744	\$20,845			\$3,244
Hazard Prevention		\$686	\$2,248			
Fire Apparatus Service		\$62	\$409			
FD205 CDBG Fund						
FD208 Tourism Bid Fund						
FD601 Water Fund	\$29,380	\$2,491	\$10,831	\$11,881		\$4,250
FD602 Sewer Fund	\$2,671	\$2,991	\$8,787	\$11,881		\$2,910
FD611 Parking Fund		\$997	\$13,080			
FD621Transit Fund	\$21,367	\$1,744	\$1,839	\$15,841		
FD705 Whale Rock Fund	\$2,671	\$312	\$1,021		\$17,014	\$10,198
FD711 Hazardous Mat Task Force Fund						
All Other		\$1,438	\$4,296			
Total	\$205,409	\$25,475	\$196,082	\$102,968	\$59,551	\$213,883

**SCHEDULE 8.01**

**INFORMATION SERVICES**

NATURE AND EXTENT OF SERVICE

The Information Services department is responsible for operating and maintaining the City's geographic information system (GIS), enterprise databases, and enterprise applications that are essential for City's operations. Enterprise Application such as Cityworks and EnerGov rely heavily on GIS and SQL Database to function properly. Program mission is to provide accurate and comprehensive information services for managing resources, make informed decisions, and expediting the work processes.

Costs are allocated as follows:

- **Information Services** – These costs are related to GIS, database, and enterprise application activities and system expenditures related to keeping the Information Services current and functioning for the needs of the City. Costs are allocated based on an estimate of time spent by fund/department/division.
- **Enterprise Apps** – Enterprise Application consists of the based programs available to all City computer users such as email, word processing, and spreadsheet applications. These costs are allocated based upon the total FTE's by fund/department/division.

Information Services  
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$1,031,587			\$1,031,587
Allocated additions:				
10000000 - Building Charge	\$4,806		\$4,806	
1011002 - City Council	\$1,897	\$635	\$2,532	
1011001 - City Administration	\$35,938	\$12,505	\$48,443	
1011501 - City Attorney	\$10,227	\$1,551	\$11,778	
1011021 - City Clerk	\$1,354	\$325	\$1,679	
1012000 - Finance	\$11,583	\$2,780	\$14,363	
1011101 - Network Services	\$35,224	\$4,162	\$39,386	
1011103 - Information Services		\$4,613	\$4,613	
1012006 - Finance Support Services		\$1,346	\$1,346	
1013001 - Human Resources		\$14,169	\$14,169	
1013003 - Wellness Program		\$30	\$30	
1015005 - Facilities Maintenance		\$9,115	\$9,115	
8020000 - Insurance ISF Fund		\$46,238	\$46,238	
Total allocated additions:	<u>\$101,029</u>	<u>\$97,469</u>	<u>\$198,498</u>	<u>\$198,498</u>
Total to be allocated	<u><u>\$1,132,616</u></u>	<u><u>\$97,469</u></u>		<u><u>\$1,230,085</u></u>



	Information Services Schedule of costs to be allocated by function			
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Information Services</u>	<u>Enterprise Apps</u>
<b><u>Wages &amp; Benefits</u></b>				
SALARIES & WAGES	\$681,786	\$46,366	\$393,293	\$242,127
FRINGE BENEFITS	\$276,736	\$18,820	\$159,637	\$98,279
<b><u>Other Expense and Cost</u></b>				
SERVICES & SUPPLIES	\$73,065	\$4,969	\$42,148	\$25,948
Departmental Expenditures	\$1,031,587	\$70,155	\$595,078	\$366,354
Additions: 1st				
Other	\$101,029	\$101,029		
Functional Cost	\$1,132,616	\$171,184	\$595,078	\$366,354
Reallocate Admin		(\$171,184)	\$105,954	\$65,230
Allocable Costs	\$1,132,616		\$701,032	\$431,584
<b>1st Allocation</b>	<b>\$1,132,616</b>		<b>\$701,032</b>	<b>\$431,584</b>
Additions: 2nd				
Other	\$97,469	\$97,469		
Functional Cost	\$97,469	\$97,469		
Reallocate Admin		(\$97,469)	\$60,328	\$37,141
Allocable Costs	\$97,469		\$60,328	\$37,141
<b>2nd Allocation</b>	<b>\$97,469</b>		<b>\$60,328</b>	<b>\$37,141</b>
<b>Total allocated</b>	<b>\$1,230,085</b>		<b>\$761,360</b>	<b>\$468,725</b>

Information Services  
Detail allocation of  
Information Services

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Network Services	300	5.201 %	\$36,461		\$36,461		\$36,461
Public Works Administration	363	6.293 %	\$44,118		\$44,118	\$4,521	\$48,639
Community Development Admin	1,610	27.913 %	\$195,676		\$195,676	\$20,051	\$215,727
FD601 Water Fund	258	4.473 %	\$31,357		\$31,357	\$3,213	\$34,570
FD602 Sewer Fund	231	4.005 %	\$28,075		\$28,075	\$2,877	\$30,952
Fire Administration	701	12.153 %	\$85,198		\$85,198	\$8,730	\$93,928
Police Administration	881	15.274 %	\$107,075		\$107,075	\$10,972	\$118,047
Recreation Administration	248	4.300 %	\$30,141		\$30,141	\$3,089	\$33,230
City Administration	527	9.137 %	\$64,051		\$64,051		\$64,051
City Attorney	97	1.682 %	\$11,789		\$11,789		\$11,789
Stormwater and Flood Control	357	6.189 %	\$43,389		\$43,389	\$4,446	\$47,835
FD705 Whale Rock Fund	17	0.295 %	\$2,066		\$2,066	\$212	\$2,278
FD621Transit Fund	17	0.295 %	\$2,066		\$2,066	\$212	\$2,278
FD611 Parking Fund	161	2.790 %	\$19,570		\$19,570	\$2,005	\$21,575
Total	5,768	100.000 %	\$701,032		\$701,032	\$60,328	\$761,360

(A) Alloc basis: Estimate of Time by Department/Fund (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Information Services  
Detail allocation of  
Enterprise Apps

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Urban Forest Services	400	1.006 %	\$4,341		\$4,341	\$413	\$4,754
Facilities Maintenance	500	1.257 %	\$5,427		\$5,427	\$517	\$5,944
Streets Maintenance	965	2.427 %	\$10,473		\$10,473	\$997	\$11,470
Stormwater and Flood Control	615	1.547 %	\$6,675		\$6,675	\$636	\$7,311
Traffic Signals & Lighting	200	0.503 %	\$2,171		\$2,171	\$207	\$2,378
Transportation/Plan Engineering	600	1.509 %	\$6,512		\$6,512	\$620	\$7,132
Recreation Administration	400	1.006 %	\$4,341		\$4,341	\$413	\$4,754
Recreation Facilities	100	0.251 %	\$1,085		\$1,085	\$103	\$1,188
Youth Services	200	0.503 %	\$2,171		\$2,171	\$207	\$2,378
Community Services	200	0.503 %	\$2,171		\$2,171	\$207	\$2,378
Ranger Program	300	0.754 %	\$3,256		\$3,256	\$310	\$3,566
Aquatics	100	0.251 %	\$1,085		\$1,085	\$103	\$1,188
Golf Course	400	1.006 %	\$4,341		\$4,341	\$413	\$4,754
Police Administration	650	1.635 %	\$7,055		\$7,055	\$672	\$7,727
Patrol	4,600	11.568 %	\$49,925		\$49,925	\$4,754	\$54,679
Investigations	1,100	2.766 %	\$11,939		\$11,939	\$1,137	\$13,076
Police Support Services	2,000	5.030 %	\$21,707		\$21,707	\$2,067	\$23,774
Neighborhood Services	100	0.251 %	\$1,085		\$1,085	\$103	\$1,188
Traffic Safety	400	1.006 %	\$4,341		\$4,341	\$413	\$4,754
Fire Administration	400	1.006 %	\$4,341		\$4,341	\$413	\$4,754
Emergency Response	4,500	11.316 %	\$48,840		\$48,840	\$4,650	\$53,490
Hazard Prevention	600	1.509 %	\$6,512		\$6,512	\$620	\$7,132
FD208 Tourism Bid Fund	175	0.440 %	\$1,899		\$1,899	\$181	\$2,080
FD601 Water Fund	3,525	8.865 %	\$38,258		\$38,258	\$3,643	\$41,901
FD602 Sewer Fund	2,995	7.532 %	\$32,506		\$32,506	\$3,095	\$35,601
FD621Transit Fund	300	0.754 %	\$3,256		\$3,256	\$310	\$3,566
FD705 Whale Rock Fund	390	0.981 %	\$4,233		\$4,233	\$403	\$4,636
City Administration	400	1.006 %	\$4,341		\$4,341		\$4,341
Economic Development	100	0.251 %	\$1,085		\$1,085	\$103	\$1,188
Natural Resource Protection	200	0.503 %	\$2,171		\$2,171	\$207	\$2,378
Community Promotion	25	0.063 %	\$271		\$271	\$26	\$297
City Attorney	300	0.754 %	\$3,256		\$3,256		\$3,256
City Clerk	500	1.257 %	\$5,427		\$5,427		\$5,427
Finance	1,200	3.018 %	\$13,024		\$13,024		\$13,024
Network Services	1,000	2.515 %	\$10,853		\$10,853		\$10,853
Information Services	425	1.069 %	\$4,613		\$4,613		\$4,613
Human Resources	600	1.509 %	\$6,512		\$6,512	\$620	\$7,132
Community Development Admin	550	1.383 %	\$5,969		\$5,969	\$568	\$6,537
Building and Safety	1,350	3.395 %	\$14,652		\$14,652	\$1,395	\$16,047
Public Works Administration	600	1.509 %	\$6,512		\$6,512	\$620	\$7,132
Parks Maintenance	1,200	3.018 %	\$13,024		\$13,024	\$1,240	\$14,264

Information Services

Detail allocation of

Enterprise Apps

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Swim Center Maintenance	100	0.251 %	\$1,085		\$1,085	\$103	\$1,188
Fire Apparatus Service	200	0.503 %	\$2,171		\$2,171	\$207	\$2,378
Fleet	450	1.132 %	\$4,884		\$4,884	\$465	\$5,349
FD205 CDBG Fund	50	0.126 %	\$543		\$543	\$52	\$595
FD611 Parking Fund	1,000	2.515 %	\$10,853		\$10,853	\$1,033	\$11,886
CIP Project Engineering	1,500	3.772 %	\$16,280		\$16,280	\$1,550	\$17,830
Development Review	1,300	3.269 %	\$14,112		\$14,112	\$1,345	\$15,457
Total	39,765	100.000 %	\$431,584		\$431,584	\$37,141	\$468,725

(A) Alloc basis:

Source:

Information Services  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Information Services</u>	<u>Enterprise Apps</u>
City Administration	\$68,392	\$64,051	\$4,341
City Attorney	\$15,045	\$11,789	\$3,256
City Clerk	\$5,427		\$5,427
Finance	\$13,024		\$13,024
Network Services	\$47,314	\$36,461	\$10,853
Information Services	\$4,613		\$4,613
Human Resources	\$7,132		\$7,132
Public Works Administration	\$55,771	\$48,639	\$7,132
Facilities Maintenance	\$5,944		\$5,944
Fleet	\$5,349		\$5,349
CIP Project Engineering	\$17,830		\$17,830
Transportation/Plan Engineering	\$7,132		\$7,132
Economic Development	\$1,188		\$1,188
Natural Resource Protection	\$2,378		\$2,378
Community Promotion	\$297		\$297
Community Development Admin	\$222,264	\$215,727	\$6,537
Development Review	\$15,457		\$15,457
Building and Safety	\$16,047		\$16,047
Parks Maintenance	\$14,264		\$14,264
Swim Center Maintenance	\$1,188		\$1,188
Urban Forest Services	\$4,754		\$4,754
Streets Maintenance	\$11,470		\$11,470
Traffic Signals & Lighting	\$2,378		\$2,378
Stormwater and Flood Control	\$55,146	\$47,835	\$7,311
Recreation Administration	\$37,984	\$33,230	\$4,754
Recreation Facilities	\$1,188		\$1,188
Youth Services	\$2,378		\$2,378
Community Services	\$2,378		\$2,378
Ranger Program	\$3,566		\$3,566
Aquatics	\$1,188		\$1,188
Golf Course	\$4,754		\$4,754
Police Administration	\$125,774	\$118,047	\$7,727
Patrol	\$54,679		\$54,679
Investigations	\$13,076		\$13,076
Police Support Services	\$23,774		\$23,774
Neighborhood Services	\$1,188		\$1,188
Traffic Safety	\$4,754		\$4,754
Fire Administration	\$98,682	\$93,928	\$4,754
Emergency Response	\$53,490		\$53,490
Hazard Prevention	\$7,132		\$7,132
Fire Apparatus Service	\$2,378		\$2,378

Information Services  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Information Services</u>	<u>Enterprise Apps</u>
FD205 CDBG Fund	\$595		\$595
FD208 Tourism Bid Fund	\$2,080		\$2,080
FD601 Water Fund	\$76,471	\$34,570	\$41,901
FD602 Sewer Fund	\$66,553	\$30,952	\$35,601
FD611 Parking Fund	\$33,461	\$21,575	\$11,886
FD621Transit Fund	\$5,844	\$2,278	\$3,566
FD705 Whale Rock Fund	\$6,914	\$2,278	\$4,636
Total	\$1,230,085	\$761,360	\$468,725

**SCHEDULE 9.01**

**FINANCE SUPPORT SERVICES**

NATURE AND EXTENT OF SERVICE

The Finance Support Services Division is responsible for administering and accounting for indirect costs not easily charged to operating programs or projects. This program has four major activities: copier maintenance and supplies, postage, city-wide memberships, and funding a minor amount of unforeseen costs during the course of each budget year with the City Manager's approval.

Costs are allocated as follows:

- **General Support Services** – These costs are not specifically identified with a particular fund or program. Certain eligible costs are allocated based on total operating expenditures by fund/department/division.
- **Parking** – These costs represent the annual charge to various programs by the Parking Enterprise Fund to allow staff to park their city-owned, assigned vehicles in one of the parking structures. Programs that pay their own parking fees are not included in the calculation.

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$438,461			\$438,461
Deductions:				
VENTURES CONTINGENCIES	(\$7,727)			
COVID-19	(\$284,535)			
Total deductions:	<u>(\$292,262)</u>			<u>(\$292,262)</u>
Allocated additions:				
1011002 - City Council	\$283	\$95	\$378	
1011001 - City Administration	\$1,363	\$475	\$1,838	
1011501 - City Attorney	\$1,526	\$231	\$1,757	
1012000 - Finance	\$5,915	\$890	\$6,805	
8020000 - Insurance ISF Fund		\$273	\$273	
Total allocated additions:	<u>\$9,087</u>	<u>\$1,964</u>	<u>\$11,051</u>	<u>\$11,051</u>
Total to be allocated	<u><b>\$155,286</b></u>	<u><b>\$1,964</b></u>		<u><b>\$157,250</b></u>



	Total	General & Admin	General Support Services	Parking
Finance Support Services				
Schedule of costs to be allocated by function				
<b><u>Other Expense and Cost</u></b>				
SALARIES & WAGES				
FRINGE BENEFITS				
<b><u>Other Expense and Cost</u></b>				
SUPPORT SERVICES	\$109,989		\$109,989	
PARKING	\$36,210			\$36,210
VENTURES CONTINGENCIES	\$7,727	\$7,727		
COVID-19	\$284,535	\$284,535		
Departmental Expenditures	\$438,461	\$292,262	\$109,989	\$36,210
<b><u>Cost Adjustments</u></b>				
Deductions	(\$292,262)	(\$292,262)		
Additions: 1st				
Other	\$9,087	\$9,087		
Functional Cost	\$155,286	\$9,087	\$109,989	\$36,210
Reallocate Admin		(\$9,087)	\$6,836	\$2,251
Allocable Costs	\$155,286		\$116,825	\$38,461
<b>1st Allocation</b>	<b>\$155,286</b>		<b>\$116,825</b>	<b>\$38,461</b>
Additions: 2nd				
Other	\$1,964	\$1,964		
Functional Cost	\$1,964	\$1,964		
Reallocate Admin		(\$1,964)	\$1,478	\$486
Allocable Costs	\$1,964		\$1,478	\$486
<b>2nd Allocation</b>	<b>\$1,964</b>		<b>\$1,478</b>	<b>\$486</b>
<b>Total allocated</b>	<b>\$157,250</b>		<b>\$118,303</b>	<b>\$38,947</b>

Finance Support Services

Detail allocation of

General Support Services

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.176 %	\$205		\$205		\$205
Cultural Activities	332,351	0.371 %	\$434		\$434	\$6	\$440
Economic Development	269,768	0.301 %	\$352		\$352	\$5	\$357
Natural Resource Protection	617,952	0.690 %	\$806		\$806	\$11	\$817
Community Promotion	393,509	0.439 %	\$513		\$513	\$7	\$520
City Attorney	1,000,636	1.118 %	\$1,306		\$1,306		\$1,306
City Clerk	566,644	0.633 %	\$739		\$739		\$739
Finance	1,779,620	1.988 %	\$2,322		\$2,322		\$2,322
Network Services	2,992,351	3.342 %	\$3,904		\$3,904		\$3,904
Human Resources	1,217,672	1.360 %	\$1,589		\$1,589	\$22	\$1,611
Insurance ISF Fund	4,808,289	5.370 %	\$6,274		\$6,274	\$88	\$6,362
Wellness Program	3,114	0.003 %	\$4		\$4		\$4
Community Development Admin	867,164	0.969 %	\$1,131		\$1,131	\$16	\$1,147
Commissions & Committees	15,513	0.017 %	\$20		\$20		\$20
Development Review	1,053,548	1.177 %	\$1,375		\$1,375	\$19	\$1,394
Long Range Planning	114,993	0.128 %	\$150		\$150	\$2	\$152
Building and Safety	2,269,498	2.535 %	\$2,961		\$2,961	\$42	\$3,003
Public Works Administration	945,448	1.056 %	\$1,234		\$1,234	\$17	\$1,251
Parks Maintenance	2,587,151	2.890 %	\$3,376		\$3,376	\$47	\$3,423
Swim Center Maintenance	504,654	0.564 %	\$658		\$658	\$9	\$667
Urban Forest Services	830,659	0.928 %	\$1,084		\$1,084	\$15	\$1,099
Facilities Maintenance	1,152,577	1.287 %	\$1,504		\$1,504	\$21	\$1,525
Streets Maintenance	1,143,992	1.278 %	\$1,493		\$1,493	\$21	\$1,514
Stormwater and Flood Control	793,352	0.886 %	\$1,035		\$1,035	\$15	\$1,050
Traffic Signals & Lighting	519,399	0.580 %	\$678		\$678	\$10	\$688
Fleet	1,077,423	1.203 %	\$1,406		\$1,406	\$20	\$1,426
City Administration	1,266,811	1.415 %	\$1,653		\$1,653		\$1,653
Transportation/Plan Engineering	896,195	1.001 %	\$1,169		\$1,169	\$16	\$1,185
Recreation Administration	780,489	0.872 %	\$1,018		\$1,018	\$14	\$1,032
Recreation Facilities	190,312	0.213 %	\$248		\$248	\$3	\$251
Youth Services	853,586	0.953 %	\$1,114		\$1,114	\$16	\$1,130
Ranger Program	496,081	0.554 %	\$647		\$647	\$9	\$656
Aquatics	402,346	0.449 %	\$525		\$525	\$7	\$532
Police Administration	1,997,594	2.231 %	\$2,606		\$2,606	\$37	\$2,643
Patrol	9,337,298	10.429 %	\$12,183		\$12,183	\$171	\$12,354
Investigations	2,786,997	3.113 %	\$3,636		\$3,636	\$51	\$3,687
Neighborhood Services	229,238	0.256 %	\$299		\$299	\$4	\$303
Traffic Safety	796,078	0.889 %	\$1,039		\$1,039	\$15	\$1,054
Fire Administration	936,461	1.046 %	\$1,222		\$1,222	\$17	\$1,239
Emergency Response	10,175,128	11.364 %	\$13,276		\$13,276	\$186	\$13,462
Hazard Prevention	885,601	0.989 %	\$1,156		\$1,156	\$16	\$1,172

Finance Support Services  
Detail allocation of  
General Support Services

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.082 %	\$96		\$96	\$1	\$97
Fire Station	30,106	0.034 %	\$39		\$39	\$1	\$40
Disaster Assistance	62,052	0.069 %	\$81		\$81	\$1	\$82
FD202 Downtown Bid Fund	272,165	0.304 %	\$355		\$355	\$5	\$360
FD601 Water Fund	6,361,662	7.105 %	\$8,301		\$8,301	\$116	\$8,417
FD611 Parking Fund	2,489,100	2.780 %	\$3,248		\$3,248	\$46	\$3,294
FD602 Sewer Fund	7,522,181	8.401 %	\$9,815		\$9,815	\$138	\$9,953
Golf Course	595,060	0.665 %	\$776		\$776	\$11	\$787
FD705 Whale Rock Fund	887,145	0.991 %	\$1,158		\$1,158	\$16	\$1,174
Information Services	1,031,587	1.152 %	\$1,346		\$1,346		\$1,346
FD208 Tourism Bid Fund	1,383,208	1.545 %	\$1,805		\$1,805	\$25	\$1,830
FD621Transit Fund	909,464	1.016 %	\$1,187		\$1,187	\$17	\$1,204
FD206 Law Enforcement Grant Fund	42,648	0.048 %	\$56		\$56	\$1	\$57
Fire Apparatus Service	379,185	0.424 %	\$495		\$495	\$7	\$502
Police Support Services	2,484,815	2.775 %	\$3,242		\$3,242	\$45	\$3,287
Community Services	474,519	0.530 %	\$619		\$619	\$9	\$628
FD711 Hazardous Mat Task Force Fund	44,601	0.050 %	\$58		\$58	\$1	\$59
Finance Non Departmental	167,004	0.187 %	\$218		\$218	\$3	\$221
Development Services	1,003,441	1.121 %	\$1,309		\$1,309	\$18	\$1,327
Human Relations	353,546	0.395 %	\$461		\$461	\$6	\$467
CIP Project Engineering	2,205,278	2.463 %	\$2,877		\$2,877	\$40	\$2,917
Jack House	7,238	0.008 %	\$9		\$9		\$9
FD401 Capital Outlay Engineering	2,080	0.002 %	\$3		\$3		\$3
FD505 Affordable Housing Fund	330,000	0.369 %	\$431		\$431	\$6	\$437
Community Services Group	9,593	0.011 %	\$13		\$13		\$13
Risk Management	5,402	0.006 %	\$7		\$7		\$7
Water Administration/Engineering	3,180	0.004 %	\$4		\$4		\$4
Solid Waste Recycling	87,156	0.097 %	\$114		\$114	\$2	\$116
FD402 Fleet Replace	207						
FD504 LOVR Impace Fee	270,094	0.302 %	\$352		\$352	\$8	\$360
FD715 Boysen Ranch	3,341	0.001 %	\$6		\$6		\$6
Total	89,535,682	100.000 %	\$116,825		\$116,825	\$1,478	\$118,303

(A) Alloc basis: Total Operating Expenditures by Department/Division

Source:

Finance Support Services

Detail allocation of

Parking

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Public Works Administration	16,320	45.070 %	\$17,335		\$17,335	\$305	\$17,640
Network Services	7,140	19.718 %	\$7,584		\$7,584		\$7,584
City Administration	1,020	2.817 %	\$1,083		\$1,083		\$1,083
Finance	2,040	5.634 %	\$2,167		\$2,167		\$2,167
Building and Safety	20,400	56.338 %	\$21,668		\$21,668	\$381	\$22,049
All Other	(10,710)	-29.577%	(\$11,376)		(\$11,376)	(\$200)	(\$11,576)
Total	36,210	100.000 %	\$38,461		\$38,461	\$486	\$38,947

(A) Alloc basis: Parking Fee Charged by Department

Source: Building Division Parking Patrons worksheet; Public Works Parking PSSworksheet;; Builking Services Parking Costs worksheet

	Total	General Support Services	Parking
City Council	\$205	\$205	
City Administration	\$2,736	\$1,653	\$1,083
City Attorney	\$1,306	\$1,306	
City Clerk	\$739	\$739	
Finance	\$4,489	\$2,322	\$2,167
Network Services	\$11,488	\$3,904	\$7,584
Information Services	\$1,346	\$1,346	
Human Resources	\$1,611	\$1,611	
Risk Management	\$7	\$7	
Wellness Program	\$4	\$4	
Public Works Administration	\$18,891	\$1,251	\$17,640
Facilities Maintenance	\$1,525	\$1,525	
Fleet	\$1,426	\$1,426	
CIP Project Engineering	\$2,917	\$2,917	
Transportation/Plan Engineering	\$1,185	\$1,185	
Insurance ISF Fund	\$6,362	\$6,362	
Cultural Activities	\$440	\$440	
Economic Development	\$357	\$357	
Natural Resource Protection	\$817	\$817	
Community Promotion	\$520	\$520	
Community Services Group	\$13	\$13	
Finance Non Departmental	\$221	\$221	
Community Development Admin	\$1,147	\$1,147	
Commissions & Committees	\$20	\$20	
Development Review	\$1,394	\$1,394	
Long Range Planning	\$152	\$152	
Development Services	\$1,327	\$1,327	
Building and Safety	\$25,052	\$3,003	\$22,049
Human Relations	\$467	\$467	
Parks Maintenance	\$3,423	\$3,423	
Swim Center Maintenance	\$667	\$667	
Urban Forest Services	\$1,099	\$1,099	
Streets Maintenance	\$1,514	\$1,514	
Traffic Signals & Lighting	\$688	\$688	
Stormwater and Flood Control	\$1,050	\$1,050	
Water Administration/Engineering	\$4	\$4	
Solid Waste Recycling	\$116	\$116	
Recreation Administration	\$1,032	\$1,032	
Recreation Facilities	\$251	\$251	
Youth Services	\$1,130	\$1,130	

Finance Support Services  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>General Support Services</u>	<u>Parking</u>
Community Services	\$628	\$628	
Ranger Program	\$656	\$656	
Aquatics	\$532	\$532	
Golf Course	\$787	\$787	
Jack House	\$9	\$9	
Police Administration	\$2,643	\$2,643	
Patrol	\$12,354	\$12,354	
Investigations	\$3,687	\$3,687	
Police Support Services	\$3,287	\$3,287	
Neighborhood Services	\$303	\$303	
Traffic Safety	\$1,054	\$1,054	
Fire Administration	\$1,239	\$1,239	
Emergency Response	\$13,462	\$13,462	
Hazard Prevention	\$1,172	\$1,172	
Training Services	\$97	\$97	
Fire Apparatus Service	\$502	\$502	
Fire Station	\$40	\$40	
Disaster Assistance	\$82	\$82	
FD202 Downtown Bid Fund	\$360	\$360	
FD206 Law Enforcement Grant Fund	\$57	\$57	
FD208 Tourism Bid Fund	\$1,830	\$1,830	
FD401 Capital Outlay Engineering	\$3	\$3	
FD402 Fleet Replace			
FD504 LOVR Impace Fee	\$360	\$360	
FD505 Affordable Housing Fund	\$437	\$437	
FD601 Water Fund	\$8,417	\$8,417	
FD602 Sewer Fund	\$9,953	\$9,953	
FD611 Parking Fund	\$3,294	\$3,294	
FD621Transit Fund	\$1,204	\$1,204	
FD705 Whale Rock Fund	\$1,174	\$1,174	
FD711 Hazardous Mat Task Force Fund	\$59	\$59	
FD715 Boysen Ranch	\$6	\$6	
All Other	(\$11,576)		(\$11,576)
Total	\$157,250	\$118,303	\$38,947

**SCHEDULE 10.01**

**HUMAN RESOURCES**

NATURE AND EXTENT OF SERVICE

The Human Resources Department is responsible for providing support to all City departments for all aspects of attracting and retaining highly qualified employees. The program manages a variety of functions including coordination of recruitment and employee selection, classification and compensation, performance management, employee training and development, labor relations and negotiations, and statutory and regulatory compliance. Program goals are: maintain highly-qualified, well-trained, and motivated City employees; manage legal and unbiased recruitment and retention practices; ensure competitive pay and benefits; maintain accurate job classifications.

Costs are allocated as follows:

- **Human Resources** – These costs are allocated based on full time equivalent (FTE) by fund/department/division.

	Human Resources			
	Costs to be allocated			
	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,217,672			\$1,217,672
Deductions:				
GENERAL GOVERNMENT	(\$9,907)			
Total deductions:	<u>(\$9,907)</u>			<u>(\$9,907)</u>
Allocated additions:				
10000000 - Building Charge	\$2,922		\$2,922	
1011002 - City Council	\$2,239	\$749	\$2,988	
1011001 - City Administration	\$10,779	\$3,756	\$14,535	
1011501 - City Attorney	\$12,071	\$1,830	\$13,901	
1011021 - City Clerk	\$10,241	\$3,743	\$13,984	
1012000 - Finance	\$20,416	\$4,008	\$24,424	
1011101 - Network Services	\$31,157	\$3,072	\$34,229	
1011103 - Information Services	\$6,512	\$620	\$7,132	
1012006 - Finance Support Services	\$1,589	\$22	\$1,611	
1013003 - Wellness Program		\$58	\$58	
1015005 - Facilities Maintenance		\$13,998	\$13,998	
8020000 - Insurance ISF Fund		\$64,853	\$64,853	
Total allocated additions:	<u>\$97,926</u>	<u>\$96,709</u>	<u>\$194,635</u>	<u>\$194,635</u>
Total to be allocated	<u><u>\$1,305,691</u></u>	<u><u>\$96,709</u></u>		<u><u>\$1,402,400</u></u>



	Human Resources Schedule of costs to be allocated by function		
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Human Resources</u>
<u>Wages &amp; Benefits</u>			
SALARIES & WAGES	\$633,641		\$633,641
FRINGE BENEFITS	\$288,983		\$288,983
<u>Other Expense and Cost</u>			
SERVICES & SUPPLIES	\$285,141		\$285,141
GENERAL GOVERNMENT	\$9,907	\$9,907	
Departmental Expenditures	\$1,217,672	\$9,907	\$1,207,765
<u>Cost Adjustments</u>			
Deductions	(\$9,907)	(\$9,907)	
Additions: 1st			
Other	\$97,926	\$97,926	
Functional Cost	\$1,305,691	\$97,926	\$1,207,765
Reallocate Admin		(\$97,926)	\$97,926
Allocable Costs	\$1,305,691		\$1,305,691
<b>1st Allocation</b>	<b>\$1,305,691</b>		<b>\$1,305,691</b>
Additions: 2nd			
Other	\$96,709	\$96,709	
Functional Cost	\$96,709	\$96,709	
Reallocate Admin		(\$96,709)	\$96,709
Allocable Costs	\$96,709		\$96,709
<b>2nd Allocation</b>	<b>\$96,709</b>		<b>\$96,709</b>
<b>Total allocated</b>	<b>\$1,402,400</b>		<b>\$1,402,400</b>

Human Resources  
Detail allocation of  
Human Resources

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Urban Forest Services	400	1.021 %	\$13,335		\$13,335	\$1,095	\$14,430
Facilities Maintenance	500	1.277 %	\$16,669		\$16,669	\$1,368	\$18,037
Streets Maintenance	965	2.464 %	\$32,171		\$32,171	\$2,641	\$34,812
Stormwater and Flood Control	615	1.570 %	\$20,503		\$20,503	\$1,683	\$22,186
Traffic Signals & Lighting	200	0.511 %	\$6,668		\$6,668	\$547	\$7,215
Transportation/Plan Engineering	600	1.532 %	\$20,003		\$20,003	\$1,642	\$21,645
Recreation Administration	400	1.021 %	\$13,335		\$13,335	\$1,095	\$14,430
Recreation Facilities	100	0.255 %	\$3,334		\$3,334	\$274	\$3,608
Youth Services	200	0.511 %	\$6,668		\$6,668	\$547	\$7,215
Community Services	200	0.511 %	\$6,668		\$6,668	\$547	\$7,215
Ranger Program	300	0.766 %	\$10,001		\$10,001	\$821	\$10,822
Aquatics	100	0.255 %	\$3,334		\$3,334	\$274	\$3,608
Golf Course	400	1.021 %	\$13,335		\$13,335	\$1,095	\$14,430
Police Administration	650	1.660 %	\$21,670		\$21,670	\$1,779	\$23,449
Patrol	4,600	11.745 %	\$153,356		\$153,356	\$12,588	\$165,944
Investigations	1,100	2.809 %	\$36,672		\$36,672	\$3,010	\$39,682
Police Support Services	2,000	5.107 %	\$66,676		\$66,676	\$5,473	\$72,149
Neighborhood Services	100	0.255 %	\$3,334		\$3,334	\$274	\$3,608
Traffic Safety	400	1.021 %	\$13,335		\$13,335	\$1,095	\$14,430
Fire Administration	400	1.021 %	\$13,335		\$13,335	\$1,095	\$14,430
Emergency Response	4,500	11.490 %	\$150,022		\$150,022	\$12,314	\$162,336
Hazard Prevention	600	1.532 %	\$20,003		\$20,003	\$1,642	\$21,645
FD208 Tourism Bid Fund	175	0.447 %	\$5,834		\$5,834	\$479	\$6,313
FD601 Water Fund	3,525	9.000 %	\$117,517		\$117,517	\$9,646	\$127,163
FD602 Sewer Fund	2,995	7.647 %	\$99,848		\$99,848	\$8,196	\$108,044
FD621Transit Fund	300	0.766 %	\$10,001		\$10,001	\$821	\$10,822
FD705 Whale Rock Fund	390	0.996 %	\$13,002		\$13,002	\$1,067	\$14,069
City Administration	400	1.021 %	\$13,335		\$13,335		\$13,335
Economic Development	100	0.255 %	\$3,334		\$3,334	\$274	\$3,608
Natural Resource Protection	200	0.511 %	\$6,668		\$6,668	\$547	\$7,215
Community Promotion	25	0.064 %	\$833		\$833	\$68	\$901
City Attorney	300	0.766 %	\$10,001		\$10,001		\$10,001
City Clerk	500	1.277 %	\$16,669		\$16,669		\$16,669
Finance	1,200	3.064 %	\$40,006		\$40,006		\$40,006
Network Services	1,000	2.553 %	\$33,338		\$33,338		\$33,338
Information Services	425	1.085 %	\$14,169		\$14,169		\$14,169
Community Development Admin	550	1.404 %	\$18,336		\$18,336	\$1,505	\$19,841
Building and Safety	1,350	3.447 %	\$45,007		\$45,007	\$3,694	\$48,701
Public Works Administration	600	1.532 %	\$20,003		\$20,003	\$1,642	\$21,645
Parks Maintenance	1,200	3.064 %	\$40,006		\$40,006	\$3,284	\$43,290
Swim Center Maintenance	100	0.255 %	\$3,334		\$3,334	\$274	\$3,608

Human Resources  
Detail allocation of  
Human Resources

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Fire Apparatus Service	200	0.511 %	\$6,668		\$6,668	\$547	\$7,215
Fleet	450	1.149 %	\$15,002		\$15,002	\$1,231	\$16,233
FD205 CDBG Fund	50	0.128 %	\$1,667		\$1,667	\$137	\$1,804
FD611 Parking Fund	1,000	2.553 %	\$33,338		\$33,338	\$2,737	\$36,075
CIP Project Engineering	1,500	3.830 %	\$50,007		\$50,007	\$4,105	\$54,112
Development Review	1,300	3.320 %	\$43,341		\$43,341	\$3,556	\$46,897
Total	39,165	100.000 %	\$1,305,691		\$1,305,691	\$96,709	\$1,402,400

(A) Alloc basis: Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Human Resources  
Departmental Cost  
Allocation Summary

	Total	Human Resources
City Administration	\$13,335	\$13,335
City Attorney	\$10,001	\$10,001
City Clerk	\$16,669	\$16,669
Finance	\$40,006	\$40,006
Network Services	\$33,338	\$33,338
Information Services	\$14,169	\$14,169
Public Works Administration	\$21,645	\$21,645
Facilities Maintenance	\$18,037	\$18,037
Fleet	\$16,233	\$16,233
CIP Project Engineering	\$54,112	\$54,112
Transportation/Plan Engineering	\$21,645	\$21,645
Economic Development	\$3,608	\$3,608
Natural Resource Protection	\$7,215	\$7,215
Community Promotion	\$901	\$901
Community Development Admin	\$19,841	\$19,841
Development Review	\$46,897	\$46,897
Building and Safety	\$48,701	\$48,701
Parks Maintenance	\$43,290	\$43,290
Swim Center Maintenance	\$3,608	\$3,608
Urban Forest Services	\$14,430	\$14,430
Streets Maintenance	\$34,812	\$34,812
Traffic Signals & Lighting	\$7,215	\$7,215
Stormwater and Flood Control	\$22,186	\$22,186
Recreation Administration	\$14,430	\$14,430
Recreation Facilities	\$3,608	\$3,608
Youth Services	\$7,215	\$7,215
Community Services	\$7,215	\$7,215
Ranger Program	\$10,822	\$10,822
Aquatics	\$3,608	\$3,608
Golf Course	\$14,430	\$14,430
Police Administration	\$23,449	\$23,449
Patrol	\$165,944	\$165,944
Investigations	\$39,682	\$39,682
Police Support Services	\$72,149	\$72,149
Neighborhood Services	\$3,608	\$3,608
Traffic Safety	\$14,430	\$14,430
Fire Administration	\$14,430	\$14,430
Emergency Response	\$162,336	\$162,336
Hazard Prevention	\$21,645	\$21,645
Fire Apparatus Service	\$7,215	\$7,215
FD205 CDBG Fund	\$1,804	\$1,804

Human Resources  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Human Resources</u>
FD208 Tourism Bid Fund	\$6,313	\$6,313
FD601 Water Fund	\$127,163	\$127,163
FD602 Sewer Fund	\$108,044	\$108,044
FD611 Parking Fund	\$36,075	\$36,075
FD621Transit Fund	\$10,822	\$10,822
FD705 Whale Rock Fund	\$14,069	\$14,069
Total	<u>\$1,402,400</u>	<u>\$1,402,400</u>

**SCHEDULE 11.01**

**RISK MANAGEMENT**

NATURE AND EXTENT OF SERVICE

With the use of root cause investigations into claims and proactive measures, a primary goal of this program is to reduce the risk of accidents and foster a safe environment for staff and the community.

Costs are allocated as follows:

- **Insurance ISF Fund** - These costs are associated with the insurance fund and Retiree Healthcare for Police. Costs are allocated directly to Police and Fund 802 Insurance ISF Fund.

Risk Management  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$5,402			\$5,402
Allocated additions:				
1011002 - City Council	\$10	\$3	\$13	
1011001 - City Administration	\$48	\$17	\$65	
1011501 - City Attorney	\$54	\$8	\$62	
1012000 - Finance	\$77	\$18	\$95	
1011101 - Network Services	\$583	\$30	\$613	
1012006 - Finance Support Services	\$7		\$7	
8020000 - Insurance ISF Fund		\$10	\$10	
Total allocated additions:	<u>\$779</u>	<u>\$86</u>	<u>\$865</u>	<u>\$865</u>
Total to be allocated	<u><u>\$6,181</u></u>	<u><u>\$86</u></u>		<u><u>\$6,267</u></u>

Risk Management  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Risk Management</u>
<b><u>Other Expense and Cost</u></b>			
SALARIES & WAGES			
FRINGE BENEFITS	\$1,509		\$1,509
<b><u>Other Expense and Cost</u></b>			
SERVICES & SUPPLIES	\$3,893		\$3,893
Departmental Expenditures	\$5,402		\$5,402
Additions: 1st			
Other	\$779	\$779	
Functional Cost	\$6,181	\$779	\$5,402
Reallocate Admin		(\$779)	\$779
Allocable Costs	\$6,181		\$6,181
<b>1st Allocation</b>	<b>\$6,181</b>		<b>\$6,181</b>
Additions: 2nd			
Other	\$86	\$86	
Functional Cost	\$86	\$86	
Reallocate Admin		(\$86)	\$86
Allocable Costs	\$86		\$86
<b>2nd Allocation</b>	<b>\$86</b>		<b>\$86</b>
<b>Total allocated</b>	<b>\$6,267</b>		<b>\$6,267</b>



Risk Management  
Detail allocation of  
Risk Management

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Insurance ISF Fund	3,895	72.103 %	\$4,457		\$4,457	\$62	\$4,519
Police Administration	1,507	27.897 %	\$1,724		\$1,724	\$24	\$1,748
Total	5,402	100.000 %	\$6,181		\$6,181	\$86	\$6,267

(A) Alloc basis: Direct Allocation to the Insurance ISF Fund 802

Source:

Risk Management  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Risk Management</u>
Insurance ISF Fund	\$4,519	\$4,519
Police Administration	\$1,748	\$1,748
Total	\$6,267	\$6,267

**SCHEDULE 12.01**

**WELLNESS PROGRAM**

NATURE AND EXTENT OF SERVICE

The Wellness Program helps City employees reduce injury and illness risks and maintain good health and fitness.

Costs are allocated as follows:

- **Wellness** - These costs are associated with activities of the Wellness program. Costs are allocated based on full time/temporary equivalent units (FTE) by fund/department/division.

Wellness Program  
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$3,114			\$3,114
Allocated additions:				
1011002 - City Council	\$6	\$2	\$8	
1011001 - City Administration	\$28	\$10	\$38	
1011501 - City Attorney	\$31	\$5	\$36	
1012000 - Finance	\$297	\$35	\$332	
1012006 - Finance Support Services	\$4		\$4	
1015005 - Facilities Maintenance		\$48,777	\$48,777	
8020000 - Insurance ISF Fund		\$6	\$6	
Total allocated additions:	<u>\$366</u>	<u>\$48,835</u>	<u>\$49,201</u>	<u>\$49,201</u>
Total to be allocated	<u><u>\$3,480</u></u>	<u><u>\$48,835</u></u>		<u><u>\$52,315</u></u>

Wellness Program  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Wellness Program</u>
<u>Other Expense and Cost</u>			
SALARIES & WAGES			
FRINGE BENEFITS			
<u>Other Expense and Cost</u>			
WELLNESS PROGRAM	\$3,114		\$3,114
Departmental Expenditures	\$3,114		\$3,114
Additions: 1st			
Other	\$366	\$366	
Functional Cost	\$3,480	\$366	\$3,114
Reallocate Admin		(\$366)	\$366
Allocable Costs	\$3,480		\$3,480
<b>1st Allocation</b>	<b>\$3,480</b>		<b>\$3,480</b>
Additions: 2nd			
Other	\$48,835	\$48,835	
Functional Cost	\$48,835	\$48,835	
Reallocate Admin		(\$48,835)	\$48,835
Allocable Costs	\$48,835		\$48,835
<b>2nd Allocation</b>	<b>\$48,835</b>		<b>\$48,835</b>
<b>Total allocated</b>	<b>\$52,315</b>		<b>\$52,315</b>

Wellness Program  
Detail allocation of  
Wellness Program

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	550	1.183 %	\$41		\$41	\$660	\$701
Fire Administration	425	0.914 %	\$32		\$32	\$510	\$542
Stormwater and Flood Control	715	1.537 %	\$54		\$54	\$858	\$912
Recreation Administration	600	1.290 %	\$45		\$45	\$720	\$765
Facilities Maintenance	500	1.075 %	\$37		\$37	\$600	\$637
Long Range Planning	400	0.860 %	\$30		\$30	\$480	\$510
Building and Safety	1,553	3.339 %	\$116		\$116	\$1,864	\$1,980
Development Review	1,390	2.989 %	\$104		\$104	\$1,668	\$1,772
Economic Development	100	0.215 %	\$7		\$7	\$120	\$127
Natural Resource Protection	200	0.430 %	\$15		\$15	\$240	\$255
Public Works Administration	700	1.505 %	\$52		\$52	\$840	\$892
Transportation/Plan Engineering	700	1.505 %	\$52		\$52	\$840	\$892
City Administration	1,600	3.440 %	\$120		\$120		\$120
City Attorney	460	0.989 %	\$34		\$34		\$34
City Clerk	535	1.150 %	\$40		\$40		\$40
Human Resources	775	1.666 %	\$58		\$58		\$58
Finance	1,550	3.333 %	\$116		\$116		\$116
Network Services	500	1.075 %	\$37		\$37		\$37
Recreation Facilities	436	0.938 %	\$33		\$33	\$523	\$556
Fleet	450	0.968 %	\$34		\$34	\$540	\$574
Information Services	400	0.860 %	\$30		\$30		\$30
Community Promotion	25	0.054 %	\$2		\$2	\$30	\$32
Community Development Admin	645	1.387 %	\$48		\$48	\$774	\$822
Parks Maintenance	1,510	3.247 %	\$113		\$113	\$1,812	\$1,925
Swim Center Maintenance	200	0.430 %	\$15		\$15	\$240	\$255
Urban Forest Services	450	0.968 %	\$34		\$34	\$540	\$574
Streets Maintenance	1,065	2.290 %	\$80		\$80	\$1,278	\$1,358
Traffic Signals & Lighting	200	0.430 %	\$15		\$15	\$240	\$255
Youth Services	1,978	4.253 %	\$148		\$148	\$2,374	\$2,522
Community Services	306	0.658 %	\$23		\$23	\$367	\$390
Ranger Program	775	1.666 %	\$58		\$58	\$930	\$988
Patrol	4,300	9.246 %	\$322		\$322	\$5,161	\$5,483
Investigations	1,200	2.580 %	\$90		\$90	\$1,440	\$1,530
Police Support Services	2,096	4.507 %	\$157		\$157	\$2,516	\$2,673
Neighborhood Services	319	0.686 %	\$24		\$24	\$383	\$407
Traffic Safety	400	0.860 %	\$30		\$30	\$480	\$510
Emergency Response	4,675	10.053 %	\$350		\$350	\$5,611	\$5,961
FD601 Water Fund	3,351	7.206 %	\$251		\$251	\$4,022	\$4,273
FD602 Sewer Fund	3,503	7.533 %	\$262		\$262	\$4,205	\$4,467
FD621Transit Fund	400	0.860 %	\$30		\$30	\$480	\$510
FD705 Whale Rock Fund	400	0.860 %	\$30		\$30	\$480	\$510

Wellness Program  
Detail allocation of  
Wellness Program

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
FD208 Tourism Bid Fund	175	0.376 %	\$13		\$13	\$210	\$223
Golf Course	686	1.475 %	\$51		\$51	\$823	\$874
Aquatics	957	2.058 %	\$72		\$72	\$1,149	\$1,221
FD611 Parking Fund	1,100	2.365 %	\$82		\$82	\$1,320	\$1,402
Fire Apparatus Service	200	0.430 %	\$15		\$15	\$240	\$255
Commissions & Committees	100	0.215 %	\$7		\$7	\$120	\$127
FD205 CDBG Fund	100	0.215 %	\$7		\$7	\$120	\$127
Hazard Prevention	800	1.720 %	\$60		\$60	\$960	\$1,020
FD711 Hazardous Mat Task Force Fund	50	0.111 %	\$4		\$4	\$67	\$71
Total	46,505	100.000 %	\$3,480		\$3,480	\$48,835	\$52,315

(A) Alloc basis: Full Time/Temporary Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source: Staffing Summaries

Wellness Program  
Departmental Cost  
Allocation Summary

	Total	Wellness Program
City Administration	\$120	\$120
City Attorney	\$34	\$34
City Clerk	\$40	\$40
Finance	\$116	\$116
Network Services	\$37	\$37
Information Services	\$30	\$30
Human Resources	\$58	\$58
Public Works Administration	\$892	\$892
Facilities Maintenance	\$637	\$637
Fleet	\$574	\$574
Transportation/Plan Engineering	\$892	\$892
Economic Development	\$127	\$127
Natural Resource Protection	\$255	\$255
Community Promotion	\$32	\$32
Community Development Admin	\$822	\$822
Commissions & Committees	\$127	\$127
Development Review	\$1,772	\$1,772
Long Range Planning	\$510	\$510
Building and Safety	\$1,980	\$1,980
Parks Maintenance	\$1,925	\$1,925
Swim Center Maintenance	\$255	\$255
Urban Forest Services	\$574	\$574
Streets Maintenance	\$1,358	\$1,358
Traffic Signals & Lighting	\$255	\$255
Stormwater and Flood Control	\$912	\$912
Recreation Administration	\$765	\$765
Recreation Facilities	\$556	\$556
Youth Services	\$2,522	\$2,522
Community Services	\$390	\$390
Ranger Program	\$988	\$988
Aquatics	\$1,221	\$1,221
Golf Course	\$874	\$874
Police Administration	\$701	\$701
Patrol	\$5,483	\$5,483
Investigations	\$1,530	\$1,530
Police Support Services	\$2,673	\$2,673
Neighborhood Services	\$407	\$407
Traffic Safety	\$510	\$510
Fire Administration	\$542	\$542
Emergency Response	\$5,961	\$5,961
Hazard Prevention	\$1,020	\$1,020



Wellness Program  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Wellness Program</u>
Fire Apparatus Service	\$255	\$255
FD205 CDBG Fund	\$127	\$127
FD208 Tourism Bid Fund	\$223	\$223
FD601 Water Fund	\$4,273	\$4,273
FD602 Sewer Fund	\$4,467	\$4,467
FD611 Parking Fund	\$1,402	\$1,402
FD621Transit Fund	\$510	\$510
FD705 Whale Rock Fund	\$510	\$510
FD711 Hazardous Mat Task Force Fund	\$71	\$71
Total	<u>\$52,315</u>	<u>\$52,315</u>

**SCHEDULE 13.01**

**PUBLIC WORKS ADMINISTRATION**

NATURE AND EXTENT OF SERVICE

The Public Works Administration Division is responsible for planning, directing, and evaluating the thirteen Public Works operating Programs. The Public Works Administration program also assists the operating programs with various administrative and property management services. The program goal is delivery of responsive and competitive public works services through teamwork, good communication, and appropriate technology.

Costs are allocated based on a time analysis for the following staff members: Department Director, Deputy Director, City Engineer, Administrative Assistants, and other positions that are assigned to the administration function, both as permanent and part-time staff are represented below.

Costs are allocated as follows:

- **Deputy Director/City Engineer** – These costs are related to activities of the Deputy Director/City Engineer. Costs are allocated to departments supervised based on hours of supervision.
- **Director** – These costs are related to supervision activities of the Director. Costs are allocated to departments supervised based on the number of full-time equivalents (FTE).
- **Development Review** – These costs are related to Development Review. Costs are allocated directly to Development Review.
- **Utilities** – These costs represent time spent on Water and Sewer. Costs are allocated to Water and Sewer funds.

Public Works Administration

Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$945,448			\$945,448
Allocated additions:				
10000000 - Building Charge	\$19,844		\$19,844	
1011002 - City Council	\$1,739	\$582	\$2,321	
1011001 - City Administration	\$8,369	\$2,916	\$11,285	
1011501 - City Attorney	\$9,373	\$1,421	\$10,794	
1011021 - City Clerk	\$33,789	\$13,414	\$47,203	
1012000 - Finance	\$13,923	\$2,825	\$16,748	
1011101 - Network Services	\$62,456	\$6,053	\$68,509	
1011103 - Information Services	\$50,630	\$5,141	\$55,771	
1012006 - Finance Support Services	\$18,569	\$322	\$18,891	
1013001 - Human Resources	\$20,003	\$1,642	\$21,645	
1013003 - Wellness Program	\$52	\$840	\$892	
1015005 - Facilities Maintenance		\$37,634	\$37,634	
8020000 - Insurance ISF Fund		\$64,370	\$64,370	
Total allocated additions:	<u>\$238,747</u>	<u>\$137,160</u>	<u>\$375,907</u>	<u>\$375,907</u>
Total to be allocated	<u>\$1,184,195</u>	<u>\$137,160</u>		<u>\$1,321,355</u>

	Public Works Administration Schedule of costs to be allocated by function					
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Deputy Director/City Engineer</u>	<u>Director</u>	<u>Development Review</u>	<u>Utilities</u>
<b><u>Wages &amp; Benefits</u></b>						
SALARIES & WAGES	\$645,266	\$156,800	\$394,580	\$58,074	\$16,390	\$19,422
FRINGE BENEFITS	\$250,755	\$60,933	\$153,337	\$22,568	\$6,369	\$7,548
<b><u>Other Expense and Cost</u></b>						
SERVICES & SUPPLIES	\$49,427	\$12,011	\$30,225	\$4,448	\$1,255	\$1,488
Departmental Expenditures	\$945,448	\$229,744	\$578,142	\$85,090	\$24,014	\$28,458
Additions: 1st						
Other	\$238,747	\$238,747				
Functional Cost	\$1,184,195	\$468,491	\$578,142	\$85,090	\$24,014	\$28,458
Reallocate Admin		(\$468,491)	\$378,445	\$55,699	\$15,719	\$18,628
Allocable Costs	\$1,184,195		\$956,587	\$140,789	\$39,733	\$47,086
<b>1st Allocation</b>	<b>\$1,184,195</b>		<b>\$956,587</b>	<b>\$140,789</b>	<b>\$39,733</b>	<b>\$47,086</b>
Additions: 2nd						
Other	\$137,160	\$137,160				
Functional Cost	\$137,160	\$137,160				
Reallocate Admin		(\$137,160)	\$110,797	\$16,307	\$4,602	\$5,454
Allocable Costs	\$137,160		\$110,797	\$16,307	\$4,602	\$5,454
<b>2nd Allocation</b>	<b>\$137,160</b>		<b>\$110,797</b>	<b>\$16,307</b>	<b>\$4,602</b>	<b>\$5,454</b>
<b>Total allocated</b>	<b>\$1,321,355</b>		<b>\$1,067,384</b>	<b>\$157,096</b>	<b>\$44,335</b>	<b>\$52,540</b>

Public Works Administration

Detail allocation of

Deputy Director/City Engineer

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Parks Maintenance	572	9.354 %	\$89,480		\$89,480	\$10,364	\$99,844
Urban Forest Services	701	11.464 %	\$109,659		\$109,659	\$12,701	\$122,360
CIP Project Engineering	1,828	29.894 %	\$285,959		\$285,959	\$33,121	\$319,080
Fleet	35	0.572 %	\$5,475		\$5,475	\$634	\$6,109
Swim Center Maintenance	78	1.276 %	\$12,202		\$12,202	\$1,413	\$13,615
Facilities Maintenance	384	6.280 %	\$60,070		\$60,070	\$6,958	\$67,028
Traffic Signals & Lighting	139	2.273 %	\$21,744		\$21,744	\$2,519	\$24,263
Streets Maintenance	572	9.354 %	\$89,480		\$89,480	\$10,364	\$99,844
Transportation/Plan Engineering	18	0.294 %	\$2,816		\$2,816	\$326	\$3,142
FD611 Parking Fund	1,788	29.239 %	\$279,702		\$279,702	\$32,397	\$312,099
Total	6,115	100.000 %	\$956,587		\$956,587	\$110,797	\$1,067,384

(A) Alloc basis:

Hours Supervised by Department/Division

Source:

Public Works Administration

Detail allocation of

Director

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Stormwater and Flood Control	715	9.808 %	\$13,809		\$13,809	\$1,599	\$15,408
Facilities Maintenance	500	6.859 %	\$9,656		\$9,656	\$1,118	\$10,774
Transportation/Plan Engineering	700	9.602 %	\$13,519		\$13,519	\$1,566	\$15,085
Fleet	450	6.173 %	\$8,691		\$8,691	\$1,007	\$9,698
Parks Maintenance	1,510	20.713 %	\$29,162		\$29,162	\$3,378	\$32,540
Swim Center Maintenance	200	2.743 %	\$3,863		\$3,863	\$447	\$4,310
Urban Forest Services	450	6.173 %	\$8,691		\$8,691	\$1,007	\$9,698
Streets Maintenance	1,065	14.609 %	\$20,568		\$20,568	\$2,382	\$22,950
Traffic Signals & Lighting	200	2.743 %	\$3,863		\$3,863	\$447	\$4,310
FD621Transit Fund	400	5.487 %	\$7,725		\$7,725	\$895	\$8,620
FD611 Parking Fund	1,100	15.090 %	\$21,242		\$21,242	\$2,461	\$23,703
Total	7,290	100.000 %	\$140,789		\$140,789	\$16,307	\$157,096

(A) Alloc basis:

Full Time Equivalent by Department/Division Supervised (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Staffing Summaries

Public Works Administration

Detail allocation of

Development Review

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Development Review	100	100.000 %	\$39,733		\$39,733	\$4,602	\$44,335
Total	100	100.000 %	\$39,733		\$39,733	\$4,602	\$44,335

(A) Alloc basis:

Direct Allocation to Development Review

Source:

Public Works Administration

Detail allocation of

Utilities

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %	\$23,543		\$23,543	\$2,727	\$26,270
FD602 Sewer Fund	50	50.000 %	\$23,543		\$23,543	\$2,727	\$26,270
Total	100	100.000 %	\$47,086		\$47,086	\$5,454	\$52,540

(A) Alloc basis:

Analysis of Time Worked

Source:



Public Works Administration  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Deputy Director/City Engineer</u>	<u>Director</u>	<u>Development Review</u>	<u>Utilities</u>
Facilities Maintenance	\$77,802	\$67,028	\$10,774		
Fleet	\$15,807	\$6,109	\$9,698		
CIP Project Engineering	\$319,080	\$319,080			
Transportation/Plan Engineering	\$18,227	\$3,142	\$15,085		
Development Review	\$44,335			\$44,335	
Parks Maintenance	\$132,384	\$99,844	\$32,540		
Swim Center Maintenance	\$17,925	\$13,615	\$4,310		
Urban Forest Services	\$132,058	\$122,360	\$9,698		
Streets Maintenance	\$122,794	\$99,844	\$22,950		
Traffic Signals & Lighting	\$28,573	\$24,263	\$4,310		
Stormwater and Flood Control	\$15,408		\$15,408		
FD601 Water Fund	\$26,270				\$26,270
FD602 Sewer Fund	\$26,270				\$26,270
FD611 Parking Fund	\$335,802	\$312,099	\$23,703		
FD621Transit Fund	\$8,620		\$8,620		
Total	\$1,321,355	\$1,067,384	\$157,096	\$44,335	\$52,540

**SCHEDULE 14.01**

**FACILITIES MAINTENANCE**

NATURE AND EXTENT OF SERVICE

The Facilities Maintenance Division is responsible for providing a full range of building maintenance services for City Hall, 919 Palm office space, the Utilities Administration building located at 879 Morro, the parking enforcement offices, Dispatch Communications Center, police station, police annex, recreation office, senior center, Ludwick center, Jack House, city/county museum, city/county library meeting rooms, corporation yard buildings, Meadow Park meeting room, Sinsheimer concession stand and the four fire stations. The scope of program responsibility is to oversee both the planned and unplanned repairs to existing building features. Limited work and consultation services are offered at the program supervisor's discretion to tenants of city buildings outside of this program's charter such as park restrooms, utility plants, golf course, bus yard, parking structures, old city library, city owned adobes and any unsupported future expansion of buildings outside of the current chartered list. The Division's goals are to maintain attractive buildings that are comfortable and productive work environments, safe and energy-efficient, and which present a positive image for the City. The attainment of the maximum building service life is also an important goal.

Costs are allocated as follows:

- **Utilities/Janitorial City Hall** – These costs are associated with utility (water, sewer, electric and gas) expenditures and janitorial contract services for the City Hall building. Costs are allocated based on square foot of space occupied.
- **Utilities 919 Palm Street** – These costs are associated with utility (water, sewer, electric and gas) expenditures for 919 Palm Street building. Costs are allocated based on square footage occupied by Department/Division.
- **Janitorial 919 Palm Street** – These costs are associated with janitorial contract services for 919 Palm Street building. Costs are allocated based on square footage occupied by Department/Division.
- **Utilities Corporate Yard** – These costs are associated with utility (water, sewer, electric and gas) expenditures for the Corporate Yard. Costs are allocated based on square footage occupied in Corporate Yard by Department/Division.
- **Janitorial Corporate Yard** – These costs are associated with janitorial contract services for Corporate Yard. Costs are allocated based on square footage occupied for janitorial services in Corporate Yard by Department/Division.
- **Utilities Other** – These costs are associated with utility (water, sewer, electric and gas) expenditures for other City buildings. Costs are allocated based on square footage by fund/department/division where the tenant does not pay for these services directly. For this reason, the Utility Enterprise Fund administration building located at 879 Morro is excluded.

Prepared by:

  
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**SCHEDULE 15.01**

**FACILITIES MAINTENANCE**

NATURE AND EXTENT OF SERVICE

CONTINUED

- **Janitorial Other** – These costs are associated with janitorial contract services for other City buildings. Costs are allocated based on square footage occupied for janitorial services in other buildings by Department/Division.
- **Parking Facility Maintenance** – These costs are related to the maintenance of the parking structures. Costs are allocated directly to Fund 611, Parking.
- **Utilities Fund Facility Maintenance** – These costs are related to time spent on the maintenance of the Utility structures. Costs are allocated directly to Water and Sewer, Funds 601 and 602.
- **Transit Facility Maintenance** – These costs are related to time spent on the maintenance of the Transit facilities. Costs are allocated directly to Transit, Fund 621.
- **Building Maintenance** – These costs are related to all other building maintenance services excluding parking structures. Costs are allocated based on square footage by fund/department/division.

	Facilities Maintenance Costs to be allocated			
	1st Allocation	2nd Allocation	Sub-total	Total
Expenditures Per Financial Statement:	\$1,157,246			\$1,157,246
Deductions:				
COVID-19	(\$4,669)			
Total deductions:	(\$4,669)			(\$4,669)
Allocated additions:				
10000000 - Building Charge	\$4,300		\$4,300	
1011002 - City Council	\$2,120	\$709	\$2,829	
1011001 - City Administration	\$10,203	\$3,555	\$13,758	
1011501 - City Attorney	\$11,426	\$1,733	\$13,159	
1011021 - City Clerk	\$1,693	\$406	\$2,099	
1012000 - Finance	\$41,055	\$6,044	\$47,099	
1011101 - Network Services	\$32,430	\$3,101	\$35,531	
1011103 - Information Services	\$5,427	\$517	\$5,944	
1012006 - Finance Support Services	\$1,504	\$21	\$1,525	
1013001 - Human Resources	\$16,669	\$1,368	\$18,037	
1013003 - Wellness Program	\$37	\$600	\$637	
1015001 - Public Works Administration	\$69,726	\$8,076	\$77,802	
1015008 - Fleet		\$16,014	\$16,014	
8020000 - Insurance ISF Fund		\$54,289	\$54,289	
Total allocated additions:	\$196,590	\$96,433	\$293,023	\$293,023
Total to be allocated	\$1,349,167	\$96,433		\$1,445,600

	Facilities Maintenance Schedule of costs to be allocated by function									
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Utilities/Janitori al - City Hall</u>	<u>Utilities - 919 Palm Street</u>	<u>Janitorial - 919 Palm Street</u>	<u>Utilities - Corp Yard</u>	<u>Janitorial - Corp Yard</u>	<u>Utilities - Other</u>	<u>Janitorial - Other</u>	<u>Parking Facility Maintenance</u>
<b><u>Wages &amp; Benefits</u></b>										
SALARIES & WAGES	\$322,105	\$66,708								\$12,240
FRINGE BENEFITS	\$174,811	\$36,203								\$6,643
<b><u>Other Expense and Cost</u></b>										
CONTRACT SERVICES	\$157,525		\$38,619	\$25,746			\$14,160		\$79,000	
UTILITIES	\$246,618		\$57,871		\$29,749	\$78,308		\$80,690		
SOLID WASTE	\$29,138									
SERVICES & SUPPLIES	\$222,380									
COVID-19	\$4,669	\$4,669								
Departmental Expenditures	\$1,157,246	\$107,580	\$96,490	\$25,746	\$29,749	\$78,308	\$14,160	\$80,690	\$79,000	\$18,883
<b><u>Cost Adjustments</u></b>										
Deductions	(\$4,669)	(\$4,669)								
Additions: 1st										
Other	\$196,590	\$196,590								
Functional Cost	\$1,349,167	\$299,501	\$96,490	\$25,746	\$29,749	\$78,308	\$14,160	\$80,690	\$79,000	\$18,883
Reallocate Admin		(\$299,501)	\$27,531	\$7,346	\$8,488	\$22,344	\$4,040	\$23,023	\$22,541	\$5,388
Allocable Costs	\$1,349,167		\$124,021	\$33,092	\$38,237	\$100,652	\$18,200	\$103,713	\$101,541	\$24,271
<b>1st Allocation</b>	<b>\$1,349,167</b>		<b>\$124,021</b>	<b>\$33,092</b>	<b>\$38,237</b>	<b>\$100,652</b>	<b>\$18,200</b>	<b>\$103,713</b>	<b>\$101,541</b>	<b>\$24,271</b>
Additions: 2nd										
Other	\$96,433	\$96,433								
Functional Cost	\$96,433	\$96,433								
Reallocate Admin		(\$96,433)	\$8,865	\$2,365	\$2,733	\$7,194	\$1,301	\$7,413	\$7,258	\$1,735
Allocable Costs	\$96,433		\$8,865	\$2,365	\$2,733	\$7,194	\$1,301	\$7,413	\$7,258	\$1,735
<b>2nd Allocation</b>	<b>\$96,433</b>		<b>\$8,865</b>	<b>\$2,365</b>	<b>\$2,733</b>	<b>\$7,194</b>	<b>\$1,301</b>	<b>\$7,413</b>	<b>\$7,258</b>	<b>\$1,735</b>
<b>Total allocated</b>	<b>\$1,445,600</b>		<b>\$132,886</b>	<b>\$35,457</b>	<b>\$40,970</b>	<b>\$107,846</b>	<b>\$19,501</b>	<b>\$111,126</b>	<b>\$108,799</b>	<b>\$26,006</b>

Facilities Maintenance  
Schedule of costs to be  
allocated by function

	<u>Utility Fund</u> <u>Facilities</u> Maintenance	<u>Transit</u> <u>Facilities</u> Maintenance	<u>Building</u> <u>Maintenance</u>
<b><u>Wages &amp; Benefits</u></b>			
SALARIES & WAGES	\$10,758	\$1,868	\$230,531
FRINGE BENEFITS	\$5,839	\$1,014	\$125,112
<b><u>Other Expense and Cost</u></b>			
CONTRACT SERVICES			
UTILITIES			
SOLID WASTE			\$29,138
SERVICES & SUPPLIES			\$222,380
COVID-19			
Departmental Expenditures	\$16,597	\$2,882	\$607,161
<b><u>Cost Adjustments</u></b>			
Deductions			
Additions: 1st			
Other			
Functional Cost	\$16,597	\$2,882	\$607,161
Reallocate Admin	\$4,736	\$822	\$173,242
Allocable Costs	\$21,333	\$3,704	\$780,403
<b>1st Allocation</b>	<b>\$21,333</b>	<b>\$3,704</b>	<b>\$780,403</b>
Additions: 2nd			
Other			
Functional Cost			
Reallocate Admin	\$1,525	\$265	\$55,779
Allocable Costs	\$1,525	\$265	\$55,779
<b>2nd Allocation</b>	<b>\$1,525</b>	<b>\$265</b>	<b>\$55,779</b>
<b>Total allocated</b>	<b>\$22,858</b>	<b>\$3,969</b>	<b>\$836,182</b>

Facilities Maintenance

Detail allocation of

Utilities/Janitorial - City Hall

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Administration	938	7.470 %	\$9,264		\$9,264		\$9,264
City Council	2,502	19.925 %	\$24,711		\$24,711		\$24,711
Cultural Activities	110	0.876 %	\$1,086		\$1,086	\$1,524	\$2,610
Economic Development	100	0.796 %	\$988		\$988	\$1,385	\$2,373
Natural Resource Protection	214	1.704 %	\$2,114		\$2,114	\$2,964	\$5,078
City Attorney	550	4.380 %	\$5,432		\$5,432		\$5,432
City Clerk	906	7.215 %	\$8,948		\$8,948		\$8,948
Finance	3,537	28.168 %	\$34,934		\$34,934		\$34,934
Network Services	2,484	19.782 %	\$24,534		\$24,534		\$24,534
Human Resources	1,000	7.964 %	\$9,877		\$9,877		\$9,877
Insurance ISF Fund	135	1.075 %	\$1,333		\$1,333	\$1,870	\$3,203
FD208 Tourism Bid Fund	81	0.645 %	\$800		\$800	\$1,122	\$1,922
Total	12,557	100.000 %	\$124,021		\$124,021	\$8,865	\$132,886

(A) Alloc basis:

Square Feet by Department

Source:

Build Maint Square Footage

Facilities Maintenance

Detail allocation of

Utilities - 919 Palm Street

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Information Services	1,119	6.431 %	\$2,128		\$2,128		\$2,128
Development Review	820	4.713 %	\$1,560		\$1,560	\$166	\$1,726
Long Range Planning	820	4.713 %	\$1,560		\$1,560	\$166	\$1,726
Building and Safety	2,280	13.104 %	\$4,336		\$4,336	\$462	\$4,798
Public Works Administration	4,620	26.553 %	\$8,787		\$8,787		\$8,787
CIP Project Engineering	3,920	22.530 %	\$7,456		\$7,456	\$795	\$8,251
Transportation/Plan Engineering	100	0.575 %	\$190		\$190	\$20	\$210
Community Development Admin	3,600	20.691 %	\$6,847		\$6,847	\$730	\$7,577
FD621Transit Fund	120	0.690 %	\$228		\$228	\$26	\$254
Total	17,399	100.000 %	\$33,092		\$33,092	\$2,365	\$35,457

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage



Facilities Maintenance  
Detail allocation of  
Janitorial - 919 Palm Street

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Community Development Admin	3,600	19.983 %	\$7,641		\$7,641	\$801	\$8,442
Development Review	1,436	7.971 %	\$3,048		\$3,048	\$320	\$3,368
Long Range Planning	820	4.552 %	\$1,740		\$1,740	\$183	\$1,923
Building and Safety	2,280	12.656 %	\$4,839		\$4,839	\$508	\$5,347
Public Works Administration	4,620	25.645 %	\$9,806		\$9,806		\$9,806
Transportation/Plan Engineering	100	0.555 %	\$212		\$212	\$22	\$234
Information Services	1,119	6.211 %	\$2,375		\$2,375		\$2,375
FD621Transit Fund	120	0.666 %	\$255		\$255	\$27	\$282
CIP Project Engineering	3,920	21.761 %	\$8,321		\$8,321	\$872	\$9,193
Total	18,015	100.000 %	\$38,237		\$38,237	\$2,733	\$40,970

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage

Facilities Maintenance  
Detail allocation of  
Utilities - Corp Yard

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Parks Maintenance	3,680	12.066 %	\$12,144		\$12,144	\$868	\$13,012
Urban Forest Services	620	2.033 %	\$2,046		\$2,046	\$146	\$2,192
Streets Maintenance	6,850	22.459 %	\$22,605		\$22,605	\$1,616	\$24,221
Fleet	10,400	34.098 %	\$34,321		\$34,321	\$2,453	\$36,774
FD601 Water Fund	4,475	14.672 %	\$14,768		\$14,768	\$1,056	\$15,824
FD602 Sewer Fund	4,475	14.672 %	\$14,768		\$14,768	\$1,055	\$15,823
Total	30,500	100.000 %	\$100,652		\$100,652	\$7,194	\$107,846

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage

Facilities Maintenance  
Detail allocation of  
Janitorial - Corp Yard

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Parks Maintenance	780	27.857 %	\$5,070		\$5,070	\$362	\$5,432
Urban Forest Services	120	4.286 %	\$780		\$780	\$56	\$836
Streets Maintenance	900	32.143 %	\$5,850		\$5,850	\$418	\$6,268
Fleet	100	3.571 %	\$650		\$650	\$46	\$696
FD601 Water Fund	450	16.071 %	\$2,925		\$2,925	\$209	\$3,134
FD602 Sewer Fund	450	16.072 %	\$2,925		\$2,925	\$210	\$3,135
Total	2,800	100.000 %	\$18,200		\$18,200	\$1,301	\$19,501

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage

Facilities Maintenance  
Detail allocation of  
Utilities - Other

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Wellness Program	1,800	3.902 %	\$4,047		\$4,047		\$4,047
Recreation Administration	700	1.517 %	\$1,574		\$1,574	\$117	\$1,691
Recreation Facilities	40,882	88.620 %	\$91,910		\$91,910	\$6,836	\$98,746
Youth Services	700	1.517 %	\$1,574		\$1,574	\$117	\$1,691
Community Services	700	1.517 %	\$1,574		\$1,574	\$117	\$1,691
Ranger Program	700	1.517 %	\$1,574		\$1,574	\$117	\$1,691
Traffic Signals & Lighting	650	1.410 %	\$1,460		\$1,460	\$109	\$1,569
Total	46,132	100.000 %	\$103,713		\$103,713	\$7,413	\$111,126

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage

Facilities Maintenance

Detail allocation of

Janitorial - Other

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Wellness Program	3,187	36.746 %	\$37,312		\$37,312		\$37,312
Recreation Administration	5,486	63.254 %	\$64,229		\$64,229	\$7,258	\$71,487
Total	8,673	100.000 %	\$101,541		\$101,541	\$7,258	\$108,799

(A) Alloc basis:

Square Feet by Department

Source:

Build Maint Square Footage

Facilities Maintenance

Detail allocation of

Parking Facility Maintenance

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD611 Parking Fund	1	100.000 %	\$24,271		\$24,271	\$1,735	\$26,006
Total	1	100.000 %	\$24,271		\$24,271	\$1,735	\$26,006

(A) Alloc basis:

Direct Allocation to Parking, Fund 611

Source:

Salary & Wage Analysis Worksheet

Facilities Maintenance  
Detail allocation of  
Utility Fund Facilities Maintenance

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %	\$10,667		\$10,667	\$763	\$11,430
FD602 Sewer Fund	50	50.000 %	\$10,666		\$10,666	\$762	\$11,428
Total	100	100.000 %	\$21,333		\$21,333	\$1,525	\$22,858

(A) Alloc basis:

Direct Allocation to Water and Sewer Funds

Source:

Salary & Wage Analysis Worksheet

Facilities Maintenance

Detail allocation of

Transit Facilities Maintenance

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD621Transit Fund	100	100.000 %	\$3,704		\$3,704	\$265	\$3,969
Total	100	100.000 %	\$3,704		\$3,704	\$265	\$3,969

(A) Alloc basis:

Direct Allocation to Fund 621 Transit

Source:

Salary & Wage Analysis Worksheet



Facilities Maintenance

Detail allocation of

Building Maintenance

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	2,502	1.321 %	\$10,312		\$10,312		\$10,312
Cultural Activities	110	0.058 %	\$453		\$453	\$36	\$489
Economic Development	100	0.053 %	\$412		\$412	\$33	\$445
Natural Resource Protection	214	0.113 %	\$882		\$882	\$70	\$952
City Attorney	550	0.290 %	\$2,267		\$2,267		\$2,267
City Clerk	906	0.478 %	\$3,734		\$3,734		\$3,734
Finance	3,537	1.868 %	\$14,577		\$14,577		\$14,577
Network Services	2,484	1.312 %	\$10,237		\$10,237		\$10,237
Human Resources	1,000	0.528 %	\$4,121		\$4,121		\$4,121
Insurance ISF Fund	135	0.071 %	\$556		\$556	\$44	\$600
Long Range Planning	820	0.433 %	\$3,380		\$3,380	\$269	\$3,649
Building and Safety	2,280	1.204 %	\$9,397		\$9,397	\$749	\$10,146
Public Works Administration	4,620	2.440 %	\$19,041		\$19,041		\$19,041
Fleet	10,400	5.492 %	\$42,862		\$42,862	\$3,414	\$46,276
City Administration	938	0.495 %	\$3,866		\$3,866		\$3,866
Transportation/Plan Engineering	100	0.053 %	\$412		\$412	\$33	\$445
Recreation Administration	700	0.370 %	\$2,885		\$2,885	\$230	\$3,115
Police Administration	5,550	2.931 %	\$22,874		\$22,874	\$1,822	\$24,696
Fire Administration	5,042	2.663 %	\$20,780		\$20,780	\$1,655	\$22,435
FD601 Water Fund	6,380	3.369 %	\$26,294		\$26,294	\$2,095	\$28,389
FD611 Parking Fund	7,025	3.710 %	\$28,953		\$28,953	\$2,306	\$31,259
FD602 Sewer Fund	6,380	3.369 %	\$26,294		\$26,294	\$2,095	\$28,389
FD621Transit Fund	120	0.063 %	\$495		\$495	\$39	\$534
Wellness Program	1,800	0.951 %	\$7,418		\$7,418		\$7,418
Community Development Admin	3,600	1.901 %	\$14,837		\$14,837	\$1,182	\$16,019
Development Review	1,436	0.758 %	\$5,918		\$5,918	\$471	\$6,389
Parks Maintenance	3,680	1.943 %	\$15,167		\$15,167	\$1,208	\$16,375
Urban Forest Services	620	0.327 %	\$2,555		\$2,555	\$204	\$2,759
Streets Maintenance	6,850	3.618 %	\$28,231		\$28,231	\$2,249	\$30,480
Traffic Signals & Lighting	650	0.343 %	\$2,679		\$2,679	\$213	\$2,892
Youth Services	700	0.370 %	\$2,885		\$2,885	\$230	\$3,115
Community Services	700	0.370 %	\$2,885		\$2,885	\$230	\$3,115
Ranger Program	700	0.370 %	\$2,885		\$2,885	\$230	\$3,115
Patrol	5,550	2.931 %	\$22,874		\$22,874	\$1,822	\$24,696
Investigations	5,550	2.931 %	\$22,874		\$22,874	\$1,822	\$24,696
Police Support Services	11,100	5.862 %	\$45,747		\$45,747	\$3,644	\$49,391
Neighborhood Services	5,550	2.931 %	\$22,874		\$22,874	\$1,822	\$24,696
Traffic Safety	5,550	2.931 %	\$22,874		\$22,874	\$1,822	\$24,696
Emergency Response	5,042	2.663 %	\$20,780		\$20,780	\$1,655	\$22,435
Hazard Prevention	5,042	2.663 %	\$20,780		\$20,780	\$1,655	\$22,435
Training Services	5,042	2.663 %	\$20,780		\$20,780	\$1,655	\$22,435

Facilities Maintenance  
Detail allocation of  
Building Maintenance

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Fire Station	5,042	2.663 %	\$20,780		\$20,780	\$1,655	\$22,435
Disaster Assistance	5,042	2.663 %	\$20,780		\$20,780	\$1,655	\$22,435
Recreation Facilities	43,096	22.759 %	\$177,615		\$177,615	\$14,149	\$191,764
FD208 Tourism Bid Fund	81	0.043 %	\$334		\$334	\$27	\$361
Information Services	1,119	0.591 %	\$4,612		\$4,612		\$4,612
CIP Project Engineering	3,920	2.071 %	\$16,155		\$16,155	\$1,289	\$17,444
Total	189,355	100.000 %	\$780,403		\$780,403	\$55,779	\$836,182

(A) Alloc basis: Maintenance Square Footage by Fund/Department

Source: Build Maint Square Footage

	Facilities Maintenance Departmental Cost Allocation Summary								
	<u>Total</u>	<u>Utilities/Janitoria I - City Hall</u>	<u>Utilities - 919 Palm Street</u>	<u>Janitorial - 919 Palm Street</u>	<u>Utilities - Corp Yard</u>	<u>Janitorial - Corp Yard</u>	<u>Utilities - Other</u>	<u>Janitorial - Other</u>	<u>Parking Facility Maintenance</u>
City Council	\$35,023	\$24,711							
City Administration	\$13,130	\$9,264							
City Attorney	\$7,699	\$5,432							
City Clerk	\$12,682	\$8,948							
Finance	\$49,511	\$34,934							
Network Services	\$34,771	\$24,534							
Information Services	\$9,115		\$2,128	\$2,375					
Human Resources	\$13,998	\$9,877							
Wellness Program	\$48,777						\$4,047	\$37,312	
Public Works Administration	\$37,634		\$8,787	\$9,806					
Fleet	\$83,746				\$36,774	\$696			
CIP Project Engineering	\$34,888		\$8,251	\$9,193					
Transportation/Plan Engineering	\$889		\$210	\$234					
Insurance ISF Fund	\$3,803	\$3,203							
Cultural Activities	\$3,099	\$2,610							
Economic Development	\$2,818	\$2,373							
Natural Resource Protection	\$6,030	\$5,078							
Community Development Admin	\$32,038		\$7,577	\$8,442					
Development Review	\$11,483		\$1,726	\$3,368					
Long Range Planning	\$7,298		\$1,726	\$1,923					
Building and Safety	\$20,291		\$4,798	\$5,347					
Parks Maintenance	\$34,819				\$13,012	\$5,432			
Urban Forest Services	\$5,787				\$2,192	\$836			
Streets Maintenance	\$60,969				\$24,221	\$6,268			
Traffic Signals & Lighting	\$4,461						\$1,569		
Recreation Administration	\$76,293						\$1,691	\$71,487	
Recreation Facilities	\$290,510						\$98,746		
Youth Services	\$4,806						\$1,691		
Community Services	\$4,806						\$1,691		
Ranger Program	\$4,806						\$1,691		
Police Administration	\$24,696								
Patrol	\$24,696								
Investigations	\$24,696								
Police Support Services	\$49,391								
Neighborhood Services	\$24,696								
Traffic Safety	\$24,696								
Fire Administration	\$22,435								
Emergency Response	\$22,435								
Hazard Prevention	\$22,435								
Training Services	\$22,435								

Facilities Maintenance  
Departmental Cost  
Allocation Summary

<u>Utility Fund</u> <u>Facilities</u> <u>Maintenance</u>	<u>Transit Facilities</u> <u>Maintenance</u>	<u>Building</u> <u>Maintenance</u>
City Council		\$10,312
City Administration		\$3,866
City Attorney		\$2,267
City Clerk		\$3,734
Finance		\$14,577
Network Services		\$10,237
Information Services		\$4,612
Human Resources		\$4,121
Wellness Program		\$7,418
Public Works Administration		\$19,041
Fleet		\$46,276
CIP Project Engineering		\$17,444
Transportation/Plan Engineering		\$445
Insurance ISF Fund		\$600
Cultural Activities		\$489
Economic Development		\$445
Natural Resource Protection		\$952
Community Development Admin		\$16,019
Development Review		\$6,389
Long Range Planning		\$3,649
Building and Safety		\$10,146
Parks Maintenance		\$16,375
Urban Forest Services		\$2,759
Streets Maintenance		\$30,480
Traffic Signals & Lighting		\$2,892
Recreation Administration		\$3,115
Recreation Facilities		\$191,764
Youth Services		\$3,115
Community Services		\$3,115
Ranger Program		\$3,115
Police Administration		\$24,696
Patrol		\$24,696
Investigations		\$24,696
Police Support Services		\$49,391
Neighborhood Services		\$24,696
Traffic Safety		\$24,696
Fire Administration		\$22,435
Emergency Response		\$22,435
Hazard Prevention		\$22,435
Training Services		\$22,435

Facilities Maintenance  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Utilities/Janitoria</u> <u>I - City Hall</u>	<u>Utilities - 919</u> <u>Palm Street</u>	<u>Janitorial - 919</u> <u>Palm Street</u>	<u>Utilities - Corp</u> <u>Yard</u>	<u>Janitorial - Corp</u> <u>Yard</u>	<u>Utilities - Other</u>	<u>Janitorial - Other</u>	<u>Parking Facility</u> <u>Maintenance</u>
Fire Station	\$22,435								
Disaster Assistance	\$22,435								
FD208 Tourism Bid Fund	\$2,283	\$1,922							
FD601 Water Fund	\$58,777				\$15,824	\$3,134			
FD602 Sewer Fund	\$58,775				\$15,823	\$3,135			
FD611 Parking Fund	\$57,265								\$26,006
FD621Transit Fund	\$5,039		\$254	\$282					
Total	\$1,445,600	\$132,886	\$35,457	\$40,970	\$107,846	\$19,501	\$111,126	\$108,799	\$26,006

Facilities Maintenance  
Departmental Cost  
Allocation Summary

	<u>Utility Fund</u> <u>Facilities</u> <u>Maintenance</u>	<u>Transit Facilities</u> <u>Maintenance</u>	<u>Building</u> <u>Maintenance</u>
Fire Station			\$22,435
Disaster Assistance			\$22,435
FD208 Tourism Bid Fund			\$361
FD601 Water Fund	\$11,430		\$28,389
FD602 Sewer Fund	\$11,428		\$28,389
FD611 Parking Fund			\$31,259
FD621Transit Fund		\$3,969	\$534
Total	<u>\$22,858</u>	<u>\$3,969</u>	<u>\$836,182</u>

**SCHEDULE 16.01**

**FLEET**

NATURE AND EXTENT OF SERVICE

The Fleet Division is responsible for maintaining and repairing all City vehicles and construction equipment except those used in the fire and transit programs. The program goal is the ability to ensure that all rolling stock is safe, efficient, and reliable. This program has five major activities: vehicle and construction equipment maintenance, general equipment maintenance, equipment installation, procurement and safety and environmental protection.

Costs are allocated as follows:

- **Fleet** – Costs are allocated to users of the rolling stock based on the number of pieces of equipment used by a department/fund and the type of equipment used. A Vehicle Equivalent Unit has been assigned to each unit denoting the level of maintenance cost that each requires based on the usage and sophistication of each unit. The Transit Fund and Fire Department's equipment are excluded from consideration since these two programs fund their own maintenance.

Fleet

Costs to be allocated

	1st Allocation	2nd Allocation	Sub-total	Total
Expenditures Per Financial Statement:	\$1,077,423			\$1,077,423
Allocated additions:				
10000000 - Building Charge	\$491		\$491	
1011002 - City Council	\$1,981	\$663	\$2,644	
1011001 - City Administration	\$9,538	\$3,323	\$12,861	
1011501 - City Attorney	\$10,681	\$1,620	\$12,301	
1011021 - City Clerk	\$1,523	\$365	\$1,888	
1012000 - Finance	\$37,416	\$5,570	\$42,986	
1011101 - Network Services	\$21,320	\$2,186	\$23,506	
1011103 - Information Services	\$4,884	\$465	\$5,349	
1012006 - Finance Support Services	\$1,406	\$20	\$1,426	
1013001 - Human Resources	\$15,002	\$1,231	\$16,233	
1013003 - Wellness Program	\$34	\$540	\$574	
1015001 - Public Works Administration	\$14,166	\$1,641	\$15,807	
1015005 - Facilities Maintenance	\$77,833	\$5,913	\$83,746	
8020000 - Insurance ISF Fund		\$48,931	\$48,931	
Total allocated additions:	\$196,275	\$72,468	\$268,743	\$268,743
Total to be allocated	\$1,273,698	\$72,468		\$1,346,166



	Fleet Schedule of costs to be allocated by function		
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Fleet</u>
<b><u>Wages &amp; Benefits</u></b>			
SALARIES & WAGES	\$298,597		\$298,597
FRINGE BENEFITS	\$152,897		\$152,897
<b><u>Other Expense and Cost</u></b>			
SERVICE & SUPPLIES	\$339,424		\$339,424
FUEL	\$286,505		\$286,505
Departmental Expenditures	\$1,077,423		\$1,077,423
Additions: 1st			
Other	\$196,275	\$196,275	
Functional Cost	\$1,273,698	\$196,275	\$1,077,423
Reallocate Admin		(\$196,275)	\$196,275
Allocable Costs	\$1,273,698		\$1,273,698
<b>1st Allocation</b>	<b>\$1,273,698</b>		<b>\$1,273,698</b>
Additions: 2nd			
Other	\$72,468	\$72,468	
Functional Cost	\$72,468	\$72,468	
Reallocate Admin		(\$72,468)	\$72,468
Allocable Costs	\$72,468		\$72,468
<b>2nd Allocation</b>	<b>\$72,468</b>		<b>\$72,468</b>
<b>Total allocated</b>	<b>\$1,346,166</b>		<b>\$1,346,166</b>

Fleet  
Detail allocation of  
Fleet

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Building and Safety	9	0.870 %	\$11,086		\$11,086	\$645	\$11,731
Network Services	7	0.677 %	\$8,623		\$8,623		\$8,623
Golf Course	32	3.095 %	\$39,418		\$39,418	\$2,294	\$41,712
Ranger Program	42	4.062 %	\$51,736		\$51,736	\$3,011	\$54,747
Investigations	57	5.513 %	\$70,214		\$70,214	\$4,086	\$74,300
Patrol	117	11.315 %	\$144,123		\$144,123	\$8,387	\$152,510
Traffic Safety	30	2.901 %	\$36,954		\$36,954	\$2,150	\$39,104
Police Administration	18	1.741 %	\$22,173		\$22,173	\$1,290	\$23,463
Facilities Maintenance	13	1.257 %	\$16,014		\$16,014		\$16,014
FD611 Parking Fund	9	0.870 %	\$11,086		\$11,086	\$645	\$11,731
Parks Maintenance	111	10.735 %	\$136,732		\$136,732	\$7,956	\$144,688
Traffic Signals & Lighting	16	1.547 %	\$19,709		\$19,709	\$1,147	\$20,856
Stormwater and Flood Control	22	2.128 %	\$27,100		\$27,100	\$1,577	\$28,677
Streets Maintenance	201	19.439 %	\$247,595		\$247,595	\$14,408	\$262,003
Transportation/Plan Engineering	6	0.580 %	\$7,391		\$7,391	\$430	\$7,821
Urban Forest Services	28	2.708 %	\$34,491		\$34,491	\$2,007	\$36,498
FD705 Whale Rock Fund	18	1.741 %	\$22,173		\$22,173	\$1,290	\$23,463
FD601 Water Fund	84	8.124 %	\$103,473		\$103,473	\$6,021	\$109,494
FD602 Sewer Fund	144	13.926 %	\$177,382		\$177,382	\$10,322	\$187,704
Neighborhood Services	6	0.580 %	\$7,391		\$7,391	\$430	\$7,821
Natural Resource Protection	3	0.290 %	\$3,695		\$3,695	\$215	\$3,910
City Administration	3	0.290 %	\$3,695		\$3,695		\$3,695
Swim Center Maintenance	4	0.387 %	\$4,927		\$4,927	\$287	\$5,214
Recreation Administration	5	0.484 %	\$6,159		\$6,159	\$358	\$6,517
All Other	31	2.998 %	\$38,186		\$38,186	\$2,222	\$40,408
CIP Project Engineering	10	0.967 %	\$12,318		\$12,318	\$717	\$13,035
Development Review	4	0.387 %	\$4,927		\$4,927	\$287	\$5,214
Police Support Services	4	0.388 %	\$4,927		\$4,927	\$286	\$5,213
Total	1,034	100.000 %	\$1,273,698		\$1,273,698	\$72,468	\$1,346,166

(A) Alloc basis: Count of Vehicle Equivalent Unit by Department/Division

Source: Fleet Master spreadsheet

Fleet

Departmental Cost

Allocation Summary

	Total	Fleet
City Administration	\$3,695	\$3,695
Network Services	\$8,623	\$8,623
Facilities Maintenance	\$16,014	\$16,014
CIP Project Engineering	\$13,035	\$13,035
Transportation/Plan Engineering	\$7,821	\$7,821
Natural Resource Protection	\$3,910	\$3,910
Development Review	\$5,214	\$5,214
Building and Safety	\$11,731	\$11,731
Parks Maintenance	\$144,688	\$144,688
Swim Center Maintenance	\$5,214	\$5,214
Urban Forest Services	\$36,498	\$36,498
Streets Maintenance	\$262,003	\$262,003
Traffic Signals & Lighting	\$20,856	\$20,856
Stormwater and Flood Control	\$28,677	\$28,677
Recreation Administration	\$6,517	\$6,517
Ranger Program	\$54,747	\$54,747
Golf Course	\$41,712	\$41,712
Police Administration	\$23,463	\$23,463
Patrol	\$152,510	\$152,510
Investigations	\$74,300	\$74,300
Police Support Services	\$5,213	\$5,213
Neighborhood Services	\$7,821	\$7,821
Traffic Safety	\$39,104	\$39,104
FD601 Water Fund	\$109,494	\$109,494
FD602 Sewer Fund	\$187,704	\$187,704
FD611 Parking Fund	\$11,731	\$11,731
FD705 Whale Rock Fund	\$23,463	\$23,463
All Other	\$40,408	\$40,408
Total	\$1,346,166	\$1,346,166

**SCHEDULE 17.01**

**CIP PROJECT ENGINEERING**

NATURE AND EXTENT OF SERVICE

The CIP Project Engineering Division is responsible for overseeing the design and construction (including inspection) of all construction projects in the City's Capital Improvement Plan (CIP). These projects include improvements to buildings, parks, and streets as well as water, wastewater, and flood protection systems. The program also provides inspection services for public infrastructure improvements built by the private sector. The program goal is to promote cost-effective CIP projects and public infrastructure improvements that meet established engineering standards and specifications.

Costs are allocated based on the amount of time staff spends on each function shown below:

- **Engineering Administration** – These costs represent time spent on engineering overhead and development that are not allocable to the other functions shown here.
- **Engineering** – These costs are related to time spent on encroachment development projects that are not defined as Enterprise capital activities. Costs are identified but not allocated.
- **Project Engineering** - These costs are related to time spent on specific capital improvement projects for the various enterprise funds and are allocated to those funds. Fund 507, Transportation Impact Fee, costs are for tracking purposes. City staff time is not charged to the 507 account as a matter of policy.

CIP Project Engineering  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$2,205,278			\$2,205,278
Allocated additions:				
10000000 - Building Charge	\$16,839		\$16,839	
1011002 - City Council	\$4,055	\$1,357	\$5,412	
1011001 - City Administration	\$19,522	\$6,802	\$26,324	
1011501 - City Attorney	\$21,862	\$3,315	\$25,177	
1012000 - Finance	\$18,985	\$5,420	\$24,405	
1011101 - Network Services	\$46,289	\$4,565	\$50,854	
1011103 - Information Services	\$16,280	\$1,550	\$17,830	
1012006 - Finance Support Services	\$2,877	\$40	\$2,917	
1013001 - Human Resources	\$50,007	\$4,105	\$54,112	
1015001 - Public Works Administration	\$285,959	\$33,121	\$319,080	
1015005 - Facilities Maintenance	\$31,932	\$2,956	\$34,888	
1015008 - Fleet	\$12,318	\$717	\$13,035	
8020000 - Insurance ISF Fund		\$160,643	\$160,643	
Total allocated additions:	<u>\$526,925</u>	<u>\$224,591</u>	<u>\$751,516</u>	<u>\$751,516</u>
Total to be allocated	<u><u>\$2,732,203</u></u>	<u><u>\$224,591</u></u>		<u><u>\$2,956,794</u></u>

	CIP Project Engineering Schedule of costs to be allocated by function				
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Engineering Administration</u>	<u>Engineering</u>	<u>Project Engineering</u>
<b><u>Wages &amp; Benefits</u></b>					
SALARIES & WAGES	\$1,495,621		\$387,593	\$658,205	\$449,823
FRINGE BENEFITS	\$625,527		\$162,106	\$275,287	\$188,134
<b><u>Other Expense and Cost</u></b>					
SERVICES & SUPPLIES	\$84,130		\$21,802	\$37,025	\$25,303
Departmental Expenditures	\$2,205,278		\$571,501	\$970,517	\$663,260
Additions: 1st					
Other	\$526,925	\$526,925			
Functional Cost	\$2,732,203	\$526,925	\$571,501	\$970,517	\$663,260
Reallocate Admin		(\$526,925)	\$136,553	\$231,894	\$158,478
Allocable Costs	\$2,732,203		\$708,054	\$1,202,411	\$821,738
Unallocated	(\$1,910,465)		(\$708,054)	(\$1,202,411)	
<b>1st Allocation</b>	<b>\$821,738</b>				<b>\$821,738</b>
Additions: 2nd					
Other	\$224,591	\$224,591			
Functional Cost	\$224,591	\$224,591			
Reallocate Admin		(\$224,591)	\$58,203	\$98,840	\$67,548
Allocable Costs	\$224,591		\$58,203	\$98,840	\$67,548
Unallocated	(\$157,043)		(\$58,203)	(\$98,840)	
<b>2nd Allocation</b>	<b>\$67,548</b>				<b>\$67,548</b>
<b>Total allocated</b>	<b>\$889,286</b>				<b>\$889,286</b>

CIP Project Engineering

Detail allocation of

Project Engineering

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
FD601 Water Fund	1,053	35.018 %	\$287,759		\$287,759	\$23,654	\$311,413
FD205 CDBG Fund	39	1.297 %	\$10,658		\$10,658	\$876	\$11,534
FD401 Capital Outlay Engineering	595	19.787 %	\$162,599		\$162,599	\$13,366	\$175,965
FD403 Info Tech Replacement Fund	16	0.532 %	\$4,372		\$4,372	\$359	\$4,731
FD507 Transportation Impact Fee Fund	213	7.083 %	\$58,208		\$58,208	\$4,785	\$62,993
FD404 Major Facility Replacement Fund	249	8.281 %	\$68,045		\$68,045	\$5,593	\$73,638
FD501 Parkland Development Fund	10	0.333 %	\$2,733		\$2,733	\$225	\$2,958
FD602 Sewer Fund	811	26.970 %	\$221,626		\$221,626	\$18,218	\$239,844
FD611 Parking Fund	21	0.699 %	\$5,738		\$5,738	\$472	\$6,210
Total	3,007	100.000 %	\$821,738		\$821,738	\$67,548	\$889,286

(A) Alloc basis:

Number of Project Hours by Fund

Source:

CIP Project Engineering  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Project Engineering</u>
FD205 CDBG Fund	\$11,534	\$11,534
FD401 Capital Outlay Engineering	\$175,965	\$175,965
FD403 Info Tech Replacement Fund	\$4,731	\$4,731
FD404 Major Facility Replacement Fund	\$73,638	\$73,638
FD501 Parkland Development Fund	\$2,958	\$2,958
FD507 Transportation Impact Fee Fund	\$62,993	\$62,993
FD601 Water Fund	\$311,413	\$311,413
FD602 Sewer Fund	\$239,844	\$239,844
FD611 Parking Fund	\$6,210	\$6,210
Total	<u>\$889,286</u>	<u>\$889,286</u>



**SCHEDULE 18.01**

**TRANSPORTATION PLAN/ENGINEERING**

NATURE AND EXTENT OF SERVICE

The Transportation Planning and Engineering Division is responsible for providing and overseeing analysis, planning, operations, design and construction of the City's traffic circulation systems. The program goals are to provide safe and well-maintained streets; reduced traffic congestion and air pollution; less use of single-occupant vehicles; increased circulation safety with fewer traffic-related collisions; and more walking, bike riding, bus riding, and carpooling.

Costs are allocated as follows:

- **General & Administrative/Capital Outlay** – These costs are related to the time spent on General Administrative tasks and city-sponsored capital projects which are not allocable and specific projects because of funding limitations. Costs are identified but not allocated.
- **Parking** - These costs are related to Development Review of transportation projects and are allocated only to this function.
- **Transit** – These costs are related to transit projects. These costs are allocated directly to Fund 621 Transit.
- **Development Review** – These costs are related to Development Review of transportation projects and are allocated only to this function.
- **Long Range Plan** – These costs are related to the development and maintenance of the Long Range Transportation Plan and are allocated only to this function.

Expenditures Per Financial Statement:	1st Allocation	2nd Allocation	Sub-total	Total
	\$896,195			\$896,195
Allocated additions:				
10000000 - Building Charge	\$430		\$430	
1011002 - City Council	\$1,648	\$551	\$2,199	
1011001 - City Administration	\$7,933	\$2,764	\$10,697	
1011501 - City Attorney	\$8,884	\$1,347	\$10,231	
1011021 - City Clerk	\$2,370	\$568	\$2,938	
1012000 - Finance	\$12,755	\$2,636	\$15,391	
1011101 - Network Services	\$35,290	\$3,717	\$39,007	
1011103 - Information Services	\$6,512	\$620	\$7,132	
1012006 - Finance Support Services	\$1,169	\$16	\$1,185	
1013001 - Human Resources	\$20,003	\$1,642	\$21,645	
1013003 - Wellness Program	\$52	\$840	\$892	
1015001 - Public Works Administration	\$16,335	\$1,892	\$18,227	
1015005 - Facilities Maintenance	\$814	\$75	\$889	
1015008 - Fleet	\$7,391	\$430	\$7,821	
8020000 - Insurance ISF Fund		\$64,283	\$64,283	
Total allocated additions:	\$121,586	\$81,381	\$202,967	\$202,967
Total to be allocated	\$1,017,781	\$81,381		\$1,099,162

Transportation/Plan Engineering Schedule of costs to be allocated by function							2020
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Gen &amp; Admin/Capital Outlay</u>	<u>Parking</u>	<u>Transit</u>	<u>Development Review</u>	<u>Long Range Plan</u>
<b><u>Wages &amp; Benefits</u></b>							
SALARIES & WAGES	\$583,061		\$368,028	\$19,066	\$14,052	\$116,496	\$65,419
FRINGE BENEFITS	\$262,064		\$165,415	\$8,569	\$6,316	\$52,360	\$29,404
<b><u>Other Expense and Cost</u></b>							
SERVICES & SUPPLIES	\$51,070		\$32,235	\$1,670	\$1,231	\$10,204	\$5,730
Departmental Expenditures	\$896,195		\$565,678	\$29,305	\$21,599	\$179,060	\$100,553
Additions: 1st							
Other	\$121,586	\$121,586					
Functional Cost	\$1,017,781	\$121,586	\$565,678	\$29,305	\$21,599	\$179,060	\$100,553
Reallocate Admin		(\$121,586)	\$76,745	\$3,976	\$2,930	\$24,293	\$13,642
Allocable Costs	\$1,017,781		\$642,423	\$33,281	\$24,529	\$203,353	\$114,195
Unallocated	(\$642,423)		(\$642,423)				
<b>1st Allocation</b>	<b>\$375,358</b>			<b>\$33,281</b>	<b>\$24,529</b>	<b>\$203,353</b>	<b>\$114,195</b>
Additions: 2nd							
Other	\$81,381	\$81,381					
Functional Cost	\$81,381	\$81,381					
Reallocate Admin		(\$81,381)	\$51,368	\$2,661	\$1,961	\$16,260	\$9,131
Allocable Costs	\$81,381		\$51,368	\$2,661	\$1,961	\$16,260	\$9,131
Unallocated	(\$51,368)		(\$51,368)				
<b>2nd Allocation</b>	<b>\$30,013</b>			<b>\$2,661</b>	<b>\$1,961</b>	<b>\$16,260</b>	<b>\$9,131</b>
<b>Total allocated</b>	<b>\$405,371</b>			<b>\$35,942</b>	<b>\$26,490</b>	<b>\$219,613</b>	<b>\$123,326</b>

Transportation/Plan Engineering

Detail allocation of

Parking

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD611 Parking Fund	100	100.000 %	\$33,281		\$33,281	\$2,661	\$35,942
Total	100	100.000 %	\$33,281		\$33,281	\$2,661	\$35,942

(A) Alloc basis:

Direct Allocation to Fund 611 Parking

Source:

Transportation/Plan Engineering

Detail allocation of

Transit

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD621Transit Fund	100	100.000 %	\$24,529		\$24,529	\$1,961	\$26,490
Total	100	100.000 %	\$24,529		\$24,529	\$1,961	\$26,490

(A) Alloc basis:

Direct Allocation to Fund 621 Transit

Source:

Transportation/Plan Engineering

Detail allocation of

Development Review

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Development Review	100	100.000 %	\$203,353		\$203,353	\$16,260	\$219,613
Total	100	100.000 %	\$203,353		\$203,353	\$16,260	\$219,613

(A) Alloc basis:

Direct Allocation to Development Review

Source:

Transportation/Plan Engineering

Detail allocation of

Long Range Plan

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Long Range Planning	100	100.000 %	\$114,195		\$114,195	\$9,131	\$123,326
Total	100	100.000 %	\$114,195		\$114,195	\$9,131	\$123,326

(A) Alloc basis:

Direct Allocation to Long Range Plan

Source:

Transportation/Plan Engineering  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Parking</u>	<u>Transit</u>	<u>Development Review</u>	<u>Long Range Plan</u>
Development Review	\$219,613			\$219,613	
Long Range Planning	\$123,326				\$123,326
FD611 Parking Fund	\$35,942	\$35,942			
FD621Transit Fund	<u>\$26,490</u>		<u>\$26,490</u>		
Total	\$405,371	<u>\$35,942</u>	<u>\$26,490</u>	<u>\$219,613</u>	<u>\$123,326</u>



**SCHEDULE 19.01**

**INSURANCE ISF FUND**

NATURE AND EXTENT OF SERVICE

Ensures the City has adequate resources for The Insurance ISF Fund, an internal services fund, is responsible for protection from risk management-related claims and settlements.

Costs are allocated as follows:

- **Risk Management** – These costs are the premium costs only (no self-funded claims) and ancillary insurances associated with property, environmental, special events, volunteer, and crime insurance. Costs are allocated based on full time equivalent (FTE) by fund/department/division, or if appropriate, to specific department.
- **Workers Compensation Premiums** – These costs are associated with workers compensation insurance premiums and are allocated based on full time equivalent (FTE) by fund/department/division.
- **Liability Claims** – These are direct costs made to Water, Sewer, and Parking for the actual cost of claims against their department.
- **General Fund Liability Claims** – These are direct costs paid for claims originating from General Fund Departments. Costs are allocated to General Fund Departments based on Total Expenditures for claims other than those specific to Enterprise Funds.

Insurance ISF Fund  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$4,808,289			\$4,808,289
Deductions:				
CLAIMS	(\$671,541)			
Total deductions:	<u>(\$671,541)</u>			<u>(\$671,541)</u>
Allocated additions:				
10000000 - Building Charge	\$394		\$394	
1011002 - City Council	\$8,842	\$2,959	\$11,801	
1011001 - City Administration	\$42,564	\$14,831	\$57,395	
1011501 - City Attorney	\$47,667	\$7,228	\$54,895	
1012000 - Finance	\$57,680	\$14,475	\$72,155	
1012006 - Finance Support Services	\$6,274	\$88	\$6,362	
1013002 - Risk Management	\$4,457	\$62	\$4,519	
1015005 - Facilities Maintenance	\$1,889	\$1,914	\$3,803	
Total allocated additions:	<u>\$169,767</u>	<u>\$41,557</u>	<u>\$211,324</u>	<u>\$211,324</u>
Total to be allocated	<u><u>\$4,306,515</u></u>	<u><u>\$41,557</u></u>		<u><u>\$4,348,072</u></u>

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Risk Management</u>	<u>Workers Comp Premiums</u>	<u>Liability Claims</u>	<u>General Fund Liab Claims</u>
<u>Other Expense and Cost</u>						
SALARIES & WAGES						
FRINGE BENEFITS						
<u>Other Expense and Cost</u>						
LIABILITY PREMIUMS	\$1,085,864		\$1,085,864			
WORKERS COMP PREMIUMS	\$2,611,827			\$2,611,827		
OTHER INSURANCE	\$293,266		\$293,266			
LIABILITY CLAIMS	\$35,949				\$35,949	
GENERAL CLAIMS	\$109,842					\$109,842
CLAIMS	\$671,541	\$671,541				
Departmental Expenditures	\$4,808,289	\$671,541	\$1,379,130	\$2,611,827	\$35,949	\$109,842
<u>Cost Adjustments</u>						
Deductions	(\$671,541)	(\$671,541)				
Additions: 1st						
Risk Management	\$4,457		\$4,457			
Other	\$165,310	\$165,310				
Functional Cost	\$4,306,515	\$165,310	\$1,383,587	\$2,611,827	\$35,949	\$109,842
Reallocate Admin		(\$165,310)	\$55,112	\$104,372	\$1,437	\$4,389
Allocable Costs	\$4,306,515		\$1,438,699	\$2,716,199	\$37,386	\$114,231
1st Allocation	\$4,306,515		\$1,438,699	\$2,716,199	\$37,386	\$114,231
Additions: 2nd						
Risk Management	\$62		\$62			
Other	\$41,495	\$41,495				
Functional Cost	\$41,557	\$41,495	\$62			
Reallocate Admin		(\$41,495)	\$13,834	\$26,199	\$361	\$1,101
Allocable Costs	\$41,557		\$13,896	\$26,199	\$361	\$1,101
2nd Allocation	\$41,557		\$13,896	\$26,199	\$361	\$1,101
Total allocated	\$4,348,072		\$1,452,595	\$2,742,398	\$37,747	\$115,332

Insurance ISF Fund

Detail allocation of

Risk Management

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Urban Forest Services	400	1.006 %	\$14,472		\$14,472	\$175	\$14,647
Facilities Maintenance	500	1.257 %	\$18,090		\$18,090		\$18,090
Streets Maintenance	965	2.427 %	\$34,914		\$34,914	\$423	\$35,337
Stormwater and Flood Control	615	1.547 %	\$22,251		\$22,251	\$270	\$22,521
Traffic Signals & Lighting	200	0.503 %	\$7,236		\$7,236	\$88	\$7,324
Transportation/Plan Engineering	600	1.509 %	\$21,708		\$21,708		\$21,708
Recreation Administration	400	1.006 %	\$14,472		\$14,472	\$175	\$14,647
Recreation Facilities	100	0.251 %	\$3,618		\$3,618	\$44	\$3,662
Youth Services	200	0.503 %	\$7,236		\$7,236	\$88	\$7,324
Community Services	200	0.503 %	\$7,236		\$7,236	\$88	\$7,324
Ranger Program	300	0.754 %	\$10,854		\$10,854	\$132	\$10,986
Aquatics	100	0.251 %	\$3,618		\$3,618	\$44	\$3,662
Golf Course	400	1.006 %	\$14,472		\$14,472	\$175	\$14,647
Police Administration	650	1.635 %	\$23,517		\$23,517	\$285	\$23,802
Patrol	4,600	11.568 %	\$166,428		\$166,428	\$2,017	\$168,445
Investigations	1,100	2.766 %	\$39,798		\$39,798	\$482	\$40,280
Police Support Services	2,000	5.030 %	\$72,360		\$72,360	\$877	\$73,237
Neighborhood Services	100	0.251 %	\$3,618		\$3,618	\$44	\$3,662
Traffic Safety	400	1.006 %	\$14,472		\$14,472	\$175	\$14,647
Fire Administration	400	1.006 %	\$14,472		\$14,472	\$175	\$14,647
Emergency Response	4,500	11.316 %	\$162,810		\$162,810	\$1,973	\$164,783
Hazard Prevention	600	1.509 %	\$21,708		\$21,708	\$263	\$21,971
FD208 Tourism Bid Fund	175	0.440 %	\$6,332		\$6,332	\$77	\$6,409
FD601 Water Fund	3,525	8.865 %	\$127,535		\$127,535	\$1,546	\$129,081
FD602 Sewer Fund	2,995	7.532 %	\$108,359		\$108,359	\$1,313	\$109,672
FD621Transit Fund	300	0.754 %	\$10,854		\$10,854	\$132	\$10,986
FD705 Whale Rock Fund	390	0.981 %	\$14,110		\$14,110	\$171	\$14,281
City Administration	400	1.006 %	\$14,472		\$14,472		\$14,472
Economic Development	100	0.251 %	\$3,618		\$3,618	\$44	\$3,662
Natural Resource Protection	200	0.503 %	\$7,236		\$7,236	\$88	\$7,324
Community Promotion	25	0.063 %	\$905		\$905	\$11	\$916
City Attorney	300	0.754 %	\$10,854		\$10,854		\$10,854
City Clerk	500	1.257 %	\$18,090		\$18,090		\$18,090
Finance	1,200	3.018 %	\$43,416		\$43,416		\$43,416
Network Services	1,000	2.515 %	\$36,180		\$36,180		\$36,180
Information Services	425	1.069 %	\$15,377		\$15,377		\$15,377
Human Resources	600	1.509 %	\$21,708		\$21,708		\$21,708
Community Development Admin	550	1.383 %	\$19,899		\$19,899	\$241	\$20,140
Building and Safety	1,350	3.395 %	\$48,843		\$48,843	\$592	\$49,435
Public Works Administration	600	1.509 %	\$21,708		\$21,708		\$21,708
Parks Maintenance	1,200	3.018 %	\$43,416		\$43,416	\$526	\$43,942

Insurance ISF Fund  
Detail allocation of  
Risk Management

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Swim Center Maintenance	100	0.251 %	\$3,618		\$3,618	\$44	\$3,662
Fire Apparatus Service	200	0.503 %	\$7,236		\$7,236	\$88	\$7,324
Fleet	450	1.132 %	\$16,281		\$16,281		\$16,281
FD205 CDBG Fund	50	0.126 %	\$1,809		\$1,809	\$22	\$1,831
FD611 Parking Fund	1,000	2.515 %	\$36,180		\$36,180	\$438	\$36,618
CIP Project Engineering	1,500	3.772 %	\$54,270		\$54,270		\$54,270
Development Review	1,300	3.269 %	\$47,033		\$47,033	\$570	\$47,603
Total	39,765	100.000 %	\$1,438,699		\$1,438,699	\$13,896	\$1,452,595

(A) Alloc basis:

Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Staffing Summaries

Insurance ISF Fund

Detail allocation of

Workers Comp Premiums

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Urban Forest Services	400	1.006 %	\$27,323		\$27,323	\$331	\$27,654
Facilities Maintenance	500	1.257 %	\$34,153		\$34,153		\$34,153
Streets Maintenance	965	2.427 %	\$65,916		\$65,916	\$798	\$66,714
Stormwater and Flood Control	615	1.547 %	\$42,008		\$42,008	\$508	\$42,516
Traffic Signals & Lighting	200	0.503 %	\$13,661		\$13,661	\$165	\$13,826
Transportation/Plan Engineering	600	1.509 %	\$40,984		\$40,984		\$40,984
Recreation Administration	400	1.006 %	\$27,323		\$27,323	\$331	\$27,654
Recreation Facilities	100	0.251 %	\$6,831		\$6,831	\$83	\$6,914
Youth Services	200	0.503 %	\$13,661		\$13,661	\$165	\$13,826
Community Services	200	0.503 %	\$13,661		\$13,661	\$165	\$13,826
Ranger Program	300	0.754 %	\$20,492		\$20,492	\$248	\$20,740
Aquatics	100	0.251 %	\$6,831		\$6,831	\$83	\$6,914
Golf Course	400	1.006 %	\$27,323		\$27,323	\$331	\$27,654
Police Administration	650	1.635 %	\$44,399		\$44,399	\$537	\$44,936
Patrol	4,600	11.568 %	\$314,209		\$314,209	\$3,803	\$318,012
Investigations	1,100	2.766 %	\$75,137		\$75,137	\$909	\$76,046
Police Support Services	2,000	5.030 %	\$136,613		\$136,613	\$1,653	\$138,266
Neighborhood Services	100	0.251 %	\$6,831		\$6,831	\$83	\$6,914
Traffic Safety	400	1.006 %	\$27,323		\$27,323	\$331	\$27,654
Fire Administration	400	1.006 %	\$27,323		\$27,323	\$331	\$27,654
Emergency Response	4,500	11.316 %	\$307,378		\$307,378	\$3,720	\$311,098
Hazard Prevention	600	1.509 %	\$40,984		\$40,984	\$496	\$41,480
FD208 Tourism Bid Fund	175	0.440 %	\$11,954		\$11,954	\$145	\$12,099
FD601 Water Fund	3,525	8.865 %	\$240,780		\$240,780	\$2,914	\$243,694
FD602 Sewer Fund	2,995	7.532 %	\$204,577		\$204,577	\$2,476	\$207,053
FD621Transit Fund	300	0.754 %	\$20,492		\$20,492	\$248	\$20,740
FD705 Whale Rock Fund	390	0.981 %	\$26,639		\$26,639	\$322	\$26,961
City Administration	400	1.006 %	\$27,323		\$27,323		\$27,323
Economic Development	100	0.251 %	\$6,831		\$6,831	\$83	\$6,914
Natural Resource Protection	200	0.503 %	\$13,661		\$13,661	\$165	\$13,826
Community Promotion	25	0.063 %	\$1,708		\$1,708	\$21	\$1,729
City Attorney	300	0.754 %	\$20,492		\$20,492		\$20,492
City Clerk	500	1.257 %	\$34,153		\$34,153		\$34,153
Finance	1,200	3.018 %	\$81,968		\$81,968		\$81,968
Network Services	1,000	2.515 %	\$68,306		\$68,306		\$68,306
Information Services	425	1.069 %	\$29,030		\$29,030		\$29,030
Human Resources	600	1.509 %	\$40,984		\$40,984		\$40,984
Community Development Admin	550	1.383 %	\$37,568		\$37,568	\$455	\$38,023
Building and Safety	1,350	3.395 %	\$92,213		\$92,213	\$1,116	\$93,329
Public Works Administration	600	1.509 %	\$40,984		\$40,984		\$40,984
Parks Maintenance	1,200	3.018 %	\$81,968		\$81,968	\$992	\$82,960

Insurance ISF Fund  
Detail allocation of  
Workers Comp Premiums

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Swim Center Maintenance	100	0.251 %	\$6,831		\$6,831	\$83	\$6,914
Fire Apparatus Service	200	0.503 %	\$13,661		\$13,661	\$165	\$13,826
Fleet	450	1.132 %	\$30,738		\$30,738		\$30,738
FD205 CDBG Fund	50	0.126 %	\$3,415		\$3,415	\$41	\$3,456
FD611 Parking Fund	1,000	2.515 %	\$68,306		\$68,306	\$827	\$69,133
CIP Project Engineering	1,500	3.772 %	\$102,459		\$102,459		\$102,459
Development Review	1,300	3.269 %	\$88,794		\$88,794	\$1,075	\$89,869
Total	39,765	100.000 %	\$2,716,199		\$2,716,199	\$26,199	\$2,742,398

(A) Alloc basis:

Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Staffing Summaries

Insurance ISF Fund

Detail allocation of

Liability Claims

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	3,222	8.963 %	\$3,351		\$3,351	\$32	\$3,383
FD602 Sewer Fund	32,727	91.037 %	\$34,035		\$34,035	\$329	\$34,364
Total	35,949	100.000 %	\$37,386		\$37,386	\$361	\$37,747

(A) Alloc basis:

Source:



Insurance ISF Fund

Detail allocation of

General Fund Liab Claims

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.244 %	\$279		\$279		\$279
Cultural Activities	332,351	0.516 %	\$590		\$590	\$8	\$598
Economic Development	269,768	0.419 %	\$479		\$479	\$6	\$485
Natural Resource Protection	617,952	0.960 %	\$1,097		\$1,097	\$14	\$1,111
Community Promotion	393,509	0.611 %	\$698		\$698	\$9	\$707
City Attorney	1,000,636	1.555 %	\$1,776		\$1,776		\$1,776
City Clerk	566,644	0.880 %	\$1,006		\$1,006		\$1,006
Finance	1,779,620	2.765 %	\$3,158		\$3,158		\$3,158
Network Services	2,992,351	4.649 %	\$5,311		\$5,311		\$5,311
Information Services	1,031,587	1.603 %	\$1,831		\$1,831		\$1,831
Finance Support Services	153,927	0.239 %	\$273		\$273		\$273
Human Resources	1,217,672	1.892 %	\$2,161		\$2,161		\$2,161
Wellness Program	3,114	0.005 %	\$6		\$6		\$6
Community Development Admin	867,164	1.347 %	\$1,539		\$1,539	\$20	\$1,559
Commissions & Committees	15,513	0.024 %	\$28		\$28		\$28
Development Review	1,053,548	1.637 %	\$1,870		\$1,870	\$24	\$1,894
Long Range Planning	114,993	0.179 %	\$204		\$204	\$3	\$207
Building and Safety	2,269,498	3.526 %	\$4,028		\$4,028	\$52	\$4,080
Public Works Administration	945,448	1.469 %	\$1,678		\$1,678		\$1,678
Parks Maintenance	2,587,151	4.020 %	\$4,592		\$4,592	\$59	\$4,651
Swim Center Maintenance	504,654	0.784 %	\$896		\$896	\$12	\$908
Urban Forest Services	830,659	1.291 %	\$1,474		\$1,474	\$19	\$1,493
Facilities Maintenance	1,152,577	1.791 %	\$2,046		\$2,046		\$2,046
Streets Maintenance	1,143,992	1.777 %	\$2,030		\$2,030	\$26	\$2,056
Stormwater and Flood Control	793,352	1.233 %	\$1,408		\$1,408	\$18	\$1,426
Traffic Signals & Lighting	519,399	0.807 %	\$922		\$922	\$12	\$934
Fleet	1,077,423	1.674 %	\$1,912		\$1,912		\$1,912
City Administration	1,266,811	1.968 %	\$2,248		\$2,248		\$2,248
Transportation/Plan Engineering	896,195	1.392 %	\$1,591		\$1,591		\$1,591
Recreation Administration	780,489	1.213 %	\$1,385		\$1,385	\$18	\$1,403
Recreation Facilities	190,312	0.296 %	\$338		\$338	\$4	\$342
Youth Services	853,586	1.326 %	\$1,515		\$1,515	\$20	\$1,535
Community Services	474,519	0.737 %	\$842		\$842	\$11	\$853
Ranger Program	496,081	0.771 %	\$880		\$880	\$11	\$891
Aquatics	402,346	0.625 %	\$714		\$714	\$9	\$723
Golf Course	595,060	0.925 %	\$1,056		\$1,056	\$14	\$1,070
Police Administration	1,997,594	3.104 %	\$3,545		\$3,545	\$46	\$3,591
Patrol	9,337,298	14.507 %	\$16,572		\$16,572	\$215	\$16,787
Investigations	2,786,997	4.330 %	\$4,946		\$4,946	\$64	\$5,010
Police Support Services	2,484,815	3.861 %	\$4,410		\$4,410	\$57	\$4,467
Neighborhood Services	229,238	0.356 %	\$407		\$407	\$5	\$412

Insurance ISF Fund

Detail allocation of

General Fund Liab Claims

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Traffic Safety	796,078	1.237 %	\$1,413		\$1,413	\$18	\$1,431
Fire Administration	936,461	1.455 %	\$1,662		\$1,662	\$22	\$1,684
Emergency Response	10,175,128	15.809 %	\$18,059		\$18,059	\$234	\$18,293
Hazard Prevention	885,601	1.376 %	\$1,572		\$1,572	\$20	\$1,592
Training Services	73,793	0.115 %	\$131		\$131	\$2	\$133
Fire Station	30,106	0.047 %	\$53		\$53	\$1	\$54
Disaster Assistance	62,052	0.096 %	\$110		\$110	\$1	\$111
Fire Apparatus Service	379,185	0.589 %	\$673		\$673	\$9	\$682
Finance Non Departmental	167,004	0.259 %	\$296		\$296	\$4	\$300
Development Services	1,003,441	1.559 %	\$1,781		\$1,781	\$23	\$1,804
Human Relations	353,546	0.549 %	\$627		\$627	\$8	\$635
CIP Project Engineering	2,205,278	3.426 %	\$3,914		\$3,914		\$3,914
Jack House	7,238	0.011 %	\$13		\$13		\$13
Community Services Group	9,593	0.015 %	\$17		\$17		\$17
Risk Management	5,402	0.008 %	\$10		\$10		\$10
Water Administration/Engineering	3,180	0.005 %	\$6		\$6		\$6
Solid Waste Recycling	87,156	0.136 %	\$153		\$153	\$3	\$156
Total	64,363,424	100.000 %	\$114,231		\$114,231	\$1,101	\$115,332

(A) Alloc basis:

Source:

	Insurance ISF Fund Departmental Cost Allocation Summary				
	<u>Total</u>	<u>Risk Management</u>	<u>Workers Comp Premiums</u>	<u>Liability Claims</u>	<u>General Fund Liab Claims</u>
City Council	\$279				\$279
City Administration	\$44,043	\$14,472	\$27,323		\$2,248
City Attorney	\$33,122	\$10,854	\$20,492		\$1,776
City Clerk	\$53,249	\$18,090	\$34,153		\$1,006
Finance	\$128,542	\$43,416	\$81,968		\$3,158
Network Services	\$109,797	\$36,180	\$68,306		\$5,311
Information Services	\$46,238	\$15,377	\$29,030		\$1,831
Finance Support Services	\$273				\$273
Human Resources	\$64,853	\$21,708	\$40,984		\$2,161
Risk Management	\$10				\$10
Wellness Program	\$6				\$6
Public Works Administration	\$64,370	\$21,708	\$40,984		\$1,678
Facilities Maintenance	\$54,289	\$18,090	\$34,153		\$2,046
Fleet	\$48,931	\$16,281	\$30,738		\$1,912
CIP Project Engineering	\$160,643	\$54,270	\$102,459		\$3,914
Transportation/Plan Engineering	\$64,283	\$21,708	\$40,984		\$1,591
Cultural Activities	\$598				\$598
Economic Development	\$11,061	\$3,662	\$6,914		\$485
Natural Resource Protection	\$22,261	\$7,324	\$13,826		\$1,111
Community Promotion	\$3,352	\$916	\$1,729		\$707
Community Services Group	\$17				\$17
Finance Non Departmental	\$300				\$300
Community Development Admin	\$59,722	\$20,140	\$38,023		\$1,559
Commissions & Committees	\$28				\$28
Development Review	\$139,366	\$47,603	\$89,869		\$1,894
Long Range Planning	\$207				\$207
Development Services	\$1,804				\$1,804
Building and Safety	\$146,844	\$49,435	\$93,329		\$4,080
Human Relations	\$635				\$635
Parks Maintenance	\$131,553	\$43,942	\$82,960		\$4,651
Swim Center Maintenance	\$11,484	\$3,662	\$6,914		\$908
Urban Forest Services	\$43,794	\$14,647	\$27,654		\$1,493
Streets Maintenance	\$104,107	\$35,337	\$66,714		\$2,056
Traffic Signals & Lighting	\$22,084	\$7,324	\$13,826		\$934
Stormwater and Flood Control	\$66,463	\$22,521	\$42,516		\$1,426
Water Administration/Engineering	\$6				\$6
Solid Waste Recycling	\$156				\$156
Recreation Administration	\$43,704	\$14,647	\$27,654		\$1,403
Recreation Facilities	\$10,918	\$3,662	\$6,914		\$342
Youth Services	\$22,685	\$7,324	\$13,826		\$1,535

	Insurance ISF Fund Departmental Cost Allocation Summary				
	<u>Total</u>	<u>Risk Management</u>	<u>Workers Comp Premiums</u>	<u>Liability Claims</u>	<u>General Fund Liab Claims</u>
Community Services	\$22,003	\$7,324	\$13,826		\$853
Ranger Program	\$32,617	\$10,986	\$20,740		\$891
Aquatics	\$11,299	\$3,662	\$6,914		\$723
Golf Course	\$43,371	\$14,647	\$27,654		\$1,070
Jack House	\$13				\$13
Police Administration	\$72,329	\$23,802	\$44,936		\$3,591
Patrol	\$503,244	\$168,445	\$318,012		\$16,787
Investigations	\$121,336	\$40,280	\$76,046		\$5,010
Police Support Services	\$215,970	\$73,237	\$138,266		\$4,467
Neighborhood Services	\$10,988	\$3,662	\$6,914		\$412
Traffic Safety	\$43,732	\$14,647	\$27,654		\$1,431
Fire Administration	\$43,985	\$14,647	\$27,654		\$1,684
Emergency Response	\$494,174	\$164,783	\$311,098		\$18,293
Hazard Prevention	\$65,043	\$21,971	\$41,480		\$1,592
Training Services	\$133				\$133
Fire Apparatus Service	\$21,832	\$7,324	\$13,826		\$682
Fire Station	\$54				\$54
Disaster Assistance	\$111				\$111
FD205 CDBG Fund	\$5,287	\$1,831	\$3,456		
FD208 Tourism Bid Fund	\$18,508	\$6,409	\$12,099		
FD601 Water Fund	\$376,158	\$129,081	\$243,694	\$3,383	
FD602 Sewer Fund	\$351,089	\$109,672	\$207,053	\$34,364	
FD611 Parking Fund	\$105,751	\$36,618	\$69,133		
FD621Transit Fund	\$31,726	\$10,986	\$20,740		
FD705 Whale Rock Fund	\$41,242	\$14,281	\$26,961		
Total	\$4,348,072	\$1,452,595	\$2,742,398	\$37,747	\$115,332

**SCHEDULE 20.01**

**NATURAL RESOURCES PROTECTION**  
**(Utility Services)**

NATURE AND EXTENT OF SERVICE

The Natural Resources Protection Department is a formally structured program to bring greater overall guidance and a proactive approach to the City's environmental protection and restoration efforts including its open space and greenbelt programs. This program has three major activities: open space/greenbelt acquisition and management, storm water program coordination and agency reporting, and natural resource protection, project mitigation and educational outreach.

Costs are allocated as follows:

- **Natural Resources-General Government** - These costs are identified but not allocated.
- **Program Support** - These costs represent the value of services provided to enterprise programs such as the Utility Funds. Costs are allocated based on an agreed upon amount for services performed.

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$617,952			\$617,952
Total to be allocated	<u>\$617,952</u>	:	:	<u>\$617,952</u>

Natural Resources Protection (Utility Services)

Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Natural Resources-General Government</u>	<u>Program Support</u>
<b><u>Wages &amp; Benefits</u></b>				
SALARIES & WAGES	\$305,392		\$305,392	
FRINGE BENEFITS	\$153,050		\$153,050	
<b><u>Other Expense and Cost</u></b>				
SERVICES & SUPPLIES	\$159,510		\$159,510	
Departmental Expenditures	<u>\$617,952</u>	.	<u>\$617,952</u>	.
Functional Cost	<u>\$617,952</u>	.	<u>\$617,952</u>	.
Allocable Costs	<u>\$617,952</u>	.	<u>\$617,952</u>	.
Unallocated	(\$617,952)	.	(\$617,952)	.
<b>1st Allocation</b>	.	.	.	.
Functional Cost	.	.	.	.
Allocable Costs	.	.	.	.
<b>2nd Allocation</b>	.	.	.	.
<b>Total allocated</b>	:	:	:	:

Natural Resources Protection (Utility Services)

Detail allocation of  
Program Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD602 Sewer Fund	1	100.000 %		\$2,375	\$2,375		\$2,375
Subtotal	1	100.000 %		\$2,375	\$2,375		\$2,375
Direct Billed				(\$2,375)	(\$2,375)		(\$2,375)
Total	1	100.000 %	\$0	\$0	\$0	\$0	\$0

(A) Alloc basis:

Agreed Upon Amount Based On Services Performed

Source:



	<u>Total</u>	<u>Program Support</u>
FD602 Sewer Fund	\$2,375	\$2,375
Subtotal	\$2,375	\$2,375
Direct Billed	(\$2,375)	(\$2,375)
Total		

**SCHEDULE 21.01**

**ENGINEERING DEVELOPMENT REVIEW**  
**(Utility Services)**

**NATURE AND EXTENT OF SERVICE**

The Engineering Development Review Division oversees design and construction of various public works projects built by private developers for City ownership. These projects typically include additions to the City's water, wastewater, recycled water, storm drain, street, flood protection, and park systems. Since 2002, this program has been responsible for the review of the design of private development projects for compliance with the Grading Ordinance, Parking & Driveway Standards, site development and drainage designs.

This division is also responsible for verifying plan compliance with the Waterway Management Plan Drainage Design Manual for all private development projects. To ensure public safety, this department represents the city as its Floodplain Manager and prepares regular responses and reports to the Federal Emergency Management Agency (FEMA) and the public in this regard.

The division also coordinates reviews of development projects for compliance with the Tree Regulations and coordinates with the City Arborist on tree removals, tree plantings, and tree preservation requirements. The division's goal is to ensure compliance with the City's Engineering Standards, Community Design Guidelines, Floodplain Management Regulations, and Waterway Management Plan to provide safe, effective, and efficient public works which meet established engineering standards and specifications. This division has four major activities: development review, encroachment permit review and issuance, recordkeeping, and miscellaneous projects.

Costs are allocated based on an analysis of tasks performed by staff during the year as follows:

- **Development Review Services** – These costs relate to review services for private projects and those being developed by the city, these costs are identified but not allocated.
- **Utility Service** – These costs are for services provided by staff funded in the Utility Enterprise Funds. The amounts shown represent credits that are provided to these enterprise funds (water and sewer) in order to reflect the services provided back to Engineering Development Review to facilitate the review and inspection of development projects.

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Total to be allocated	:	:	:	:

Eng Dev Review (Utility Services)

Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Development Review Services</u>	<u>Utility Services</u>
<u>Other Expense and Cost</u>				
SALARIES & WAGES				
FRINGE BENEFITS				
<u>Other Expense and Cost</u>				
SERVICES & SUPPLIES				
Functional Cost	-	-	-	-
Allocable Costs	-	-	-	-
<b>1st Allocation</b>	-	-	-	-
Functional Cost	-	-	-	-
Allocable Costs	-	-	-	-
<b>2nd Allocation</b>	-	-	-	-
<b>Total allocated</b>	-	-	-	-

Eng Dev Review (Utility Services)

Detail allocation of  
Utility Services

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %		(\$6,514)	(\$6,514)		(\$6,514)
FD602 Sewer Fund	50	50.000 %		(\$6,513)	(\$6,513)		(\$6,513)
Subtotal	100	100.000 %		(\$13,027)	(\$13,027)		(\$13,027)
Direct Billed				\$13,027	\$13,027		\$13,027
Total	100	100.000 %	\$0	\$0	\$0	\$0	\$0

(A) Alloc basis:

Time Spent by Utilities on Behalf of Engineering Development Review

Source:

Cheryl Blair

	Total	Utility Services
FD601 Water Fund	(\$6,514)	(\$6,514)
FD602 Sewer Fund	(\$6,513)	(\$6,513)
Subtotal	(\$13,027)	(\$13,027)
Direct Billed	\$13,027	\$13,027
Total		

**City of San Luis Obispo**  
**Central Service Cost Allocation Plan**

**Appendix A – Cost of Service**

Enterprise Cost of Services Allocation Summary-2020-21 using 2018-19 Actual Amounts

Allocation Type	Water Enterprise	Sewer Enterprise	Total Enterprise Allocation
Public Safety	\$ 239,335	\$ 216,195	\$ <b>455,530</b>
Right-of-Way Maintenance	\$ 597,564	\$ 449,746	\$ <b>1,047,309</b>
Direct Credit for Private Sec.	\$ -	\$ (2,837)	\$ <b>(2,837)</b>
Total	\$ 836,899	\$ 663,104	\$ <b>1,500,003</b>

Enterprise Cost of Services Allocation Summary-2021-22 using 2019-20 Actual Amounts

Allocation Type	Water Enterprise	Sewer Enterprise	Total Enterprise Allocation
Public Safety	\$ 230,214	\$ 223,767	\$ <b>453,981</b>
Right-of-Way Maintenance	\$ 467,983	\$ 357,726	\$ <b>825,709</b>
Total	\$ 698,197	\$ 581,492	\$ <b>1,279,690</b>

## **Appendix B**

### **Labor Rates**



## PUBLIC SAFETY - POLICE LABOR RATES

Source: 05/28/2020 Salary Schedule

	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
Operations								
Police Officer ***	\$119,131	94.91%	\$232,198	1,816	\$127.86	20.4%	33.5%	\$205.54
Police Sergeant	134,056	94.91%	261,288	1,816	143.88	20.4%	33.5%	231.29
Police Lieutenant	154,206	94.91%	300,562	1,816	165.51	20.4%	33.5%	266.06
Police Field Service Technician***	83,147	94.67%	161,865	1,703	95.05	20.4%	33.5%	152.79
Evidence Technician	110,890	94.67%	215,873	1,703	126.76	20.4%	33.5%	203.77
Neighborhood Outreach Manager	96,460	45.61%	140,453	1,703	82.47	20.4%	33.5%	132.58
Support								
Police Chief	211,874	94.91%	412,962	1,703	242.49	20.4%	0.0%	292.03
Police Captain	177,398	94.91%	345,766	1,703	203.03	20.4%	0.0%	244.51
Communications Manager	115,024	45.61%	167,483	1,703	98.35	20.4%	0.0%	118.44
Communications Supervisor	99,086	45.61%	144,276	1,703	84.72	20.4%	0.0%	102.03
Communications Technician	84,682	45.61%	123,303	1,703	72.40	20.4%	0.0%	87.20
Records Clerk II ***	72,661	45.61%	105,800	1,703	62.13	20.4%	0.0%	74.82
Records Supervisor	89,388	45.61%	130,155	1,703	76.43	20.4%	0.0%	92.04
Senior Administrative Analyst	91,858	45.61%	133,752	1,703	78.54	20.4%	0.0%	94.58
Administrative Assistant III	60,788	45.61%	88,512	1,703	51.97	20.4%	0.0%	62.59

\* Represents top step in range except Police Officer which is shown at Step 5.

\*\* Program indirect costs are not allocated to support positions.

\*\*\*Police Officer and Records Clerk include 5.26% Education Incentive; Field Service Technician includes 2.63% Education Incentive

Leave Benefits	Sworn	Operations	Support	Office
Total Days (2080 hours)	260	260	260	260
Vacation Days	(15)	(15)	(15)	(15)
Holidays	(12)	(12)	(12)	(12)
Sick (12 days @ 50%)	(6)	(6)	(6)	(6)
Productive Days	227	227	227	227
Productive Hours	1,816	1,816	1,816	1,816
Breaks (30 minutes daily)		(114)	(114)	(114)
<b>Total Productive Hours</b>	<b>1,816</b>	<b>1,703</b>	<b>1,703</b>	<b>1,703</b>

Paid Benefit Rate	Sworn	Operations	Support	Office
Retirement (including UAL)	81.56%	81.56%	32.87%	32.87%
Medicare	1.45%	1.45%	1.45%	1.45%
Unemployment	0.40%	0.40%	0.40%	0.40%
Group Insurance	10.72%	10.72%	10.35%	10.35%
Uniform	0.78%	0.54%	0.54%	0.54%
<b>Total Paid Benefits Rate</b>	<b>94.91%</b>	<b>94.67%</b>	<b>45.61%</b>	<b>45.61%</b>

### Indirect Cost Allocation (Source: Mahoney & Associates)

FY2020 CAP	Amount	Percent
Citywide Indirect Costs	<b>3,585,967</b>	<b>20.4%</b>
Program Costs		
Direct Costs		
Patrol	9,337,298	
Traffic Safety	796,078	
Investigation	2,786,997	
Neighborhood Services	229,238	
Animal Regulation		
Total Direct Costs	13,149,611	
Indirect Costs		
Administration	1,997,594	
Animal Control		
Support Services	2,484,815	
Fire Dispatch *	(79,820)	
Total Indirect Costs	4,402,589	<b>33.5%</b>
Total Program Costs	17,552,200	

## PUBLIC SAFETY - FIRE LABOR RATES

Source: 05/28/2020 Salary Schedule

	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
<b>Operations</b>								
Battalion Chief	\$150,228	84.09%	\$276,551	2,532	\$109.23	17.6%	9.2%	\$140.37
Deputy Fire Chief	\$161,668	84.09%	297,611	2,532	117.55	17.6%	9.2%	151.06
Fire Captain	\$111,332	97.09%	219,422	2,532	86.67	17.6%	9.2%	111.37
Fire Engineer	\$95,264	97.09%	187,754	2,532	74.16	17.6%	9.2%	95.30
Fire Engineer/EMT	\$106,704	97.09%	210,300	2,532	83.06	17.6%	9.2%	106.74
Firefighter	\$87,958	97.09%	173,354	2,532	68.47	17.6%	9.2%	87.99
Firefighter/EMT	\$98,514	97.09%	194,159	2,532	76.69	17.6%	9.2%	98.55
Fire Marshal Chief Building Official	\$133,536	95.53%	261,096	1,703	153.32	17.6%	9.2%	197.02
Fire Inspector III	\$95,966	95.53%	187,638	1,703	110.18	17.6%	9.2%	141.59
Hazardous Materials Coordinator	\$114,790	95.53%	224,443	1,703	131.79	17.6%	9.2%	169.37
<b>Support</b>								
Fire Chief	\$185,822	95.69%	363,631	1,703	213.52	17.6%	0.0%	251.17
Fire Vehicle Mechanic	\$97,630	46.37%	142,898	1,703	83.91	17.6%	0.0%	98.71
Administrative Assistant III	\$60,788	52.28%	92,571	1,703	54.36	17.6%	0.0%	63.94
Administrative Analyst	\$83,356	52.28%	126,938	1,703	74.54	17.6%	0.0%	87.68

\* Represents top step in range.

\*\* Program indirect costs are not allocated to support positions.

Leave Benefits	Sworn	Technical	Office	Operations
Total Annual Hours	2,912	2,080	2,080	2,080
Vacation Hours	(168)	(120)	(120)	(120)
Holiday Hours	(145)	(96)	(96)	(96)
Sick (@ 50% of accrual)	(67)	(48)	(48)	(48)
Breaks (30 minutes daily)		(114)	(114)	(114)
<b>Total Productive Hours</b>	<b>2,532</b>	<b>1,703</b>	<b>1,703</b>	<b>1,703</b>

Paid Benefits	Sworn	Technical	Office	Operations
Retirement (including UAL)	81.56%	81.56%	32.87%	32.87%
Medicare	1.45%	1.45%	1.45%	1.45%
Unemployment	0.40%	0.40%	0.40%	0.40%
Group Insurance	11.65%	11.65%	17.56%	11.65%
FLSA overtime	1.56%	0.00%	0.00%	0.00%
Uniform	0.47%	0.47%	0.00%	0.00%
<b>Total Paid Benefits Rate</b>	<b>97.09%</b>	<b>95.53%</b>	<b>52.28%</b>	<b>46.37%</b>

### Indirect Cost Allocation (Source: Mahoney & Associate)

FY2020 CAP	Amount	Percent
Citywide Indirect Costs	<b>\$ 2,130,659</b>	<b>17.6%</b>
Program Costs		
Direct Costs		
Emergency Response	\$10,175,128	
Hazard Prevention	885,601	
Total Direct Costs	\$11,060,729	
Indirect Costs		
Administration	\$ 936,461	
Training	73,793	
Fire Station Fac Sup	30,106	
Disaster Preparedness	62,052	
Dispatch*	(79,820)	
Total Indirect Costs	\$ 1,022,592	<b>9.2%</b>
Total Program Costs	\$12,083,321	

# PUBLIC UTILITIES LABOR RATES

Source: 05/28/2020 Salary Schedule

	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
Operations Support								
Director of Utilities	\$177,398	52.28%	\$270,150	1,703	\$158.68	24.5%	0.0%	\$197.58
Dep Dir-Utilities/Water	142,870	52.28%	217,569	1,703	127.79	24.5%	0.0%	159.12
Dep Dir-Utilities/Wastewater	142,870	52.28%	217,569	1,703	127.79	24.5%	0.0%	159.12
Business Manager	106,340	52.28%	161,939	1,703	95.12	24.5%	0.0%	118.44
Utilities Engineer	106,340	52.28%	161,939	1,703	95.12	24.5%	0.0%	118.44
Utilities Projects Manager	106,340	52.28%	161,939	1,703	95.12	24.5%	0.0%	118.44
Supervising Administrative Assistant	65,728	52.28%	100,094	1,703	58.79	24.5%	0.0%	73.21
Administrative Assistant III	60,788	52.28%	92,571	1,703	54.37	24.5%	0.0%	67.70
Water Services								
Water Distribution Supervisor	101,296	52.28%	154,258	1,703	90.61	24.5%	0.0%	112.82
Water Distribution Chief Operator	87,464	52.28%	133,194	1,703	78.23	24.5%	0.0%	97.41
Water Distribution System Operator	79,924	52.28%	121,712	1,703	71.49	24.5%	0.0%	89.02
Underground Utilities Locator	60,788	52.28%	92,571	1,703	54.37	24.5%	0.0%	67.70
Water Treatment Plant Supervisor	111,670	52.28%	170,056	1,703	99.89	24.5%	0.0%	124.37
Water Treatment Plant Operator	91,156	52.28%	138,816	1,703	81.54	24.5%	0.0%	101.53
Water Treatment Plant Chief Operator	98,280	52.28%	149,665	1,703	87.91	24.5%	0.0%	109.46
Whale Rock Reservoir Supervisor	101,296	52.28%	154,258	1,703	90.61	24.5%	0.0%	112.82
Water Supply Operator	79,924	52.28%	121,712	1,703	71.49	24.5%	0.0%	89.02
Wastewater Services								
Wastewater Collection Supervisor	101,296	52.28%	154,258	1,703	90.61	24.5%	0.0%	112.82
Wastewater Collection Systems Operator	79,924	52.28%	121,712	1,703	71.49	24.5%	0.0%	89.02
Water Res Recovery Chief Maint Tech	93,288	52.28%	142,063	1,703	83.44	24.5%	0.0%	103.90
Water Res Recovery Maint	91,156	52.28%	138,816	1,703	81.54	24.5%	0.0%	101.53
Water Res Recovery Operator	91,156	52.28%	138,816	1,703	81.54	24.5%	0.0%	101.53
Laboratory Analyst	91,156	52.28%	138,816	1,703	81.54	24.5%	0.0%	101.53
Laboratory Manager	106,340	52.28%	161,939	1,703	95.12	24.5%	0.0%	118.44
Environ Compliance Inspector	76,804	52.28%	116,961	1,703	68.70	24.5%	0.0%	85.54
Environ. Programs Manager	101,296	52.28%	154,258	1,703	90.61	24.5%	0.0%	112.82

\* Represents top step in range.

\*\* Program indirect costs are not allocated to support positions.

## Leave Benefits

Total Days (2080 hours)	260
Vacation Days	(15)
Holidays	(12)
Sick (12 days @ 50%)	(6)
Productive Days	227
Productive Hours	1,816
Breaks (30 minutes daily)	(114)
<b>Total Productive Hours</b>	<b>1,703</b>

## Paid Benefit Rate

Retirement	32.87%
Medicare	1.45%
Unemployment	0.40%
Group Insurance	17.56%
<b>Total Paid Benefit Rate</b>	<b>52.28%</b>

## Indirect Cost Allocation (Source: Mahoney & Associates)

FY2020 CAP	Amount	Percent
Water	1,722,409	
Sewer	1,712,752	
Jack House		
Whale Rock	186,211	
Total Indirect Costs	3,621,372	24.5%
Program Costs		
Direct Costs		
Water	6,361,662	
Sewer	7,522,181	
Jack House		
Whale Rock	887,145	
Total Direct Costs	14,770,988	
Indirect Costs - Public Utilities Admin & Eng		0.0%
Total Program Costs	14,770,988	

## PUBLIC UTILITIES LABOR RATES (cont.)

Source: 05/28/2020 Salary Schedule

Wastewater Services	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
Wastewater Collection Supervisor	99,320	52.28%	151,249	1,703	88.84	24.5%	0.0%	110.62
Wastewater Collection Systems Operator	78,754	52.28%	119,930	1,703	70.44	24.5%	0.0%	87.71
Water Res Recovery Chief Maint Tech	91,910	52.28%	139,965	1,703	82.21	24.5%	0.0%	102.37
Water Res Recovery Maint	89,804	52.28%	136,758	1,703	80.33	24.5%	0.0%	100.02
Water Res Recovery Operator	89,804	52.28%	136,758	1,703	80.33	24.5%	0.0%	100.02
Laboratory Analyst	89,804	52.28%	136,758	1,703	80.33	24.5%	0.0%	100.02
Laboratory Manager	102,206	52.28%	155,644	1,703	91.42	24.5%	0.0%	113.83
Environ Compliance Inspector	75,660	52.28%	115,218	1,703	67.68	24.5%	0.0%	84.27
Environ. Programs Manager	97,370	52.28%	148,279	1,703	87.10	24.5%	0.0%	108.45

\* Represents top step in range.

\*\* Program indirect costs are not allocated to support positions.

### Leave Benefits

Total Days (2080 hours)	260
Vacation Days	(15)
Holidays	(12)
Sick (12 days @ 50%)	(6)
Productive Days	227
Productive Hours	1,816
Breaks (30 minutes daily)	(114)
<b>Total Productive Hours</b>	<b>1,703</b>

### Paid Benefit Rate

Retirement (including UAL)	32.87%
Medicare	1.45%
Unemployment	0.40%
Group Insurance	17.56%
<b>Total Paid Benefit Rate</b>	<b>52.28%</b>

# TRANSPORTATION LABOR RATES

Source: 05/28/2020 Salary Schedule

	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
<b>Transportation Planning &amp; Engineering</b>								
Principal Planner	\$117,260	52.28%	\$178,569	1,816	\$98.33	22.6%	0.0%	\$ 120.60
Supervising Civil Engineer	117,260.00	52.28%	178,569	1,816	\$98.33	22.6%	0.0%	120.60
Transportation Manager	117,260.00	52.28%	178,569	1,816	\$98.33	22.6%	0.0%	120.60
Engineer III	99,580.00	52.28%	151,645	1,816	83.50	22.6%	0.0%	102.42
<b>Streets, Creek &amp; Flood Protection</b>	-							
Streets Maintenance Supervisor	91,858.00	52.28%	139,885	1,816	77.03	45.4%	0.0%	112.02
Streets Crew Coordinator	71,162.00	52.28%	108,369	1,816	59.67	45.4%	0.0%	86.78
Street Maintenance Operator	64,012.00	52.28%	97,480	1,816	53.68	45.4%	0.0%	78.06
Signal & Streetlight Technician	72,904.00	52.28%	111,021	1,816	61.14	45.4%	0.0%	88.90
<b>Parking</b>	-							
Parking Program Manager	106,340.00	52.28%	161,939	1,816	89.17	34.9%	0.0%	120.34
Parking Enforcement Officer II	60,788.00	52.28%	92,571	1,816	50.98	34.9%	0.0%	68.79
Parking Services Supervisor	83,356.00	52.28%	126,938	1,816	69.90	34.9%	0.0%	94.33
Parking Coordinator	65,728.00	52.28%	100,094	1,816	55.12	34.9%	0.0%	74.38
Administrative Assistant III	60,788.00	52.28%	92,571	1,816	50.98	34.9%	0.0%	68.79
Supervising Administrative Assistant	65,728.00	52.28%	100,094	1,816	55.12	34.9%	0.0%	74.38
Parking Meter Repair Worker	57,720.00	52.28%	87,899	1,816	48.40	34.9%	0.0%	65.32
<b>Transit</b>	-							
Transit Assistant	60,788.00	52.28%	92,571	1,816	50.98	24.9%	0.0%	63.65
Transit Manager	106,340.00	52.28%	161,939	1,816	89.17	24.9%	0.0%	111.35

\* Represents top step in range.

\*\* Public works administration costs are allocated as part of the citywide rate

## Leave Benefits

Total Days (2080 hours)	260
Vacation Days	(15)
Holidays	(12)
Sick (12 days @ 50%)	(6)
Productive Days	227
Productive Hours	1,816
<b>Total Productive Hours</b>	<b>1,816</b>

## Paid Benefit Rate

Retirement (including UAL)	32.87%
Medicare	1.45%
Unemployment	0.40%
Group Insurance	17.56%
<b>Total Paid Benefit Rate</b>	<b>52.28%</b>

## Indirect Cost Allocation (Source: Mahoney & Associates)

FY2019 CAP	Amount	Percent
<b>Transportation Planning</b>		
Citywide Indirect Rate		<b>22.6%</b>
<b>Streets, Creek &amp; Flood Protection</b>		
Citywide Indirect Costs	1,115,877	<b>45.4%</b>
Program Direct Costs	2,456,743	
<b>Parking</b>		
Citywide Indirect Costs	869,887	<b>34.9%</b>
Program Direct Costs	2,489,100	
<b>Transit</b>		
Citywide Indirect Costs	226,183	<b>24.9%</b>
Program Direct Costs	909,464	

# LEISURE, CULTURAL & SOCIAL SERVICES LABOR RATES

Source: 05/28/2020 Salary Schedule

	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
<b>Programs Managed by Parks &amp; Recreation</b>								
<b>Recreation Programs</b>								
Director of Parks & Recreation	\$177,398	52.28%	\$270,150	1,703	\$158.68	37.1%	0.0%	\$217.48
Recreation Manager	96,460	52.28%	146,894	1,703	86.28	37.1%	0.0%	118.26
Recreation Coordinator	65,728	52.28%	100,094	1,703	58.79	37.1%	0.0%	80.58
Recreation Supervisor	83,356	52.28%	126,938	1,703	74.56	37.1%	0.0%	102.19
Ranger Maintenance Worker	54,808	52.28%	83,464	1,703	49.02	37.1%	0.0%	67.19
Supervising Administrative Assistant	65,728	52.28%	100,094	1,703	58.79	37.1%	0.0%	80.58
Administrative Assistant III	60,788	52.28%	92,571	1,703	54.37	37.1%	0.0%	74.52
Golf Maint Crew Coordinator	65,728	52.28%	100,094	1,703	58.79	28.9%	0.0%	75.81
<b>Programs Managed by Public Works</b>								
<b>Parks &amp; Landscape Maintenance</b>								
Parks Maintenance Supervisor	91,858	52.28%	139,885	1,703	82.16	28.6%	0.0%	105.64
Parks Maintenance Specialist	64,012	52.28%	97,480	1,703	57.26	28.6%	0.0%	73.61
Maintenance Worker III-Parks	57,720	52.28%	87,899	1,703	51.63	28.6%	0.0%	66.38
Urban Forest Sup/Arborist	91,858	52.28%	139,885	1,703	82.16	28.6%	0.0%	105.64

\* Represents top step in range.

\*\* Recreation and public works administration costs are allocated as part of the citywide rate.

## Leave Benefits

Total Days (2080 hours)	260
Vacation Days	(15)
Holidays	(12)
Sick (12 days @ 50%)	(6)
Productive Days	227
Productive Hours	1,816
Breaks (30 minutes daily)	(114)
<b>Total Productive Hours</b>	<b>1,703</b>

## Paid Benefit Rate

Retirement (including UAL)	32.87%
Medicare	1.45%
Unemployment	0.40%
Group Insurance	17.56%
<b>Total Paid Benefit Rate</b>	<b>52.28%</b>

## Indirect Cost Allocation (Source: Mahoney & Associates)

FY2019 CAP	Amount	Percent
<b>Recreation Programs</b>		
Citywide Indirect Costs ***	1,184,909	<b>37.1%</b>
Program Direct Costs	3,197,333	
<b>Golf</b>		
Citywide Indirect Costs	172,269	<b>28.9%</b>
Program Direct Costs	595,060	
<b>Parks &amp; Landscape Maintenance</b>		
Citywide Indirect Costs	1,120,575	<b>28.6%</b>
Program Direct Costs	3,922,464	

\*\*\* Excludes direct costs of facilities use.

# COMMUNITY DEVELOPMENT LABOR RATES

Source: 05/28/2020 Salary Schedule

	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
<b>Programs Managed by Community Development</b>								
<b>Operations Support</b>								
Director of Community Development	\$173,914	52.28%	\$264,844	1,703	\$155.56	93.1%	0.0%	\$300.34
Supervising Administrative Assistant	64,766	52.28%	98,629	1,703	57.93	93.1%	0.0%	111.85
<b>Planning</b>								
Dep Dir-CDD-Long Range Planning	140,062	52.28%	213,293	1,703	125.28	93.1%	26.6%	306.10
Associate Planner	86,164	52.28%	131,214	1,703	77.07	93.1%	26.6%	188.31
Senior Planner	94,562	52.28%	144,003	1,703	84.58	93.1%	26.6%	206.66
Planning Technician	59,878	52.28%	91,185	1,703	53.56	93.1%	26.6%	130.86
Housing Programs Manager	94,562	52.28%	144,003	1,703	84.58	93.1%	26.6%	206.66
Administrative Assistant III	59,878	52.28%	91,185	1,703	53.56	93.1%	26.6%	130.86
Permit Technician II	59,878	52.28%	91,185	1,703	53.56	93.1%	26.6%	130.86
<b>Building &amp; Safety</b>								
Dep Dir-CDD-Dev Review	140,062	52.28%	213,293	1,703	125.28	16.4%	25.2%	182.62
Fire Marshall Chief Building Official	130,910	52.28%	199,356	1,703	117.10	16.4%	25.2%	170.69
Administrative Assistant III	59,878	52.28%	91,185	1,703	53.56	16.4%	25.2%	78.07
Permit Technician II	59,878	52.28%	91,185	1,703	53.56	16.4%	25.2%	78.07
Code Enforcement Officer II	86,164	52.28%	131,214	1,703	77.07	16.4%	25.2%	112.34
Plans Examiner	86,164	52.28%	131,214	1,703	77.07	16.4%	25.2%	112.34
Permit Services Coordinator	81,718	52.28%	124,444	1,703	73.09	16.4%	25.2%	106.55
Building Inspector II	81,796	52.28%	124,563	1,703	73.16	16.4%	25.2%	106.65

\* Represents top step in range.

\*\* Program indirect costs are not allocated to support positions.

## Leave Benefits

Total Days (2080 hours)	260
Vacation Days	(15)
Holidays	(12)
Sick (12 days @ 50%)	(6)
Productive Days	227
Productive Hours	1,816
Breaks (30 minutes daily)	(114)
<b>Total Productive Hours</b>	<b>1,703</b>

## Paid Benefit Rate

Retirement (including UAL)	32.87%
Medicare	1.45%
Unemployment	0.40%
Group Insurance	17.56%
<b>Total Paid Benefits Rate</b>	<b>52.28%</b>

## Indirect Cost Allocation (Source: Mahoney & Associates)

FY2020 CAP	Amount	Percent
<b>Planning</b>		
Citywide Indirect Costs	1,376,298	<b>93.1%</b>
Program Indirect Costs		
Community Development Administration	<b>294,737</b>	
Commissions & Committees	<u>15,513</u>	
Total Program Indirect Costs	310,250	<b>26.6%</b>
Program Direct Costs	<u>1,168,541</u>	
Program Total	1,478,791	
<b>Building &amp; Safety</b>		
Citywide Indirect Costs	466,232	<b>16.4%</b>
Program Indirect Costs - Comm Dev Admin	<b>572,427</b>	<b>25.2%</b>
Program Direct Costs	<u>2,269,498</u>	
Program Total	2,841,925	



## COMMUNITY DEVELOPMENT LABOR RATES (cont.)

Source: 05/28/2020 Salary Schedule

	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
<b>Programs Managed by Public Works</b>								
<b>Engineering</b>								
Supervising Civil Engineer	117,260	52.28%	178,569	1,703	104.89	34.1%	0.0%	\$140.63
Senior Civil Engineer	106,340	52.28%	161,939	1,703	95.12	34.1%	0.0%	127.53
Engineering Inspector IV	99,580	52.28%	151,645	1,703	89.07	34.1%	0.0%	119.43
Engineer III	99,580	52.28%	151,645	1,703	89.07	34.1%	0.0%	119.43
Engineering Technician III	72,904	52.28%	111,021	1,703	65.21	34.1%	0.0%	87.43
Construction Engineering Manager	117,260	52.28%	178,569	1,703	104.89	34.1%	0.0%	140.63
<b>Programs Managed by Administration</b>								
<b>Economic Development</b>								
Economic Development Manager	117,260	52.28%	\$178,569	1,703	\$104.89	56.8%	0.0%	\$164.50
Administrative Assistant III	60,788	52.28%	92,571	1,703	54.37	56.8%	0.0%	85.28
<b>Natural Resource Protection</b>								
-								
Sustainability and Natural Resources Official	125,502	52.28%	191,120	1,703	112.26	56.8%	0.0%	176.06
City Biologist	101,296	52.28%	154,258	1,703	90.61	56.8%	0.0%	142.11

\* Represents top step in range.

\*\* Public works and city administration costs are allocated as part of the citywide rate.

### Leave Benefits

Total Days (2080 hours)	260
Vacation Days	(15)
Holidays	(12)
Sick (12 days @ 50%)	(6)
Productive Days	227
Productive Hours	1,816
Breaks (30 minutes daily)	(114)
<b>Total Productive Hours</b>	<b>1,703</b>

### Paid Benefit Rate

Retirement	32.87%
Medicare	1.45%
Unemployment	0.40%
Group Insurance	17.56%
<b>Total Paid Benefits Rate</b>	<b>52.28%</b>

### Indirect Cost Allocation (Source: Mahoney & Associates)

FY2020 CAP	Amount	Percent
<b>Engineering-Development Review</b>		
Citywide Indirect Costs	751,516	<b>34.1%</b>
Program Direct Costs	2,205,278	
<b>Economic Health</b>		
Citywide Indirect Costs	153,333	<b>56.8%</b>
Program Direct Costs	269,768	
<b>Natural Resource Protection</b>		
Citywide Indirect Costs	126,626	<b>0.0%</b>
Program Direct Costs	0	



# GENERAL GOVERNMENT LABOR RATES

Source: 05/28/2020 Salary Schedule

	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
<b>Administration</b>								
City Manager	\$238,550	45.86%	\$347,949	1,703	\$204.38	23.4%	0.0%	\$252.11
Assistant City Manager	204,074	45.86%	297,662	1,703	174.84	23.4%	0.0%	215.67
Asst to City Manager	111,670	45.86%	162,882	1,703	95.67	23.4%	0.0%	118.02
Administration Executive Assistant	65,442	45.86%	95,454	1,703	56.07	23.4%	0.0%	69.16
City Clerk	117,260	45.86%	171,035	1,703	100.46	23.4%	0.0%	123.93
Deputy City Clerk II	65,728	45.86%	95,871	1,703	56.31	23.4%	0.0%	69.46
<b>Attorney</b>								
City Attorney	225,706	45.86%	329,215	1,703	193.37	23.4%	0.0%	238.54
Assistant City Attorney II	153,556	45.86%	223,977	1,703	131.56	23.4%	0.0%	162.28
Legal Assistant/Paralegal	71,422	45.86%	104,176	1,703	61.19	23.4%	0.0%	75.48
<b>Finance</b>								
Director of Finance	177,398	45.86%	258,753	1,703	151.98	23.4%	0.0%	187.48
Accounting Manager	125,502	45.86%	183,057	1,703	107.52	23.4%	0.0%	132.64
Supervising Acct Assistant	65,728	45.86%	95,871	1,703	56.31	23.4%	0.0%	69.46
Senior Accountant	91,858	45.86%	133,984	1,703	78.70	23.4%	0.0%	97.08
Financial Analyst	83,356	45.86%	121,583	1,703	71.41	23.4%	0.0%	88.09
Principal Budget Analyst	101,296	45.86%	147,750	1,703	86.78	23.4%	0.0%	107.05
Accounting Assistant III	57,720	45.86%	84,190	1,703	49.45	23.4%	0.0%	61.00
<b>Information Technology</b>								
Information Technology Manager	133,536	45.86%	194,776	1,703	114.41	23.4%	0.0%	141.13
Information Technology Supp Service Sup	83,356	45.86%	121,583	1,703	71.41	23.4%	0.0%	88.09
Information Technology Assistant	60,788	45.86%	88,665	1,703	52.08	23.4%	0.0%	64.24
Information Services Supervisor	101,296	45.86%	147,750	1,703	86.78	23.4%	0.0%	107.05
Information Technology System Engineer	92,092	45.86%	134,325	1,703	78.90	23.4%	0.0%	97.33
Enterprise System Database Administrator	92,092	45.86%	134,325	1,703	78.90	23.4%	0.0%	97.33
Network Services Supervisor	106,340	45.86%	155,108	1,703	91.11	23.4%	0.0%	112.38
<b>Human Resources</b>								
Director of Human Resources	177,398	45.86%	258,753	1,703	151.98	23.4%	0.0%	187.48
Human Resources Analyst II	91,858	45.86%	133,984	1,703	78.70	23.4%	0.0%	97.08
Human Resource Manager	101,296	45.86%	147,750	1,703	86.78	23.4%	0.0%	107.05
Human Resources Specialist	67,730	45.86%	98,791	1,703	58.03	23.4%	0.0%	71.58
Human Resources Admin Assistant III	65,442	45.86%	95,454	1,703	56.07	23.4%	0.0%	69.16

\* Represents top step in range.

\*\* All general government program indirect costs are allocated as part of the citywide rate.

## Leave Benefits

Total Days (2080 hours)	260
Vacation Days	(15)
Holidays	(12)
Sick (12 days @ 50%)	(6)
Productive Days	227
Productive Hours	1,816
Breaks (30 minutes daily)	(114)
<b>Total Productive Hours</b>	<b>1,703</b>

## Paid Benefit Rate

Retirement	27.75%
Medicare	1.45%
Unemployment	0.40%
Group Insurance	16.26%
<b>Total Paid Benefits Rate</b>	<b>45.86%</b>

# GENERAL GOVERNMENT LABOR RATES (cont.)

Source: 05/28/2020 Salary Schedule

	Regular Annual * Salary	Paid Benefit Rate	Total Compensation	Productive Hours	Hourly Rate	Indirect Cost Rate		Hourly Billing Rate
						Citywide	** Program	
<b>Programs Managed by Public Works</b>								
<b>Public Works Administration</b>								
Director of Public Works	173,914	52.28%	264,844	1,703	155.56	23.4%	0.0%	191.89
Dep Dir-PW/City Engineer	147,108	52.28%	224,023	1,703	131.58	23.4%	0.0%	162.32
Administrative Analyst	81,718	52.28%	124,444	1,703	73.09	23.4%	0.0%	90.17
Supervising Administrative Assistant	64,766	52.28%	98,629	1,703	57.93	23.4%	0.0%	71.46
Administrative Assistant III	59,878	52.28%	91,185	1,703	53.56	23.4%	0.0%	66.07
<b>Geographic Information Services</b>								
GIS Specialist II	86,164	52.28%	131,214	1,703	77.07	23.4%	0.0%	95.07
<b>Building Maintenance</b>								
Facilities Maintenance Supervisor	90,064	52.28%	137,153	1,703	80.56	23.4%	0.0%	99.38
Facilities Maintenance Technician	70,122	52.28%	106,785	1,703	62.72	23.4%	0.0%	77.37
Maintenance Worker I	51,272	52.28%	78,079	1,703	45.86	23.4%	0.0%	56.57
<b>Vehicle and Equipment Maintenance</b>								
Fleet Maintenance Supervisor	90,064	52.28%	137,153	1,703	80.56	23.4%	0.0%	99.38
Heavy Equipment Mechanic	64,766	52.28%	98,629	1,703	57.93	23.4%	0.0%	71.46

\* Represents top step in range.

\*\* All general government program indirect costs are allocated as part of the citywide rate.

## Leave Benefits

Total Days (2080 hours)	260
Vacation Days	(15)
Holidays	(12)
Sick (12 days @ 50%)	(6)
Productive Days	227
Productive Hours	1,816
Breaks (30 minutes daily)	(114)
<b>Total Productive Hours</b>	<b>1,703</b>

## Paid Benefit Rate

Retirement (including UAL)	32.87%
Medicare	1.45%
Unemployment	0.40%
Group Insurance	17.56%
<b>Total Paid Benefit Rate</b>	<b>52.28%</b>

## Rate Calculation Data (Source: Mahoney & Associates)

Total Exp	89,689,609
<b>CS Dept Exp</b>	
1011001 City Administration	949,231
1011501 City Attorney	866,919
1011021 City Clerk	566,644
1012001 Financial - Admin(only)	424,575
1011101 Network Services	2,992,351
1011103 Information Services	1,031,587
1012006 Finance Support Services	146,199
1013001 Human Resources	1,207,765
1013002 Risk Management	5,402
1013003 Wellness Program	3,114
1015001 Public Works Admin	945,448
1015005 Facilities Maintenance	1,152,577
1015008 Fleet	1,077,423
1015010 Transportation Plan/Eng	896,195
8020000 Insurance ISF	4,136,748
	16,402,178
Citywide Exp	73,287,431
Citywide CAP(FY20)	17,116,946

Citywide CAP (FY20)	17,116,946
Citywide Exp	73,287,431

CITY OF SAN LUIS OBISPO, CA

2 CFR PART 200  
COST ALLOCATION PLAN

Fiscal Year 2020  
Prepared April 8, 2021

**Mahoney  
& Associates Consulting, LLC**

*Specializing in Cost Plans & Government Finance*

1870 Divot Road  
Carson City, NV 89701

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## **COST ALLOCATION METHODOLOGY**

### **INTRODUCTION**

The cost allocation plan was prepared in accordance with the 2CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information was obtained from the financial statements for the year ended June 30, 2020. Statistics used to allocate costs were taken from FY2020 data by performing one hundred percent counts, or in some cases, conducting a representative sample period count.

### **STEP-DOWN ALLOCATION PROCEDURE**

A double step-down allocation methodology was used to distribute costs among central services and to programs that receive benefits. The double step-down method initially requires a sequential ordering of central service departments. Department indirect cost allocations are then made in the order elected to all benefiting programs, including cross allocations to other central services. To ensure that the cross-benefit of services among central services is fully recognized, a second step-down allocation for each central service is made. Costs allocated to each central service consist of the following:

First Allocation – the actual operating expenditures, exclusive of unallowable items (i.e. capital expenditures, interest expense, and general government costs as designated or required by 2 CFR Part 200), plus all allocated costs from all other central services which have been identified up to this point.

Second Allocation – costs from other central services made subsequent to that section's first allocation. With respect to the double step-down methodology, two important points should be noted:

1. The initial sequencing of Central Services was made in consideration of the ordering which maximizes the benefits of the services, and
2. After the second allocation of each central service, that service was "closed" and could not receive an additional allocation from other central services.

To ease comprehension and to avoid unnecessary bulk in the plan, the first and second allocations are shown on the same detail allocation schedule.

## **FORMAT**

A Table of Contents is included at the beginning of the Plan. The allocation of costs has been accomplished in the same order as shown in the Table of Contents. The Table of Contents also permits the ready identification of the following summary data and sections of the Plan:

Summary Data – Three summary schedules are provided at the beginning of the Plan:

1. Allocated Costs by Department (Schedule A) – provides the costs allocated from each central service to each operating department. The central service departments are listed on the left side of the page and the operating programs detailed in the plan are listed across the top. With a total at the bottom of the page.
2. Summary of Allocated Costs (Schedule C) – summarizes the costs allocated from each central service. The column labeled “Total Expenditures” is the total costs of the central service department. The column labeled “Cost Adjustments” are any costs added or deducted from the central service. The column labeled “Total Allocated” is the amount allocated to each operating department (this agrees with Schedule A).
3. Summary of Allocation Bases (Schedule E) – provides the bases used to allocate the costs for each function of every central service.

Sections – sections on each central service are presented in the following format:

1. Nature and Extent of Services – a narrative description of the central service and each function that was identified. Also described are the allocation bases used for each function and any other relevant information on expenditures.
2. Costs to be Allocated – presents the total costs to be allocated based on actual expenditures from the financial statements. Allocated additions represent costs allocated to a central service from other central services.

**FORMAT (Continued)**

1. Costs to be Allocated by Function – costs for each Central Service are functionalized to the extent deemed necessary to insure the application of allocation basis which most closely correlate with the benefits derived by receiving programs. Total costs allocated are the same as reflected on the previous schedule. Functions of the central services are listed across the top of the page and a detailed schedule is provided on each function.
2. Detail Allocation – detailed schedule of the allocation of each function is provided on all allocated functions except for General Administration. Costs of General Administration are re-allocated to all other agency functions based on functional costs unless otherwise noted.
3. Departmental Cost Allocation Summary – provides a summary of the costs allocated by function. The programs that received allocations are listed on the left side of the page and the central service functions are listed across the top.

**INTERVIEWS**

Through discussions and review with Departmental staff, Mahoney & Associates Consulting, LLC established functions performed by central service departments and costs associated with each function. It was the primary objective of Mahoney & Associates to use data representative of services provided to users while still adhering to the specifications of the 2 CFR Part 200 cost principles.

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The logo features a large, stylized ampersand (&) in the background. The word "Mahoney" is written in a serif font, positioned above the ampersand. The word "Associates" is written in a smaller serif font, positioned to the left of the ampersand. The word "Consulting, LLC" is written in a serif font, positioned to the right of the ampersand.  
**Mahoney  
Associates Consulting, LLC**  
*Specializing in Cost Plans & Government Finance*



### **CERTIFICATE OF COST ALLOCATION PLAN**

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish cost allocations or billings for Fiscal Year 2020 (July 1, 2019 through June 30, 2020) are allowable in accordance with the requirements of 2 CFR 200 and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

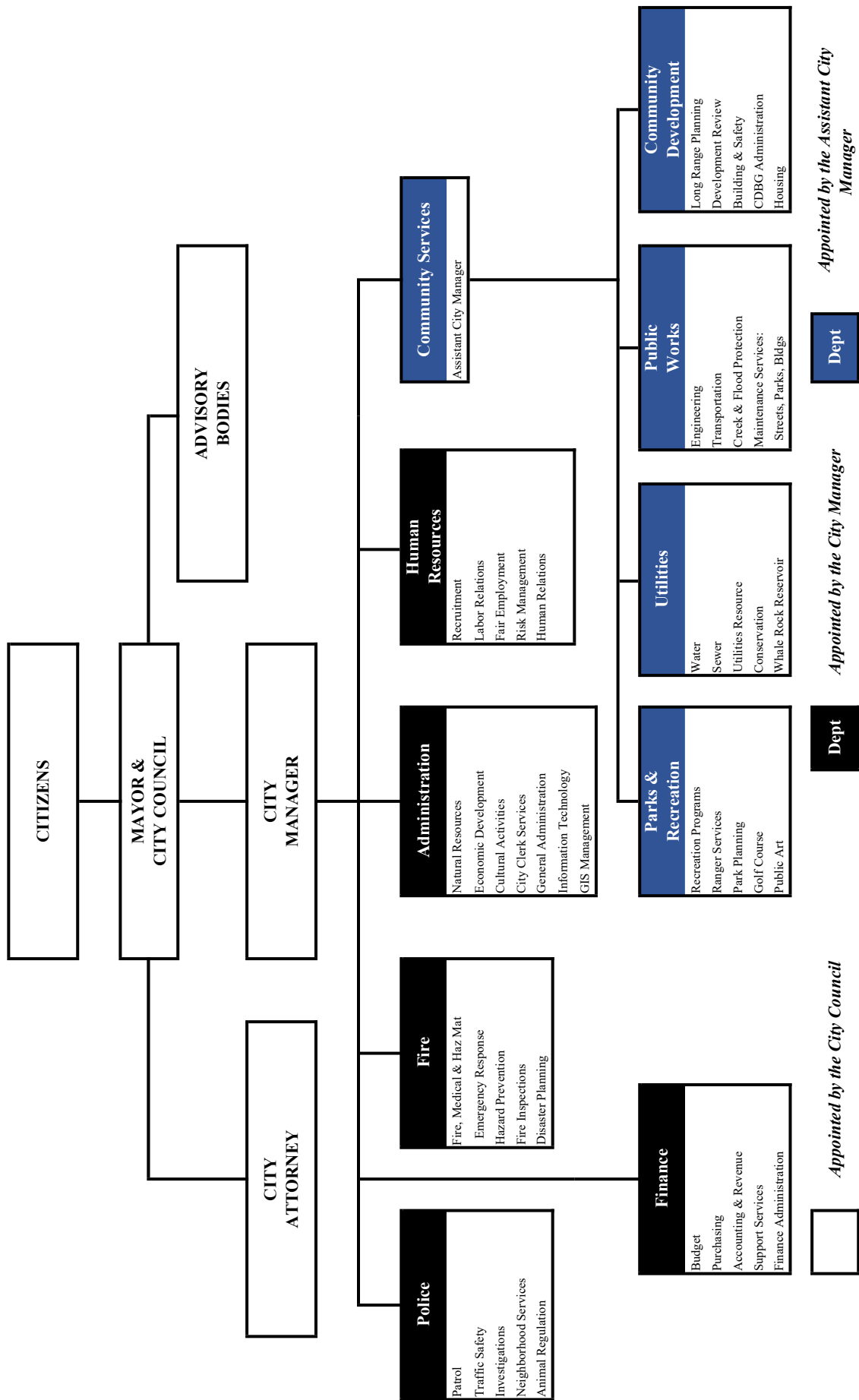


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City of San Luis Obispo, CA 2CFR 200 Cost Allocation

Allocated Costs by Department

Central Service Departments	<u>City Council</u>	<u>Cultural Activities</u>	<u>Econ Dev</u>	<u>Nat Res Protection</u>	<u>Tour/Bid Promo</u>	<u>Comm Promotion</u>	<u>Comm Svc Group</u>	<u>Fin NonDepart</u>	<u>Comm Dev Admin</u>
Building Charge	\$7,310	\$321	\$292	\$625					\$15,463
City Administration	\$1,871	\$3,954	\$118,491	\$50,582		\$4,682	\$114	\$1,987	\$10,317
City Attorney	\$1,791	\$3,783	\$3,071	\$7,034		\$4,479	\$109	\$1,901	\$9,870
City Clerk			\$419	\$838		\$104			\$74,943
Finance	\$1,994	\$6,882	\$5,655	\$10,762	\$36	\$9,343	\$93	\$3,379	\$20,324
Network Services	\$16,335		\$5,200	\$12,160	\$3,084	\$553			\$99,315
Information Services			\$1,185	\$2,372		\$297			\$221,691
Finance Support Services	\$208	\$439	\$356	\$816		\$519	\$12	\$220	\$1,144
Human Resources			\$3,599	\$7,196		\$900			\$19,791
Risk Management									
Wellness Program			\$127	\$255		\$32			\$821
Public Works Administration									
Facilities Maintenance	\$42,741	\$1,879	\$1,708	\$3,655					\$31,939
Fleet				\$3,901					
CIP Project Engineering									
Transportation/Plan Engineering									
Insurance ISF Fund	\$282	\$596	\$11,021	\$22,185		\$3,340	\$17	\$299	\$59,515
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$72,532</u>	<u>\$17,854</u>	<u>\$151,124</u>	<u>\$122,381</u>	<u>\$3,120</u>	<u>\$24,249</u>	<u>\$345</u>	<u>\$7,786</u>	<u>\$565,133</u>
Proposed Costs	\$72,532	\$17,854	\$151,124	\$122,381	\$3,120	\$24,249	\$345	\$7,786	\$565,133



Central Service Departments	<u>Commissions &amp; Comm</u>	<u>Development Review</u>	<u>Long Range Plan</u>	<u>Dev Services</u>	<u>Building &amp; Safety</u>	<u>Human Relations</u>	<u>Park Maint</u>	<u>Swim Center Maint</u>	<u>Urban Forest Svc</u>
Building Charge		\$6,168	\$3,522		\$9,793		\$3,832		\$590
City Administration	\$185	\$12,534	\$1,368	\$11,938	\$26,999	\$4,206	\$30,778	\$6,003	\$9,882
City Attorney	\$176	\$11,992	\$1,309	\$11,423	\$25,834	\$4,024	\$29,450	\$5,744	\$9,455
City Clerk	\$419	\$5,819	\$1,675		\$6,502		\$6,322	\$838	\$1,884
Finance	\$1,218	\$24,902	\$4,958	\$10,013	\$47,051	\$7,889	\$60,456	\$13,667	\$17,993
Network Services	\$2,211	\$75,819	\$10,066		\$73,313		\$83,849	\$13,730	\$29,887
Information Services		\$15,414			\$16,007		\$14,228	\$1,185	\$4,742
Finance Support Services	\$20	\$1,390	\$152	\$1,324	\$24,982	\$466	\$3,414	\$666	\$1,096
Human Resources		\$46,776			\$48,577		\$43,180	\$3,599	\$14,394
Risk Management									
Wellness Program	\$127	\$1,769	\$509		\$1,977		\$1,922	\$255	\$573
Public Works Administration		\$44,227					\$132,062	\$17,882	\$131,737
Facilities Maintenance		\$11,446	\$7,274		\$20,229		\$34,717		\$5,770
Fleet		\$5,201			\$11,702		\$144,326	\$5,201	\$36,407
CIP Project Engineering									
Transportation/Plan Engineering		\$219,071	\$123,021						
Insurance ISF Fund	\$27	\$138,883	\$206	\$1,797	\$146,334	\$633	\$131,096	\$11,442	\$43,642
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$4,383</u>	<u>\$621,411</u>	<u>\$154,060</u>	<u>\$36,495</u>	<u>\$459,300</u>	<u>\$17,218</u>	<u>\$719,632</u>	<u>\$80,212</u>	<u>\$308,052</u>
Proposed Costs	\$4,383	\$621,411	\$154,060	\$36,495	\$459,300	\$17,218	\$719,632	\$80,212	\$308,052

Central Service Departments	<u>Street Maint</u>	<u>Traffic Signals/Lights</u>	<u>Stormwater/Flo od Control</u>	<u>Wtr Admin/Eng</u>	<u>Solid Waste Rec</u>	<u>Rec Admin</u>	<u>Rec Facilities</u>	<u>Youth Services</u>	<u>Community Services</u>
Building Charge	\$4,422								
City Administration	\$13,610	\$6,180	\$9,438	\$38	\$1,037	\$9,285	\$2,265	\$10,155	\$5,645
City Attorney	\$13,022	\$5,912	\$9,030	\$36	\$992	\$8,884	\$2,167	\$9,716	\$5,401
City Clerk	\$4,459	\$838	\$2,993			\$11,877	\$1,825	\$8,281	\$1,281
Finance	\$28,311	\$11,529	\$17,506	\$30	\$1,315	\$16,003	\$6,689	\$34,659	\$11,546
Network Services	\$52,341	\$29,043	\$25,178			\$53,060	\$34,444	\$98,373	\$19,888
Information Services	\$11,442	\$2,372	\$55,002			\$37,886	\$1,185	\$2,372	\$2,372
Finance Support Services	\$1,510	\$685	\$1,047	\$4	\$116	\$1,029	\$251	\$1,127	\$626
Human Resources	\$34,724	\$7,196	\$22,130			\$14,394	\$3,599	\$7,196	\$7,196
Risk Management									
Wellness Program	\$1,356	\$255	\$910			\$764	\$555	\$2,518	\$390
Public Works Administration	\$122,496	\$28,504	\$15,370						
Facilities Maintenance	\$60,787	\$4,447				\$76,080	\$289,585	\$4,791	\$4,791
Fleet	\$261,348	\$20,804	\$28,605			\$6,501			
CIP Project Engineering									
Transportation/Plan Engineering									
Insurance ISF Fund	\$103,744	\$22,009	\$66,232	\$6	\$152	\$43,552	\$10,879	\$22,607	\$21,928
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$713,572</u>	<u>\$139,774</u>	<u>\$253,441</u>	<u>\$114</u>	<u>\$3,612</u>	<u>\$279,315</u>	<u>\$353,444</u>	<u>\$201,795</u>	<u>\$81,064</u>
Proposed Costs	\$713,572	\$139,774	\$253,441	\$114	\$3,612	\$279,315	\$353,444	\$201,795	\$81,064

Central Service Departments	<u>Ranger Program</u>	<u>Aquatics</u>	<u>Golf Course</u>	<u>Jack House</u>	<u>Police Admin</u>	<u>Patrol</u>	<u>Investigations</u>	<u>Police Support Svc</u>	<u>Neighborhood Svcs</u>
Building Charge									
City Administration	\$5,902	\$4,787	\$7,079	\$86	\$23,765	\$111,083	\$33,156	\$29,562	\$2,727
City Attorney	\$5,647	\$4,580	\$6,774	\$83	\$22,738	\$106,287	\$31,725	\$28,284	\$2,610
City Clerk	\$3,245	\$4,007	\$2,872		\$15,681	\$18,003	\$5,024	\$8,776	\$1,336
Finance	\$12,018	\$12,894	\$17,351	\$326	\$45,656	\$125,158	\$36,699	\$42,251	\$5,250
Network Services	\$41,097	\$38,224	\$30,627		\$80,885	\$447,452	\$76,249	\$137,105	\$18,737
Information Services	\$3,557	\$1,185	\$4,742		\$125,448	\$54,540	\$13,042	\$23,713	\$1,185
Finance Support Services	\$655	\$531	\$785	\$9	\$2,636	\$12,321	\$3,677	\$3,279	\$303
Human Resources	\$10,795	\$3,599	\$14,394		\$23,390	\$165,524	\$39,582	\$71,967	\$3,599
Risk Management					\$1,744				
Wellness Program	\$987	\$1,218	\$873		\$700	\$5,473	\$1,528	\$2,668	\$406
Public Works Administration									
Facilities Maintenance	\$4,791				\$24,608	\$24,608	\$24,608	\$49,216	\$24,608
Fleet	\$54,610		\$41,608		\$23,404	\$152,128	\$74,114	\$5,201	\$7,801
CIP Project Engineering									
Transportation/Plan Engineering									
Insurance ISF Fund	\$32,505	\$11,259	\$43,220	\$13	\$72,079	\$501,494	\$120,916	\$215,220	\$10,949
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$175,809</u>	<u>\$82,284</u>	<u>\$170,325</u>	<u>\$517</u>	<u>\$462,734</u>	<u>\$1,724,071</u>	<u>\$460,320</u>	<u>\$617,242</u>	<u>\$79,511</u>
Proposed Costs	\$175,809	\$82,284	\$170,325	\$517	\$462,734	\$1,724,071	\$460,320	\$617,242	\$79,511

Allocated Costs by Department

Central Service Departments	<u>Traffic Safety</u>	<u>Fire Admin</u>	<u>Emergency Response</u>	<u>Hazard Prevention</u>	<u>Training Services</u>	<u>Recruit Academy</u>	<u>Fire Apparatus</u>	<u>Fire Station Fac Sup</u>	<u>Disaster Assist</u>
Building Charge									
City Administration	\$9,471	\$11,141	\$121,051	\$10,535	\$878		\$4,511	\$358	\$738
City Attorney	\$9,062	\$10,660	\$115,823	\$10,081	\$840		\$4,316	\$343	\$706
City Clerk	\$1,675	\$11,143	\$19,573	\$3,349			\$838		
Finance	\$11,647	\$18,391	\$138,709	\$16,528	\$3,464	\$250	\$14,800	\$1,654	\$2,490
Network Services	\$28,361	\$63,850	\$305,351	\$47,976			\$7,075		
Information Services	\$4,742	\$98,428	\$53,355	\$7,114			\$2,372		
Finance Support Services	\$1,051	\$1,236	\$13,427	\$1,168	\$97		\$501	\$40	\$82
Human Resources	\$14,394	\$14,394	\$161,925	\$21,590			\$7,196		
Risk Management									
Wellness Program	\$509	\$541	\$5,950	\$1,018			\$255		
Public Works Administration									
Facilities Maintenance	\$24,608	\$22,355	\$22,355	\$22,355	\$22,355			\$22,355	\$22,355
Fleet	\$39,007								
CIP Project Engineering									
Transportation/Plan Engineering									
Insurance ISF Fund	\$43,580	\$43,831	\$492,457	\$64,817	\$132		\$21,758	\$54	\$111
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$188,107</u>	<u>\$295,970</u>	<u>\$1,449,976</u>	<u>\$206,531</u>	<u>\$27,766</u>	<u>\$250</u>	<u>\$63,622</u>	<u>\$24,804</u>	<u>\$26,482</u>
Proposed Costs	\$188,107	\$295,970	\$1,449,976	\$206,531	\$27,766	\$250	\$63,622	\$24,804	\$26,482

Allocated Costs by Department

Central Service Departments	<u>FD201 Local Sales Tax</u>	<u>FD202 Downtown Bid</u>	<u>FD205 CDBG</u>	<u>FD206 Law Enforc Grant</u>	<u>FD208 Tourism Bid</u>	<u>FD211 SB1 Road Repair</u>	<u>FD401 Cap Outlay</u>	<u>FD402 Fleet Replace</u>	<u>FD403 IT Replace</u>
Building Charge					\$238				
City Administration		\$3,237		\$508	\$16,456		\$24	\$3	
City Attorney		\$3,098		\$486	\$15,745		\$24	\$2	
City Clerk			\$419		\$732				
Finance	\$9,450	\$5,837	\$737	\$415	\$30,717		\$4,342	\$3	
Network Services			\$2,211		\$4,501				
Information Services			\$593		\$2,075				
Finance Support Services		\$359		\$57	\$1,825		\$3		
Human Resources			\$1,799		\$6,297				
Risk Management									
Wellness Program			\$127		\$223				
Public Works Administration									
Facilities Maintenance					\$1,384				
Fleet									
CIP Project Engineering			\$11,505				\$175,531		\$4,720
Transportation/Plan Engineering									
Insurance ISF Fund			\$5,269		\$18,442				
Natural Resources Protection (Utility Services)									
Eng Dev Review (Utility Services)									
Subtotal	<u>\$9,450</u>	<u>\$12,531</u>	<u>\$22,660</u>	<u>\$1,466</u>	<u>\$98,635</u>		<u>\$179,924</u>	<u>\$8</u>	<u>\$4,720</u>
Proposed Costs	\$9,450	\$12,531	\$22,660	\$1,466	\$98,635		\$179,924	\$8	\$4,720

Allocated Costs by Department

Central Service Departments	<u>FD404 Major Fac Rep</u>	<u>FD501 Parkland Dev</u>	<u>FD504 LOVR</u>	<u>FD505 Affordable Housing</u>	<u>FD507 Trans Impact</u>	<u>FD601 Water</u>	<u>FD602 Sewer</u>	<u>FD611 Parking</u>	<u>FD621 Transit</u>
Building Charge						\$2,211	\$2,211		\$515
City Administration			\$3,213	\$3,926		\$75,683	\$89,490	\$29,612	\$10,819
City Attorney			\$3,075	\$3,757		\$72,415	\$85,625	\$28,334	\$10,352
City Clerk						\$31,421	\$24,031	\$8,618	\$9,704
Finance	\$268		\$5,564	\$6,814		\$188,692	\$225,117	\$74,370	\$24,679
Network Services						\$242,737	\$217,437	\$95,230	\$77,257
Information Services						\$76,275	\$66,382	\$33,375	\$5,829
Finance Support Services			\$356	\$436		\$8,395	\$9,926	\$3,285	\$1,200
Human Resources						\$126,841	\$107,770	\$35,983	\$10,795
Risk Management									
Wellness Program						\$4,265	\$4,459	\$1,400	\$509
Public Works Administration						\$26,206	\$26,206	\$334,981	\$8,599
Facilities Maintenance						\$58,601	\$58,599	\$57,091	\$5,025
Fleet						\$109,220	\$187,234	\$11,702	
CIP Project Engineering	\$73,458	\$2,950			\$62,837	\$310,646	\$239,253	\$6,196	
Transportation/Plan Engineering								\$35,853	\$26,425
Insurance ISF Fund						\$374,853	\$349,879	\$105,385	\$31,616
Natural Resources Protection (Utility Services)							\$2,375		
Eng Dev Review (Utility Services)						(\$6,514)	(\$6,513)		
Subtotal	<u>\$73,726</u>	<u>\$2,950</u>	<u>\$12,208</u>	<u>\$14,933</u>	<u>\$62,837</u>	<u>\$1,701,947</u>	<u>\$1,689,481</u>	<u>\$861,415</u>	<u>\$223,324</u>
Proposed Costs	\$73,726	\$2,950	\$12,208	\$14,933	\$62,837	\$1,701,947	\$1,689,481	\$861,415	\$223,324

Allocated Costs by Department

Central Service Departments	<u>FD705 Whale Rock</u>	<u>FD711 Hazardous Mat</u>	<u>FD715 Boysen Ranch</u>	<u>All Other</u>	<u>Subtotal</u>	<u>Direct Billed</u>	<u>Unallocated</u>	<u>Total</u>
Building Charge					\$57,513			\$57,513
City Administration	\$10,554	\$531	\$38		\$974,468			\$974,468
City Attorney	\$10,098	\$507	\$39		\$780,721			\$780,721
City Clerk	\$1,675	\$206			\$303,645		\$189,960	\$493,605
Finance	\$18,389	\$1,344	\$69	\$130,901	\$1,607,447		\$158,822	\$1,766,269
Network Services	\$55,700	\$1,099		\$200,110	\$2,957,120			\$2,957,120
Information Services	\$6,896				\$974,600			\$974,600
Finance Support Services	\$1,170	\$59	\$5	(\$11,543)	\$100,950			\$100,950
Human Resources	\$14,034				\$1,140,315			\$1,140,315
Risk Management					\$1,744			\$1,744
Wellness Program	\$509	\$59			\$48,792			\$48,792
Public Works Administration					\$888,270			\$888,270
Facilities Maintenance					\$1,093,716			\$1,093,716
Fleet	\$23,404			\$40,307	\$1,293,736			\$1,293,736
CIP Project Engineering					\$887,096		\$2,062,415	\$2,949,511
Transportation/Plan Engineering					\$404,370		\$692,079	\$1,096,449
Insurance ISF Fund	\$41,100				\$3,463,363			\$3,463,363
Natural Resources Protection (Utility Services)					\$2,375	(\$2,375)	\$617,952	\$617,952
Eng Dev Review (Utility Services)					(\$13,027)	\$13,027		
Subtotal	<u>\$183,529</u>	<u>\$3,805</u>	<u>\$151</u>	<u>\$359,775</u>	<u>\$16,967,214</u>	<u>\$10,652</u>	<u>\$3,721,228</u>	<u>\$20,699,094</u>
Proposed Costs	\$183,529	\$3,805	\$151	\$359,775	\$16,967,214	\$10,652	\$3,721,228	\$20,699,094

City of San Luis Obispo, CA 2CFR 200 Cost Allocation  
Summary of Allocated Costs

Departments	Total Expenditures	Cost Adjustments	Total Allocated
Building Charge		\$132,123	
City Administration	\$1,266,811	(\$317,580)	
City Attorney	\$1,000,636	(\$133,717)	
City Clerk	\$566,656	(\$12)	
Finance	\$1,789,888	(\$23,750)	
Network Services	\$2,992,351		
Information Services	\$1,031,587		
Finance Support Services	\$438,461	(\$292,262)	
Human Resources	\$1,217,672	(\$9,907)	
Risk Management	\$5,402		
Wellness Program	\$3,114		
Public Works Administration	\$945,448		
Facilities Maintenance	\$1,157,246	(\$4,669)	
Fleet	\$1,077,423		
CIP Project Engineering	\$2,205,278		
Transportation/Plan Engineering	\$896,195		
Insurance ISF Fund	\$4,808,289	(\$671,541)	
Natural Resources Protection (Utility Services)	\$617,952		
Eng Dev Review (Utility Services)			
City Council			\$72,532
Cultural Activities			\$17,854
Economic Development			\$151,124
Natural Resource Protection			\$122,381
Tourism and Bid Promotion			\$3,120
Community Promotion			\$24,249
Community Services Group			\$345
Finance Non Departmental			\$7,786
Community Development Admin			\$565,133
Commissions & Committees			\$4,383
Development Review			\$621,411
Long Range Planning			\$154,060
Development Services			\$36,495
Building and Safety			\$459,300
Human Relations			\$17,218
Parks Maintenance			\$719,632
Swim Center Maintenance			\$80,212
Urban Forest Services			\$308,052
Streets Maintenance			\$713,572
Traffic Signals & Lighting			\$139,774
Stormwater and Flood Control			\$253,441
Water Administration/Engineering			\$114
Solid Waste Recycling			\$3,612



Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
Recreation Administration			\$279,315
Recreation Facilities			\$353,444
Youth Services			\$201,795
Community Services			\$81,064
Ranger Program			\$175,809
Aquatics			\$82,284
Golf Course			\$170,325
Jack House			\$517
Police Administration			\$462,734
Patrol			\$1,724,071
Investigations			\$460,320
Police Support Services			\$617,242
Neighborhood Services			\$79,511
Traffic Safety			\$188,107
Fire Administration			\$295,970
Emergency Response			\$1,449,976
Hazard Prevention			\$206,531
Training Services			\$27,766
Recruit Academy			\$250
Fire Apparatus Service			\$63,622
Fire Station			\$24,804
Disaster Assistance			\$26,482
FD201 Local Sales Tax Fund			\$9,450
FD202 Downtown Bid Fund			\$12,531
FD205 CDBG Fund			\$22,660
FD206 Law Enforcement Grant Fund			\$1,466
FD208 Tourism Bid Fund			\$98,635
FD211 SB1 Road Repair 2017			
FD401 Capital Outlay Engineering			\$179,924
FD402 Fleet Replace			\$8
FD403 Info Tech Replacement Fund			\$4,720
FD404 Major Facility Replacement Fund			\$73,726
FD501 Parkland Development Fund			\$2,950
FD504 LOVR Impace Fee			\$12,208
FD505 Affordable Housing Fund			\$14,933
FD507 Transportation Impact Fee Fund			\$62,837
FD601 Water Fund			\$1,701,947
FD602 Sewer Fund			\$1,689,481
FD611 Parking Fund			\$861,415
FD621Transit Fund			\$223,324
FD705 Whale Rock Fund			\$183,529
FD711 Hazardous Mat Task Force Fund			\$3,805
FD715 Boysen Ranch			\$151

City of San Luis Obispo, CA 2CFR 200 Cost Allocation  
Summary of Allocated Costs

Departments	<u>Total Expenditures</u>	<u>Cost Adjustments</u>	<u>Total Allocated</u>
All Other			\$359,775
Unallocated			\$3,721,228
Direct Billed			\$10,652
Total	<u>\$22,020,409</u>	<u>(\$1,321,315)</u>	<u>\$20,699,094</u>

Departments	<u>Building Charge</u>	<u>City Admin</u>	<u>City Attorney</u>	<u>City Clerk</u>	<u>Finance</u>	<u>Network Services</u>	<u>Info Services</u>	<u>Fin Support Svc</u>	<u>Human Resources</u>
Schedule:	1.007	2.008	3.005	4.006	5.012	6.018	7.006	8.006	9.005
Building Charge	(\$132,123)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Administration	\$2,740	(\$1,282,503)	\$12,532	\$101,392	\$26,989	\$44,450	\$68,264	\$2,731	\$13,311
City Attorney	\$1,607	\$11,904	(\$1,007,659)	\$24,362	\$14,639	\$21,155	\$15,017	\$1,303	\$9,983
City Clerk	\$2,647	\$6,741	\$6,451	(\$712,267)	\$12,763	\$28,394	\$5,417	\$738	\$16,638
Finance	\$10,333	\$21,171	\$20,257	\$21,206	(\$2,147,858)	\$73,536	\$13,000	\$4,481	\$39,932
Network Services	\$7,257	\$71,625	\$34,062	\$2,094	\$63,149	(\$3,415,420)	\$47,226	\$11,466	\$33,276
Information Services	\$4,806	\$48,297	\$11,743	\$1,675	\$14,315	\$39,254	(\$1,222,429)	\$1,343	\$14,142
Finance Support Services	\$0	\$1,831	\$1,752	\$0	\$6,792	\$0	\$0	(\$156,847)	\$0
Human Resources	\$2,922	\$14,486	\$13,861	\$13,948	\$24,356	\$34,131	\$7,114	\$1,607	(\$1,398,935)
Risk Management	\$0	\$65	\$61	\$0	\$95	\$612	\$0	\$7	\$0
Wellness Program	\$0	\$37	\$36	\$0	\$331	\$0	\$0	\$4	\$0
Public Works Administration	\$19,844	\$11,248	\$10,762	\$47,077	\$16,699	\$68,319	\$55,627	\$18,837	\$21,590
Facilities Maintenance	\$4,300	\$13,712	\$13,120	\$2,094	\$47,000	\$35,432	\$5,929	\$1,521	\$17,991
Fleet	\$491	\$12,817	\$12,264	\$1,884	\$42,894	\$23,439	\$5,336	\$1,422	\$16,192
CIP Project Engineering	\$16,839	\$26,236	\$25,103	\$0	\$24,313	\$50,687	\$17,785	\$2,910	\$53,975
Transportation/Plan Engineering	\$430	\$10,662	\$10,202	\$2,930	\$15,346	\$38,891	\$7,114	\$1,182	\$21,590
Insurance ISF Fund	\$394	\$57,203	\$54,732	\$0	\$71,908	\$0	\$0	\$6,345	\$0
Natural Resources Protection (Utility Services)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Eng Dev Review (Utility Services)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Council	\$7,310	\$1,871	\$1,791	\$0	\$1,994	\$16,335	\$0	\$208	\$0
Cultural Activities	\$321	\$3,954	\$3,783	\$0	\$6,882	\$0	\$0	\$439	\$0
Economic Development	\$292	\$118,491	\$3,071	\$419	\$5,655	\$5,200	\$1,185	\$356	\$3,599
Natural Resource Protection	\$625	\$50,582	\$7,034	\$838	\$10,762	\$12,160	\$2,372	\$816	\$7,196
Tourism and Bid Promotion	\$0	\$0	\$0	\$0	\$36	\$3,084	\$0	\$0	\$0
Community Promotion	\$0	\$4,682	\$4,479	\$104	\$9,343	\$553	\$297	\$519	\$900
Community Services Group	\$0	\$114	\$109	\$0	\$93	\$0	\$0	\$12	\$0
Finance Non Departmental	\$0	\$1,987	\$1,901	\$0	\$3,379	\$0	\$0	\$220	\$0
Community Development Admin	\$15,463	\$10,317	\$9,870	\$74,943	\$20,324	\$99,315	\$221,691	\$1,144	\$19,791
Commissions & Committees	\$0	\$185	\$176	\$419	\$1,218	\$2,211	\$0	\$20	\$0
Development Review	\$6,168	\$12,534	\$11,992	\$5,819	\$24,902	\$75,819	\$15,414	\$1,390	\$46,776
Long Range Planning	\$3,522	\$1,368	\$1,309	\$1,675	\$4,958	\$10,066	\$0	\$152	\$0
Development Services	\$0	\$11,938	\$11,423	\$0	\$10,013	\$0	\$0	\$1,324	\$0
Building and Safety	\$9,793	\$26,999	\$25,834	\$6,502	\$47,051	\$73,313	\$16,007	\$24,982	\$48,577
Human Relations	\$0	\$4,206	\$4,024	\$0	\$7,889	\$0	\$0	\$466	\$0
Parks Maintenance	\$3,832	\$30,778	\$29,450	\$6,322	\$60,456	\$83,849	\$14,228	\$3,414	\$43,180
Swim Center Maintenance	\$0	\$6,003	\$5,744	\$838	\$13,667	\$13,730	\$1,185	\$666	\$3,599
Urban Forest Services	\$590	\$9,882	\$9,455	\$1,884	\$17,993	\$29,887	\$4,742	\$1,096	\$14,394
Streets Maintenance	\$4,422	\$13,610	\$13,022	\$4,459	\$28,311	\$52,341	\$11,442	\$1,510	\$34,724
Traffic Signals & Lighting	\$0	\$6,180	\$5,912	\$838	\$11,529	\$29,043	\$2,372	\$685	\$7,196
Stormwater and Flood Control	\$0	\$9,438	\$9,030	\$2,993	\$17,506	\$25,178	\$55,002	\$1,047	\$22,130

Detail of Allocated Costs

Departments	<u>Risk Mgmt</u>	<u>Wellness Program</u>	<u>PW Admin</u>	<u>Facilities Maint</u>	<u>Fleet</u>	<u>CIP Project Eng</u>	<u>Trans Engineering</u>	<u>FD 802 Insurance ISF Fund</u>	<u>Nat Res Protection (Utilities)</u>
Schedule:	10.005	11.005	12.008	13.015	14.005	15.005	16.008	17.008	18.005
Building Charge	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Administration	\$0	\$119	\$0	\$13,106	\$3,689	\$0	\$0	\$43,949	\$0
City Attorney	\$0	\$34	\$0	\$7,685	\$0	\$0	\$0	\$33,051	\$0
City Clerk	\$0	\$40	\$0	\$12,659	\$0	\$0	\$0	\$53,135	\$0
Finance	\$0	\$116	\$0	\$49,421	\$0	\$0	\$0	\$128,267	\$0
Network Services	\$0	\$37	\$0	\$34,708	\$8,607	\$0	\$0	\$109,562	\$0
Information Services	\$0	\$30	\$0	\$9,098	\$0	\$0	\$0	\$46,139	\$0
Finance Support Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$273	\$0
Human Resources	\$0	\$58	\$0	\$13,973	\$0	\$0	\$0	\$64,714	\$0
Risk Management	(\$6,252)	\$0	\$0	\$0	\$0	\$0	\$0	\$10	\$0
Wellness Program	\$0	(\$52,217)	\$0	\$48,689	\$0	\$0	\$0	\$6	\$0
Public Works Administration	\$0	\$891	(\$1,318,139)	\$37,565	\$0	\$0	\$0	\$64,232	\$0
Facilities Maintenance	\$0	\$636	\$77,614	(\$1,442,082)	\$15,984	\$0	\$0	\$54,172	\$0
Fleet	\$0	\$573	\$15,768	\$83,491	(\$1,342,820)	\$0	\$0	\$48,826	\$0
CIP Project Engineering	\$0	\$0	\$318,304	\$34,778	\$13,003	(\$2,949,511)	\$0	\$160,300	\$0
Transportation/Plan Engineering	\$0	\$891	\$18,183	\$887	\$7,801	\$0	(\$1,096,449)	\$64,145	\$0
Insurance ISF Fund	\$4,508	\$0	\$0	\$2,306	\$0	\$0	\$0	(\$4,334,144)	\$0
Natural Resources Protection (Utility Services)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$617,952)
Eng Dev Review (Utility Services)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
City Council	\$0	\$0	\$0	\$42,741	\$0	\$0	\$0	\$282	\$0
Cultural Activities	\$0	\$0	\$0	\$1,879	\$0	\$0	\$0	\$596	\$0
Economic Development	\$0	\$127	\$0	\$1,708	\$0	\$0	\$0	\$11,021	\$0
Natural Resource Protection	\$0	\$255	\$0	\$3,655	\$3,901	\$0	\$0	\$22,185	\$0
Tourism and Bid Promotion	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Community Promotion	\$0	\$32	\$0	\$0	\$0	\$0	\$0	\$3,340	\$0
Community Services Group	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17	\$0
Finance Non Departmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$299	\$0
Community Development Admin	\$0	\$821	\$0	\$31,939	\$0	\$0	\$0	\$59,515	\$0
Commissions & Committees	\$0	\$127	\$0	\$0	\$0	\$0	\$0	\$27	\$0
Development Review	\$0	\$1,769	\$44,227	\$11,446	\$5,201	\$0	\$219,071	\$138,883	\$0
Long Range Planning	\$0	\$509	\$0	\$7,274	\$0	\$0	\$123,021	\$206	\$0
Development Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,797	\$0
Building and Safety	\$0	\$1,977	\$0	\$20,229	\$11,702	\$0	\$0	\$146,334	\$0
Human Relations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$633	\$0
Parks Maintenance	\$0	\$1,922	\$132,062	\$34,717	\$144,326	\$0	\$0	\$131,096	\$0
Swim Center Maintenance	\$0	\$255	\$17,882	\$0	\$5,201	\$0	\$0	\$11,442	\$0
Urban Forest Services	\$0	\$573	\$131,737	\$5,770	\$36,407	\$0	\$0	\$43,642	\$0
Streets Maintenance	\$0	\$1,356	\$122,496	\$60,787	\$261,348	\$0	\$0	\$103,744	\$0
Traffic Signals & Lighting	\$0	\$255	\$28,504	\$4,447	\$20,804	\$0	\$0	\$22,009	\$0
Stormwater and Flood Control	\$0	\$910	\$15,370	\$0	\$28,605	\$0	\$0	\$66,232	\$0

Detail of Allocated Costs

Departments	<u>Eng Dev Review (Utility)</u>	<u>Total Plan Allocated</u>
Schedule:	19.005	
Building Charge	\$0	\$0
City Administration	\$0	\$0
City Attorney	\$0	\$0
City Clerk	\$0	\$0
Finance	\$0	\$0
Network Services	\$0	\$0
Information Services	\$0	\$0
Finance Support Services	\$0	\$0
Human Resources	\$0	\$0
Risk Management	\$0	\$0
Wellness Program	\$0	\$0
Public Works Administration	\$0	\$0
Facilities Maintenance	\$0	\$0
Fleet	\$0	\$0
CIP Project Engineering	\$0	\$0
Transportation/Plan Engineering	\$0	\$0
Insurance ISF Fund	\$0	\$0
Natural Resources Protection (Utility Services)	\$0	\$0
Eng Dev Review (Utility Services)	\$0	\$0
City Council	\$0	\$72,532
Cultural Activities	\$0	\$17,854
Economic Development	\$0	\$151,124
Natural Resource Protection	\$0	\$122,381
Tourism and Bid Promotion	\$0	\$3,120
Community Promotion	\$0	\$24,249
Community Services Group	\$0	\$345
Finance Non Departmental	\$0	\$7,786
Community Development Admin	\$0	\$565,133
Commissions & Committees	\$0	\$4,383
Development Review	\$0	\$621,411
Long Range Planning	\$0	\$154,060
Development Services	\$0	\$36,495
Building and Safety	\$0	\$459,300
Human Relations	\$0	\$17,218
Parks Maintenance	\$0	\$719,632
Swim Center Maintenance	\$0	\$80,212
Urban Forest Services	\$0	\$308,052
Streets Maintenance	\$0	\$713,572
Traffic Signals & Lighting	\$0	\$139,774
Stormwater and Flood Control	\$0	\$253,441

Detail of Allocated Costs

Departments	<u>Building Charge</u>	<u>City Admin</u>	<u>City Attorney</u>	<u>City Clerk</u>	<u>Finance</u>	<u>Network Services</u>	<u>Info Services</u>	<u>Fin Support Svc</u>	<u>Human Resources</u>
Water Administration/Engineering	\$0	\$38	\$36	\$0	\$30	\$0	\$0	\$4	\$0
Solid Waste Recycling	\$0	\$1,037	\$992	\$0	\$1,315	\$0	\$0	\$116	\$0
Recreation Administration	\$0	\$9,285	\$8,884	\$11,877	\$16,003	\$53,060	\$37,886	\$1,029	\$14,394
Recreation Facilities	\$0	\$2,265	\$2,167	\$1,825	\$6,689	\$34,444	\$1,185	\$251	\$3,599
Youth Services	\$0	\$10,155	\$9,716	\$8,281	\$34,659	\$98,373	\$2,372	\$1,127	\$7,196
Community Services	\$0	\$5,645	\$5,401	\$1,281	\$11,546	\$19,888	\$2,372	\$626	\$7,196
Ranger Program	\$0	\$5,902	\$5,647	\$3,245	\$12,018	\$41,097	\$3,557	\$655	\$10,795
Aquatics	\$0	\$4,787	\$4,580	\$4,007	\$12,894	\$38,224	\$1,185	\$531	\$3,599
Golf Course	\$0	\$7,079	\$6,774	\$2,872	\$17,351	\$30,627	\$4,742	\$785	\$14,394
Jack House	\$0	\$86	\$83	\$0	\$326	\$0	\$0	\$9	\$0
Police Administration	\$0	\$23,765	\$22,738	\$15,681	\$45,656	\$80,885	\$125,448	\$2,636	\$23,390
Patrol	\$0	\$111,083	\$106,287	\$18,003	\$125,158	\$447,452	\$54,540	\$12,321	\$165,524
Investigations	\$0	\$33,156	\$31,725	\$5,024	\$36,699	\$76,249	\$13,042	\$3,677	\$39,582
Police Support Services	\$0	\$29,562	\$28,284	\$8,776	\$42,251	\$137,105	\$23,713	\$3,279	\$71,967
Neighborhood Services	\$0	\$2,727	\$2,610	\$1,336	\$5,250	\$18,737	\$1,185	\$303	\$3,599
Traffic Safety	\$0	\$9,471	\$9,062	\$1,675	\$11,647	\$28,361	\$4,742	\$1,051	\$14,394
Fire Administration	\$0	\$11,141	\$10,660	\$11,143	\$18,391	\$63,850	\$98,428	\$1,236	\$14,394
Emergency Response	\$0	\$121,051	\$115,823	\$19,573	\$138,709	\$305,351	\$53,355	\$13,427	\$161,925
Hazard Prevention	\$0	\$10,535	\$10,081	\$3,349	\$16,528	\$47,976	\$7,114	\$1,168	\$21,590
Training Services	\$0	\$878	\$840	\$0	\$3,464	\$0	\$0	\$97	\$0
Recruit Academy	\$0	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$0
Fire Apparatus Service	\$0	\$4,511	\$4,316	\$838	\$14,800	\$7,075	\$2,372	\$501	\$7,196
Fire Station	\$0	\$358	\$343	\$0	\$1,654	\$0	\$0	\$40	\$0
Disaster Assistance	\$0	\$738	\$706	\$0	\$2,490	\$0	\$0	\$82	\$0
FD201 Local Sales Tax Fund	\$0	\$0	\$0	\$0	\$9,450	\$0	\$0	\$0	\$0
FD202 Downtown Bid Fund	\$0	\$3,237	\$3,098	\$0	\$5,837	\$0	\$0	\$359	\$0
FD205 CDBG Fund	\$0	\$0	\$0	\$419	\$737	\$2,211	\$593	\$0	\$1,799
FD206 Law Enforcement Grant Fund	\$0	\$508	\$486	\$0	\$415	\$0	\$0	\$57	\$0
FD208 Tourism Bid Fund	\$238	\$16,456	\$15,745	\$732	\$30,717	\$4,501	\$2,075	\$1,825	\$6,297
FD211 SB1 Road Repair 2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD401 Capital Outlay Engineering	\$0	\$24	\$24	\$0	\$4,342	\$0	\$0	\$3	\$0
FD402 Fleet Replace	\$0	\$3	\$2	\$0	\$3	\$0	\$0	\$0	\$0
FD403 Info Tech Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD404 Major Facility Replacement Fund	\$0	\$0	\$0	\$0	\$268	\$0	\$0	\$0	\$0
FD501 Parkland Development Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD504 LOVR Impace Fee	\$0	\$3,213	\$3,075	\$0	\$5,564	\$0	\$0	\$356	\$0
FD505 Affordable Housing Fund	\$0	\$3,926	\$3,757	\$0	\$6,814	\$0	\$0	\$436	\$0
FD507 Transportation Impact Fee Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD601 Water Fund	\$2,211	\$75,683	\$72,415	\$31,421	\$188,692	\$242,737	\$76,275	\$8,395	\$126,841
FD602 Sewer Fund	\$2,211	\$89,490	\$85,625	\$24,031	\$225,117	\$217,437	\$66,382	\$9,926	\$107,770
FD611 Parking Fund	\$0	\$29,612	\$28,334	\$8,618	\$74,370	\$95,230	\$33,375	\$3,285	\$35,983
FD621Transit Fund	\$515	\$10,819	\$10,352	\$9,704	\$24,679	\$77,257	\$5,829	\$1,200	\$10,795

Detail of Allocated Costs

Departments	<u>Risk Mgmt</u>	<u>Wellness Program</u>	<u>PW Admin</u>	<u>Facilities Maint</u>	<u>Fleet</u>	<u>CIP Project Eng</u>	<u>Trans Engineering</u>	<u>FD 802 Insurance ISF Fund</u>	<u>Nat Res Protection (Utilities)</u>
Water Administration/Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6	\$0
Solid Waste Recycling	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$152	\$0
Recreation Administration	\$0	\$764	\$0	\$76,080	\$6,501	\$0	\$0	\$43,552	\$0
Recreation Facilities	\$0	\$555	\$0	\$289,585	\$0	\$0	\$0	\$10,879	\$0
Youth Services	\$0	\$2,518	\$0	\$4,791	\$0	\$0	\$0	\$22,607	\$0
Community Services	\$0	\$390	\$0	\$4,791	\$0	\$0	\$0	\$21,928	\$0
Ranger Program	\$0	\$987	\$0	\$4,791	\$54,610	\$0	\$0	\$32,505	\$0
Aquatics	\$0	\$1,218	\$0	\$0	\$0	\$0	\$0	\$11,259	\$0
Golf Course	\$0	\$873	\$0	\$0	\$41,608	\$0	\$0	\$43,220	\$0
Jack House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13	\$0
Police Administration	\$1,744	\$700	\$0	\$24,608	\$23,404	\$0	\$0	\$72,079	\$0
Patrol	\$0	\$5,473	\$0	\$24,608	\$152,128	\$0	\$0	\$501,494	\$0
Investigations	\$0	\$1,528	\$0	\$24,608	\$74,114	\$0	\$0	\$120,916	\$0
Police Support Services	\$0	\$2,668	\$0	\$49,216	\$5,201	\$0	\$0	\$215,220	\$0
Neighborhood Services	\$0	\$406	\$0	\$24,608	\$7,801	\$0	\$0	\$10,949	\$0
Traffic Safety	\$0	\$509	\$0	\$24,608	\$39,007	\$0	\$0	\$43,580	\$0
Fire Administration	\$0	\$541	\$0	\$22,355	\$0	\$0	\$0	\$43,831	\$0
Emergency Response	\$0	\$5,950	\$0	\$22,355	\$0	\$0	\$0	\$492,457	\$0
Hazard Prevention	\$0	\$1,018	\$0	\$22,355	\$0	\$0	\$0	\$64,817	\$0
Training Services	\$0	\$0	\$0	\$22,355	\$0	\$0	\$0	\$132	\$0
Recruit Academy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Apparatus Service	\$0	\$255	\$0	\$0	\$0	\$0	\$0	\$21,758	\$0
Fire Station	\$0	\$0	\$0	\$22,355	\$0	\$0	\$0	\$54	\$0
Disaster Assistance	\$0	\$0	\$0	\$22,355	\$0	\$0	\$0	\$111	\$0
FD201 Local Sales Tax Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD202 Downtown Bid Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD205 CDBG Fund	\$0	\$127	\$0	\$0	\$0	\$11,505	\$0	\$5,269	\$0
FD206 Law Enforcement Grant Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD208 Tourism Bid Fund	\$0	\$223	\$0	\$1,384	\$0	\$0	\$0	\$18,442	\$0
FD211 SB1 Road Repair 2017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD401 Capital Outlay Engineering	\$0	\$0	\$0	\$0	\$0	\$175,531	\$0	\$0	\$0
FD402 Fleet Replace	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD403 Info Tech Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$4,720	\$0	\$0	\$0
FD404 Major Facility Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$73,458	\$0	\$0	\$0
FD501 Parkland Development Fund	\$0	\$0	\$0	\$0	\$0	\$2,950	\$0	\$0	\$0
FD504 LOVR Impace Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD505 Affordable Housing Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD507 Transportation Impact Fee Fund	\$0	\$0	\$0	\$0	\$0	\$62,837	\$0	\$0	\$0
FD601 Water Fund	\$0	\$4,265	\$26,206	\$58,601	\$109,220	\$310,646	\$0	\$374,853	\$0
FD602 Sewer Fund	\$0	\$4,459	\$26,206	\$58,599	\$187,234	\$239,253	\$0	\$349,879	\$2,375
FD611 Parking Fund	\$0	\$1,400	\$334,981	\$57,091	\$11,702	\$6,196	\$35,853	\$105,385	\$0
FD621Transit Fund	\$0	\$509	\$8,599	\$5,025	\$0	\$0	\$26,425	\$31,616	\$0

Departments	<u>Eng Dev</u> <u>Review (Utility)</u>	<u>Total Plan</u> <u>Allocated</u>
Water Administration/Engineering	\$0	\$114
Solid Waste Recycling	\$0	\$3,612
Recreation Administration	\$0	\$279,315
Recreation Facilities	\$0	\$353,444
Youth Services	\$0	\$201,795
Community Services	\$0	\$81,064
Ranger Program	\$0	\$175,809
Aquatics	\$0	\$82,284
Golf Course	\$0	\$170,325
Jack House	\$0	\$517
Police Administration	\$0	\$462,734
Patrol	\$0	\$1,724,071
Investigations	\$0	\$460,320
Police Support Services	\$0	\$617,242
Neighborhood Services	\$0	\$79,511
Traffic Safety	\$0	\$188,107
Fire Administration	\$0	\$295,970
Emergency Response	\$0	\$1,449,976
Hazard Prevention	\$0	\$206,531
Training Services	\$0	\$27,766
Recruit Academy	\$0	\$250
Fire Apparatus Service	\$0	\$63,622
Fire Station	\$0	\$24,804
Disaster Assistance	\$0	\$26,482
FD201 Local Sales Tax Fund	\$0	\$9,450
FD202 Downtown Bid Fund	\$0	\$12,531
FD205 CDBG Fund	\$0	\$22,660
FD206 Law Enforcement Grant Fund	\$0	\$1,466
FD208 Tourism Bid Fund	\$0	\$98,635
FD211 SB1 Road Repair 2017	\$0	\$0
FD401 Capital Outlay Engineering	\$0	\$179,924
FD402 Fleet Replace	\$0	\$8
FD403 Info Tech Replacement Fund	\$0	\$4,720
FD404 Major Facility Replacement Fund	\$0	\$73,726
FD501 Parkland Development Fund	\$0	\$2,950
FD504 LOVR Impace Fee	\$0	\$12,208
FD505 Affordable Housing Fund	\$0	\$14,933
FD507 Transportation Impact Fee Fund	\$0	\$62,837
FD601 Water Fund	(\$6,514)	\$1,701,947
FD602 Sewer Fund	(\$6,513)	\$1,689,481
FD611 Parking Fund	\$0	\$861,415
FD621Transit Fund	\$0	\$223,324



Detail of Allocated Costs

Departments	<u>Building Charge</u>	<u>City Admin</u>	<u>City Attorney</u>	<u>City Clerk</u>	<u>Finance</u>	<u>Network Services</u>	<u>Info Services</u>	<u>Fin Support Svc</u>	<u>Human Resources</u>
FD705 Whale Rock Fund	\$0	\$10,554	\$10,098	\$1,675	\$18,389	\$55,700	\$6,896	\$1,170	\$14,034
FD711 Hazardous Mat Task Force Fund	\$0	\$531	\$507	\$206	\$1,344	\$1,099	\$0	\$59	\$0
FD715 Boysen Ranch	\$0	\$38	\$39	\$0	\$69	\$0	\$0	\$5	\$0
All Other	\$0	\$0	\$0	\$0	\$130,901	\$200,110	\$0	(\$11,543)	\$0
Subtotal	\$0	\$0	\$0	(\$189,960)	(\$158,822)	\$0	\$0	\$0	\$0
Direct Bill									
Unallocated				\$189,960	\$158,822				
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Detail of Allocated Costs

Departments	<u>Risk Mgmt</u>	<u>Wellness Program</u>	<u>PW Admin</u>	<u>Facilities Maint</u>	<u>Fleet</u>	<u>CIP Project Eng</u>	<u>Trans Engineering</u>	<u>FD 802 Insurance ISF Fund</u>	<u>Nat Res Protection (Utilities)</u>
FD705 Whale Rock Fund	\$0	\$509	\$0	\$0	\$23,404	\$0	\$0	\$41,100	\$0
FD711 Hazardous Mat Task Force Fund	\$0	\$59	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FD715 Boysen Ranch	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
All Other	\$0	\$0	\$0	\$0	\$40,307	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	(\$2,062,415)	(\$692,079)	\$0	(\$615,577)
Direct Bill									(\$2,375)
Unallocated						\$2,062,415	\$692,079		\$617,952
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

City of San Luis Obispo, CA 2CFR 200 Cost Allocation  
Detail of Allocated Costs

Departments	<u>Eng Dev</u> <u>Review (Utility)</u>	<u>Total Plan</u> <u>Allocated</u>
FD705 Whale Rock Fund	\$0	\$183,529
FD711 Hazardous Mat Task Force Fund	\$0	\$3,805
FD715 Boysen Ranch	\$0	\$151
All Other	\$0	\$359,775
Subtotal	(\$13,027)	\$16,967,214
Direct Bill	\$13,027	\$10,652
Unallocated		\$3,721,228
Total	\$0	\$20,699,094

City of San Luis Obispo, CA 2CFR 200 Cost Allocation  
Summary of allocation basis

Department	Basis of allocation
10000000 - Building Charge	
1.004 City Hall	Total Square Footage Occupied By Department
1.005 919 Palm	Total Square Footage Occupied By Department
1.006 Corporation Yard	Total Square Footage Occupied By Department
1011001 - City Administration	
2.004 Citywide Administration	Total Operating Expenditures by Department/Division
2.005 Netwok Services & Info Services	Direct Allocation to Network Services and Information Services
2.006 Economic Development	Direct Allocation to Economic Development
2.007 Natural Resource Planning	Direct Allocation to Natural Resources Planning
1011501 - City Attorney	
3.004 City Attorney	Total Operating Expenditures by Department/Division
1011021 - City Clerk	
4.004 City Clerk Services	Count of Council Agenda Items by Department/Division
4.005 Public Counter/Main City Phone	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
1012000 - Finance	
5.004 Accounts Payable	Accounts Payable Transaction Count by Department/Fund
5.005 Payroll	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
5.006 Purchasing	Operating Services and Supply Expenditures by Fund/Department/Division
5.007 General Finance	Total Operating Expenditures by Department/Division
5.008 Utility Billing	Direct Allocation to Water (FD601) & Sewer (FD602)
5.009 Utility Billing Costs	Direct Allocation to Water (FD601) & Sewer (FD602)
5.010 Cashier	Based on the amount of time spent by staff on this function and the relative amounts of revenue collected
5.011 Budget	Total Operating Expenditures by Department/Division
1011101 - Network Services	
6.004 Network Services & Desktop Support	Number of Physical & Virtual Desktops, Laptops & Printers by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
6.005 Enterprise Apps	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
6.006 MDC Support	Number of MDCs by Fund/Department/Division
6.007 Tablet Support	Number of Tablets by Fund/Department/Division
6.008 Server Support	Number of Physical & Virtual Servers/Appliances by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
6.009 Network Support	Number of Dedicated Ethernet Switch Ports by Fund/Department/Division

Summary of allocation basis

Department	Basis of allocation
6.010 Radios	Number of Assigned Radios by Fund/Department
6.011 Telemetry	Number of Controllers by Fund/Div/Dept
6.012 Cell Phones	Number of Cell Phones and Smart Phones Fund/Division/Department
6.013 Cellular Data Services	Number of Cellular Data Air Cards and the Number of Smart Phones by Fund/Division/Department
6.014 Telephones	Number of Telephones by Fund/Department
6.015 South Hills	Number of Radio Repeaters by Fund/Department/Division
6.016 Tassajara	Number of Radio Repeaters by Fund/Department/Division
6.017 Direct Dept Exp	
1011103 - Information Services	
7.004 Information Services	Estimate of Time by Department/Fund (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
7.005 Enterprise Apps	
1012006 - Finance Support Services	
8.004 General Support Services	Total Operating Expenditures by Department/Division
8.005 Parking	Parking Fee Charged by Department
1013001 - Human Resources	
9.004 Human Resources	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
1013002 - Risk Management	
10.004 Risk Management	Direct Allocation to the Insurance ISF Fund 802
1013003 - Wellness Program	
11.004 Wellness Program	Full Time/Temporary Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
1015001 - Public Works Administration	
12.004 Deputy Director/City Engineer	Hours Supervised by Department/Division
12.005 Director	Full Time Equivalent by Department/Division Supervised (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
12.006 Development Review	Direct Allocation to Development Review
12.007 Utilities	Analysis of Time Worked
1015005 - Facilities Maintenance	
13.004 Utilities/Janitorial - City Hall	Square Feet by Department
13.005 Utilities - 919 Palm Street	Square Feet by Department
13.006 Janitorial - 919 Palm Street	Square Feet by Department
13.007 Utilities - Corp Yard	Square Feet by Department

City of San Luis Obispo, CA 2CFR 200 Cost Allocation  
Summary of allocation basis

Department	Basis of allocation
13.008 Janitorial - Corp Yard	Square Feet by Department
13.009 Utilities - Other	Square Feet by Department
13.010 Janitorial - Other	Square Feet by Department
13.011 Parking Facility Maintenance	Direct Allocation to Parking, Fund 611
13.012 Utility Fund Facilities Maintenance	Direct Allocation to Water and Sewer Funds
13.013 Transit Facilities Maintenance	Direct Allocation to Fund 621 Transit
13.014 Building Maintenance	Maintenance Square Footage by Fund/Department
1015008 - Fleet	
14.004 Fleet	Count of Vehicle Equivalent Unit by Department/Division
1015009 - CIP Project Engineering	
15.004 Project Engineering	Number of Project Hours by Fund
1015010 - Transportation/Plan Engineering	
16.004 Parking	Direct Allocation to Fund 611 Parking
16.005 Transit	Direct Allocation to Fund 621 Transit
16.006 Development Review	Direct Allocation to Development Review
16.007 Long Range Plan	Direct Allocation to Long Range Plan
8020000 - Insurance ISF Fund	
17.004 Risk Management	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
17.005 Workers Comp Premiums	Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)
17.006 Liability Claims	
17.007 General Fund Liab Claims	
1011050 - Natural Resources Protection (Utility Services)	
18.004 Program Support	Agreed Upon Amount Based On Services Performed
1014050 - Eng Dev Review (Utility Services)	
19.004 Utility Services	Time Spent by Utilities on Behalf of Engineering Development Review

**SCHEDULE 1.01**

**BUILDING CHARGE**

NATURE AND EXTENT OF SERVICE

The City of San Luis Obispo tracks depreciation of each building. Building depreciation is determined in accordance with the Generally Accepted Accounting Principles (GAAP) and reported in the Comprehensive Annual Finance Report (CAFR) for the same period. Land acquisition costs are disallowed and have not been included in the building cost. The building asset list does not represent the complete list of City assets, but rather only those assets determined to be essential to the cost allocation model.

Building Charge is applied for the following buildings and is allocated based on occupied square footage by department:

- City Hall – 990 Palm
- 919 Palm
- Corporation Yard

Building Charge  
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Departmental cost adjustments:				
CITY HALL	\$40,986			
919 PALM	\$77,380			
CORPORATE YARD	\$13,757			
Total departmental cost adjustments:	<u>\$132,123</u>	.	.	<u>\$132,123</u>
Total to be allocated	<u><u>\$132,123</u></u>	:	:	<u><u>\$132,123</u></u>



Building Charge  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>City Hall</u>	<u>919 Palm</u>	<u>Corporation Yard</u>
<b><u>Other Expense and Cost</u></b>					
SALARIES & WAGES					
FRINGE BENEFITS					
<b><u>Cost Adjustments</u></b>					
CITY HALL	\$40,986		\$40,986		
919 PALM	\$77,380			\$77,380	
CORPORATE YARD	\$13,757				\$13,757
Functional Cost	<u>\$132,123</u>		<u>\$40,986</u>	<u>\$77,380</u>	<u>\$13,757</u>
Allocable Costs	<u>\$132,123</u>		<u>\$40,986</u>	<u>\$77,380</u>	<u>\$13,757</u>
<b>1st Allocation</b>	<b>\$132,123</b>		<b>\$40,986</b>	<b>\$77,380</b>	<b>\$13,757</b>
Functional Cost	.	.	.	.	.
Allocable Costs	.	.	.	.	.
<b>2nd Allocation</b>					
<b>Total allocated</b>	<u><u>\$132,123</u></u>		<u><u>\$40,986</u></u>	<u><u>\$77,380</u></u>	<u><u>\$13,757</u></u>

Building Charge

Detail allocation of

City Hall

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Administration	938	6.686 %	\$2,740		\$2,740		\$2,740
City Council	2,502	17.834 %	\$7,310		\$7,310		\$7,310
Cultural Activities	110	0.784 %	\$321		\$321		\$321
Economic Development	100	0.713 %	\$292		\$292		\$292
Natural Resource Protection	214	1.525 %	\$625		\$625		\$625
City Attorney	550	3.920 %	\$1,607		\$1,607		\$1,607
City Clerk	906	6.458 %	\$2,647		\$2,647		\$2,647
Finance	3,537	25.212 %	\$10,333		\$10,333		\$10,333
Network Services	2,484	17.706 %	\$7,257		\$7,257		\$7,257
Human Resources	1,000	7.128 %	\$2,922		\$2,922		\$2,922
Insurance ISF Fund	135	0.962 %	\$394		\$394		\$394
Facilities Maintenance	1,472	10.493 %	\$4,300		\$4,300		\$4,300
FD208 Tourism Bid Fund	81	0.579 %	\$238		\$238		\$238
Total	14,029	100.000 %	\$40,986		\$40,986		\$40,986

(A) Alloc basis:

Total Square Footage Occupied By Department

Source:

Build Maint Square Footage

Building Charge

Detail allocation of

919 Palm

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Community Development Admin	3,600	19.983 %	\$15,463		\$15,463		\$15,463
Development Review	1,436	7.971 %	\$6,168		\$6,168		\$6,168
Long Range Planning	820	4.552 %	\$3,522		\$3,522		\$3,522
Building and Safety	2,280	12.656 %	\$9,793		\$9,793		\$9,793
Public Works Administration	4,620	25.645 %	\$19,844		\$19,844		\$19,844
Transportation/Plan Engineering	100	0.555 %	\$430		\$430		\$430
Information Services	1,119	6.211 %	\$4,806		\$4,806		\$4,806
FD621Transit Fund	120	0.666 %	\$515		\$515		\$515
CIP Project Engineering	3,920	21.761 %	\$16,839		\$16,839		\$16,839
Total	18,015	100.000 %	\$77,380		\$77,380		\$77,380

(A) Alloc basis:

Total Square Footage Occupied By Department

Source:

Build Maint Square Footage

Building Charge

Detail allocation of

Corporation Yard

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Parks Maintenance	780	27.857 %	\$3,832		\$3,832		\$3,832
Urban Forest Services	120	4.286 %	\$590		\$590		\$590
Streets Maintenance	900	32.143 %	\$4,422		\$4,422		\$4,422
Fleet	100	3.571 %	\$491		\$491		\$491
FD601 Water Fund	450	16.071 %	\$2,211		\$2,211		\$2,211
FD602 Sewer Fund	450	16.072 %	\$2,211		\$2,211		\$2,211
Total	<u>2,800</u>	<u>100.000 %</u>	<u>\$13,757</u>		<u>\$13,757</u>		<u>\$13,757</u>

(A) Alloc basis:

Total Square Footage Occupied By Department

Source:

Build Maint Square Footage

	Building Charge Departmental Cost Allocation Summary			
	Total	City Hall	919 Palm	Corporation Yard
City Administration	\$2,740	\$2,740		
City Attorney	\$1,607	\$1,607		
City Clerk	\$2,647	\$2,647		
Finance	\$10,333	\$10,333		
Network Services	\$7,257	\$7,257		
Information Services	\$4,806		\$4,806	
Human Resources	\$2,922	\$2,922		
Public Works Administration	\$19,844		\$19,844	
Facilities Maintenance	\$4,300	\$4,300		
Fleet	\$491			\$491
CIP Project Engineering	\$16,839		\$16,839	
Transportation/Plan Engineering	\$430		\$430	
Insurance ISF Fund	\$394	\$394		
City Council	\$7,310	\$7,310		
Cultural Activities	\$321	\$321		
Economic Development	\$292	\$292		
Natural Resource Protection	\$625	\$625		
Community Development Admin	\$15,463		\$15,463	
Development Review	\$6,168		\$6,168	
Long Range Planning	\$3,522		\$3,522	
Building and Safety	\$9,793		\$9,793	
Parks Maintenance	\$3,832			\$3,832
Urban Forest Services	\$590			\$590
Streets Maintenance	\$4,422			\$4,422
FD208 Tourism Bid Fund	\$238	\$238		
FD601 Water Fund	\$2,211			\$2,211
FD602 Sewer Fund	\$2,211			\$2,211
FD621Transit Fund	\$515		\$515	
Total	\$132,123	\$40,986	\$77,380	\$13,757

**SCHEDULE 2.01**

**CITY ADMINISTRATION**

NATURE AND EXTENT OF SERVICE

The City Administration Department is responsible for providing information and recommendations to the Council, implementing Council policies, directing the delivery of municipal services, overseeing the accomplishment of City objectives and providing administrative support to the Mayor and Council members. Program goals include informed public decision making; responsive, effective and efficient operating programs; effective City management; supervision of the City Clerk's office, Economic Development, Natural Resources, and Community Promotions programs; and effective Council administrative support; and direct supervision of seven budget programs.

Costs are allocated as follows:

- **Citywide Administration** - These costs are allocated based upon total operating expenditures by fund/department/division.
- **Network Services & Information Services** - These costs are associated with supervision of Network Services and Information Services. Costs are allocated evenly between the departments.
- **Economic Development** - These costs are associated with supervision of Economic Development. Costs are allocated directly to Economic Development.
- **Natural Resource Planning** – These costs are associated with supervision of Natural Resource Protection. Costs are allocated directly to Natural Resource Protection.

City Administration  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,266,811			\$1,266,811
Deductions:				
GENERAL GOVERNMENT	(\$317,580)			
Total deductions:	<u>(\$317,580)</u>			<u>(\$317,580)</u>
Allocated additions:				
10000000 - Building Charge	\$2,740		\$2,740	
1011501 - City Attorney		\$12,532	\$12,532	
1011021 - City Clerk		\$101,392	\$101,392	
1012000 - Finance		\$26,989	\$26,989	
1011101 - Network Services		\$44,450	\$44,450	
1011103 - Information Services		\$68,264	\$68,264	
1012006 - Finance Support Services		\$2,731	\$2,731	
1013001 - Human Resources		\$13,311	\$13,311	
1013003 - Wellness Program		\$119	\$119	
1015005 - Facilities Maintenance		\$13,106	\$13,106	
1015008 - Fleet		\$3,689	\$3,689	
8020000 - Insurance ISF Fund		\$43,949	\$43,949	
Total allocated additions:	<u>\$2,740</u>	<u>\$330,532</u>	<u>\$333,272</u>	<u>\$333,272</u>
Total to be allocated	<u><u>\$951,971</u></u>	<u><u>\$330,532</u></u>		<u><u>\$1,282,503</u></u>

City Administration  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Citywide Administration</u>	<u>Network Services &amp; Info Services</u>	<u>Economic Development</u>	<u>Natural Resource Planning</u>
<b><u>Wages &amp; Benefits</u></b>						
SALARIES & WAGES	\$589,709	\$64,868	\$430,488	\$29,485	\$47,177	\$17,691
FRINGE BENEFITS	\$238,227	\$26,205	\$173,906	\$11,911	\$19,058	\$7,147
<b><u>Other Expense and Cost</u></b>						
SERVICES & SUPPLIES	\$121,295	\$13,342	\$88,545	\$6,065	\$9,704	\$3,639
GENERAL GOVERNMENT	\$317,580	\$317,580				
Departmental Expenditures	\$1,266,811	\$421,995	\$692,939	\$47,461	\$75,939	\$28,477
<b><u>Cost Adjustments</u></b>						
Deductions	(\$317,580)	(\$317,580)				
Additions: 1st						
Other	\$2,740	\$2,740				
Functional Cost	\$951,971	\$107,155	\$692,939	\$47,461	\$75,939	\$28,477
Reallocate Admin		(\$107,155)	\$87,891	\$6,020	\$9,632	\$3,612
Allocable Costs	\$951,971		\$780,830	\$53,481	\$85,571	\$32,089
<b>1st Allocation</b>	<b>\$951,971</b>		<b>\$780,830</b>	<b>\$53,481</b>	<b>\$85,571</b>	<b>\$32,089</b>
Additions: 2nd						
Other	\$330,532	\$330,532				
Functional Cost	\$330,532	\$330,532				
Reallocate Admin		(\$330,532)	\$271,111	\$18,569	\$29,711	\$11,141
Allocable Costs	\$330,532		\$271,111	\$18,569	\$29,711	\$11,141
<b>2nd Allocation</b>	<b>\$330,532</b>		<b>\$271,111</b>	<b>\$18,569</b>	<b>\$29,711</b>	<b>\$11,141</b>
<b>Total allocated</b>	<b>\$1,282,503</b>		<b>\$1,051,941</b>	<b>\$72,050</b>	<b>\$115,282</b>	<b>\$43,230</b>



City Administration  
Detail allocation of  
Citywide Administration

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.178 %	\$1,389		\$1,389	\$482	\$1,871
Cultural Activities	332,351	0.376 %	\$2,935		\$2,935	\$1,019	\$3,954
Economic Development	269,768	0.305 %	\$2,382		\$2,382	\$827	\$3,209
Natural Resource Protection	617,952	0.699 %	\$5,457		\$5,457	\$1,895	\$7,352
Community Promotion	393,509	0.445 %	\$3,475		\$3,475	\$1,207	\$4,682
City Attorney	1,000,636	1.132 %	\$8,836		\$8,836	\$3,068	\$11,904
City Clerk	566,644	0.641 %	\$5,004		\$5,004	\$1,737	\$6,741
Finance	1,779,620	2.013 %	\$15,715		\$15,715	\$5,456	\$21,171
Network Services	2,992,351	3.384 %	\$26,424		\$26,424	\$9,175	\$35,599
Finance Support Services	153,927	0.174 %	\$1,359		\$1,359	\$472	\$1,831
Human Resources	1,217,672	1.377 %	\$10,753		\$10,753	\$3,733	\$14,486
Insurance ISF Fund	4,808,289	5.438 %	\$42,460		\$42,460	\$14,743	\$57,203
Wellness Program	3,114	0.004 %	\$27		\$27	\$10	\$37
Community Development Admin	867,164	0.981 %	\$7,658		\$7,658	\$2,659	\$10,317
Commissions & Committees	15,513	0.018 %	\$137		\$137	\$48	\$185
Development Review	1,053,548	1.191 %	\$9,304		\$9,304	\$3,230	\$12,534
Long Range Planning	114,993	0.130 %	\$1,015		\$1,015	\$353	\$1,368
Building and Safety	2,269,498	2.567 %	\$20,041		\$20,041	\$6,958	\$26,999
Public Works Administration	945,448	1.069 %	\$8,349		\$8,349	\$2,899	\$11,248
Parks Maintenance	2,587,151	2.926 %	\$22,846		\$22,846	\$7,932	\$30,778
Swim Center Maintenance	504,654	0.571 %	\$4,456		\$4,456	\$1,547	\$6,003
Urban Forest Services	830,659	0.939 %	\$7,335		\$7,335	\$2,547	\$9,882
Facilities Maintenance	1,152,577	1.303 %	\$10,178		\$10,178	\$3,534	\$13,712
Streets Maintenance	1,143,992	1.294 %	\$10,102		\$10,102	\$3,508	\$13,610
Stormwater and Flood Control	793,352	0.897 %	\$7,006		\$7,006	\$2,432	\$9,438
Traffic Signals & Lighting	519,399	0.587 %	\$4,587		\$4,587	\$1,593	\$6,180
Fleet	1,077,423	1.218 %	\$9,514		\$9,514	\$3,303	\$12,817
Transportation/Plan Engineering	896,195	1.014 %	\$7,914		\$7,914	\$2,748	\$10,662
Recreation Administration	780,489	0.883 %	\$6,892		\$6,892	\$2,393	\$9,285
Recreation Facilities	190,312	0.215 %	\$1,681		\$1,681	\$584	\$2,265
Youth Services	853,586	0.965 %	\$7,538		\$7,538	\$2,617	\$10,155
Ranger Program	496,081	0.561 %	\$4,381		\$4,381	\$1,521	\$5,902
Aquatics	402,346	0.455 %	\$3,553		\$3,553	\$1,234	\$4,787
Police Administration	1,997,594	2.259 %	\$17,640		\$17,640	\$6,125	\$23,765
Patrol	9,337,298	10.560 %	\$82,454		\$82,454	\$28,629	\$111,083
Investigations	2,786,997	3.152 %	\$24,611		\$24,611	\$8,545	\$33,156
Neighborhood Services	229,238	0.259 %	\$2,024		\$2,024	\$703	\$2,727
Traffic Safety	796,078	0.900 %	\$7,030		\$7,030	\$2,441	\$9,471
Fire Administration	936,461	1.059 %	\$8,270		\$8,270	\$2,871	\$11,141
Emergency Response	10,175,128	11.507 %	\$89,853		\$89,853	\$31,198	\$121,051
Hazard Prevention	885,601	1.002 %	\$7,820		\$7,820	\$2,715	\$10,535

City Administration

Detail allocation of

Citywide Administration

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.083 %	\$652		\$652	\$226	\$878
Fire Station	30,106	0.034 %	\$266		\$266	\$92	\$358
Disaster Assistance	62,052	0.070 %	\$548		\$548	\$190	\$738
FD202 Downtown Bid Fund	272,165	0.308 %	\$2,403		\$2,403	\$834	\$3,237
FD601 Water Fund	6,361,662	7.195 %	\$56,178		\$56,178	\$19,505	\$75,683
FD611 Parking Fund	2,489,100	2.815 %	\$21,980		\$21,980	\$7,632	\$29,612
FD602 Sewer Fund	7,522,181	8.507 %	\$66,426		\$66,426	\$23,064	\$89,490
Golf Course	595,060	0.673 %	\$5,255		\$5,255	\$1,824	\$7,079
FD705 Whale Rock Fund	887,145	1.003 %	\$7,834		\$7,834	\$2,720	\$10,554
Information Services	1,031,587	1.167 %	\$9,110		\$9,110	\$3,163	\$12,273
FD208 Tourism Bid Fund	1,383,208	1.564 %	\$12,215		\$12,215	\$4,241	\$16,456
FD621Transit Fund	909,464	1.029 %	\$8,031		\$8,031	\$2,788	\$10,819
FD206 Law Enforcement Grant Fund	42,648	0.048 %	\$377		\$377	\$131	\$508
Fire Apparatus Service	379,185	0.429 %	\$3,348		\$3,348	\$1,163	\$4,511
Police Support Services	2,484,815	2.810 %	\$21,943		\$21,943	\$7,619	\$29,562
Community Services	474,519	0.537 %	\$4,190		\$4,190	\$1,455	\$5,645
FD711 Hazardous Mat Task Force Fund	44,601	0.050 %	\$394		\$394	\$137	\$531
Finance Non Departmental	167,004	0.189 %	\$1,475		\$1,475	\$512	\$1,987
Development Services	1,003,441	1.135 %	\$8,861		\$8,861	\$3,077	\$11,938
Human Relations	353,546	0.400 %	\$3,122		\$3,122	\$1,084	\$4,206
CIP Project Engineering	2,205,278	2.494 %	\$19,474		\$19,474	\$6,762	\$26,236
Jack House	7,238	0.008 %	\$64		\$64	\$22	\$86
FD401 Capital Outlay Engineering	2,080	0.002 %	\$18		\$18	\$6	\$24
FD505 Affordable Housing Fund	330,000	0.373 %	\$2,914		\$2,914	\$1,012	\$3,926
Community Services Group	9,593	0.011 %	\$85		\$85	\$29	\$114
Risk Management	5,402	0.006 %	\$48		\$48	\$17	\$65
Water Administration/Engineering	3,180	0.004 %	\$28		\$28	\$10	\$38
Solid Waste Recycling	87,156	0.099 %	\$770		\$770	\$267	\$1,037
FD402 Fleet Replace	207		\$2		\$2	\$1	\$3
FD504 LOVR Impace Fee	270,094	0.305 %	\$2,385		\$2,385	\$828	\$3,213
FD715 Boysen Ranch	3,341	0.004 %	\$29		\$29	\$9	\$38
Total	88,422,798	100.000 %	\$780,830		\$780,830	\$271,111	\$1,051,941

(A) Alloc basis:

Total Operating Expenditures by Department/Division

Source:

City Administration

Detail allocation of

Netwok Services & Info Services

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Network Services	50	50.000 %	\$26,741		\$26,741	\$9,285	\$36,026
Information Services	50	50.000 %	\$26,740		\$26,740	\$9,284	\$36,024
Total	100	100.000 %	\$53,481		\$53,481	\$18,569	\$72,050

(A) Alloc basis:

Direct Allocation to Network Services and Information Services

Source:

City Administration

Detail allocation of

Economic Development

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Economic Development	100	100.000 %	\$85,571		\$85,571	\$29,711	\$115,282
Total	100	100.000 %	\$85,571		\$85,571	\$29,711	\$115,282

(A) Alloc basis:

Direct Allocation to Economic Development

Source:

City Administration

Detail allocation of

Natural Resource Planning

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Natural Resource Protection	100	100.000 %	\$32,089		\$32,089	\$11,141	\$43,230
Total	100	100.000 %	\$32,089		\$32,089	\$11,141	\$43,230

(A) Alloc basis:

Direct Allocation to Natural Resources Planning

Source:

City Administration  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Citywide Administration</u>	<u>Network Services &amp; Info Services</u>	<u>Economic Development</u>	<u>Natural Resource Planning</u>
City Attorney	\$11,904	\$11,904			
City Clerk	\$6,741	\$6,741			
Finance	\$21,171	\$21,171			
Network Services	\$71,625	\$35,599	\$36,026		
Information Services	\$48,297	\$12,273	\$36,024		
Finance Support Services	\$1,831	\$1,831			
Human Resources	\$14,486	\$14,486			
Risk Management	\$65	\$65			
Wellness Program	\$37	\$37			
Public Works Administration	\$11,248	\$11,248			
Facilities Maintenance	\$13,712	\$13,712			
Fleet	\$12,817	\$12,817			
CIP Project Engineering	\$26,236	\$26,236			
Transportation/Plan Engineering	\$10,662	\$10,662			
Insurance ISF Fund	\$57,203	\$57,203			
City Council	\$1,871	\$1,871			
Cultural Activities	\$3,954	\$3,954			
Economic Development	\$118,491	\$3,209		\$115,282	
Natural Resource Protection	\$50,582	\$7,352			\$43,230
Community Promotion	\$4,682	\$4,682			
Community Services Group	\$114	\$114			
Finance Non Departmental	\$1,987	\$1,987			
Community Development Admin	\$10,317	\$10,317			
Commissions & Committees	\$185	\$185			
Development Review	\$12,534	\$12,534			
Long Range Planning	\$1,368	\$1,368			
Development Services	\$11,938	\$11,938			
Building and Safety	\$26,999	\$26,999			
Human Relations	\$4,206	\$4,206			
Parks Maintenance	\$30,778	\$30,778			
Swim Center Maintenance	\$6,003	\$6,003			
Urban Forest Services	\$9,882	\$9,882			
Streets Maintenance	\$13,610	\$13,610			
Traffic Signals & Lighting	\$6,180	\$6,180			
Stormwater and Flood Control	\$9,438	\$9,438			
Water Administration/Engineering	\$38	\$38			
Solid Waste Recycling	\$1,037	\$1,037			
Recreation Administration	\$9,285	\$9,285			
Recreation Facilities	\$2,265	\$2,265			
Youth Services	\$10,155	\$10,155			

City Administration  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Citywide Administration</u>	<u>Network Services &amp; Info</u> <u>Services</u>	<u>Economic Development</u>	<u>Natural Resource Planning</u>
Community Services	\$5,645	\$5,645			
Ranger Program	\$5,902	\$5,902			
Aquatics	\$4,787	\$4,787			
Golf Course	\$7,079	\$7,079			
Jack House	\$86	\$86			
Police Administration	\$23,765	\$23,765			
Patrol	\$111,083	\$111,083			
Investigations	\$33,156	\$33,156			
Police Support Services	\$29,562	\$29,562			
Neighborhood Services	\$2,727	\$2,727			
Traffic Safety	\$9,471	\$9,471			
Fire Administration	\$11,141	\$11,141			
Emergency Response	\$121,051	\$121,051			
Hazard Prevention	\$10,535	\$10,535			
Training Services	\$878	\$878			
Fire Apparatus Service	\$4,511	\$4,511			
Fire Station	\$358	\$358			
Disaster Assistance	\$738	\$738			
FD202 Downtown Bid Fund	\$3,237	\$3,237			
FD206 Law Enforcement Grant Fund	\$508	\$508			
FD208 Tourism Bid Fund	\$16,456	\$16,456			
FD401 Capital Outlay Engineering	\$24	\$24			
FD402 Fleet Replace	\$3	\$3			
FD504 LOVR Impace Fee	\$3,213	\$3,213			
FD505 Affordable Housing Fund	\$3,926	\$3,926			
FD601 Water Fund	\$75,683	\$75,683			
FD602 Sewer Fund	\$89,490	\$89,490			
FD611 Parking Fund	\$29,612	\$29,612			
FD621Transit Fund	\$10,819	\$10,819			
FD705 Whale Rock Fund	\$10,554	\$10,554			
FD711 Hazardous Mat Task Force Fund	\$531	\$531			
FD715 Boysen Ranch	\$38	\$38			
Total	\$1,282,503	\$1,051,941	\$72,050	\$115,282	\$43,230

**SCHEDULE 3.01**

**CITY ATTORNEY**

NATURE AND EXTENT OF SERVICE

The City Attorney ensures that the City conducts its activities in accordance with various laws and guidelines as well as in conformance with the City Charter; The City Attorney also represents the City in civil litigation and ensures that violators of the City laws are prosecuted. Program goals include: minimizing liability exposure, providing prompt and thorough legal advice, and ensuring general compliance with City laws and regulations. The City Attorney's office serves all City Departments and directly staffs the Planning Commission and City Council, and provides review, advice and support services to other City Boards and Commissions

Costs are allocated as follows:

- **City Attorney** - These costs are associated with activities of the City Attorney and are allocated based upon total operating expenditures by fund/department/division. Certain costs are not allocated due to the nature of the case they were related to.



City Attorney  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,000,636			\$1,000,636
Deductions:				
LEGAL SERVICES	(\$133,717)			
Total deductions:	<u>(\$133,717)</u>			<u>(\$133,717)</u>
Allocated additions:				
10000000 - Building Charge	\$1,607		\$1,607	
1011001 - City Administration	\$8,836	\$3,068	\$11,904	
1011021 - City Clerk		\$24,362	\$24,362	
1012000 - Finance		\$14,639	\$14,639	
1011101 - Network Services		\$21,155	\$21,155	
1011103 - Information Services		\$15,017	\$15,017	
1012006 - Finance Support Services		\$1,303	\$1,303	
1013001 - Human Resources		\$9,983	\$9,983	
1013003 - Wellness Program		\$34	\$34	
1015005 - Facilities Maintenance		\$7,685	\$7,685	
8020000 - Insurance ISF Fund		\$33,051	\$33,051	
Total allocated additions:	<u>\$10,443</u>	<u>\$130,297</u>	<u>\$140,740</u>	<u>\$140,740</u>
Total to be allocated	<u><u>\$877,362</u></u>	<u><u>\$130,297</u></u>		<u><u>\$1,007,659</u></u>

City Attorney  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>City Attorney</u>
<b><u>Wages &amp; Benefits</u></b>			
SALARIES & WAGES	\$577,967		\$577,967
FRINGE BENEFITS	\$224,794		\$224,794
<b><u>Other Expense and Cost</u></b>			
SERVICES & SUPPLIES	\$64,158		\$64,158
LEGAL SERVICES	\$133,717	\$133,717	
Departmental Expenditures	\$1,000,636	\$133,717	\$866,919
<b><u>Cost Adjustments</u></b>			
Deductions	(\$133,717)	(\$133,717)	
Additions: 1st			
Other	\$10,443	\$10,443	
Functional Cost	\$877,362	\$10,443	\$866,919
Reallocate Admin		(\$10,443)	\$10,443
Allocable Costs	\$877,362		\$877,362
<b>1st Allocation</b>	<b>\$877,362</b>		<b>\$877,362</b>
Additions: 2nd			
Other	\$130,297	\$130,297	
Functional Cost	\$130,297	\$130,297	
Reallocate Admin		(\$130,297)	\$130,297
Allocable Costs	\$130,297		\$130,297
<b>2nd Allocation</b>	<b>\$130,297</b>		<b>\$130,297</b>
<b>Total allocated</b>	<b>\$1,007,659</b>		<b>\$1,007,659</b>

City Attorney  
Detail allocation of  
City Attorney

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.177 %	\$1,556		\$1,556	\$235	\$1,791
Cultural Activities	332,351	0.375 %	\$3,288		\$3,288	\$495	\$3,783
Economic Development	269,768	0.304 %	\$2,669		\$2,669	\$402	\$3,071
Natural Resource Protection	617,952	0.697 %	\$6,113		\$6,113	\$921	\$7,034
Community Promotion	393,509	0.444 %	\$3,893		\$3,893	\$586	\$4,479
City Clerk	566,644	0.639 %	\$5,606		\$5,606	\$845	\$6,451
Finance	1,779,620	2.007 %	\$17,605		\$17,605	\$2,652	\$20,257
Network Services	2,992,351	3.374 %	\$29,602		\$29,602	\$4,460	\$34,062
Finance Support Services	153,927	0.174 %	\$1,523		\$1,523	\$229	\$1,752
Human Resources	1,217,672	1.373 %	\$12,046		\$12,046	\$1,815	\$13,861
Insurance ISF Fund	4,808,289	5.422 %	\$47,566		\$47,566	\$7,166	\$54,732
Wellness Program	3,114	0.004 %	\$31		\$31	\$5	\$36
Community Development Admin	867,164	0.978 %	\$8,578		\$8,578	\$1,292	\$9,870
Commissions & Committees	15,513	0.017 %	\$153		\$153	\$23	\$176
Development Review	1,053,548	1.188 %	\$10,422		\$10,422	\$1,570	\$11,992
Long Range Planning	114,993	0.130 %	\$1,138		\$1,138	\$171	\$1,309
Building and Safety	2,269,498	2.559 %	\$22,451		\$22,451	\$3,383	\$25,834
Public Works Administration	945,448	1.066 %	\$9,353		\$9,353	\$1,409	\$10,762
Parks Maintenance	2,587,151	2.917 %	\$25,594		\$25,594	\$3,856	\$29,450
Swim Center Maintenance	504,654	0.569 %	\$4,992		\$4,992	\$752	\$5,744
Urban Forest Services	830,659	0.937 %	\$8,217		\$8,217	\$1,238	\$9,455
Facilities Maintenance	1,152,577	1.300 %	\$11,402		\$11,402	\$1,718	\$13,120
Streets Maintenance	1,143,992	1.290 %	\$11,317		\$11,317	\$1,705	\$13,022
Stormwater and Flood Control	793,352	0.895 %	\$7,848		\$7,848	\$1,182	\$9,030
Traffic Signals & Lighting	519,399	0.586 %	\$5,138		\$5,138	\$774	\$5,912
Fleet	1,077,423	1.215 %	\$10,658		\$10,658	\$1,606	\$12,264
City Administration	1,266,811	1.428 %	\$12,532		\$12,532		\$12,532
Transportation/Plan Engineering	896,195	1.010 %	\$8,866		\$8,866	\$1,336	\$10,202
Recreation Administration	780,489	0.880 %	\$7,721		\$7,721	\$1,163	\$8,884
Recreation Facilities	190,312	0.215 %	\$1,883		\$1,883	\$284	\$2,167
Youth Services	853,586	0.962 %	\$8,444		\$8,444	\$1,272	\$9,716
Ranger Program	496,081	0.559 %	\$4,908		\$4,908	\$739	\$5,647
Aquatics	402,346	0.454 %	\$3,980		\$3,980	\$600	\$4,580
Police Administration	1,997,594	2.252 %	\$19,761		\$19,761	\$2,977	\$22,738
Patrol	9,337,298	10.528 %	\$92,370		\$92,370	\$13,917	\$106,287
Investigations	2,786,997	3.142 %	\$27,571		\$27,571	\$4,154	\$31,725
Neighborhood Services	229,238	0.258 %	\$2,268		\$2,268	\$342	\$2,610
Traffic Safety	796,078	0.898 %	\$7,875		\$7,875	\$1,187	\$9,062
Fire Administration	936,461	1.056 %	\$9,264		\$9,264	\$1,396	\$10,660
Emergency Response	10,175,128	11.473 %	\$100,658		\$100,658	\$15,165	\$115,823
Hazard Prevention	885,601	0.999 %	\$8,761		\$8,761	\$1,320	\$10,081

City Attorney  
Detail allocation of  
City Attorney

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.083 %	\$730		\$730	\$110	\$840
Fire Station	30,106	0.034 %	\$298		\$298	\$45	\$343
Disaster Assistance	62,052	0.070 %	\$614		\$614	\$92	\$706
FD202 Downtown Bid Fund	272,165	0.307 %	\$2,692		\$2,692	\$406	\$3,098
FD601 Water Fund	6,361,662	7.173 %	\$62,933		\$62,933	\$9,482	\$72,415
FD611 Parking Fund	2,489,100	2.807 %	\$24,624		\$24,624	\$3,710	\$28,334
FD602 Sewer Fund	7,522,181	8.482 %	\$74,414		\$74,414	\$11,211	\$85,625
Golf Course	595,060	0.671 %	\$5,887		\$5,887	\$887	\$6,774
FD705 Whale Rock Fund	887,145	1.000 %	\$8,776		\$8,776	\$1,322	\$10,098
Information Services	1,031,587	1.163 %	\$10,205		\$10,205	\$1,538	\$11,743
FD208 Tourism Bid Fund	1,383,208	1.560 %	\$13,683		\$13,683	\$2,062	\$15,745
FD621Transit Fund	909,464	1.025 %	\$8,997		\$8,997	\$1,355	\$10,352
FD206 Law Enforcement Grant Fund	42,648	0.048 %	\$422		\$422	\$64	\$486
Fire Apparatus Service	379,185	0.428 %	\$3,751		\$3,751	\$565	\$4,316
Police Support Services	2,484,815	2.802 %	\$24,581		\$24,581	\$3,703	\$28,284
Community Services	474,519	0.535 %	\$4,694		\$4,694	\$707	\$5,401
FD711 Hazardous Mat Task Force Fund	44,601	0.050 %	\$441		\$441	\$66	\$507
Finance Non Departmental	167,004	0.188 %	\$1,652		\$1,652	\$249	\$1,901
Development Services	1,003,441	1.131 %	\$9,927		\$9,927	\$1,496	\$11,423
Human Relations	353,546	0.399 %	\$3,497		\$3,497	\$527	\$4,024
CIP Project Engineering	2,205,278	2.487 %	\$21,816		\$21,816	\$3,287	\$25,103
Jack House	7,238	0.008 %	\$72		\$72	\$11	\$83
FD401 Capital Outlay Engineering	2,080	0.002 %	\$21		\$21	\$3	\$24
FD505 Affordable Housing Fund	330,000	0.372 %	\$3,265		\$3,265	\$492	\$3,757
Community Services Group	9,593	0.011 %	\$95		\$95	\$14	\$109
Risk Management	5,402	0.006 %	\$53		\$53	\$8	\$61
Water Administration/Engineering	3,180	0.004 %	\$31		\$31	\$5	\$36
Solid Waste Recycling	87,156	0.098 %	\$862		\$862	\$130	\$992
FD402 Fleet Replace	207		\$2		\$2		\$2
FD504 LOVR Impace Fee	270,094	0.305 %	\$2,672		\$2,672	\$403	\$3,075
FD715 Boysen Ranch	3,341		\$34		\$34	\$5	\$39
Total	88,688,973	100.000 %	\$877,362		\$877,362	\$130,297	\$1,007,659

(A) Alloc basis:

Total Operating Expenditures by Department/Division

Source:

City Attorney  
Departmental Cost  
Allocation Summary

	Total	City Attorney
City Administration	\$12,532	\$12,532
City Clerk	\$6,451	\$6,451
Finance	\$20,257	\$20,257
Network Services	\$34,062	\$34,062
Information Services	\$11,743	\$11,743
Finance Support Services	\$1,752	\$1,752
Human Resources	\$13,861	\$13,861
Risk Management	\$61	\$61
Wellness Program	\$36	\$36
Public Works Administration	\$10,762	\$10,762
Facilities Maintenance	\$13,120	\$13,120
Fleet	\$12,264	\$12,264
CIP Project Engineering	\$25,103	\$25,103
Transportation/Plan Engineering	\$10,202	\$10,202
Insurance ISF Fund	\$54,732	\$54,732
City Council	\$1,791	\$1,791
Cultural Activities	\$3,783	\$3,783
Economic Development	\$3,071	\$3,071
Natural Resource Protection	\$7,034	\$7,034
Community Promotion	\$4,479	\$4,479
Community Services Group	\$109	\$109
Finance Non Departmental	\$1,901	\$1,901
Community Development Admin	\$9,870	\$9,870
Commissions & Committees	\$176	\$176
Development Review	\$11,992	\$11,992
Long Range Planning	\$1,309	\$1,309
Development Services	\$11,423	\$11,423
Building and Safety	\$25,834	\$25,834
Human Relations	\$4,024	\$4,024
Parks Maintenance	\$29,450	\$29,450
Swim Center Maintenance	\$5,744	\$5,744
Urban Forest Services	\$9,455	\$9,455
Streets Maintenance	\$13,022	\$13,022
Traffic Signals & Lighting	\$5,912	\$5,912
Stormwater and Flood Control	\$9,030	\$9,030
Water Administration/Engineering	\$36	\$36
Solid Waste Recycling	\$992	\$992
Recreation Administration	\$8,884	\$8,884
Recreation Facilities	\$2,167	\$2,167
Youth Services	\$9,716	\$9,716
Community Services	\$5,401	\$5,401
Ranger Program	\$5,647	\$5,647

City Attorney  
Departmental Cost  
Allocation Summary

	Total	City Attorney
Aquatics	\$4,580	\$4,580
Golf Course	\$6,774	\$6,774
Jack House	\$83	\$83
Police Administration	\$22,738	\$22,738
Patrol	\$106,287	\$106,287
Investigations	\$31,725	\$31,725
Police Support Services	\$28,284	\$28,284
Neighborhood Services	\$2,610	\$2,610
Traffic Safety	\$9,062	\$9,062
Fire Administration	\$10,660	\$10,660
Emergency Response	\$115,823	\$115,823
Hazard Prevention	\$10,081	\$10,081
Training Services	\$840	\$840
Fire Apparatus Service	\$4,316	\$4,316
Fire Station	\$343	\$343
Disaster Assistance	\$706	\$706
FD202 Downtown Bid Fund	\$3,098	\$3,098
FD206 Law Enforcement Grant Fund	\$486	\$486
FD208 Tourism Bid Fund	\$15,745	\$15,745
FD401 Capital Outlay Engineering	\$24	\$24
FD402 Fleet Replace	\$2	\$2
FD504 LOVR Impace Fee	\$3,075	\$3,075
FD505 Affordable Housing Fund	\$3,757	\$3,757
FD601 Water Fund	\$72,415	\$72,415
FD602 Sewer Fund	\$85,625	\$85,625
FD611 Parking Fund	\$28,334	\$28,334
FD621Transit Fund	\$10,352	\$10,352
FD705 Whale Rock Fund	\$10,098	\$10,098
FD711 Hazardous Mat Task Force Fund	\$507	\$507
FD715 Boysen Ranch	\$39	\$39
Total	\$1,007,659	\$1,007,659

**SCHEDULE 4.01**

**CITY CLERK**

NATURE AND EXTENT OF SERVICE

The Office of the City Clerk works with the City Council, City Manager, and all city departments as well as the public to ensure the facilitation of the democratic process at the local level. The administration and records duties include Council meeting agenda coordination, information dissemination, records management, advisory body administration and oversight of the Public, Education and Government access channel (PEG) monies.

The office also serves to facilitate election duties including election administration, disclosure reporting, elections campaign regulations, and statements of economic interests.

Costs are allocated as follows:

- **City Clerk Services** - These costs are associated with activities of the Office of the City Clerk are allocated based on a count of City Council agenda items by fund/department/division.
- **Public Counter/Main City Phone Number** – These costs are associated with all non-direct phone calls and in person inquiries that need to be re-directed to any/all City Departments. These costs are allocated based upon the total FTE's by fund/department/division.
- **General Government** - These costs are related to general government duties such as elections. These costs are unallowable as they are not recognized as ordinary and necessary for the operation of a governmental unit or the performance of a Federal award. Therefore, general government costs are identified but not allocated.

City Clerk  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$566,656			\$566,656
Deductions:				
COVID-19	(\$12)			
Total deductions:	<u>(\$12)</u>			<u>(\$12)</u>
Allocated additions:				
10000000 - Building Charge	\$2,647		\$2,647	
1011001 - City Administration	\$5,004	\$1,737	\$6,741	
1011501 - City Attorney	\$5,606	\$845	\$6,451	
1012000 - Finance		\$12,763	\$12,763	
1011101 - Network Services		\$28,394	\$28,394	
1011103 - Information Services		\$5,417	\$5,417	
1012006 - Finance Support Services		\$738	\$738	
1013001 - Human Resources		\$16,638	\$16,638	
1013003 - Wellness Program		\$40	\$40	
1015005 - Facilities Maintenance		\$12,659	\$12,659	
8020000 - Insurance ISF Fund		\$53,135	\$53,135	
Total allocated additions:	<u>\$13,257</u>	<u>\$132,366</u>	<u>\$145,623</u>	<u>\$145,623</u>
Total to be allocated	<u><u>\$579,901</u></u>	<u><u>\$132,366</u></u>		<u><u>\$712,267</u></u>



City Clerk  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>City Clerk Services</u>	<u>Public Counter/Main City Phone</u>	<u>General Government</u>
<b><u>Wages &amp; Benefits</u></b>					
SALARIES & WAGES	\$269,798	\$40,470	\$140,295	\$51,262	\$37,771
FRINGE BENEFITS	\$140,898	\$21,135	\$73,267	\$26,771	\$19,725
<b><u>Other Expense and Cost</u></b>					
SERVICES & SUPPLIES	\$13,584	\$2,038	\$7,064	\$2,581	\$1,901
ADVERTISING & PUBLIC OUTREACH	\$8,659		\$8,659		
OTHER CONTRACT SERVICES	\$128,883			\$54,131	\$74,752
PUBLICATIONS & SUBSCRIPTIONS	\$4,822		\$4,822		
COVID-19	\$12	\$12			
Departmental Expenditures	\$566,656	\$63,655	\$234,107	\$134,745	\$134,149
<b><u>Cost Adjustments</u></b>					
Deductions	(\$12)	(\$12)			
Additions: 1st					
Other	\$13,257	\$13,257			
Functional Cost	\$579,901	\$76,900	\$234,107	\$134,745	\$134,149
Reallocate Admin		(\$76,900)	\$35,791	\$20,600	\$20,509
Allocable Costs	\$579,901		\$269,898	\$155,345	\$154,658
Unallocated	(\$154,658)				(\$154,658)
<b>1st Allocation</b>	<b>\$425,243</b>		<b>\$269,898</b>	<b>\$155,345</b>	
Additions: 2nd					
Other	\$132,366	\$132,366			
Functional Cost	\$132,366	\$132,366			
Reallocate Admin		(\$132,366)	\$61,606	\$35,458	\$35,302
Allocable Costs	\$132,366		\$61,606	\$35,458	\$35,302
Unallocated	(\$35,302)				(\$35,302)
<b>2nd Allocation</b>	<b>\$97,064</b>		<b>\$61,606</b>	<b>\$35,458</b>	
<b>Total allocated</b>	<b>\$522,307</b>		<b>\$331,504</b>	<b>\$190,803</b>	

City Clerk  
Detail allocation of  
City Clerk Services

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Police Administration	10	3.521 %	\$9,503		\$9,503	\$3,875	\$13,378
Fire Administration	7	2.465 %	\$6,652		\$6,652	\$2,712	\$9,364
FD601 Water Fund	13	4.577 %	\$12,354		\$12,354	\$5,037	\$17,391
FD602 Sewer Fund	7	2.465 %	\$6,652		\$6,652	\$2,712	\$9,364
Recreation Administration	7	2.465 %	\$6,652		\$6,652	\$2,712	\$9,364
City Administration	101	35.563 %	\$95,985		\$95,985		\$95,985
Public Works Administration	33	11.620 %	\$31,361		\$31,361	\$12,786	\$44,147
City Attorney	24	8.451 %	\$22,808		\$22,808		\$22,808
Human Resources	8	2.817 %	\$7,603		\$7,603	\$3,100	\$10,703
Finance	11	3.873 %	\$10,454		\$10,454	\$4,262	\$14,716
Community Development Admin	54	19.014 %	\$51,319		\$51,319	\$20,923	\$72,242
FD611 Parking Fund	3	1.056 %	\$2,851		\$2,851	\$1,162	\$4,013
FD621Transit Fund	6	2.113 %	\$5,704		\$5,704	\$2,325	\$8,029
Total	284	100.000 %	\$269,898		\$269,898	\$61,606	\$331,504

(A) Alloc basis: Count of Council Agenda Items by Department/Division

Source: Clerk-Agenda item Tracking by Operating program

City Clerk  
Detail allocation of  
Public Counter/Main City Phone

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	550	1.196 %	\$1,859		\$1,859	\$444	\$2,303
Fire Administration	425	0.925 %	\$1,436		\$1,436	\$343	\$1,779
Stormwater and Flood Control	715	1.555 %	\$2,416		\$2,416	\$577	\$2,993
Recreation Administration	600	1.305 %	\$2,028		\$2,028	\$485	\$2,513
Facilities Maintenance	500	1.088 %	\$1,690		\$1,690	\$404	\$2,094
Long Range Planning	400	0.870 %	\$1,352		\$1,352	\$323	\$1,675
Building and Safety	1,553	3.378 %	\$5,248		\$5,248	\$1,254	\$6,502
Development Review	1,390	3.024 %	\$4,697		\$4,697	\$1,122	\$5,819
Economic Development	100	0.218 %	\$338		\$338	\$81	\$419
Natural Resource Protection	200	0.435 %	\$676		\$676	\$162	\$838
Public Works Administration	700	1.523 %	\$2,365		\$2,365	\$565	\$2,930
Transportation/Plan Engineering	700	1.523 %	\$2,365		\$2,365	\$565	\$2,930
City Administration	1,600	3.481 %	\$5,407		\$5,407		\$5,407
City Attorney	460	1.001 %	\$1,554		\$1,554		\$1,554
Human Resources	775	1.686 %	\$2,619		\$2,619	\$626	\$3,245
Finance	1,550	3.372 %	\$5,238		\$5,238	\$1,252	\$6,490
Network Services	500	1.088 %	\$1,690		\$1,690	\$404	\$2,094
Recreation Facilities	436	0.948 %	\$1,473		\$1,473	\$352	\$1,825
Fleet	450	0.979 %	\$1,521		\$1,521	\$363	\$1,884
Information Services	400	0.870 %	\$1,352		\$1,352	\$323	\$1,675
Community Promotion	25	0.054 %	\$84		\$84	\$20	\$104
Community Development Admin	645	1.403 %	\$2,180		\$2,180	\$521	\$2,701
Parks Maintenance	1,510	3.285 %	\$5,103		\$5,103	\$1,219	\$6,322
Swim Center Maintenance	200	0.435 %	\$676		\$676	\$162	\$838
Urban Forest Services	450	0.979 %	\$1,521		\$1,521	\$363	\$1,884
Streets Maintenance	1,065	2.317 %	\$3,599		\$3,599	\$860	\$4,459
Traffic Signals & Lighting	200	0.435 %	\$676		\$676	\$162	\$838
Youth Services	1,978	4.303 %	\$6,684		\$6,684	\$1,597	\$8,281
Community Services	306	0.666 %	\$1,034		\$1,034	\$247	\$1,281
Ranger Program	775	1.686 %	\$2,619		\$2,619	\$626	\$3,245
Patrol	4,300	9.354 %	\$14,531		\$14,531	\$3,472	\$18,003
Investigations	1,200	2.610 %	\$4,055		\$4,055	\$969	\$5,024
Police Support Services	2,096	4.559 %	\$7,083		\$7,083	\$1,693	\$8,776
Neighborhood Services	319	0.694 %	\$1,078		\$1,078	\$258	\$1,336
Traffic Safety	400	0.870 %	\$1,352		\$1,352	\$323	\$1,675
Emergency Response	4,675	10.170 %	\$15,798		\$15,798	\$3,775	\$19,573
FD601 Water Fund	3,351	7.290 %	\$11,324		\$11,324	\$2,706	\$14,030
FD602 Sewer Fund	3,503	7.620 %	\$11,838		\$11,838	\$2,829	\$14,667
FD621Transit Fund	400	0.870 %	\$1,352		\$1,352	\$323	\$1,675
FD705 Whale Rock Fund	400	0.870 %	\$1,352		\$1,352	\$323	\$1,675
FD208 Tourism Bid Fund	175	0.381 %	\$591		\$591	\$141	\$732

City Clerk

Detail allocation of

Public Counter/Main City Phone

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Golf Course	686	1.492 %	\$2,318		\$2,318	\$554	\$2,872
Aquatics	957	2.082 %	\$3,234		\$3,234	\$773	\$4,007
FD611 Parking Fund	1,100	2.393 %	\$3,717		\$3,717	\$888	\$4,605
Fire Apparatus Service	200	0.435 %	\$676		\$676	\$162	\$838
Commissions & Committees	100	0.218 %	\$338		\$338	\$81	\$419
FD205 CDBG Fund	100	0.218 %	\$338		\$338	\$81	\$419
Hazard Prevention	800	1.740 %	\$2,703		\$2,703	\$646	\$3,349
FD711 Hazardous Mat Task Force Fund	50	0.106 %	\$167		\$167	\$39	\$206
Total	45,970	100.000 %	\$155,345		\$155,345	\$35,458	\$190,803

(A) Alloc basis:

Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Staffing Summaries

	Total	City Clerk Services	Public Counter/Main City Phone
City Administration	\$101,392	\$95,985	\$5,407
City Attorney	\$24,362	\$22,808	\$1,554
Finance	\$21,206	\$14,716	\$6,490
Network Services	\$2,094		\$2,094
Information Services	\$1,675		\$1,675
Human Resources	\$13,948	\$10,703	\$3,245
Public Works Administration	\$47,077	\$44,147	\$2,930
Facilities Maintenance	\$2,094		\$2,094
Fleet	\$1,884		\$1,884
Transportation/Plan Engineering	\$2,930		\$2,930
Economic Development	\$419		\$419
Natural Resource Protection	\$838		\$838
Community Promotion	\$104		\$104
Community Development Admin	\$74,943	\$72,242	\$2,701
Commissions & Committees	\$419		\$419
Development Review	\$5,819		\$5,819
Long Range Planning	\$1,675		\$1,675
Building and Safety	\$6,502		\$6,502
Parks Maintenance	\$6,322		\$6,322
Swim Center Maintenance	\$838		\$838
Urban Forest Services	\$1,884		\$1,884
Streets Maintenance	\$4,459		\$4,459
Traffic Signals & Lighting	\$838		\$838
Stormwater and Flood Control	\$2,993		\$2,993
Recreation Administration	\$11,877	\$9,364	\$2,513
Recreation Facilities	\$1,825		\$1,825
Youth Services	\$8,281		\$8,281
Community Services	\$1,281		\$1,281
Ranger Program	\$3,245		\$3,245
Aquatics	\$4,007		\$4,007
Golf Course	\$2,872		\$2,872
Police Administration	\$15,681	\$13,378	\$2,303
Patrol	\$18,003		\$18,003
Investigations	\$5,024		\$5,024
Police Support Services	\$8,776		\$8,776
Neighborhood Services	\$1,336		\$1,336
Traffic Safety	\$1,675		\$1,675
Fire Administration	\$11,143	\$9,364	\$1,779
Emergency Response	\$19,573		\$19,573
Hazard Prevention	\$3,349		\$3,349

City Clerk  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>City Clerk Services</u>	<u>Public Counter/Main City Phone</u>
Fire Apparatus Service	\$838		\$838
FD205 CDBG Fund	\$419		\$419
FD208 Tourism Bid Fund	\$732		\$732
FD601 Water Fund	\$31,421	\$17,391	\$14,030
FD602 Sewer Fund	\$24,031	\$9,364	\$14,667
FD611 Parking Fund	\$8,618	\$4,013	\$4,605
FD621Transit Fund	\$9,704	\$8,029	\$1,675
FD705 Whale Rock Fund	\$1,675		\$1,675
FD711 Hazardous Mat Task Force Fund	\$206		\$206
Total	<u>\$522,307</u>	<u>\$331,504</u>	<u>\$190,803</u>

**SCHEDULE 5.01**

**FINANCE**

NATURE AND EXTENT OF SERVICE

The Finance Administration Division organizes, leads, and monitors the functions within the Department. These include: Accounting, Revenue Management, Support Services and Information Technology. It is responsible for managing the City's financial and information technology operations in accordance with established policies and plans. Program goals are: developing and implementing efficient and effective financial policies, plans and reporting systems that help the operating departments achieve their objectives and assure the City's long-term fiscal health; protecting the City's assets from unauthorized use; effectively using the City's information technology resources to improve productivity, customer service and public access to City information; and providing quality service to all of the department's customers—both external and internal to the organization. The Administration Division is responsible for coordination and preparation of the City's budget, financial planning, and fiscal policies. The Division also administers the City's treasury investments and debt service.

The Revenue Management Division is responsible for administering the City's treasury and revenue operations in accordance with established fiscal policies. Program goals are: developing and implementing effective and efficient revenue planning, monitoring and reporting systems that help assure the City's long-term fiscal health; providing quality customer service; protecting the City's cash assets from unauthorized use. This program has six major activities: utility billing, business tax, accounts receivable, cashier and public counter, revenue forecasts and rate reviews.

The Accounting Division is responsible for issuing financial reports and administers the disbursement of City funds in accordance with adopted fiscal policies and internal control procedures. Program goals are developing and implementing effective and efficient financial planning, reporting, and accounting systems that help the operating departments achieve their objectives; providing quality customer service; and protecting the City's resources from unauthorized use. The program has five major activities: financial reporting, payroll, accounts payable, general accounting services and support services. Bank Services are also handled by this Division.

Costs are allocated as follows:

- **Business License, Transient Occupancy Tax and Tourism Assessment** - These costs are associated with the revenue streams identified in the title. Costs are identified but not allocated.
- **Accounts Payable** - These costs are associated with the payment of the city's obligations. Costs are allocated based the number of accounts payable transactions by department/fund.

**SCHEDULE 5.01**

**FINANCE**

NATURE AND EXTENT OF SERVICE

CONTINUED

- **Payroll** - These costs are associated with activities involved with processing the City's employee payroll. Costs are allocated based on full time equivalent (FTE) by fund/department/division.
- **Purchasing** – These costs are associated with the management and production of the annual Citywide budget. Costs are allocated based on total operating expenditures by fund/department/division.
- **General Finance** – These costs are associated with general accounting activities. Costs are allocated based on total operating expenditures by fund/department/division.
- **Utility Billing** – These costs are associated with time spent on water and sewer utility billing activities. Costs are allocated 50% each to Fund 601 Water and Fund 602 Sewer.
- **Utility Billing Costs**– These costs are associated with water and sewer utility billing. Costs are allocated 50% each to Fund 601 Water and/or Fund 602 Sewer.
- 
- **Cashier** – These costs are associated with revenue collections occurring at the front counter within the Finance Department. Costs are allocated based on the amount of time spent by staff on this function and the relative amounts of revenue collected for each activity. Costs associated with the collection of Business License, Transient Occupancy Tax and Tourism Assessment are not allocated.
- **Budget** – These costs are associated with the management and production of the annual Citywide budget. Costs are allocated based on total operating expenditures by fund/department/division.



Finance

Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,789,888			\$1,789,888
Deductions:				
REVENUE-GEN GOVERNMENT	(\$10,847)			
BUDGET - GEN GOVERNMENT	(\$2,635)			
COVID-19	(\$10,268)			
Total deductions:	<u>(\$23,750)</u>			<u>(\$23,750)</u>
Allocated additions:				
10000000 - Building Charge	\$10,333		\$10,333	
1011001 - City Administration	\$15,715	\$5,456	\$21,171	
1011501 - City Attorney	\$17,605	\$2,652	\$20,257	
1011021 - City Clerk	\$15,692	\$5,514	\$21,206	
1012000 - Finance		\$2,826	\$2,826	
1011101 - Network Services		\$73,536	\$73,536	
1011103 - Information Services		\$13,000	\$13,000	
1012006 - Finance Support Services		\$4,481	\$4,481	
1013001 - Human Resources		\$39,932	\$39,932	
1013003 - Wellness Program		\$116	\$116	
1015005 - Facilities Maintenance		\$49,421	\$49,421	
8020000 - Insurance ISF Fund		\$128,267	\$128,267	
Total allocated additions:	<u>\$59,345</u>	<u>\$325,201</u>	<u>\$384,546</u>	<u>\$384,546</u>
Total to be allocated	<u><u>\$1,825,483</u></u>	<u><u>\$325,201</u></u>		<u><u>\$2,150,684</u></u>

Finance  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Bus Lic. Trans Occ Tax &amp; Tourism</u>	<u>Accounts Payable</u>	<u>Payroll</u>	<u>Purchasing</u>	<u>General Finance</u>	<u>Utility Billing</u>	<u>Utility Billing Costs</u>	<u>Cashier</u>
<b><u>Wages &amp; Benefits</u></b>										
SALARIES & WAGES	\$1,028,822	\$189,509	\$43,622	\$140,743	\$144,961	\$107,512	\$209,571	\$14,301		\$85,289
FRINGE BENEFITS	\$451,637	\$83,192	\$19,149	\$61,784	\$63,636	\$47,196	\$91,998	\$6,278		\$37,441
<b><u>Other Expense and Cost</u></b>										
REVENUE-CONTRACT SVC	\$51,050		\$36,125						\$14,925	
REVENUE-GEN GOVERNME	\$10,847	\$10,847								
BUDGET - GEN GOVERNME	\$2,635	\$2,635								
SERVICES AND SUPPLIES	\$234,629	\$43,219	\$9,948	\$32,097	\$33,059	\$24,519	\$47,794	\$3,261		\$19,451
COVID-19	\$10,268	\$10,268								
Departmental Expenditures	\$1,789,888	\$339,670	\$108,844	\$234,624	\$241,656	\$179,227	\$349,363	\$23,840	\$14,925	\$142,181
<b><u>Cost Adjustments</u></b>										
Deductions	(\$23,750)	(\$23,750)								
Additions: 1st										
Other	\$59,345		\$4,054	\$4,757	\$4,264	\$5,951	\$29,101	\$972		\$3,503
Functional Cost	\$1,825,483	\$315,920	\$112,898	\$239,381	\$245,920	\$185,178	\$378,464	\$24,812	\$14,925	\$145,684
Reallocate Admin		(\$315,920)	\$23,711	\$51,111	\$52,643	\$39,043	\$76,106	\$5,193	\$3,251	\$30,973
Allocable Costs	\$1,825,483		\$136,609	\$290,492	\$298,563	\$224,221	\$454,570	\$30,005	\$18,176	\$176,657
Unallocated	(\$136,609)		(\$136,609)							
<b>1st Allocation</b>	<b>\$1,688,874</b>			<b>\$290,492</b>	<b>\$298,563</b>	<b>\$224,221</b>	<b>\$454,570</b>	<b>\$30,005</b>	<b>\$18,176</b>	<b>\$176,657</b>
Additions: 2nd										
Finance	\$2,826		\$193	\$227	\$203	\$283	\$1,386	\$46		\$167
Other	\$322,375		\$22,020	\$25,838	\$23,165	\$32,330	\$158,085	\$5,282		\$19,029
Functional Cost	\$325,201		\$22,213	\$26,065	\$23,368	\$32,613	\$159,471	\$5,328		\$19,196
Allocable Costs	\$325,201		\$22,213	\$26,065	\$23,368	\$32,613	\$159,471	\$5,328		\$19,196
Unallocated	(\$22,213)		(\$22,213)							
<b>2nd Allocation</b>	<b>\$302,988</b>			<b>\$26,065</b>	<b>\$23,368</b>	<b>\$32,613</b>	<b>\$159,471</b>	<b>\$5,328</b>		<b>\$19,196</b>
<b>Total allocated</b>	<b>\$1,991,862</b>			<b>\$316,557</b>	<b>\$321,931</b>	<b>\$256,834</b>	<b>\$614,041</b>	<b>\$35,333</b>	<b>\$18,176</b>	<b>\$195,853</b>

Finance  
Schedule of costs to be  
allocated by function

	<u>Budget</u>
<b><u>Wages &amp; Benefits</u></b>	
SALARIES & WAGES	\$93,314
FRINGE BENEFITS	\$40,963
<b><u>Other Expense and Cost</u></b>	
REVENUE-CONTRACT SVC	
REVENUE-GEN GOVERNME	
BUDGET - GEN GOVERNME	
SERVICES AND SUPPLIES	\$21,281
COVID-19	
Departmental Expenditures	\$155,558
<b><u>Cost Adjustments</u></b>	
Deductions	
Additions: 1st	
Other	\$6,743
Functional Cost	\$162,301
Reallocate Admin	\$33,889
Allocable Costs	\$196,190
Unallocated	
<b>1st Allocation</b>	<b>\$196,190</b>
Additions: 2nd	
Finance	\$321
Other	\$36,626
Functional Cost	\$36,947
Allocable Costs	\$36,947
Unallocated	
<b>2nd Allocation</b>	<b>\$36,947</b>
<b>Total allocated</b>	<b>\$233,137</b>

Finance  
Detail allocation of  
Accounts Payable

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
FD601 Water Fund	1,669	9.377 %	\$27,241		\$27,241	\$2,521	\$29,762
FD611 Parking Fund	948	5.326 %	\$15,473		\$15,473	\$1,432	\$16,905
FD602 Sewer Fund	2,451	13.771 %	\$40,004		\$40,004	\$3,702	\$43,706
FD621Transit Fund	274	1.539 %	\$4,472		\$4,472	\$414	\$4,886
FD705 Whale Rock Fund	181	1.017 %	\$2,954		\$2,954	\$273	\$3,227
FD711 Hazardous Mat Task Force Fund	12	0.067 %	\$196		\$196	\$18	\$214
City Council	17	0.096 %	\$277		\$277	\$26	\$303
Economic Development	33	0.185 %	\$539		\$539	\$50	\$589
Natural Resource Protection	89	0.500 %	\$1,453		\$1,453	\$134	\$1,587
Community Promotion	82	0.461 %	\$1,338		\$1,338	\$124	\$1,462
Finance Support Services	203	1.141 %	\$3,313		\$3,313	\$307	\$3,620
Human Resources	210	1.180 %	\$3,428		\$3,428	\$317	\$3,745
Insurance ISF Fund	73	0.410 %	\$1,191		\$1,191	\$110	\$1,301
Wellness Program	15	0.084 %	\$245		\$245	\$23	\$268
Community Development Admin	299	1.680 %	\$4,880		\$4,880	\$452	\$5,332
Commissions & Committees	17	0.096 %	\$277		\$277	\$26	\$303
Development Review	165	0.927 %	\$2,693		\$2,693	\$249	\$2,942
Long Range Planning	12	0.067 %	\$196		\$196	\$18	\$214
Building and Safety	169	0.950 %	\$2,758		\$2,758	\$255	\$3,013
Public Works Administration	109	0.612 %	\$1,779		\$1,779	\$165	\$1,944
Parks Maintenance	526	2.955 %	\$8,585		\$8,585	\$794	\$9,379
Swim Center Maintenance	245	1.377 %	\$3,999		\$3,999	\$370	\$4,369
Urban Forest Services	196	1.101 %	\$3,199		\$3,199	\$296	\$3,495
Facilities Maintenance	1,406	7.900 %	\$22,948		\$22,948	\$2,124	\$25,072
Streets Maintenance	342	1.922 %	\$5,582		\$5,582	\$517	\$6,099
Stormwater and Flood Control	135	0.759 %	\$2,203		\$2,203	\$204	\$2,407
Traffic Signals & Lighting	103	0.579 %	\$1,681		\$1,681	\$156	\$1,837
Fleet	1,255	7.051 %	\$20,484		\$20,484	\$1,895	\$22,379
City Administration	174	0.978 %	\$2,840		\$2,840		\$2,840
Transportation/Plan Engineering	59	0.331 %	\$963		\$963	\$89	\$1,052
Recreation Administration	170	0.955 %	\$2,775		\$2,775	\$257	\$3,032
Recreation Facilities	89	0.500 %	\$1,453		\$1,453	\$134	\$1,587
Youth Services	625	3.512 %	\$10,201		\$10,201	\$944	\$11,145
Community Services	190	1.068 %	\$3,101		\$3,101	\$287	\$3,388
Ranger Program	61	0.343 %	\$996		\$996	\$92	\$1,088
Aquatics	85	0.478 %	\$1,387		\$1,387	\$128	\$1,515
Police Administration	834	4.686 %	\$13,612		\$13,612	\$1,260	\$14,872
Patrol	99	0.556 %	\$1,616		\$1,616	\$150	\$1,766
Investigations	38	0.214 %	\$620		\$620	\$57	\$677
Police Support Services	84	0.472 %	\$1,371		\$1,371	\$127	\$1,498
Neighborhood Services	18	0.101 %	\$294		\$294	\$27	\$321

Finance  
Detail allocation of  
Accounts Payable

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Traffic Safety	42	0.236 %	\$686		\$686	\$63	\$749
Emergency Response	263	1.478 %	\$4,293		\$4,293	\$397	\$4,690
Hazard Prevention	78	0.438 %	\$1,273		\$1,273	\$118	\$1,391
Training Services	109	0.612 %	\$1,779		\$1,779	\$165	\$1,944
Fire Station	58	0.326 %	\$947		\$947	\$88	\$1,035
Disaster Assistance	68	0.382 %	\$1,110		\$1,110	\$103	\$1,213
City Attorney	149	0.837 %	\$2,432		\$2,432		\$2,432
City Clerk	217	1.219 %	\$3,542		\$3,542		\$3,542
Network Services	514	2.888 %	\$8,389		\$8,389	\$776	\$9,165
Information Services	35	0.197 %	\$571		\$571	\$53	\$624
Golf Course	250	1.405 %	\$4,080		\$4,080	\$378	\$4,458
Fire Administration	258	1.450 %	\$4,211		\$4,211	\$390	\$4,601
Fire Apparatus Service	450	2.528 %	\$7,345		\$7,345	\$680	\$8,025
FD208 Tourism Bid Fund	177	0.994 %	\$2,889		\$2,889	\$267	\$3,156
FD205 CDBG Fund	1	0.006 %	\$16		\$16	\$2	\$18
FD202 Downtown Bid Fund	13	0.073 %	\$212		\$212	\$20	\$232
All Other	361	2.028 %	\$5,892		\$5,892	\$545	\$6,437
Recruit Academy	14	0.079 %	\$229		\$229	\$21	\$250
Tourism and Bid Promotion	2	0.011 %	\$33		\$33	\$3	\$36
CIP Project Engineering	111	0.624 %	\$1,812		\$1,812	\$168	\$1,980
Cultural Activities	2	0.011 %	\$33		\$33	\$3	\$36
FD201 Local Sales Tax Fund	530	2.978 %	\$8,650		\$8,650	\$800	\$9,450
FD401 Capital Outlay Engineering	241	1.354 %	\$3,934		\$3,934	\$364	\$4,298
FD404 Major Facility Replacement Fund	15	0.084 %	\$245		\$245	\$23	\$268
FD505 Affordable Housing Fund	1	0.006 %	\$16		\$16	\$2	\$18
Development Services	15	0.084 %	\$245		\$245	\$23	\$268
Human Relations	34	0.191 %	\$555		\$555	\$51	\$606
Jack House	10	0.056 %	\$163		\$163	\$15	\$178
Solid Waste Recycling	18	0.101 %	\$293		\$293	\$23	\$316
Total	17,798	100.000 %	\$290,492		\$290,492	\$26,065	\$316,557

(A) Alloc basis: Accounts Payable Transaction Count by Department/Fund

Source: AP Checks worksheet

Finance  
Detail allocation of  
Payroll

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	550	1.223 %	\$3,653		\$3,653	\$303	\$3,956
Fire Administration	425	0.945 %	\$2,823		\$2,823	\$234	\$3,057
Stormwater and Flood Control	715	1.590 %	\$4,749		\$4,749	\$394	\$5,143
Recreation Administration	600	1.335 %	\$3,985		\$3,985	\$331	\$4,316
Facilities Maintenance	500	1.112 %	\$3,321		\$3,321	\$276	\$3,597
Long Range Planning	400	0.890 %	\$2,657		\$2,657	\$221	\$2,878
Building and Safety	1,553	3.455 %	\$10,314		\$10,314	\$857	\$11,171
Development Review	1,390	3.092 %	\$9,232		\$9,232	\$767	\$9,999
Economic Development	100	0.222 %	\$664		\$664	\$55	\$719
Natural Resource Protection	200	0.445 %	\$1,328		\$1,328	\$110	\$1,438
Public Works Administration	700	1.557 %	\$4,649		\$4,649	\$386	\$5,035
Transportation/Plan Engineering	700	1.557 %	\$4,649		\$4,649	\$386	\$5,035
City Administration	1,600	3.559 %	\$10,626		\$10,626		\$10,626
City Attorney	460	1.023 %	\$3,055		\$3,055		\$3,055
City Clerk	535	1.190 %	\$3,553		\$3,553		\$3,553
Human Resources	775	1.724 %	\$5,147		\$5,147	\$428	\$5,575
Network Services	500	1.112 %	\$3,321		\$3,321	\$276	\$3,597
Recreation Facilities	436	0.970 %	\$2,896		\$2,896	\$241	\$3,137
Fleet	450	1.001 %	\$2,989		\$2,989	\$248	\$3,237
Information Services	400	0.890 %	\$2,657		\$2,657	\$221	\$2,878
Community Promotion	25	0.056 %	\$166		\$166	\$14	\$180
Community Development Admin	645	1.435 %	\$4,284		\$4,284	\$356	\$4,640
Parks Maintenance	1,510	3.359 %	\$10,028		\$10,028	\$833	\$10,861
Swim Center Maintenance	200	0.445 %	\$1,328		\$1,328	\$110	\$1,438
Urban Forest Services	450	1.001 %	\$2,989		\$2,989	\$248	\$3,237
Streets Maintenance	1,065	2.369 %	\$7,073		\$7,073	\$588	\$7,661
Traffic Signals & Lighting	200	0.445 %	\$1,328		\$1,328	\$110	\$1,438
Youth Services	1,978	4.400 %	\$13,137		\$13,137	\$1,091	\$14,228
Community Services	306	0.681 %	\$2,032		\$2,032	\$169	\$2,201
Ranger Program	775	1.724 %	\$5,147		\$5,147	\$428	\$5,575
Patrol	4,300	9.565 %	\$28,558		\$28,558	\$2,372	\$30,930
Investigations	1,200	2.669 %	\$7,970		\$7,970	\$662	\$8,632
Police Support Services	2,096	4.662 %	\$13,920		\$13,920	\$1,156	\$15,076
Neighborhood Services	319	0.710 %	\$2,119		\$2,119	\$176	\$2,295
Traffic Safety	400	0.890 %	\$2,657		\$2,657	\$221	\$2,878
Emergency Response	4,675	10.399 %	\$31,048		\$31,048	\$2,579	\$33,627
FD601 Water Fund	3,351	7.454 %	\$22,255		\$22,255	\$1,849	\$24,104
FD602 Sewer Fund	3,503	7.792 %	\$23,265		\$23,265	\$1,932	\$25,197
FD621Transit Fund	400	0.890 %	\$2,657		\$2,657	\$221	\$2,878
FD705 Whale Rock Fund	400	0.890 %	\$2,657		\$2,657	\$221	\$2,878
FD208 Tourism Bid Fund	175	0.389 %	\$1,162		\$1,162	\$97	\$1,259

Finance  
Detail allocation of  
Payroll

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Golf Course	686	1.526 %	\$4,556		\$4,556	\$378	\$4,934
Aquatics	957	2.129 %	\$6,356		\$6,356	\$528	\$6,884
FD611 Parking Fund	1,100	2.447 %	\$7,306		\$7,306	\$607	\$7,913
Fire Apparatus Service	200	0.445 %	\$1,328		\$1,328	\$110	\$1,438
Commissions & Committees	100	0.222 %	\$664		\$664	\$55	\$719
FD205 CDBG Fund	100	0.222 %	\$664		\$664	\$55	\$719
Hazard Prevention	800	1.780 %	\$5,313		\$5,313	\$441	\$5,754
FD711 Hazardous Mat Task Force Fund	50	0.112 %	\$328		\$328	\$27	\$355
Total	44,955	100.000 %	\$298,563		\$298,563	\$23,368	\$321,931

(A) Alloc basis: Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source: Staffing Summaries

Finance Detail allocation of Purchasing							2020
User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
City Council	14,953	0.063 %	\$141		\$141	\$22	\$163
Cultural Activities	332,351	1.400 %	\$3,140		\$3,140	\$478	\$3,618
Economic Development	158,697	0.669 %	\$1,499		\$1,499	\$228	\$1,727
Natural Resource Protection	159,510	0.672 %	\$1,507		\$1,507	\$230	\$1,737
Community Promotion	356,303	1.501 %	\$3,366		\$3,366	\$513	\$3,879
City Attorney	184,736	0.778 %	\$1,745		\$1,745		\$1,745
City Clerk	155,948	0.657 %	\$1,473		\$1,473		\$1,473
Finance	299,162	1.260 %	\$2,826		\$2,826		\$2,826
Network Services	1,959,039	8.254 %	\$18,507		\$18,507	\$2,820	\$21,327
Information Services	73,065	0.308 %	\$690		\$690	\$105	\$795
Finance Support Services	153,927	0.649 %	\$1,454		\$1,454	\$222	\$1,676
Human Resources	295,048	1.243 %	\$2,787		\$2,787	\$425	\$3,212
Insurance ISF Fund	2,196,462	9.254 %	\$20,750		\$20,750	\$3,162	\$23,912
Wellness Program	3,114	0.013 %	\$29		\$29	\$4	\$33
Community Development Admin	177,366	0.747 %	\$1,676		\$1,676	\$255	\$1,931
Commissions & Committees	4,087	0.017 %	\$39		\$39	\$6	\$45
Development Review	158,824	0.669 %	\$1,500		\$1,500	\$229	\$1,729
Building and Safety	994,540	4.190 %	\$9,395		\$9,395	\$1,432	\$10,827
Public Works Administration	49,426	0.208 %	\$467		\$467	\$71	\$538
Parks Maintenance	1,386,231	5.841 %	\$13,096		\$13,096	\$1,995	\$15,091
Swim Center Maintenance	271,891	1.146 %	\$2,569		\$2,569	\$391	\$2,960
Urban Forest Services	293,406	1.236 %	\$2,772		\$2,772	\$422	\$3,194
Facilities Maintenance	655,662	2.762 %	\$6,194		\$6,194	\$944	\$7,138
Streets Maintenance	316,181	1.332 %	\$2,987		\$2,987	\$455	\$3,442
Stormwater and Flood Control	206,757	0.871 %	\$1,953		\$1,953	\$298	\$2,251
Traffic Signals & Lighting	294,783	1.242 %	\$2,785		\$2,785	\$424	\$3,209
Fleet	625,930	2.637 %	\$5,913		\$5,913	\$901	\$6,814
City Administration	438,875	1.849 %	\$4,146		\$4,146		\$4,146
Transportation/Plan Engineering	51,070	0.215 %	\$482		\$482	\$74	\$556
Recreation Administration	98,747	0.416 %	\$933		\$933	\$142	\$1,075
Recreation Facilities	10,706	0.045 %	\$101		\$101	\$15	\$116
Youth Services	91,461	0.385 %	\$864		\$864	\$132	\$996
Community Services	123,970	0.522 %	\$1,171		\$1,171	\$178	\$1,349
Ranger Program	49,426	0.208 %	\$467		\$467	\$71	\$538
Aquatics	54,001	0.228 %	\$510		\$510	\$78	\$588
Golf Course	200,348	0.844 %	\$1,893		\$1,893	\$288	\$2,181
Police Administration	682,437	2.875 %	\$6,447		\$6,447	\$982	\$7,429
Patrol	163,999	0.691 %	\$1,549		\$1,549	\$236	\$1,785
Investigations	29,871	0.126 %	\$282		\$282	\$43	\$325
Police Support Services	142,055	0.599 %	\$1,342		\$1,342	\$204	\$1,546
Neighborhood Services	37,349	0.157 %	\$353		\$353	\$54	\$407



Finance  
Detail allocation of  
Purchasing

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Traffic Safety	26,596	0.112 %	\$251		\$251	\$38	\$289
Fire Administration	150,536	0.634 %	\$1,422		\$1,422	\$217	\$1,639
Emergency Response	144,964	0.611 %	\$1,369		\$1,369	\$209	\$1,578
Fire Apparatus Service	151,934	0.640 %	\$1,435		\$1,435	\$219	\$1,654
Hazard Prevention	71,917	0.303 %	\$679		\$679	\$104	\$783
Training Services	73,793	0.311 %	\$697		\$697	\$106	\$803
Fire Station	30,106	0.127 %	\$284		\$284	\$43	\$327
Disaster Assistance	62,052	0.261 %	\$586		\$586	\$89	\$675
FD202 Downtown Bid Fund	272,165	1.147 %	\$2,571		\$2,571	\$392	\$2,963
FD208 Tourism Bid Fund	1,182,082	4.980 %	\$11,167		\$11,167	\$1,702	\$12,869
FD601 Water Fund	1,722,714	7.258 %	\$16,274		\$16,274	\$2,480	\$18,754
FD611 Parking Fund	1,023,326	4.312 %	\$9,667		\$9,667	\$1,473	\$11,140
FD602 Sewer Fund	2,652,218	11.174 %	\$25,055		\$25,055	\$3,818	\$28,873
FD621Transit Fund	551,747	2.325 %	\$5,212		\$5,212	\$794	\$6,006
FD705 Whale Rock Fund	337,028	1.420 %	\$3,184		\$3,184	\$485	\$3,669
FD711 Hazardous Mat Task Force Fund	31,384	0.132 %	\$296		\$296	\$45	\$341
Finance Non Departmental	161,316	0.680 %	\$1,524		\$1,524	\$232	\$1,756
Long Range Planning	68,722	0.290 %	\$649		\$649	\$99	\$748
Human Relations	353,546	1.490 %	\$3,340		\$3,340	\$509	\$3,849
CIP Project Engineering	84,130	0.354 %	\$795		\$795	\$121	\$916
Jack House	7,238	0.030 %	\$68		\$68	\$10	\$78
FD401 Capital Outlay Engineering	2,080	0.009 %	\$20		\$20	\$3	\$23
FD404 Major Facility Replacement Fund							
FD505 Affordable Housing Fund	330,000	1.390 %	\$3,117		\$3,117	\$475	\$3,592
Risk Management	3,893	0.016 %	\$37		\$37	\$6	\$43
Solid Waste Recycling	13,947	0.059 %	\$132		\$132	\$20	\$152
FD402 Fleet Replace	207	0.001 %	\$2		\$2		\$2
FD504 LOVR Impace Fee	270,094	1.138 %	\$2,552		\$2,552	\$389	\$2,941
FD715 Boysen Ranch	3,341	0.017 %	\$36		\$36	\$6	\$42
Total	23,734,790	100.000 %	\$224,221		\$224,221	\$32,613	\$256,834

(A) Alloc basis: Operating Services and Supply Expenditures by Fund/Department/Division

Source:

Finance  
Detail allocation of  
General Finance

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.179 %	\$814		\$814	\$295	\$1,109
Cultural Activities	332,351	0.378 %	\$1,719		\$1,719	\$623	\$2,342
Economic Development	269,768	0.307 %	\$1,395		\$1,395	\$506	\$1,901
Natural Resource Protection	617,952	0.703 %	\$3,195		\$3,195	\$1,158	\$4,353
Community Promotion	393,509	0.448 %	\$2,035		\$2,035	\$738	\$2,773
City Attorney	1,000,636	1.138 %	\$5,174		\$5,174		\$5,174
City Clerk	566,644	0.645 %	\$2,930		\$2,930		\$2,930
Network Services	2,992,351	3.404 %	\$15,473		\$15,473	\$5,609	\$21,082
Finance Support Services	153,927	0.175 %	\$796		\$796	\$289	\$1,085
Human Resources	1,217,672	1.385 %	\$6,296		\$6,296	\$2,282	\$8,578
Insurance ISF Fund	4,808,289	5.470 %	\$24,863		\$24,863	\$9,013	\$33,876
Wellness Program	3,114	0.004 %	\$16		\$16	\$6	\$22
Community Development Admin	867,164	0.986 %	\$4,484		\$4,484	\$1,625	\$6,109
Commissions & Committees	15,513	0.018 %	\$80		\$80	\$29	\$109
Development Review	1,053,548	1.198 %	\$5,448		\$5,448	\$1,975	\$7,423
Long Range Planning	114,993	0.131 %	\$595		\$595	\$216	\$811
Building and Safety	2,269,498	2.582 %	\$11,735		\$11,735	\$4,254	\$15,989
Public Works Administration	945,448	1.075 %	\$4,889		\$4,889	\$1,772	\$6,661
Parks Maintenance	2,587,151	2.943 %	\$13,378		\$13,378	\$4,849	\$18,227
Swim Center Maintenance	504,654	0.574 %	\$2,609		\$2,609	\$946	\$3,555
Urban Forest Services	830,659	0.945 %	\$4,295		\$4,295	\$1,557	\$5,852
Facilities Maintenance	1,152,577	1.311 %	\$5,960		\$5,960	\$2,160	\$8,120
Streets Maintenance	1,143,992	1.301 %	\$5,915		\$5,915	\$2,144	\$8,059
Stormwater and Flood Control	793,352	0.902 %	\$4,102		\$4,102	\$1,487	\$5,589
Traffic Signals & Lighting	519,399	0.591 %	\$2,686		\$2,686	\$974	\$3,660
Fleet	1,077,423	1.226 %	\$5,571		\$5,571	\$2,020	\$7,591
City Administration	1,266,811	1.441 %	\$6,550		\$6,550		\$6,550
Transportation/Plan Engineering	896,195	1.019 %	\$4,634		\$4,634	\$1,680	\$6,314
Recreation Administration	780,489	0.888 %	\$4,036		\$4,036	\$1,463	\$5,499
Recreation Facilities	190,312	0.216 %	\$984		\$984	\$357	\$1,341
Youth Services	853,586	0.971 %	\$4,414		\$4,414	\$1,600	\$6,014
Ranger Program	496,081	0.564 %	\$2,565		\$2,565	\$930	\$3,495
Aquatics	402,346	0.458 %	\$2,080		\$2,080	\$754	\$2,834
Police Administration	1,997,594	2.272 %	\$10,329		\$10,329	\$3,744	\$14,073
Patrol	9,337,298	10.621 %	\$48,282		\$48,282	\$17,502	\$65,784
Investigations	2,786,997	3.170 %	\$14,411		\$14,411	\$5,224	\$19,635
Neighborhood Services	229,238	0.261 %	\$1,185		\$1,185	\$430	\$1,615
Traffic Safety	796,078	0.906 %	\$4,116		\$4,116	\$1,492	\$5,608
Fire Administration	936,461	1.065 %	\$4,842		\$4,842	\$1,755	\$6,597
Emergency Response	10,175,128	11.574 %	\$52,614		\$52,614	\$19,073	\$71,687
Hazard Prevention	885,601	1.007 %	\$4,579		\$4,579	\$1,660	\$6,239

Finance  
Detail allocation of  
General Finance

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.084 %	\$382		\$382	\$138	\$520
Fire Station	30,106	0.034 %	\$156		\$156	\$56	\$212
Disaster Assistance	62,052	0.071 %	\$321		\$321	\$116	\$437
FD202 Downtown Bid Fund	272,165	0.310 %	\$1,407		\$1,407	\$510	\$1,917
FD601 Water Fund	6,361,662	7.237 %	\$32,895		\$32,895	\$11,925	\$44,820
FD611 Parking Fund	2,489,100	2.831 %	\$12,871		\$12,871	\$4,666	\$17,537
FD602 Sewer Fund	7,522,181	8.557 %	\$38,896		\$38,896	\$14,100	\$52,996
Golf Course	595,060	0.677 %	\$3,077		\$3,077	\$1,115	\$4,192
FD705 Whale Rock Fund	887,145	1.009 %	\$4,587		\$4,587	\$1,663	\$6,250
Information Services	1,031,587	1.173 %	\$5,334		\$5,334	\$1,934	\$7,268
FD208 Tourism Bid Fund	1,383,208	1.573 %	\$7,152		\$7,152	\$2,593	\$9,745
FD621Transit Fund	909,464	1.035 %	\$4,703		\$4,703	\$1,705	\$6,408
FD206 Law Enforcement Grant Fund	42,648	0.049 %	\$221		\$221	\$80	\$301
Fire Apparatus Service	379,185	0.431 %	\$1,961		\$1,961	\$711	\$2,672
Police Support Services	2,484,815	2.827 %	\$12,849		\$12,849	\$4,658	\$17,507
Community Services	474,519	0.540 %	\$2,454		\$2,454	\$889	\$3,343
FD711 Hazardous Mat Task Force Fund	44,601	0.051 %	\$231		\$231	\$84	\$315
Finance Non Departmental	167,004	0.190 %	\$864		\$864	\$313	\$1,177
Development Services	1,003,441	1.141 %	\$5,189		\$5,189	\$1,881	\$7,070
Human Relations	353,546	0.402 %	\$1,828		\$1,828	\$663	\$2,491
CIP Project Engineering	2,205,278	2.509 %	\$11,403		\$11,403	\$4,134	\$15,537
Jack House	7,238	0.008 %	\$37		\$37	\$14	\$51
FD401 Capital Outlay Engineering	2,080	0.002 %	\$11		\$11	\$4	\$15
FD505 Affordable Housing Fund	330,000	0.375 %	\$1,706		\$1,706	\$619	\$2,325
Community Services Group	9,593	0.011 %	\$50		\$50	\$18	\$68
Risk Management	5,402	0.006 %	\$28		\$28	\$10	\$38
Water Administration/Engineering	3,180	0.004 %	\$16		\$16	\$6	\$22
Solid Waste Recycling	87,156	0.099 %	\$451		\$451	\$163	\$614
FD402 Fleet Replace	207		\$1		\$1		\$1
FD504 LOVR Impace Fee	270,094	0.307 %	\$1,397		\$1,397	\$506	\$1,903
FD715 Boysen Ranch	3,341	0.005 %	\$18		\$18	\$6	\$24
Total	87,909,989	100.000 %	\$454,570		\$454,570	\$159,471	\$614,041

(A) Alloc basis: Total Operating Expenditures by Department/Division

Source:

Finance

Detail allocation of

Utility Billing

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %	\$15,003		\$15,003	\$2,664	\$17,667
FD602 Sewer Fund	50	50.000 %	\$15,002		\$15,002	\$2,664	\$17,666
Total	100	100.000 %	\$30,005		\$30,005	\$5,328	\$35,333

(A) Alloc basis:

Direct Allocation to Water (FD601) & Sewer (FD602)

Source:

Salary & Wage Analysis

Finance  
Detail allocation of  
Utility Billing Costs

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %	\$9,088		\$9,088		\$9,088
FD602 Sewer Fund	50	50.000 %	\$9,088		\$9,088		\$9,088
Total	100	100.000 %	\$18,176		\$18,176		\$18,176

(A) Alloc basis: Direct Allocation to Water (FD601) & Sewer (FD602)

Source: Expenditures

Finance  
Detail allocation of  
Cashier

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD611 Parking Fund	727	7.270 %	\$12,843		\$12,843	\$1,396	\$14,239
FD621Transit Fund	106	1.060 %	\$1,873		\$1,873	\$203	\$2,076
FD601 Water Fund	1,406	14.060 %	\$24,838		\$24,838	\$2,699	\$27,537
FD602 Sewer Fund	1,406	14.060 %	\$24,838		\$24,838	\$2,699	\$27,537
All Other	6,355	63.550 %	\$112,265		\$112,265	\$12,199	\$124,464
Total	10,000	100.000 %	\$176,657		\$176,657	\$19,196	\$195,853

(A) Alloc basis: Based on the amount of time spent by staff on this function and the relative amounts of revenue collected

Source: Salary-Wages for Finance Accounting Revenue Mgmt worksheet

Finance

Detail allocation of

Budget

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.179 %	\$351		\$351	\$68	\$419
Cultural Activities	332,351	0.378 %	\$742		\$742	\$144	\$886
Economic Development	269,768	0.307 %	\$602		\$602	\$117	\$719
Natural Resource Protection	617,952	0.703 %	\$1,379		\$1,379	\$268	\$1,647
Community Promotion	393,509	0.448 %	\$878		\$878	\$171	\$1,049
City Attorney	1,000,636	1.138 %	\$2,233		\$2,233		\$2,233
City Clerk	566,644	0.645 %	\$1,265		\$1,265		\$1,265
Network Services	2,992,351	3.404 %	\$6,678		\$6,678	\$1,300	\$7,978
Finance Support Services	153,927	0.175 %	\$344		\$344	\$67	\$411
Human Resources	1,217,672	1.385 %	\$2,717		\$2,717	\$529	\$3,246
Insurance ISF Fund	4,808,289	5.470 %	\$10,731		\$10,731	\$2,088	\$12,819
Wellness Program	3,114	0.004 %	\$7		\$7	\$1	\$8
Community Development Admin	867,164	0.986 %	\$1,935		\$1,935	\$377	\$2,312
Commissions & Committees	15,513	0.018 %	\$35		\$35	\$7	\$42
Development Review	1,053,548	1.198 %	\$2,351		\$2,351	\$458	\$2,809
Long Range Planning	114,993	0.131 %	\$257		\$257	\$50	\$307
Building and Safety	2,269,498	2.582 %	\$5,065		\$5,065	\$986	\$6,051
Public Works Administration	945,448	1.075 %	\$2,110		\$2,110	\$411	\$2,521
Parks Maintenance	2,587,151	2.943 %	\$5,774		\$5,774	\$1,124	\$6,898
Swim Center Maintenance	504,654	0.574 %	\$1,126		\$1,126	\$219	\$1,345
Urban Forest Services	830,659	0.945 %	\$1,854		\$1,854	\$361	\$2,215
Facilities Maintenance	1,152,577	1.311 %	\$2,572		\$2,572	\$501	\$3,073
Streets Maintenance	1,143,992	1.301 %	\$2,553		\$2,553	\$497	\$3,050
Stormwater and Flood Control	793,352	0.902 %	\$1,771		\$1,771	\$345	\$2,116
Traffic Signals & Lighting	519,399	0.591 %	\$1,159		\$1,159	\$226	\$1,385
Fleet	1,077,423	1.226 %	\$2,405		\$2,405	\$468	\$2,873
City Administration	1,266,811	1.441 %	\$2,827		\$2,827		\$2,827
Transportation/Plan Engineering	896,195	1.019 %	\$2,000		\$2,000	\$389	\$2,389
Recreation Administration	780,489	0.888 %	\$1,742		\$1,742	\$339	\$2,081
Recreation Facilities	190,312	0.216 %	\$425		\$425	\$83	\$508
Youth Services	853,586	0.971 %	\$1,905		\$1,905	\$371	\$2,276
Ranger Program	496,081	0.564 %	\$1,107		\$1,107	\$215	\$1,322
Aquatics	402,346	0.458 %	\$898		\$898	\$175	\$1,073
Police Administration	1,997,594	2.272 %	\$4,458		\$4,458	\$868	\$5,326
Patrol	9,337,298	10.621 %	\$20,838		\$20,838	\$4,055	\$24,893
Investigations	2,786,997	3.170 %	\$6,220		\$6,220	\$1,210	\$7,430
Neighborhood Services	229,238	0.261 %	\$512		\$512	\$100	\$612
Traffic Safety	796,078	0.906 %	\$1,777		\$1,777	\$346	\$2,123
Fire Administration	936,461	1.065 %	\$2,090		\$2,090	\$407	\$2,497
Emergency Response	10,175,128	11.574 %	\$22,708		\$22,708	\$4,419	\$27,127
Hazard Prevention	885,601	1.007 %	\$1,976		\$1,976	\$385	\$2,361

Finance  
Detail allocation of  
Budget

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.084 %	\$165		\$165	\$32	\$197
Fire Station	30,106	0.034 %	\$67		\$67	\$13	\$80
Disaster Assistance	62,052	0.071 %	\$138		\$138	\$27	\$165
FD202 Downtown Bid Fund	272,165	0.310 %	\$607		\$607	\$118	\$725
FD601 Water Fund	6,361,662	7.237 %	\$14,197		\$14,197	\$2,763	\$16,960
FD611 Parking Fund	2,489,100	2.831 %	\$5,555		\$5,555	\$1,081	\$6,636
FD602 Sewer Fund	7,522,181	8.557 %	\$16,787		\$16,787	\$3,267	\$20,054
Golf Course	595,060	0.677 %	\$1,328		\$1,328	\$258	\$1,586
FD705 Whale Rock Fund	887,145	1.009 %	\$1,980		\$1,980	\$385	\$2,365
Information Services	1,031,587	1.173 %	\$2,302		\$2,302	\$448	\$2,750
FD208 Tourism Bid Fund	1,383,208	1.573 %	\$3,087		\$3,087	\$601	\$3,688
FD621Transit Fund	909,464	1.035 %	\$2,030		\$2,030	\$395	\$2,425
FD206 Law Enforcement Grant Fund	42,648	0.049 %	\$95		\$95	\$19	\$114
Fire Apparatus Service	379,185	0.431 %	\$846		\$846	\$165	\$1,011
Police Support Services	2,484,815	2.827 %	\$5,545		\$5,545	\$1,079	\$6,624
Community Services	474,519	0.540 %	\$1,059		\$1,059	\$206	\$1,265
FD711 Hazardous Mat Task Force Fund	44,601	0.051 %	\$100		\$100	\$19	\$119
Finance Non Departmental	167,004	0.190 %	\$373		\$373	\$73	\$446
Development Services	1,003,441	1.141 %	\$2,239		\$2,239	\$436	\$2,675
Human Relations	353,546	0.402 %	\$789		\$789	\$154	\$943
CIP Project Engineering	2,205,278	2.509 %	\$4,922		\$4,922	\$958	\$5,880
Jack House	7,238	0.008 %	\$16		\$16	\$3	\$19
FD401 Capital Outlay Engineering	2,080	0.002 %	\$5		\$5	\$1	\$6
FD505 Affordable Housing Fund	330,000	0.375 %	\$736		\$736	\$143	\$879
Community Services Group	9,593	0.011 %	\$21		\$21	\$4	\$25
Risk Management	5,402	0.006 %	\$12		\$12	\$2	\$14
Water Administration/Engineering	3,180	0.004 %	\$7		\$7	\$1	\$8
Solid Waste Recycling	87,156	0.099 %	\$195		\$195	\$38	\$233
FD402 Fleet Replace	207						
FD504 LOVR Impace Fee	270,094	0.307 %	\$603		\$603	\$117	\$720
FD715 Boysen Ranch	3,341	0.005 %	\$7		\$7	(\$4)	\$3
Total	87,909,989	100.000 %	\$196,190		\$196,190	\$36,947	\$233,137

(A) Alloc basis: Total Operating Expenditures by Department/Division

Source:



Finance  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Accounts Payable</u>	<u>Payroll</u>	<u>Purchasing</u>	<u>General Finance</u>	<u>Utility Billing</u>	<u>Utility Billing Costs</u>	<u>Cashier</u>	<u>Budget</u>
City Administration	\$26,989	\$2,840	\$10,626	\$4,146	\$6,550				\$2,827
City Attorney	\$14,639	\$2,432	\$3,055	\$1,745	\$5,174				\$2,233
City Clerk	\$12,763	\$3,542	\$3,553	\$1,473	\$2,930				\$1,265
Finance	\$2,826			\$2,826					
Network Services	\$63,149	\$9,165	\$3,597	\$21,327	\$21,082				\$7,978
Information Services	\$14,315	\$624	\$2,878	\$795	\$7,268				\$2,750
Finance Support Services	\$6,792	\$3,620		\$1,676	\$1,085				\$411
Human Resources	\$24,356	\$3,745	\$5,575	\$3,212	\$8,578				\$3,246
Risk Management	\$95			\$43	\$38				\$14
Wellness Program	\$331	\$268		\$33	\$22				\$8
Public Works Administration	\$16,699	\$1,944	\$5,035	\$538	\$6,661				\$2,521
Facilities Maintenance	\$47,000	\$25,072	\$3,597	\$7,138	\$8,120				\$3,073
Fleet	\$42,894	\$22,379	\$3,237	\$6,814	\$7,591				\$2,873
CIP Project Engineering	\$24,313	\$1,980		\$916	\$15,537				\$5,880
Transportation/Plan Engineering	\$15,346	\$1,052	\$5,035	\$556	\$6,314				\$2,389
Insurance ISF Fund	\$71,908	\$1,301		\$23,912	\$33,876				\$12,819
City Council	\$1,994	\$303		\$163	\$1,109				\$419
Cultural Activities	\$6,882	\$36		\$3,618	\$2,342				\$886
Economic Development	\$5,655	\$589	\$719	\$1,727	\$1,901				\$719
Natural Resource Protection	\$10,762	\$1,587	\$1,438	\$1,737	\$4,353				\$1,647
Tourism and Bid Promotion	\$36	\$36							
Community Promotion	\$9,343	\$1,462	\$180	\$3,879	\$2,773				\$1,049
Community Services Group	\$93				\$68				\$25
Finance Non Departmental	\$3,379			\$1,756	\$1,177				\$446
Community Development Admin	\$20,324	\$5,332	\$4,640	\$1,931	\$6,109				\$2,312
Commissions & Committees	\$1,218	\$303	\$719	\$45	\$109				\$42
Development Review	\$24,902	\$2,942	\$9,999	\$1,729	\$7,423				\$2,809
Long Range Planning	\$4,958	\$214	\$2,878	\$748	\$811				\$307
Development Services	\$10,013	\$268			\$7,070				\$2,675
Building and Safety	\$47,051	\$3,013	\$11,171	\$10,827	\$15,989				\$6,051
Human Relations	\$7,889	\$606		\$3,849	\$2,491				\$943
Parks Maintenance	\$60,456	\$9,379	\$10,861	\$15,091	\$18,227				\$6,898
Swim Center Maintenance	\$13,667	\$4,369	\$1,438	\$2,960	\$3,555				\$1,345
Urban Forest Services	\$17,993	\$3,495	\$3,237	\$3,194	\$5,852				\$2,215
Streets Maintenance	\$28,311	\$6,099	\$7,661	\$3,442	\$8,059				\$3,050
Traffic Signals & Lighting	\$11,529	\$1,837	\$1,438	\$3,209	\$3,660				\$1,385
Stormwater and Flood Control	\$17,506	\$2,407	\$5,143	\$2,251	\$5,589				\$2,116
Water Administration/Engineering	\$30				\$22				\$8
Solid Waste Recycling	\$1,315	\$316		\$152	\$614				\$233
Recreation Administration	\$16,003	\$3,032	\$4,316	\$1,075	\$5,499				\$2,081
Recreation Facilities	\$6,689	\$1,587	\$3,137	\$116	\$1,341				\$508

Finance  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Accounts Payable</u>	<u>Payroll</u>	<u>Purchasing</u>	<u>General Finance</u>	<u>Utility Billing</u>	<u>Utility Billing Costs</u>	<u>Cashier</u>	<u>Budget</u>
Youth Services	\$34,659	\$11,145	\$14,228	\$996	\$6,014				\$2,276
Community Services	\$11,546	\$3,388	\$2,201	\$1,349	\$3,343				\$1,265
Ranger Program	\$12,018	\$1,088	\$5,575	\$538	\$3,495				\$1,322
Aquatics	\$12,894	\$1,515	\$6,884	\$588	\$2,834				\$1,073
Golf Course	\$17,351	\$4,458	\$4,934	\$2,181	\$4,192				\$1,586
Jack House	\$326	\$178		\$78	\$51				\$19
Police Administration	\$45,656	\$14,872	\$3,956	\$7,429	\$14,073				\$5,326
Patrol	\$125,158	\$1,766	\$30,930	\$1,785	\$65,784				\$24,893
Investigations	\$36,699	\$677	\$8,632	\$325	\$19,635				\$7,430
Police Support Services	\$42,251	\$1,498	\$15,076	\$1,546	\$17,507				\$6,624
Neighborhood Services	\$5,250	\$321	\$2,295	\$407	\$1,615				\$612
Traffic Safety	\$11,647	\$749	\$2,878	\$289	\$5,608				\$2,123
Fire Administration	\$18,391	\$4,601	\$3,057	\$1,639	\$6,597				\$2,497
Emergency Response	\$138,709	\$4,690	\$33,627	\$1,578	\$71,687				\$27,127
Hazard Prevention	\$16,528	\$1,391	\$5,754	\$783	\$6,239				\$2,361
Training Services	\$3,464	\$1,944		\$803	\$520				\$197
Recruit Academy	\$250	\$250							
Fire Apparatus Service	\$14,800	\$8,025	\$1,438	\$1,654	\$2,672				\$1,011
Fire Station	\$1,654	\$1,035		\$327	\$212				\$80
Disaster Assistance	\$2,490	\$1,213		\$675	\$437				\$165
FD201 Local Sales Tax Fund	\$9,450	\$9,450							
FD202 Downtown Bid Fund	\$5,837	\$232		\$2,963	\$1,917				\$725
FD205 CDBG Fund	\$737	\$18	\$719						
FD206 Law Enforcement Grant Fund	\$415				\$301				\$114
FD208 Tourism Bid Fund	\$30,717	\$3,156	\$1,259	\$12,869	\$9,745				\$3,688
FD401 Capital Outlay Engineering	\$4,342	\$4,298		\$23	\$15				\$6
FD402 Fleet Replace	\$3			\$2	\$1				
FD404 Major Facility Replacement Fund	\$268	\$268							
FD504 LOVR Impace Fee	\$5,564			\$2,941	\$1,903				\$720
FD505 Affordable Housing Fund	\$6,814	\$18		\$3,592	\$2,325				\$879
FD601 Water Fund	\$188,692	\$29,762	\$24,104	\$18,754	\$44,820	\$17,667	\$9,088	\$27,537	\$16,960
FD602 Sewer Fund	\$225,117	\$43,706	\$25,197	\$28,873	\$52,996	\$17,666	\$9,088	\$27,537	\$20,054
FD611 Parking Fund	\$74,370	\$16,905	\$7,913	\$11,140	\$17,537			\$14,239	\$6,636
FD621Transit Fund	\$24,679	\$4,886	\$2,878	\$6,006	\$6,408			\$2,076	\$2,425
FD705 Whale Rock Fund	\$18,389	\$3,227	\$2,878	\$3,669	\$6,250				\$2,365
FD711 Hazardous Mat Task Force Fund	\$1,344	\$214	\$355	\$341	\$315				\$119
FD715 Boysen Ranch	\$69			\$42	\$24				\$3
All Other	\$130,901	\$6,437						\$124,464	
Total	\$1,991,862	\$316,557	\$321,931	\$256,834	\$614,041	\$35,333	\$18,176	\$195,853	\$233,137

**SCHEDULE 6.01**

**NETWORK SERVICES**

NATURE AND EXTENT OF SERVICE

The Network Services Division is responsible for ensuring that the City's information technology resources are effectively managed and used as key organizational tools in improving organizational productivity, customer service and public access to City information. Program goals are: developing and implementing long-range plans, policies and standards for acquiring, maintaining, and achieving full use of information technology resources; and providing responsive ongoing support, maintenance, trouble-shooting and training for office automation and telecommunications systems and applications.

Costs are allocated as follows:

- **Network Services & Desktop Support** – These costs are associated with the planning, managing, support and maintenance of information technology resources. Costs are allocated based on the number of physical desktops, virtual desktops, laptops and printers by fund/department/division.
- **Enterprise Apps** – Enterprise Application consists of the based programs available to all City computer users such as email, word processing, and spreadsheet applications. These costs are allocated based upon the total FTE's by fund/department/division.
- **Mobile Data Computer (MDC) Support** – These costs are associated with the managing, support and maintenance of MDCs. Costs are allocated based on the number of MDCs by fund/department/division.
- **Tablet Support** – These costs are associated with the managing, support and maintenance of tablets. Costs are allocated based on the number of tablets by fund/department/division.
- **Server Support** – These costs are associated with the planning, managing, support and maintenance of servers and enterprise systems. Costs are allocated based on the number of physical or virtual servers/appliances by fund/department/division.
- **Network Support** – These costs are associated with the planning, managing, support and maintenance of network switches, fiber optic networks, wired/wireless communication infrastructure. Costs are allocated based on the number of dedicated Ethernet switch ports by fund/department/division.
- **Radios** – These costs are associated with the support and maintenance of the radios. Costs are allocated based on the number of assigned radios by fund/department/division.
- **Telemetry** – These costs are associated with the support and maintenance of the telemetry technology. Costs are allocated based on the number of controllers by fund/department/division.

**SCHEDULE 6.01**

**NETWORK SERVICES**

NATURE AND EXTENT OF SERVICE

CONTINUED

- **Cell Phones** – These costs are associated with the support and maintenance of cell phones. Costs are allocated based on the number of cell phones and smart phones by fund/department/division.
- **Cellular Data Services** – These costs are associated with the support and maintenance of providing mobile cellular data. Costs are allocated based on the number of cellular data air cards and the number of smart phones by fund/department/division.
- **Telephones** – These costs are associated with the support and maintenance of the telephone and VoIP systems. Costs are allocated based on the number of extensions by fund/department/division.
- **South Hills** – These costs are associated with the rent and maintenance of the South Hills radio site. Costs are allocated based on the number of radio repeaters at the site by fund/department/division.
- **Tassajara Peak** – These costs are associated with the rent and maintenance of the Tassajara Peak radio site. Costs are allocated based on the number of radio repeaters at the site by fund/department/division.
- **Direct Departmental Costs** – These costs are associated with direct departmental costs. Costs are allocated directly to Departments identified.

Network Services  
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$2,992,351			\$2,992,351
Allocated additions:				
10000000 - Building Charge	\$7,257		\$7,257	
1011001 - City Administration	\$53,165	\$18,460	\$71,625	
1011501 - City Attorney	\$29,602	\$4,460	\$34,062	
1011021 - City Clerk	\$1,690	\$404	\$2,094	
1012000 - Finance	\$52,368	\$10,781	\$63,149	
1011101 - Network Services		\$10,180	\$10,180	
1011103 - Information Services		\$47,226	\$47,226	
1012006 - Finance Support Services		\$11,466	\$11,466	
1013001 - Human Resources		\$33,276	\$33,276	
1013003 - Wellness Program		\$37	\$37	
1015005 - Facilities Maintenance		\$34,708	\$34,708	
1015008 - Fleet		\$8,607	\$8,607	
8020000 - Insurance ISF Fund		\$109,562	\$109,562	
Total allocated additions:	<u>\$144,082</u>	<u>\$289,167</u>	<u>\$433,249</u>	<u>\$433,249</u>
Total to be allocated	<u><u>\$3,136,433</u></u>	<u><u>\$289,167</u></u>		<u><u>\$3,425,600</u></u>

Network Services  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Network Services &amp; Desktop Support</u>	<u>Enterprise Apps</u>	<u>MDC Support</u>	<u>Tablet Support</u>	<u>Server Support</u>	<u>Network Support</u>	<u>Radios</u>
<b><u>Wages &amp; Benefits</u></b>									
SALARIES & WAGES	\$696,044	\$306,747	\$60,834	\$82,551	\$38,770	\$4,594	\$66,194	\$86,727	\$18,236
FRINGE BENEFITS	\$337,268	\$148,634	\$29,477	\$40,000	\$18,786	\$2,226	\$32,074	\$42,024	\$8,836
<b><u>Other Expense and Cost</u></b>									
DATA PROCESSING SERVICES	\$678,818		\$16,795	\$341,710			\$116,663	\$120,684	\$23,851
PARKING	\$1,215	\$1,215							
CONTRACT SERVICES	\$464,595	\$50,604	\$7,695	\$258,856			\$2,384	\$36,014	\$76,491
ELECTRIC UTILITIES SERVICE	\$4,320								
COMMUNICATION SERVICE	\$313,094	\$392	\$4,748				\$1,190	\$3,598	\$110
OTHER UTILITY SERVICES	\$5,230		\$234						
OFFICE SUPPLIES	\$331,996	\$46	\$215,257					\$38,851	
PUBLICATIONS & SUBSCRIPT	\$2,243	\$659	\$808	\$776					
MISC MATERIALS & SUPPLIES	\$31,231	\$702	\$15,384					\$424	\$12,548
RENTS AND LEASES	\$74,587								
MEMBERSHIP & CERTIFICATION	\$230	\$230							
EDUCATION & TRAINING	\$50,878	\$27,518		\$23,029					
TRIPS AND MEETINGS	\$602	\$602							
Departmental Expenditures	<u>\$2,992,351</u>	<u>\$537,349</u>	<u>\$351,232</u>	<u>\$746,922</u>	<u>\$57,556</u>	<u>\$6,820</u>	<u>\$218,505</u>	<u>\$328,322</u>	<u>\$140,072</u>
Additions: 1st									
Other	<u>\$144,082</u>	<u>\$63,497</u>	<u>\$12,593</u>	<u>\$17,088</u>	<u>\$8,025</u>	<u>\$951</u>	<u>\$13,702</u>	<u>\$17,953</u>	<u>\$3,775</u>
Functional Cost	<u>\$3,136,433</u>	<u>\$600,846</u>	<u>\$363,825</u>	<u>\$764,010</u>	<u>\$65,581</u>	<u>\$7,771</u>	<u>\$232,207</u>	<u>\$346,275</u>	<u>\$143,847</u>
Reallocate Admin		(\$600,846)	\$85,962	\$182,804	\$14,086	\$1,669	\$53,478	\$80,355	\$34,282
Allocable Costs	<u>\$3,136,433</u>		<u>\$449,787</u>	<u>\$946,814</u>	<u>\$79,667</u>	<u>\$9,440</u>	<u>\$285,685</u>	<u>\$426,630</u>	<u>\$178,129</u>
<b>1st Allocation</b>	<b><u>\$3,136,433</u></b>		<b><u>\$449,787</u></b>	<b><u>\$946,814</u></b>	<b><u>\$79,667</u></b>	<b><u>\$9,440</u></b>	<b><u>\$285,685</u></b>	<b><u>\$426,630</u></b>	<b><u>\$178,129</u></b>
Additions: 2nd									
Other	<u>\$289,167</u>	<u>\$127,436</u>	<u>\$25,273</u>	<u>\$34,295</u>	<u>\$16,107</u>	<u>\$1,909</u>	<u>\$27,500</u>	<u>\$36,030</u>	<u>\$7,576</u>
Functional Cost	<u>\$289,167</u>	<u>\$127,436</u>	<u>\$25,273</u>	<u>\$34,295</u>	<u>\$16,107</u>	<u>\$1,909</u>	<u>\$27,500</u>	<u>\$36,030</u>	<u>\$7,576</u>
Reallocate Admin		(\$127,436)	\$18,232	\$38,772	\$2,988	\$354	\$11,342	\$17,043	\$7,271
Allocable Costs	<u>\$289,167</u>		<u>\$43,505</u>	<u>\$73,067</u>	<u>\$19,095</u>	<u>\$2,263</u>	<u>\$38,842</u>	<u>\$53,073</u>	<u>\$14,847</u>
<b>2nd Allocation</b>	<b><u>\$289,167</u></b>		<b><u>\$43,505</u></b>	<b><u>\$73,067</u></b>	<b><u>\$19,095</u></b>	<b><u>\$2,263</u></b>	<b><u>\$38,842</u></b>	<b><u>\$53,073</u></b>	<b><u>\$14,847</u></b>
<b>Total allocated</b>	<b><u>\$3,425,600</u></b>		<b><u>\$493,292</u></b>	<b><u>\$1,019,881</u></b>	<b><u>\$98,762</u></b>	<b><u>\$11,703</u></b>	<b><u>\$324,527</u></b>	<b><u>\$479,703</u></b>	<b><u>\$192,976</u></b>

Network Services Schedule of costs to be allocated by function							
	<u>Telemetry</u>	<u>Cell Phones</u>	<u>Cellular Data Services</u>	<u>Telephones</u>	<u>South Hills</u>	<u>Tassajara</u>	<u>Direct Dept Exp</u>
<u>Wages &amp; Benefits</u>							
SALARIES & WAGES	\$1,044	\$3,132	\$1,531	\$2,227	\$22,204	\$1,253	
FRINGE BENEFITS	\$506	\$1,518	\$742	\$1,079	\$10,759	\$607	
<u>Other Expense and Cost</u>							
DATA PROCESSING SERVICES			\$16,603				\$42,512
PARKING							
CONTRACT SERVICES				\$358			\$32,193
ELECTRIC UTILITIES SERVICE					\$4,320		
COMMUNICATION SERVICE		\$152,051		\$146,206			\$4,799
OTHER UTILITY SERVICES							\$4,996
OFFICE SUPPLIES							\$77,842
PUBLICATIONS & SUBSCRIPT							
MISC MATERIALS & SUPPLIES				\$88			\$2,085
RENTS AND LEASES					\$31,185	\$43,402	
MEMBERSHIP & CERTIFICATION							
EDUCATION & TRAINING							\$331
TRIPS AND MEETINGS							
Departmental Expenditures	<u>\$1,550</u>	<u>\$156,701</u>	<u>\$18,876</u>	<u>\$149,958</u>	<u>\$68,468</u>	<u>\$45,262</u>	<u>\$164,758</u>
Additions: 1st							
Other	\$216	\$648	\$317	\$461	\$4,596	\$260	
Functional Cost	<u>\$1,766</u>	<u>\$157,349</u>	<u>\$19,193</u>	<u>\$150,419</u>	<u>\$73,064</u>	<u>\$45,522</u>	<u>\$164,758</u>
Reallocate Admin	<u>\$379</u>	<u>\$38,352</u>	<u>\$4,620</u>	<u>\$36,701</u>	<u>\$16,757</u>	<u>\$11,078</u>	<u>\$40,323</u>
Allocable Costs	<u>\$2,145</u>	<u>\$195,701</u>	<u>\$23,813</u>	<u>\$187,120</u>	<u>\$89,821</u>	<u>\$56,600</u>	<u>\$205,081</u>
1st Allocation	<u>\$2,145</u>	<u>\$195,701</u>	<u>\$23,813</u>	<u>\$187,120</u>	<u>\$89,821</u>	<u>\$56,600</u>	<u>\$205,081</u>
Additions: 2nd							
Other	\$434	\$1,301	\$636	\$925	\$9,224	\$521	
Functional Cost	<u>\$434</u>	<u>\$1,301</u>	<u>\$636</u>	<u>\$925</u>	<u>\$9,224</u>	<u>\$521</u>	
Reallocate Admin	<u>\$80</u>	<u>\$8,134</u>	<u>\$980</u>	<u>\$7,784</u>	<u>\$3,554</u>	<u>\$2,349</u>	<u>\$8,553</u>
Allocable Costs	<u>\$514</u>	<u>\$9,435</u>	<u>\$1,616</u>	<u>\$8,709</u>	<u>\$12,778</u>	<u>\$2,870</u>	<u>\$8,553</u>
2nd Allocation	<u>\$514</u>	<u>\$9,435</u>	<u>\$1,616</u>	<u>\$8,709</u>	<u>\$12,778</u>	<u>\$2,870</u>	<u>\$8,553</u>
Total allocated	<u>\$2,659</u>	<u>\$205,136</u>	<u>\$25,429</u>	<u>\$195,829</u>	<u>\$102,599</u>	<u>\$59,470</u>	<u>\$213,634</u>

Network Services  
Detail allocation of  
Network Services & Desktop Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Public Works Administration	547	1.152 %	\$5,180		\$5,180	\$536	\$5,716
Recreation Administration	565	1.189 %	\$5,350		\$5,350	\$554	\$5,904
Transportation/Plan Engineering	800	1.684 %	\$7,575		\$7,575	\$784	\$8,359
City Administration	500	1.053 %	\$4,735		\$4,735		\$4,735
City Attorney	500	1.053 %	\$4,735		\$4,735		\$4,735
City Clerk	400	0.842 %	\$3,788		\$3,788		\$3,788
Human Resources	800	1.684 %	\$7,575		\$7,575	\$784	\$8,359
Finance	1,700	3.579 %	\$16,098		\$16,098		\$16,098
Fleet	400	0.842 %	\$3,788		\$3,788	\$392	\$4,180
City Council	500	1.053 %	\$4,735		\$4,735	\$490	\$5,225
Police Administration	700	1.474 %	\$6,628		\$6,628	\$686	\$7,314
Fire Administration	400	0.842 %	\$3,788		\$3,788	\$392	\$4,180
FD601 Water Fund	3,238	6.817 %	\$30,661		\$30,661	\$3,173	\$33,834
FD602 Sewer Fund	3,402	7.162 %	\$32,214		\$32,214	\$3,333	\$35,547
FD705 Whale Rock Fund	160	0.337 %	\$1,515		\$1,515	\$157	\$1,672
Stormwater and Flood Control	433	0.912 %	\$4,100		\$4,100	\$424	\$4,524
FD621Transit Fund	205	0.432 %	\$1,941		\$1,941	\$201	\$2,142
Recreation Facilities	400	0.842 %	\$3,788		\$3,788	\$392	\$4,180
Building and Safety	1,450	3.053 %	\$13,730		\$13,730	\$1,421	\$15,151
Development Review	1,900	4.000 %	\$17,991		\$17,991	\$1,862	\$19,853
Economic Development	100	0.211 %	\$947		\$947	\$98	\$1,045
Natural Resource Protection	400	0.842 %	\$3,788		\$3,788	\$392	\$4,180
Community Development Admin	830	1.747 %	\$7,859		\$7,859	\$813	\$8,672
Parks Maintenance	1,500	3.158 %	\$14,204		\$14,204	\$1,470	\$15,674
Streets Maintenance	1,000	2.105 %	\$9,469		\$9,469	\$980	\$10,449
Traffic Signals & Lighting	200	0.421 %	\$1,894		\$1,894	\$196	\$2,090
Youth Services	900	1.895 %	\$8,522		\$8,522	\$882	\$9,404
Community Services	700	1.474 %	\$6,628		\$6,628	\$686	\$7,314
Ranger Program	800	1.684 %	\$7,575		\$7,575	\$784	\$8,359
Aquatics	600	1.263 %	\$5,682		\$5,682	\$588	\$6,270
Patrol	4,700	9.895 %	\$44,505		\$44,505	\$4,605	\$49,110
Investigations	1,300	2.737 %	\$12,310		\$12,310	\$1,274	\$13,584
Neighborhood Services	200	0.421 %	\$1,894		\$1,894	\$196	\$2,090
Traffic Safety	300	0.632 %	\$2,841		\$2,841	\$294	\$3,135
Emergency Response	4,600	9.684 %	\$43,558		\$43,558	\$4,507	\$48,065
Hazard Prevention	800	1.684 %	\$7,575		\$7,575	\$784	\$8,359
Golf Course	600	1.263 %	\$5,682		\$5,682	\$588	\$6,270
Police Support Services	2,100	4.421 %	\$19,885		\$19,885	\$2,058	\$21,943
Information Services	800	1.684 %	\$7,575		\$7,575	\$784	\$8,359
Fire Apparatus Service	200	0.421 %	\$1,894		\$1,894	\$196	\$2,090
FD611 Parking Fund	1,370	2.884 %	\$12,973		\$12,973	\$1,342	\$14,315



Network Services

Detail allocation of

Network Services & Desktop Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
CIP Project Engineering	1,900	4.000 %	\$17,991		\$17,991	\$1,862	\$19,853
Tourism and Bid Promotion	175	0.368 %	\$1,657		\$1,657	\$171	\$1,828
Facilities Maintenance	400	0.842 %	\$3,788		\$3,788	\$392	\$4,180
Urban Forest Services	600	1.263 %	\$5,682		\$5,682	\$588	\$6,270
Swim Center Maintenance	300	0.632 %	\$2,841		\$2,841	\$294	\$3,135
FD208 Tourism Bid Fund	25	0.053 %	\$237		\$237	\$24	\$261
All Other	1,100	2.314 %	\$10,416		\$10,416	\$1,076	\$11,492
Total	47,500	100.000 %	\$449,787		\$449,787	\$43,505	\$493,292

(A) Alloc basis: Number of Physical & Virtual Desktops, Laptops & Printers by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Network Services  
Detail allocation of  
Enterprise Apps

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	550	1.183 %	\$11,198		\$11,198	\$960	\$12,158
Fire Administration	425	0.914 %	\$8,653		\$8,653	\$742	\$9,395
Stormwater and Flood Control	715	1.537 %	\$14,557		\$14,557	\$1,248	\$15,805
Recreation Administration	600	1.290 %	\$12,216		\$12,216	\$1,047	\$13,263
Facilities Maintenance	500	1.075 %	\$10,180		\$10,180	\$873	\$11,053
Long Range Planning	400	0.860 %	\$8,144		\$8,144	\$698	\$8,842
Building and Safety	1,553	3.339 %	\$31,618		\$31,618	\$2,711	\$34,329
Development Review	1,390	2.989 %	\$28,300		\$28,300	\$2,426	\$30,726
Economic Development	100	0.215 %	\$2,036		\$2,036	\$175	\$2,211
Natural Resource Protection	200	0.430 %	\$4,072		\$4,072	\$349	\$4,421
Public Works Administration	700	1.505 %	\$14,252		\$14,252	\$1,222	\$15,474
Transportation/Plan Engineering	700	1.505 %	\$14,252		\$14,252	\$1,222	\$15,474
City Administration	1,600	3.440 %	\$32,575		\$32,575		\$32,575
City Attorney	460	0.989 %	\$9,365		\$9,365		\$9,365
City Clerk	535	1.150 %	\$10,892		\$10,892		\$10,892
Human Resources	775	1.666 %	\$15,779		\$15,779	\$1,353	\$17,132
Finance	1,550	3.333 %	\$31,557		\$31,557		\$31,557
Network Services	500	1.075 %	\$10,180		\$10,180		\$10,180
Recreation Facilities	436	0.938 %	\$8,877		\$8,877	\$761	\$9,638
Fleet	450	0.968 %	\$9,162		\$9,162	\$785	\$9,947
Information Services	400	0.860 %	\$8,144		\$8,144	\$698	\$8,842
Community Promotion	25	0.054 %	\$509		\$509	\$44	\$553
Community Development Admin	645	1.387 %	\$13,132		\$13,132	\$1,126	\$14,258
Parks Maintenance	1,510	3.247 %	\$30,743		\$30,743	\$2,636	\$33,379
Swim Center Maintenance	200	0.430 %	\$4,072		\$4,072	\$349	\$4,421
Urban Forest Services	450	0.968 %	\$9,162		\$9,162	\$785	\$9,947
Streets Maintenance	1,065	2.290 %	\$21,683		\$21,683	\$1,859	\$23,542
Traffic Signals & Lighting	200	0.430 %	\$4,072		\$4,072	\$349	\$4,421
Youth Services	1,978	4.253 %	\$40,271		\$40,271	\$3,453	\$43,724
Community Services	306	0.658 %	\$6,230		\$6,230	\$534	\$6,764
Ranger Program	775	1.666 %	\$15,779		\$15,779	\$1,353	\$17,132
Patrol	4,300	9.246 %	\$87,545		\$87,545	\$7,506	\$95,051
Investigations	1,200	2.580 %	\$24,431		\$24,431	\$2,095	\$26,526
Police Support Services	2,096	4.507 %	\$42,673		\$42,673	\$3,659	\$46,332
Neighborhood Services	319	0.686 %	\$6,495		\$6,495	\$557	\$7,052
Traffic Safety	400	0.860 %	\$8,144		\$8,144	\$698	\$8,842
Emergency Response	4,675	10.053 %	\$95,180		\$95,180	\$8,160	\$103,340
FD601 Water Fund	3,351	7.206 %	\$68,224		\$68,224	\$5,849	\$74,073
FD602 Sewer Fund	3,503	7.533 %	\$71,319		\$71,319	\$6,115	\$77,434
FD621Transit Fund	400	0.860 %	\$8,144		\$8,144	\$698	\$8,842
FD705 Whale Rock Fund	400	0.860 %	\$8,144		\$8,144	\$698	\$8,842

Network Services  
Detail allocation of  
Enterprise Apps

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
FD208 Tourism Bid Fund	175	0.376 %	\$3,563		\$3,563	\$305	\$3,868
Golf Course	686	1.475 %	\$13,967		\$13,967	\$1,197	\$15,164
Aquatics	957	2.058 %	\$19,484		\$19,484	\$1,670	\$21,154
FD611 Parking Fund	1,100	2.365 %	\$22,395		\$22,395	\$1,920	\$24,315
Fire Apparatus Service	200	0.430 %	\$4,072		\$4,072	\$349	\$4,421
Commissions & Committees	100	0.215 %	\$2,036		\$2,036	\$175	\$2,211
FD205 CDBG Fund	100	0.215 %	\$2,036		\$2,036	\$175	\$2,211
Hazard Prevention	800	1.720 %	\$16,288		\$16,288	\$1,396	\$17,684
FD711 Hazardous Mat Task Force Fund	50	0.111 %	\$1,012		\$1,012	\$87	\$1,099
Total	46,505	100.000 %	\$946,814		\$946,814	\$73,067	\$1,019,881

(A) Alloc basis: Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Network Services

Detail allocation of

MDC Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Patrol	33	76.744 %	\$61,140		\$61,140	\$14,654	\$75,794
Emergency Response	10	23.256 %	\$18,527		\$18,527	\$4,441	\$22,968
Total	43	100.000 %	\$79,667		\$79,667	\$19,095	\$98,762

(A) Alloc basis:

Number of MDCs by Fund/Department/Division

Source:

Network Services  
Detail allocation of  
Tablet Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	5	1.969 %	\$186		\$186	\$50	\$236
Information Services	5	1.969 %	\$186		\$186	\$50	\$236
Facilities Maintenance	2	0.787 %	\$74		\$74	\$20	\$94
City Administration	8	3.150 %	\$297		\$297		\$297
Police Support Services	6	2.362 %	\$223		\$223	\$60	\$283
FD601 Water Fund	31	12.205 %	\$1,152		\$1,152	\$309	\$1,461
FD602 Sewer Fund	32	12.598 %	\$1,189		\$1,189	\$319	\$1,508
Finance	9	3.543 %	\$334		\$334		\$334
Human Resources	8	3.150 %	\$297		\$297	\$80	\$377
Community Development Admin	8	3.150 %	\$297		\$297	\$80	\$377
Recreation Administration	5	1.969 %	\$186		\$186	\$50	\$236
Police Administration	5	1.969 %	\$186		\$186	\$50	\$236
Fire Administration	5	1.969 %	\$186		\$186	\$50	\$236
Hazard Prevention	5	1.969 %	\$186		\$186	\$50	\$236
City Attorney	3	1.181 %	\$111		\$111		\$111
Public Works Administration	15	5.906 %	\$557		\$557	\$150	\$707
Transportation/Plan Engineering	4	1.575 %	\$149		\$149	\$40	\$189
Aquatics	2	0.787 %	\$74		\$74	\$20	\$94
Investigations	2	0.787 %	\$74		\$74	\$20	\$94
Traffic Safety	1	0.394 %	\$37		\$37	\$10	\$47
Economic Development	1	0.394 %	\$37		\$37	\$10	\$47
Natural Resource Protection	3	1.181 %	\$111		\$111	\$30	\$141
City Clerk	7	2.756 %	\$260		\$260		\$260
Fleet	5	1.969 %	\$186		\$186	\$50	\$236
Development Review	12	4.724 %	\$446		\$446	\$120	\$566
Streets Maintenance	3	1.181 %	\$111		\$111	\$30	\$141
Recreation Facilities	2	0.787 %	\$74		\$74	\$20	\$94
Ranger Program	3	1.181 %	\$111		\$111	\$30	\$141
Patrol	3	1.181 %	\$111		\$111	\$30	\$141
FD611 Parking Fund	4	1.575 %	\$149		\$149	\$40	\$189
CIP Project Engineering	7	2.756 %	\$260		\$260	\$70	\$330
Tourism and Bid Promotion	2	0.787 %	\$74		\$74	\$20	\$94
Building and Safety	6	2.362 %	\$223		\$223	\$60	\$283
Urban Forest Services	5	1.969 %	\$186		\$186	\$50	\$236
Swim Center Maintenance	1	0.394 %	\$37		\$37	\$10	\$47
Traffic Signals & Lighting	2	0.787 %	\$74		\$74	\$20	\$94
Youth Services	4	1.575 %	\$149		\$149	\$40	\$189
Community Services	3	1.181 %	\$111		\$111	\$30	\$141
Golf Course	2	0.787 %	\$74		\$74	\$20	\$94
Neighborhood Services	1	0.394 %	\$37		\$37	\$10	\$47
Fire Apparatus Service	2	0.787 %	\$74		\$74	\$20	\$94

Network Services  
Detail allocation of  
Tablet Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD621Transit Fund	1	0.394 %	\$37		\$37	\$10	\$47
FD705 Whale Rock Fund	1	0.394 %	\$37		\$37	\$10	\$47
All Other	13	5.115 %	\$490		\$490	\$125	\$615
Total	254	100.000 %	\$9,440		\$9,440	\$2,263	\$11,703

(A) Alloc basis: Number of Tablets by Fund/Department/Division

Source:

Network Services  
Detail allocation of  
Server Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	40	0.192 %	\$550		\$550	\$78	\$628
Economic Development	8	0.038 %	\$110		\$110	\$16	\$126
Natural Resource Protection	32	0.154 %	\$440		\$440	\$63	\$503
City Attorney	40	0.192 %	\$550		\$550		\$550
City Clerk	132	0.635 %	\$1,814		\$1,814		\$1,814
Finance	736	3.541 %	\$10,116		\$10,116		\$10,116
Information Services	1,064	5.119 %	\$14,624		\$14,624	\$2,083	\$16,707
Human Resources	64	0.308 %	\$880		\$880	\$125	\$1,005
Community Development Admin	566	2.723 %	\$7,779		\$7,779	\$1,108	\$8,887
Development Review	652	3.137 %	\$8,961		\$8,961	\$1,277	\$10,238
Building and Safety	616	2.964 %	\$8,466		\$8,466	\$1,206	\$9,672
Public Works Administration	244	1.174 %	\$3,354		\$3,354	\$478	\$3,832
Parks Maintenance	320	1.539 %	\$4,398		\$4,398	\$627	\$5,025
Facilities Maintenance	432	2.078 %	\$5,937		\$5,937	\$846	\$6,783
Streets Maintenance	280	1.347 %	\$3,848		\$3,848	\$548	\$4,396
Stormwater and Flood Control	235	1.131 %	\$3,230		\$3,230	\$460	\$3,690
Traffic Signals & Lighting	516	2.482 %	\$7,092		\$7,092	\$1,010	\$8,102
Fleet	232	1.116 %	\$3,189		\$3,189	\$454	\$3,643
City Administration	40	0.192 %	\$550		\$550		\$550
Transportation/Plan Engineering	564	2.713 %	\$7,752		\$7,752	\$1,104	\$8,856
Recreation Administration	45	0.216 %	\$618		\$618	\$88	\$706
Recreation Facilities	32	0.154 %	\$440		\$440	\$63	\$503
Youth Services	72	0.346 %	\$990		\$990	\$141	\$1,131
Community Services	56	0.269 %	\$770		\$770	\$110	\$880
Ranger Program	64	0.308 %	\$880		\$880	\$125	\$1,005
Aquatics	48	0.231 %	\$660		\$660	\$94	\$754
Golf Course	48	0.231 %	\$660		\$660	\$94	\$754
Police Administration	56	0.269 %	\$770		\$770	\$110	\$880
Patrol	676	3.252 %	\$9,291		\$9,291	\$1,324	\$10,615
Investigations	404	1.944 %	\$5,553		\$5,553	\$791	\$6,344
Police Support Services	268	1.289 %	\$3,683		\$3,683	\$525	\$4,208
Neighborhood Services	316	1.520 %	\$4,343		\$4,343	\$619	\$4,962
Traffic Safety	324	1.559 %	\$4,453		\$4,453	\$634	\$5,087
Fire Administration	32	0.154 %	\$440		\$440	\$63	\$503
Emergency Response	768	3.695 %	\$10,555		\$10,555	\$1,504	\$12,059
Hazard Prevention	564	2.713 %	\$7,752		\$7,752	\$1,104	\$8,856
FD601 Water Fund	1,359	6.538 %	\$18,678		\$18,678	\$2,661	\$21,339
FD611 Parking Fund	110	0.529 %	\$1,512		\$1,512	\$215	\$1,727
FD602 Sewer Fund	1,772	8.525 %	\$24,355		\$24,355	\$3,470	\$27,825
FD621Transit Fund	416	2.001 %	\$5,718		\$5,718	\$815	\$6,533
FD705 Whale Rock Fund	713	3.430 %	\$9,800		\$9,800	\$1,396	\$11,196

Network Services  
Detail allocation of  
Server Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
CIP Project Engineering	352	1.693 %	\$4,838		\$4,838	\$689	\$5,527
Tourism and Bid Promotion	2	0.010 %	\$27		\$27	\$4	\$31
Urban Forest Services	248	1.193 %	\$3,409		\$3,409	\$486	\$3,895
Swim Center Maintenance	224	1.078 %	\$3,079		\$3,079	\$439	\$3,518
FD208 Tourism Bid Fund	14	0.067 %	\$192		\$192	\$27	\$219
All Other	4,990	24.011 %	\$68,579		\$68,579	\$9,768	\$78,347
Total	20,786	100.000 %	\$285,685		\$285,685	\$38,842	\$324,527

(A) Alloc basis:                      Number of Physical & Virtual Servers/Appliances by Fund/Department/Division    (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:



Network Services  
Detail allocation of  
Network Support

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	20	0.633 %	\$2,698		\$2,698	\$357	\$3,055
Economic Development	4	0.127 %	\$540		\$540	\$71	\$611
Natural Resource Protection	16	0.506 %	\$2,159		\$2,159	\$286	\$2,445
City Attorney	34	1.075 %	\$4,587		\$4,587		\$4,587
City Clerk	70	2.214 %	\$9,445		\$9,445		\$9,445
Finance	68	2.151 %	\$9,175		\$9,175		\$9,175
Information Services	23	0.727 %	\$3,103		\$3,103	\$411	\$3,514
Human Resources	32	1.012 %	\$4,318		\$4,318	\$572	\$4,890
Community Development Admin	23	0.727 %	\$3,103		\$3,103	\$411	\$3,514
Development Review	53	1.676 %	\$7,151		\$7,151	\$947	\$8,098
Building and Safety	41	1.297 %	\$5,532		\$5,532	\$733	\$6,265
Public Works Administration	33	1.044 %	\$4,452		\$4,452	\$590	\$5,042
Parks Maintenance	21	0.664 %	\$2,833		\$2,833	\$375	\$3,208
Facilities Maintenance	20	0.633 %	\$2,698		\$2,698	\$357	\$3,055
Streets Maintenance	17	0.538 %	\$2,294		\$2,294	\$304	\$2,598
Traffic Signals & Lighting	11	0.348 %	\$1,484		\$1,484	\$197	\$1,681
Fleet	17	0.538 %	\$2,294		\$2,294	\$304	\$2,598
City Administration	20	0.633 %	\$2,698		\$2,698		\$2,698
Transportation/Plan Engineering	22	0.696 %	\$2,968		\$2,968	\$393	\$3,361
Recreation Administration	17	0.538 %	\$2,294		\$2,294	\$304	\$2,598
Recreation Facilities	61	1.929 %	\$8,230		\$8,230	\$1,090	\$9,320
Youth Services	28	0.886 %	\$3,778		\$3,778	\$500	\$4,278
Community Services	22	0.696 %	\$2,968		\$2,968	\$393	\$3,361
Ranger Program	25	0.791 %	\$3,373		\$3,373	\$447	\$3,820
Aquatics	29	0.917 %	\$3,913		\$3,913	\$518	\$4,431
Golf Course	14	0.443 %	\$1,889		\$1,889	\$250	\$2,139
Police Administration	44	1.392 %	\$5,937		\$5,937	\$786	\$6,723
Patrol	162	5.123 %	\$21,858		\$21,858	\$2,895	\$24,753
Investigations	36	1.139 %	\$4,857		\$4,857	\$643	\$5,500
Police Support Services	336	10.626 %	\$45,334		\$45,334	\$6,004	\$51,338
Neighborhood Services	5	0.158 %	\$675		\$675	\$89	\$764
Traffic Safety	28	0.886 %	\$3,778		\$3,778	\$500	\$4,278
Fire Administration	24	0.759 %	\$3,238		\$3,238	\$429	\$3,667
Emergency Response	246	7.780 %	\$33,191		\$33,191	\$4,396	\$37,587
Hazard Prevention	29	0.917 %	\$3,913		\$3,913	\$518	\$4,431
FD601 Water Fund	225	7.116 %	\$30,358		\$30,358	\$4,021	\$34,379
FD611 Parking Fund	248	7.843 %	\$33,461		\$33,461	\$4,432	\$37,893
FD602 Sewer Fund	240	7.590 %	\$32,382		\$32,382	\$4,289	\$36,671
FD621Transit Fund	24	0.759 %	\$3,238		\$3,238	\$429	\$3,667
FD705 Whale Rock Fund	17	0.538 %	\$2,294		\$2,294	\$304	\$2,598
Stormwater and Flood Control	4	0.127 %	\$540		\$540	\$71	\$611

Network Services  
Detail allocation of  
Network Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
CIP Project Engineering	53	1.676 %	\$7,151		\$7,151	\$947	\$8,098
Tourism and Bid Promotion	7	0.221 %	\$944		\$944	\$125	\$1,069
Urban Forest Services	5	0.158 %	\$675		\$675	\$89	\$764
Swim Center Maintenance	14	0.443 %	\$1,889		\$1,889	\$250	\$2,139
FD208 Tourism Bid Fund	1	0.032 %	\$135		\$135	\$18	\$153
All Other	673	21.278 %	\$90,805		\$90,805	\$12,028	\$102,833
Total	3,162	100.000 %	\$426,630		\$426,630	\$53,073	\$479,703

(A) Alloc basis: Number of Dedicated Ethernet Switch Ports by Fund/Department/Division

Source:

Network Services  
Detail allocation of  
Radios

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Administration	1	0.284 %	\$506		\$506		\$506
Police Administration	5	1.420 %	\$2,530		\$2,530	\$211	\$2,741
Fire Administration	5	1.420 %	\$2,530		\$2,530	\$211	\$2,741
FD601 Water Fund	32	9.091 %	\$16,194		\$16,194	\$1,354	\$17,548
FD602 Sewer Fund	15	4.261 %	\$7,591		\$7,591	\$634	\$8,225
Stormwater and Flood Control	1	0.284 %	\$506		\$506	\$42	\$548
FD611 Parking Fund	5	1.420 %	\$2,530		\$2,530	\$211	\$2,741
FD621Transit Fund	28	7.955 %	\$14,169		\$14,169	\$1,184	\$15,353
Recreation Facilities	2	0.568 %	\$1,012		\$1,012	\$85	\$1,097
Building and Safety	4	1.136 %	\$2,024		\$2,024	\$169	\$2,193
Parks Maintenance	15	4.261 %	\$7,591		\$7,591	\$634	\$8,225
Traffic Signals & Lighting	2	0.568 %	\$1,012		\$1,012	\$85	\$1,097
Ranger Program	3	0.852 %	\$1,518		\$1,518	\$127	\$1,645
Patrol	68	19.318 %	\$34,411		\$34,411	\$2,876	\$37,287
Investigations	24	6.818 %	\$12,145		\$12,145	\$1,015	\$13,160
Police Support Services	7	1.989 %	\$3,542		\$3,542	\$296	\$3,838
Neighborhood Services	6	1.705 %	\$3,036		\$3,036	\$254	\$3,290
Traffic Safety	11	3.125 %	\$5,567		\$5,567	\$465	\$6,032
Emergency Response	77	21.875 %	\$38,966		\$38,966	\$3,257	\$42,223
Hazard Prevention	10	2.841 %	\$5,060		\$5,060	\$423	\$5,483
Economic Development	1	0.284 %	\$506		\$506	\$42	\$548
Streets Maintenance	12	3.409 %	\$6,073		\$6,073	\$508	\$6,581
Fleet	2	0.568 %	\$1,012		\$1,012	\$85	\$1,097
CIP Project Engineering	7	1.989 %	\$3,542		\$3,542	\$296	\$3,838
Urban Forest Services	2	0.568 %	\$1,012		\$1,012	\$85	\$1,097
Facilities Maintenance	5	1.420 %	\$2,530		\$2,530	\$211	\$2,741
All Other	2	0.571 %	\$1,014		\$1,014	\$87	\$1,101
Total	352	100.000 %	\$178,129		\$178,129	\$14,847	\$192,976

(A) Alloc basis: Number of Assigned Radios by Fund/Department

Source:

Network Services

Detail allocation of

Telemetry

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	32	53.333 %	\$1,144		\$1,144	\$274	\$1,418
FD602 Sewer Fund	24	40.000 %	\$858		\$858	\$206	\$1,064
FD705 Whale Rock Fund	4	6.667 %	\$143		\$143	\$34	\$177
Total	60	100.000 %	\$2,145		\$2,145	\$514	\$2,659

(A) Alloc basis:

Number of Controllers by Fund/Div/Dept

Source:

Network Services  
Detail allocation of  
Cell Phones

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Public Works Administration	2	2.597 %	\$5,083		\$5,083	\$245	\$5,328
City Council	2	2.597 %	\$5,083		\$5,083	\$245	\$5,328
FD601 Water Fund	11	14.286 %	\$27,957		\$27,957	\$1,348	\$29,305
FD602 Sewer Fund	1	1.299 %	\$2,542		\$2,542	\$123	\$2,665
Parks Maintenance	4	5.195 %	\$10,166		\$10,166	\$490	\$10,656
Streets Maintenance	1	1.299 %	\$2,542		\$2,542	\$123	\$2,665
Traffic Signals & Lighting	1	1.299 %	\$2,542		\$2,542	\$123	\$2,665
Youth Services	14	18.182 %	\$35,582		\$35,582	\$1,715	\$37,297
Ranger Program	3	3.896 %	\$7,625		\$7,625	\$368	\$7,993
Patrol	9	11.688 %	\$22,874		\$22,874	\$1,103	\$23,977
Investigations	2	2.597 %	\$5,083		\$5,083	\$245	\$5,328
Emergency Response	5	6.494 %	\$12,708		\$12,708	\$613	\$13,321
Golf Course	2	2.597 %	\$5,083		\$5,083	\$245	\$5,328
Aquatics	1	1.299 %	\$2,542		\$2,542	\$123	\$2,665
Development Review	1	1.299 %	\$2,542		\$2,542	\$123	\$2,665
Community Development Admin	1	1.299 %	\$2,542		\$2,542	\$123	\$2,665
CIP Project Engineering	3	3.896 %	\$7,625		\$7,625	\$368	\$7,993
Urban Forest Services	2	2.597 %	\$5,083		\$5,083	\$245	\$5,328
Facilities Maintenance	1	1.299 %	\$2,542		\$2,542	\$123	\$2,665
Recreation Facilities	2	2.597 %	\$5,083		\$5,083	\$245	\$5,328
FD621Transit Fund	8	10.390 %	\$20,333		\$20,333	\$980	\$21,313
FD705 Whale Rock Fund	1	1.298 %	\$2,539		\$2,539	\$119	\$2,658
Total	77	100.000 %	\$195,701		\$195,701	\$9,435	\$205,136

(A) Alloc basis: Number of Cell Phones and Smart Phones Fund/Division/Depoartment

Source:

Network Services

Detail allocation of

Cellular Data Services

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Natural Resource Protection	1	0.244 %	\$58		\$58	\$4	\$62
Finance	4	0.976 %	\$232		\$232		\$232
Information Services	6	1.463 %	\$348		\$348	\$24	\$372
Human Resources	2	0.488 %	\$116		\$116	\$8	\$124
Building and Safety	15	3.659 %	\$871		\$871	\$60	\$931
Public Works Administration	3	0.732 %	\$174		\$174	\$12	\$186
Parks Maintenance	12	2.927 %	\$697		\$697	\$48	\$745
Streets Maintenance	12	2.927 %	\$697		\$697	\$48	\$745
Fleet	5	1.220 %	\$290		\$290	\$20	\$310
Police Administration	6	1.463 %	\$348		\$348	\$24	\$372
Patrol	56	13.659 %	\$3,253		\$3,253	\$226	\$3,479
Investigations	23	5.610 %	\$1,336		\$1,336	\$93	\$1,429
Police Support Services	3	0.732 %	\$174		\$174	\$12	\$186
Fire Administration	9	2.195 %	\$523		\$523	\$36	\$559
Emergency Response	28	6.829 %	\$1,626		\$1,626	\$113	\$1,739
Hazard Prevention	11	2.683 %	\$639		\$639	\$44	\$683
FD601 Water Fund	40	9.756 %	\$2,323		\$2,323	\$161	\$2,484
FD602 Sewer Fund	48	11.707 %	\$2,788		\$2,788	\$193	\$2,981
FD621Transit Fund	28	6.829 %	\$1,626		\$1,626	\$113	\$1,739
City Administration	3	0.732 %	\$174		\$174		\$174
Ranger Program	3	0.732 %	\$174		\$174	\$12	\$186
Community Development Admin	2	0.488 %	\$116		\$116	\$8	\$124
Traffic Signals & Lighting	3	0.732 %	\$174		\$174	\$12	\$186
Neighborhood Services	2	0.488 %	\$116		\$116	\$8	\$124
FD611 Parking Fund	16	3.902 %	\$929		\$929	\$64	\$993
City Attorney	1	0.244 %	\$58		\$58		\$58
Youth Services	5	1.220 %	\$290		\$290	\$20	\$310
City Clerk	1	0.244 %	\$58		\$58		\$58
Traffic Safety	2	0.488 %	\$116		\$116	\$8	\$124
Fire Apparatus Service	1	0.244 %	\$58		\$58	\$4	\$62
Facilities Maintenance	6	1.463 %	\$348		\$348	\$24	\$372
City Council	7	1.707 %	\$407		\$407	\$28	\$435
CIP Project Engineering	9	2.195 %	\$523		\$523	\$36	\$559
Tourism and Bid Promotion	1	0.244 %	\$58		\$58	\$4	\$62
Urban Forest Services	5	1.220 %	\$290		\$290	\$20	\$310
Swim Center Maintenance	1	0.244 %	\$58		\$58	\$4	\$62
Recreation Administration	1	0.244 %	\$58		\$58	\$4	\$62
Golf Course	1	0.244 %	\$58		\$58	\$4	\$62
FD705 Whale Rock Fund	5	1.220 %	\$290		\$290	\$20	\$310
All Other	23	5.606 %	\$1,341		\$1,341	\$97	\$1,438
Total	410	100.000 %	\$23,813		\$23,813	\$1,616	\$25,429

Network Services  
Detail allocation of  
Cellular Data Services

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
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(A) Alloc basis: Number of Cellular Data Air Cards and the Number of Smart Phones by Fund/Division/Department

Source:

Network Services  
Detail allocation of  
Telephones

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Public Works Administration	38	3.946 %	\$7,384		\$7,384	\$369	\$7,753
Recreation Administration	27	2.804 %	\$5,246		\$5,246	\$262	\$5,508
Transportation/Plan Engineering	13	1.350 %	\$2,526		\$2,526	\$126	\$2,652
City Administration	15	1.558 %	\$2,915		\$2,915		\$2,915
City Attorney	9	0.935 %	\$1,749		\$1,749		\$1,749
City Clerk	11	1.142 %	\$2,137		\$2,137		\$2,137
Human Resources	11	1.142 %	\$2,137		\$2,137	\$107	\$2,244
Finance	31	3.219 %	\$6,024		\$6,024		\$6,024
Facilities Maintenance	22	2.285 %	\$4,275		\$4,275	\$214	\$4,489
Fleet	7	0.727 %	\$1,360		\$1,360	\$68	\$1,428
Police Administration	48	4.984 %	\$9,327		\$9,327	\$466	\$9,793
Fire Administration	48	4.984 %	\$9,327		\$9,327	\$466	\$9,793
FD601 Water Fund	53	5.504 %	\$10,298		\$10,298	\$515	\$10,813
FD602 Sewer Fund	43	4.465 %	\$8,355		\$8,355	\$417	\$8,772
FD611 Parking Fund	64	6.646 %	\$12,436		\$12,436	\$621	\$13,057
FD621Transit Fund	9	0.935 %	\$1,749		\$1,749	\$87	\$1,836
Recreation Facilities	21	2.181 %	\$4,080		\$4,080	\$204	\$4,284
Long Range Planning	6	0.623 %	\$1,166		\$1,166	\$58	\$1,224
Building and Safety	22	2.285 %	\$4,275		\$4,275	\$214	\$4,489
Development Review	18	1.869 %	\$3,498		\$3,498	\$175	\$3,673
Economic Development	3	0.312 %	\$583		\$583	\$29	\$612
Natural Resource Protection	2	0.208 %	\$389		\$389	\$19	\$408
Information Services	6	0.623 %	\$1,166		\$1,166	\$58	\$1,224
Community Development Admin	18	1.869 %	\$3,498		\$3,498	\$175	\$3,673
Parks Maintenance	34	3.531 %	\$6,607		\$6,607	\$330	\$6,937
Streets Maintenance	6	0.623 %	\$1,166		\$1,166	\$58	\$1,224
Traffic Signals & Lighting	4	0.415 %	\$777		\$777	\$39	\$816
Youth Services	10	1.038 %	\$1,943		\$1,943	\$97	\$2,040
Community Services	7	0.727 %	\$1,360		\$1,360	\$68	\$1,428
Ranger Program	4	0.415 %	\$777		\$777	\$39	\$816
Aquatics	14	1.454 %	\$2,720		\$2,720	\$136	\$2,856
Patrol	79	8.204 %	\$15,350		\$15,350	\$767	\$16,117
Investigations	21	2.181 %	\$4,080		\$4,080	\$204	\$4,284
Police Support Services	44	4.569 %	\$8,550		\$8,550	\$427	\$8,977
Neighborhood Services	2	0.208 %	\$389		\$389	\$19	\$408
Traffic Safety	4	0.415 %	\$777		\$777	\$39	\$816
Emergency Response	102	10.592 %	\$19,820		\$19,820	\$990	\$20,810
Hazard Prevention	11	1.142 %	\$2,137		\$2,137	\$107	\$2,244
Golf Course	4	0.415 %	\$777		\$777	\$39	\$816
Fire Apparatus Service	2	0.208 %	\$389		\$389	\$19	\$408
City Council	7	0.727 %	\$1,360		\$1,360	\$68	\$1,428



Network Services  
Detail allocation of  
Telephones

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
CIP Project Engineering	22	2.285 %	\$4,275		\$4,275	\$214	\$4,489
Urban Forest Services	10	1.038 %	\$1,943		\$1,943	\$97	\$2,040
Swim Center Maintenance	2	0.208 %	\$389		\$389	\$19	\$408
FD705 Whale Rock Fund	5	0.519 %	\$972		\$972	\$49	\$1,021
Risk Management	3	0.312 %	\$583		\$583	\$29	\$612
All Other	21	2.178 %	\$4,079		\$4,079	\$205	\$4,284
Total	963	100.000 %	\$187,120		\$187,120	\$8,709	\$195,829

(A) Alloc basis:                      Number of Telephones by Fund/Department

Source:

Network Services  
Detail allocation of  
South Hills

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	300	23.077 %	\$20,728		\$20,728	\$2,949	\$23,677
Fire Administration	200	15.385 %	\$13,819		\$13,819	\$1,966	\$15,785
FD601 Water Fund	150	11.538 %	\$10,364		\$10,364	\$1,474	\$11,838
FD602 Sewer Fund	150	11.538 %	\$10,364		\$10,364	\$1,474	\$11,838
FD621Transit Fund	200	15.385 %	\$13,819		\$13,819	\$1,966	\$15,785
Public Works Administration	200	15.385 %	\$13,819		\$13,819	\$1,966	\$15,785
Traffic Signals & Lighting	100	7.692 %	\$6,908		\$6,908	\$983	\$7,891
Total	1,300	100.000 %	\$89,821		\$89,821	\$12,778	\$102,599

(A) Alloc basis:

Number of Radio Repeaters by Fund/Department/Division

Source:

Network Services

Detail allocation of

Tassajara

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	2	28.571 %	\$16,171		\$16,171	\$820	\$16,991
Fire Administration	2	28.571 %	\$16,171		\$16,171	\$820	\$16,991
Public Works Administration	1	14.286 %	\$8,086		\$8,086	\$410	\$8,496
FD705 Whale Rock Fund	2	28.572 %	\$16,172		\$16,172	\$820	\$16,992
Total	7	100.000 %	\$56,600		\$56,600	\$2,870	\$59,470

(A) Alloc basis:

Number of Radio Repeaters by Fund/Department/Division

Source:

Network Services  
Detail allocation of  
Direct Dept Exp

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Community Development Admin	44,071	26.749 %	\$54,857		\$54,857	\$2,288	\$57,145
FD602 Sewer Fund	2,242	1.361 %	\$2,791		\$2,791	\$116	\$2,907
FD601 Water Fund	3,274	1.987 %	\$4,075		\$4,075	\$170	\$4,245
FD705 Whale Rock Fund	7,856	4.768 %	\$9,779		\$9,779	\$408	\$10,187
Patrol	85,704	52.018 %	\$106,679		\$106,679	\$4,449	\$111,128
Recreation Administration	19,113	11.601 %	\$23,791		\$23,791	\$992	\$24,783
Emergency Response	2,498	1.516 %	\$3,109		\$3,109	\$130	\$3,239
Total	164,758	100.000 %	\$205,081		\$205,081	\$8,553	\$213,634

(A) Alloc basis:

Source:

Network Services  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Network Services &amp; Desktop Support</u>	<u>Enterprise Apps</u>	<u>MDC Support</u>	<u>Tablet Support</u>	<u>Server Support</u>	<u>Network Support</u>	<u>Radios</u>	<u>Telemetry</u>
City Administration	\$44,450	\$4,735	\$32,575		\$297	\$550	\$2,698	\$506	
City Attorney	\$21,155	\$4,735	\$9,365		\$111	\$550	\$4,587		
City Clerk	\$28,394	\$3,788	\$10,892		\$260	\$1,814	\$9,445		
Finance	\$73,536	\$16,098	\$31,557		\$334	\$10,116	\$9,175		
Network Services	\$10,180		\$10,180						
Information Services	\$39,254	\$8,359	\$8,842		\$236	\$16,707	\$3,514		
Human Resources	\$34,131	\$8,359	\$17,132		\$377	\$1,005	\$4,890		
Risk Management	\$612								
Public Works Administration	\$68,319	\$5,716	\$15,474		\$707	\$3,832	\$5,042		
Facilities Maintenance	\$35,432	\$4,180	\$11,053		\$94	\$6,783	\$3,055	\$2,741	
Fleet	\$23,439	\$4,180	\$9,947		\$236	\$3,643	\$2,598	\$1,097	
CIP Project Engineering	\$50,687	\$19,853			\$330	\$5,527	\$8,098	\$3,838	
Transportation/Plan Engineering	\$38,891	\$8,359	\$15,474		\$189	\$8,856	\$3,361		
City Council	\$16,335	\$5,225			\$236	\$628	\$3,055		
Economic Development	\$5,200	\$1,045	\$2,211		\$47	\$126	\$611	\$548	
Natural Resource Protection	\$12,160	\$4,180	\$4,421		\$141	\$503	\$2,445		
Tourism and Bid Promotion	\$3,084	\$1,828			\$94	\$31	\$1,069		
Community Promotion	\$553		\$553						
Community Development Admin	\$99,315	\$8,672	\$14,258		\$377	\$8,887	\$3,514		
Commissions & Committees	\$2,211		\$2,211						
Development Review	\$75,819	\$19,853	\$30,726		\$566	\$10,238	\$8,098		
Long Range Planning	\$10,066		\$8,842						
Building and Safety	\$73,313	\$15,151	\$34,329		\$283	\$9,672	\$6,265	\$2,193	
Parks Maintenance	\$83,849	\$15,674	\$33,379			\$5,025	\$3,208	\$8,225	
Swim Center Maintenance	\$13,730	\$3,135	\$4,421		\$47	\$3,518	\$2,139		
Urban Forest Services	\$29,887	\$6,270	\$9,947		\$236	\$3,895	\$764	\$1,097	
Streets Maintenance	\$52,341	\$10,449	\$23,542		\$141	\$4,396	\$2,598	\$6,581	
Traffic Signals & Lighting	\$29,043	\$2,090	\$4,421		\$94	\$8,102	\$1,681	\$1,097	
Stormwater and Flood Control	\$25,178	\$4,524	\$15,805			\$3,690	\$611	\$548	
Recreation Administration	\$53,060	\$5,904	\$13,263		\$236	\$706	\$2,598		
Recreation Facilities	\$34,444	\$4,180	\$9,638		\$94	\$503	\$9,320	\$1,097	
Youth Services	\$98,373	\$9,404	\$43,724		\$189	\$1,131	\$4,278		
Community Services	\$19,888	\$7,314	\$6,764		\$141	\$880	\$3,361		
Ranger Program	\$41,097	\$8,359	\$17,132		\$141	\$1,005	\$3,820	\$1,645	
Aquatics	\$38,224	\$6,270	\$21,154		\$94	\$754	\$4,431		
Golf Course	\$30,627	\$6,270	\$15,164		\$94	\$754	\$2,139		
Police Administration	\$80,885	\$7,314	\$12,158		\$236	\$880	\$6,723	\$2,741	
Patrol	\$447,452	\$49,110	\$95,051	\$75,794	\$141	\$10,615	\$24,753	\$37,287	
Investigations	\$76,249	\$13,584	\$26,526		\$94	\$6,344	\$5,500	\$13,160	

Network Services  
Departmental Cost  
Allocation Summary

	<u>Cell Phones</u>	<u>Cellular Data Services</u>	<u>Telephones</u>	<u>South Hills</u>	<u>Tassajara</u>	<u>Direct Dept Exp</u>
City Administration		\$174	\$2,915			
City Attorney		\$58	\$1,749			
City Clerk		\$58	\$2,137			
Finance		\$232	\$6,024			
Network Services						
Information Services		\$372	\$1,224			
Human Resources		\$124	\$2,244			
Risk Management			\$612			
Public Works Administration	\$5,328	\$186	\$7,753	\$15,785	\$8,496	
Facilities Maintenance	\$2,665	\$372	\$4,489			
Fleet		\$310	\$1,428			
CIP Project Engineering	\$7,993	\$559	\$4,489			
Transportation/Plan Engineering			\$2,652			
City Council	\$5,328	\$435	\$1,428			
Economic Development			\$612			
Natural Resource Protection		\$62	\$408			
Tourism and Bid Promotion		\$62				
Community Promotion						
Community Development Admin	\$2,665	\$124	\$3,673			\$57,145
Commissions & Committees						
Development Review	\$2,665		\$3,673			
Long Range Planning			\$1,224			
Building and Safety		\$931	\$4,489			
Parks Maintenance	\$10,656	\$745	\$6,937			
Swim Center Maintenance		\$62	\$408			
Urban Forest Services	\$5,328	\$310	\$2,040			
Streets Maintenance	\$2,665	\$745	\$1,224			
Traffic Signals & Lighting	\$2,665	\$186	\$816	\$7,891		
Stormwater and Flood Control						
Recreation Administration		\$62	\$5,508			\$24,783
Recreation Facilities	\$5,328		\$4,284			
Youth Services	\$37,297	\$310	\$2,040			
Community Services			\$1,428			
Ranger Program	\$7,993	\$186	\$816			
Aquatics	\$2,665		\$2,856			
Golf Course	\$5,328	\$62	\$816			
Police Administration		\$372	\$9,793	\$23,677	\$16,991	
Patrol	\$23,977	\$3,479	\$16,117			\$111,128
Investigations	\$5,328	\$1,429	\$4,284			

	Total	Network Services & Desktop Support	Enterprise Apps	MDC Support	Tablet Support	Server Support	Network Support	Radios	Telemetry
Police Support Services	\$137,105	\$21,943	\$46,332		\$283	\$4,208	\$51,338	\$3,838	
Neighborhood Services	\$18,737	\$2,090	\$7,052		\$47	\$4,962	\$764	\$3,290	
Traffic Safety	\$28,361	\$3,135	\$8,842		\$47	\$5,087	\$4,278	\$6,032	
Fire Administration	\$63,850	\$4,180	\$9,395		\$236	\$503	\$3,667	\$2,741	
Emergency Response	\$305,351	\$48,065	\$103,340	\$22,968		\$12,059	\$37,587	\$42,223	
Hazard Prevention	\$47,976	\$8,359	\$17,684		\$236	\$8,856	\$4,431	\$5,483	
Fire Apparatus Service	\$7,075	\$2,090	\$4,421		\$94				
FD205 CDBG Fund	\$2,211		\$2,211						
FD208 Tourism Bid Fund	\$4,501	\$261	\$3,868			\$219	\$153		
FD601 Water Fund	\$242,737	\$33,834	\$74,073		\$1,461	\$21,339	\$34,379	\$17,548	\$1,418
FD602 Sewer Fund	\$217,437	\$35,547	\$77,434		\$1,508	\$27,825	\$36,671	\$8,225	\$1,064
FD611 Parking Fund	\$95,230	\$14,315	\$24,315		\$189	\$1,727	\$37,893	\$2,741	
FD621Transit Fund	\$77,257	\$2,142	\$8,842		\$47	\$6,533	\$3,667	\$15,353	
FD705 Whale Rock Fund	\$55,700	\$1,672	\$8,842		\$47	\$11,196	\$2,598		\$177
FD711 Hazardous Mat Task Force Fund	\$1,099		\$1,099						
All Other	\$200,110	\$11,492			\$615	\$78,347	\$102,833	\$1,101	
Total	\$3,425,600	\$493,292	\$1,019,881	\$98,762	\$11,703	\$324,527	\$479,703	\$192,976	\$2,659

Network Services  
Departmental Cost  
Allocation Summary

	<u>Cell Phones</u>	<u>Cellular Data Services</u>	<u>Telephones</u>	<u>South Hills</u>	<u>Tassajara</u>	<u>Direct Dept Exp</u>
Police Support Services		\$186	\$8,977			
Neighborhood Services		\$124	\$408			
Traffic Safety		\$124	\$816			
Fire Administration		\$559	\$9,793	\$15,785	\$16,991	
Emergency Response	\$13,321	\$1,739	\$20,810			\$3,239
Hazard Prevention		\$683	\$2,244			
Fire Apparatus Service		\$62	\$408			
FD205 CDBG Fund						
FD208 Tourism Bid Fund						
FD601 Water Fund	\$29,305	\$2,484	\$10,813	\$11,838		\$4,245
FD602 Sewer Fund	\$2,665	\$2,981	\$8,772	\$11,838		\$2,907
FD611 Parking Fund		\$993	\$13,057			
FD621Transit Fund	\$21,313	\$1,739	\$1,836	\$15,785		
FD705 Whale Rock Fund	\$2,658	\$310	\$1,021		\$16,992	\$10,187
FD711 Hazardous Mat Task Force Fund						
All Other		\$1,438	\$4,284			
Total	\$205,136	\$25,429	\$195,829	\$102,599	\$59,470	\$213,634



**SCHEDULE 7.01**

**INFORMATION SERVICES**

NATURE AND EXTENT OF SERVICE

The Information Services department is responsible for operating and maintaining the City's geographic information system (GIS), enterprise databases, and enterprise applications that are essential for City's operations. Enterprise Application such as Cityworks and EnerGov rely heavily on GIS and SQL Database to function properly. Program mission is to provide accurate and comprehensive information services for managing resources, make informed decisions, and expediting the work processes.

Costs are allocated as follows:

- **Information Services** – These costs are related to GIS, database, and enterprise application activities and system expenditures related to keeping the Information Services current and functioning for the needs of the City. Costs are allocated based on an estimate of time spent by fund/department/division.
- **Enterprise Apps** – Enterprise Application consists of the based programs available to all City computer users such as email, word processing, and spreadsheet applications. These costs are allocated based upon the total FTE's by fund/department/division.

Information Services  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,031,587			\$1,031,587
Allocated additions:				
10000000 - Building Charge	\$4,806		\$4,806	
1011001 - City Administration	\$35,850	\$12,447	\$48,297	
1011501 - City Attorney	\$10,205	\$1,538	\$11,743	
1011021 - City Clerk	\$1,352	\$323	\$1,675	
1012000 - Finance	\$11,554	\$2,761	\$14,315	
1011101 - Network Services	\$35,146	\$4,108	\$39,254	
1011103 - Information Services		\$4,604	\$4,604	
1012006 - Finance Support Services		\$1,343	\$1,343	
1013001 - Human Resources		\$14,142	\$14,142	
1013003 - Wellness Program		\$30	\$30	
1015005 - Facilities Maintenance		\$9,098	\$9,098	
8020000 - Insurance ISF Fund		\$46,139	\$46,139	
Total allocated additions:	<u>\$98,913</u>	<u>\$96,533</u>	<u>\$195,446</u>	<u>\$195,446</u>
Total to be allocated	<u><b>\$1,130,500</b></u>	<u><b>\$96,533</b></u>		<u><b>\$1,227,033</b></u>

	Information Services Schedule of costs to be allocated by function			
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Information Services</u>	<u>Enterprise Apps</u>
<b><u>Wages &amp; Benefits</u></b>				
SALARIES & WAGES	\$681,786	\$46,366	\$393,293	\$242,127
FRINGE BENEFITS	\$276,736	\$18,820	\$159,637	\$98,279
<b><u>Other Expense and Cost</u></b>				
SERVICES & SUPPLIES	\$73,065	\$4,969	\$42,148	\$25,948
Departmental Expenditures	\$1,031,587	\$70,155	\$595,078	\$366,354
Additions: 1st				
Other	\$98,913	\$98,913		
Functional Cost	\$1,130,500	\$169,068	\$595,078	\$366,354
Reallocate Admin		(\$169,068)	\$104,645	\$64,423
Allocable Costs	\$1,130,500		\$699,723	\$430,777
<b>1st Allocation</b>	<b>\$1,130,500</b>		<b>\$699,723</b>	<b>\$430,777</b>
Additions: 2nd				
Other	\$96,533	\$96,533		
Functional Cost	\$96,533	\$96,533		
Reallocate Admin		(\$96,533)	\$59,749	\$36,784
Allocable Costs	\$96,533		\$59,749	\$36,784
<b>2nd Allocation</b>	<b>\$96,533</b>		<b>\$59,749</b>	<b>\$36,784</b>
<b>Total allocated</b>	<b>\$1,227,033</b>		<b>\$759,472</b>	<b>\$467,561</b>

Information Services

Detail allocation of

Information Services

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Network Services	300	5.201 %	\$36,393		\$36,393		\$36,393
Public Works Administration	363	6.293 %	\$44,036		\$44,036	\$4,477	\$48,513
Community Development Admin	1,610	27.913 %	\$195,311		\$195,311	\$19,859	\$215,170
FD601 Water Fund	258	4.473 %	\$31,298		\$31,298	\$3,182	\$34,480
FD602 Sewer Fund	231	4.005 %	\$28,023		\$28,023	\$2,849	\$30,872
Fire Administration	701	12.153 %	\$85,039		\$85,039	\$8,647	\$93,686
Police Administration	881	15.274 %	\$106,875		\$106,875	\$10,867	\$117,742
Recreation Administration	248	4.300 %	\$30,085		\$30,085	\$3,059	\$33,144
City Administration	527	9.137 %	\$63,931		\$63,931		\$63,931
City Attorney	97	1.682 %	\$11,767		\$11,767		\$11,767
Stormwater and Flood Control	357	6.189 %	\$43,308		\$43,308	\$4,403	\$47,711
FD705 Whale Rock Fund	17	0.295 %	\$2,062		\$2,062	\$210	\$2,272
FD621Transit Fund	17	0.295 %	\$2,062		\$2,062	\$210	\$2,272
FD611 Parking Fund	161	2.790 %	\$19,533		\$19,533	\$1,986	\$21,519
Total	5,768	100.000 %	\$699,723		\$699,723	\$59,749	\$759,472

(A) Alloc basis:

Estimate of Time by Department/Fund (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Information Services

Detail allocation of

Enterprise Apps

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Urban Forest Services	400	1.006 %	\$4,333		\$4,333	\$409	\$4,742
Facilities Maintenance	500	1.257 %	\$5,417		\$5,417	\$512	\$5,929
Streets Maintenance	965	2.427 %	\$10,454		\$10,454	\$988	\$11,442
Stormwater and Flood Control	615	1.547 %	\$6,662		\$6,662	\$629	\$7,291
Traffic Signals & Lighting	200	0.503 %	\$2,167		\$2,167	\$205	\$2,372
Transportation/Plan Engineering	600	1.509 %	\$6,500		\$6,500	\$614	\$7,114
Recreation Administration	400	1.006 %	\$4,333		\$4,333	\$409	\$4,742
Recreation Facilities	100	0.251 %	\$1,083		\$1,083	\$102	\$1,185
Youth Services	200	0.503 %	\$2,167		\$2,167	\$205	\$2,372
Community Services	200	0.503 %	\$2,167		\$2,167	\$205	\$2,372
Ranger Program	300	0.754 %	\$3,250		\$3,250	\$307	\$3,557
Aquatics	100	0.251 %	\$1,083		\$1,083	\$102	\$1,185
Golf Course	400	1.006 %	\$4,333		\$4,333	\$409	\$4,742
Police Administration	650	1.635 %	\$7,041		\$7,041	\$665	\$7,706
Patrol	4,600	11.568 %	\$49,832		\$49,832	\$4,708	\$54,540
Investigations	1,100	2.766 %	\$11,916		\$11,916	\$1,126	\$13,042
Police Support Services	2,000	5.030 %	\$21,666		\$21,666	\$2,047	\$23,713
Neighborhood Services	100	0.251 %	\$1,083		\$1,083	\$102	\$1,185
Traffic Safety	400	1.006 %	\$4,333		\$4,333	\$409	\$4,742
Fire Administration	400	1.006 %	\$4,333		\$4,333	\$409	\$4,742
Emergency Response	4,500	11.316 %	\$48,749		\$48,749	\$4,606	\$53,355
Hazard Prevention	600	1.509 %	\$6,500		\$6,500	\$614	\$7,114
FD208 Tourism Bid Fund	175	0.440 %	\$1,896		\$1,896	\$179	\$2,075
FD601 Water Fund	3,525	8.865 %	\$38,187		\$38,187	\$3,608	\$41,795
FD602 Sewer Fund	2,995	7.532 %	\$32,445		\$32,445	\$3,065	\$35,510
FD621Transit Fund	300	0.754 %	\$3,250		\$3,250	\$307	\$3,557
FD705 Whale Rock Fund	390	0.981 %	\$4,225		\$4,225	\$399	\$4,624
City Administration	400	1.006 %	\$4,333		\$4,333		\$4,333
Economic Development	100	0.251 %	\$1,083		\$1,083	\$102	\$1,185
Natural Resource Protection	200	0.503 %	\$2,167		\$2,167	\$205	\$2,372
Community Promotion	25	0.063 %	\$271		\$271	\$26	\$297
City Attorney	300	0.754 %	\$3,250		\$3,250		\$3,250
City Clerk	500	1.257 %	\$5,417		\$5,417		\$5,417
Finance	1,200	3.018 %	\$13,000		\$13,000		\$13,000
Network Services	1,000	2.515 %	\$10,833		\$10,833		\$10,833
Information Services	425	1.069 %	\$4,604		\$4,604		\$4,604
Human Resources	600	1.509 %	\$6,500		\$6,500	\$614	\$7,114
Community Development Admin	550	1.383 %	\$5,958		\$5,958	\$563	\$6,521
Building and Safety	1,350	3.395 %	\$14,625		\$14,625	\$1,382	\$16,007
Public Works Administration	600	1.509 %	\$6,500		\$6,500	\$614	\$7,114
Parks Maintenance	1,200	3.018 %	\$13,000		\$13,000	\$1,228	\$14,228

Information Services

Detail allocation of

Enterprise Apps

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Swim Center Maintenance	100	0.251 %	\$1,083		\$1,083	\$102	\$1,185
Fire Apparatus Service	200	0.503 %	\$2,167		\$2,167	\$205	\$2,372
Fleet	450	1.132 %	\$4,875		\$4,875	\$461	\$5,336
FD205 CDBG Fund	50	0.126 %	\$542		\$542	\$51	\$593
FD611 Parking Fund	1,000	2.515 %	\$10,833		\$10,833	\$1,023	\$11,856
CIP Project Engineering	1,500	3.772 %	\$16,250		\$16,250	\$1,535	\$17,785
Development Review	1,300	3.269 %	\$14,081		\$14,081	\$1,333	\$15,414
Total	39,765	100.000 %	\$430,777		\$430,777	\$36,784	\$467,561

(A) Alloc basis:

Source:

Information Services  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Information Services</u>	<u>Enterprise Apps</u>
City Administration	\$68,264	\$63,931	\$4,333
City Attorney	\$15,017	\$11,767	\$3,250
City Clerk	\$5,417		\$5,417
Finance	\$13,000		\$13,000
Network Services	\$47,226	\$36,393	\$10,833
Information Services	\$4,604		\$4,604
Human Resources	\$7,114		\$7,114
Public Works Administration	\$55,627	\$48,513	\$7,114
Facilities Maintenance	\$5,929		\$5,929
Fleet	\$5,336		\$5,336
CIP Project Engineering	\$17,785		\$17,785
Transportation/Plan Engineering	\$7,114		\$7,114
Economic Development	\$1,185		\$1,185
Natural Resource Protection	\$2,372		\$2,372
Community Promotion	\$297		\$297
Community Development Admin	\$221,691	\$215,170	\$6,521
Development Review	\$15,414		\$15,414
Building and Safety	\$16,007		\$16,007
Parks Maintenance	\$14,228		\$14,228
Swim Center Maintenance	\$1,185		\$1,185
Urban Forest Services	\$4,742		\$4,742
Streets Maintenance	\$11,442		\$11,442
Traffic Signals & Lighting	\$2,372		\$2,372
Stormwater and Flood Control	\$55,002	\$47,711	\$7,291
Recreation Administration	\$37,886	\$33,144	\$4,742
Recreation Facilities	\$1,185		\$1,185
Youth Services	\$2,372		\$2,372
Community Services	\$2,372		\$2,372
Ranger Program	\$3,557		\$3,557
Aquatics	\$1,185		\$1,185
Golf Course	\$4,742		\$4,742
Police Administration	\$125,448	\$117,742	\$7,706
Patrol	\$54,540		\$54,540
Investigations	\$13,042		\$13,042
Police Support Services	\$23,713		\$23,713
Neighborhood Services	\$1,185		\$1,185
Traffic Safety	\$4,742		\$4,742
Fire Administration	\$98,428	\$93,686	\$4,742
Emergency Response	\$53,355		\$53,355
Hazard Prevention	\$7,114		\$7,114
Fire Apparatus Service	\$2,372		\$2,372

Information Services  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Information Services</u>	<u>Enterprise Apps</u>
FD205 CDBG Fund	\$593		\$593
FD208 Tourism Bid Fund	\$2,075		\$2,075
FD601 Water Fund	\$76,275	\$34,480	\$41,795
FD602 Sewer Fund	\$66,382	\$30,872	\$35,510
FD611 Parking Fund	\$33,375	\$21,519	\$11,856
FD621Transit Fund	\$5,829	\$2,272	\$3,557
FD705 Whale Rock Fund	\$6,896	\$2,272	\$4,624
Total	\$1,227,033	\$759,472	\$467,561



**SCHEDULE 8.01**

**FINANCE SUPPORT SERVICES**

NATURE AND EXTENT OF SERVICE

The Finance Support Services Division is responsible for administering and accounting for indirect costs not easily charged to operating programs or projects. This program has four major activities: copier maintenance and supplies, postage, city-wide memberships, and funding a minor amount of unforeseen costs during the course of each budget year with the City Manager's approval.

Costs are allocated as follows:

- **General Support Services** – These costs are not specifically identified with a particular fund or program. Certain eligible costs are allocated based on total operating expenditures by fund/department/division.
- **Parking** – These costs represent the annual charge to various programs by the Parking Enterprise Fund to allow staff to park their city-owned, assigned vehicles in one of the parking structures. Programs that pay their own parking fees are not included in the calculation.

Finance Support Services  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$438,461			\$438,461
Deductions:				
VENTURES CONTINGENCIES	(\$7,727)			
COVID-19	(\$284,535)			
Total deductions:	<u>(\$292,262)</u>			<u>(\$292,262)</u>
Allocated additions:				
1011001 - City Administration	\$1,359	\$472	\$1,831	
1011501 - City Attorney	\$1,523	\$229	\$1,752	
1012000 - Finance	\$5,907	\$885	\$6,792	
8020000 - Insurance ISF Fund		\$273	\$273	
Total allocated additions:	<u>\$8,789</u>	<u>\$1,859</u>	<u>\$10,648</u>	<u>\$10,648</u>
Total to be allocated	<u><b>\$154,988</b></u>	<u><b>\$1,859</b></u>		<u><b>\$156,847</b></u>

	Total	General & Admin	General Support Services	Parking
Finance Support Services				
Schedule of costs to be allocated by function				
<b><u>Other Expense and Cost</u></b>				
SALARIES & WAGES				
FRINGE BENEFITS				
<b><u>Other Expense and Cost</u></b>				
SUPPORT SERVICES	\$109,989		\$109,989	
PARKING	\$36,210			\$36,210
VENTURES CONTINGENCIES	\$7,727	\$7,727		
COVID-19	\$284,535	\$284,535		
Departmental Expenditures	\$438,461	\$292,262	\$109,989	\$36,210
<b><u>Cost Adjustments</u></b>				
Deductions	(\$292,262)	(\$292,262)		
Additions: 1st				
Other	\$8,789	\$8,789		
Functional Cost	\$154,988	\$8,789	\$109,989	\$36,210
Reallocate Admin		(\$8,789)	\$6,612	\$2,177
Allocable Costs	\$154,988		\$116,601	\$38,387
<b>1st Allocation</b>	<b>\$154,988</b>		<b>\$116,601</b>	<b>\$38,387</b>
Additions: 2nd				
Other	\$1,859	\$1,859		
Functional Cost	\$1,859	\$1,859		
Reallocate Admin		(\$1,859)	\$1,399	\$460
Allocable Costs	\$1,859		\$1,399	\$460
<b>2nd Allocation</b>	<b>\$1,859</b>		<b>\$1,399</b>	<b>\$460</b>
<b>Total allocated</b>	<b>\$156,847</b>		<b>\$118,000</b>	<b>\$38,847</b>

Finance Support Services

Detail allocation of

General Support Services

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.176 %	\$205		\$205	\$3	\$208
Cultural Activities	332,351	0.371 %	\$433		\$433	\$6	\$439
Economic Development	269,768	0.301 %	\$351		\$351	\$5	\$356
Natural Resource Protection	617,952	0.690 %	\$805		\$805	\$11	\$816
Community Promotion	393,509	0.439 %	\$512		\$512	\$7	\$519
City Attorney	1,000,636	1.118 %	\$1,303		\$1,303		\$1,303
City Clerk	566,644	0.633 %	\$738		\$738		\$738
Finance	1,779,620	1.988 %	\$2,318		\$2,318		\$2,318
Network Services	2,992,351	3.342 %	\$3,897		\$3,897		\$3,897
Human Resources	1,217,672	1.360 %	\$1,586		\$1,586	\$21	\$1,607
Insurance ISF Fund	4,808,289	5.370 %	\$6,262		\$6,262	\$83	\$6,345
Wellness Program	3,114	0.003 %	\$4		\$4		\$4
Community Development Admin	867,164	0.969 %	\$1,129		\$1,129	\$15	\$1,144
Commissions & Committees	15,513	0.017 %	\$20		\$20		\$20
Development Review	1,053,548	1.177 %	\$1,372		\$1,372	\$18	\$1,390
Long Range Planning	114,993	0.128 %	\$150		\$150	\$2	\$152
Building and Safety	2,269,498	2.535 %	\$2,956		\$2,956	\$39	\$2,995
Public Works Administration	945,448	1.056 %	\$1,231		\$1,231	\$16	\$1,247
Parks Maintenance	2,587,151	2.890 %	\$3,369		\$3,369	\$45	\$3,414
Swim Center Maintenance	504,654	0.564 %	\$657		\$657	\$9	\$666
Urban Forest Services	830,659	0.928 %	\$1,082		\$1,082	\$14	\$1,096
Facilities Maintenance	1,152,577	1.287 %	\$1,501		\$1,501	\$20	\$1,521
Streets Maintenance	1,143,992	1.278 %	\$1,490		\$1,490	\$20	\$1,510
Stormwater and Flood Control	793,352	0.886 %	\$1,033		\$1,033	\$14	\$1,047
Traffic Signals & Lighting	519,399	0.580 %	\$676		\$676	\$9	\$685
Fleet	1,077,423	1.203 %	\$1,403		\$1,403	\$19	\$1,422
City Administration	1,266,811	1.415 %	\$1,650		\$1,650		\$1,650
Transportation/Plan Engineering	896,195	1.001 %	\$1,167		\$1,167	\$15	\$1,182
Recreation Administration	780,489	0.872 %	\$1,016		\$1,016	\$13	\$1,029
Recreation Facilities	190,312	0.213 %	\$248		\$248	\$3	\$251
Youth Services	853,586	0.953 %	\$1,112		\$1,112	\$15	\$1,127
Ranger Program	496,081	0.554 %	\$646		\$646	\$9	\$655
Aquatics	402,346	0.449 %	\$524		\$524	\$7	\$531
Police Administration	1,997,594	2.231 %	\$2,601		\$2,601	\$35	\$2,636
Patrol	9,337,298	10.429 %	\$12,160		\$12,160	\$161	\$12,321
Investigations	2,786,997	3.113 %	\$3,629		\$3,629	\$48	\$3,677
Neighborhood Services	229,238	0.256 %	\$299		\$299	\$4	\$303
Traffic Safety	796,078	0.889 %	\$1,037		\$1,037	\$14	\$1,051
Fire Administration	936,461	1.046 %	\$1,220		\$1,220	\$16	\$1,236
Emergency Response	10,175,128	11.364 %	\$13,251		\$13,251	\$176	\$13,427
Hazard Prevention	885,601	0.989 %	\$1,153		\$1,153	\$15	\$1,168

Finance Support Services  
Detail allocation of  
General Support Services

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Training Services	73,793	0.082 %	\$96		\$96	\$1	\$97
Fire Station	30,106	0.034 %	\$39		\$39	\$1	\$40
Disaster Assistance	62,052	0.069 %	\$81		\$81	\$1	\$82
FD202 Downtown Bid Fund	272,165	0.304 %	\$354		\$354	\$5	\$359
FD601 Water Fund	6,361,662	7.105 %	\$8,285		\$8,285	\$110	\$8,395
FD611 Parking Fund	2,489,100	2.780 %	\$3,242		\$3,242	\$43	\$3,285
FD602 Sewer Fund	7,522,181	8.401 %	\$9,796		\$9,796	\$130	\$9,926
Golf Course	595,060	0.665 %	\$775		\$775	\$10	\$785
FD705 Whale Rock Fund	887,145	0.991 %	\$1,155		\$1,155	\$15	\$1,170
Information Services	1,031,587	1.152 %	\$1,343		\$1,343		\$1,343
FD208 Tourism Bid Fund	1,383,208	1.545 %	\$1,801		\$1,801	\$24	\$1,825
FD621Transit Fund	909,464	1.016 %	\$1,184		\$1,184	\$16	\$1,200
FD206 Law Enforcement Grant Fund	42,648	0.048 %	\$56		\$56	\$1	\$57
Fire Apparatus Service	379,185	0.424 %	\$494		\$494	\$7	\$501
Police Support Services	2,484,815	2.775 %	\$3,236		\$3,236	\$43	\$3,279
Community Services	474,519	0.530 %	\$618		\$618	\$8	\$626
FD711 Hazardous Mat Task Force Fund	44,601	0.050 %	\$58		\$58	\$1	\$59
Finance Non Departmental	167,004	0.187 %	\$217		\$217	\$3	\$220
Development Services	1,003,441	1.121 %	\$1,307		\$1,307	\$17	\$1,324
Human Relations	353,546	0.395 %	\$460		\$460	\$6	\$466
CIP Project Engineering	2,205,278	2.463 %	\$2,872		\$2,872	\$38	\$2,910
Jack House	7,238	0.008 %	\$9		\$9		\$9
FD401 Capital Outlay Engineering	2,080	0.002 %	\$3		\$3		\$3
FD505 Affordable Housing Fund	330,000	0.369 %	\$430		\$430	\$6	\$436
Community Services Group	9,593	0.011 %	\$12		\$12		\$12
Risk Management	5,402	0.006 %	\$7		\$7		\$7
Water Administration/Engineering	3,180	0.004 %	\$4		\$4		\$4
Solid Waste Recycling	87,156	0.097 %	\$114		\$114	\$2	\$116
FD402 Fleet Replace	207						
FD504 LOVR Impace Fee	270,094	0.302 %	\$352		\$352	\$4	\$356
FD715 Boysen Ranch	3,341	0.001 %	\$5		\$5		\$5
Total	89,535,682	100.000 %	\$116,601		\$116,601	\$1,399	\$118,000

(A) Alloc basis: Total Operating Expenditures by Department/Division

Source:

Finance Support Services  
Detail allocation of  
Parking

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Public Works Administration	16,320	45.070 %	\$17,301		\$17,301	\$289	\$17,590
Network Services	7,140	19.718 %	\$7,569		\$7,569		\$7,569
City Administration	1,020	2.817 %	\$1,081		\$1,081		\$1,081
Finance	2,040	5.634 %	\$2,163		\$2,163		\$2,163
Building and Safety	20,400	56.338 %	\$21,626		\$21,626	\$361	\$21,987
All Other	(10,710)	-29.577%	(\$11,353)		(\$11,353)	(\$190)	(\$11,543)
Total	36,210	100.000 %	\$38,387		\$38,387	\$460	\$38,847

(A) Alloc basis: Parking Fee Charged by Department

Source: Building Division Parking Patrons worksheet; Public Works Parking PSSworksheet;; Builking Services Parking Costs worksheet

Finance Support Services  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>General Support Services</u>	<u>Parking</u>
City Administration	\$2,731	\$1,650	\$1,081
City Attorney	\$1,303	\$1,303	
City Clerk	\$738	\$738	
Finance	\$4,481	\$2,318	\$2,163
Network Services	\$11,466	\$3,897	\$7,569
Information Services	\$1,343	\$1,343	
Human Resources	\$1,607	\$1,607	
Risk Management	\$7	\$7	
Wellness Program	\$4	\$4	
Public Works Administration	\$18,837	\$1,247	\$17,590
Facilities Maintenance	\$1,521	\$1,521	
Fleet	\$1,422	\$1,422	
CIP Project Engineering	\$2,910	\$2,910	
Transportation/Plan Engineering	\$1,182	\$1,182	
Insurance ISF Fund	\$6,345	\$6,345	
City Council	\$208	\$208	
Cultural Activities	\$439	\$439	
Economic Development	\$356	\$356	
Natural Resource Protection	\$816	\$816	
Community Promotion	\$519	\$519	
Community Services Group	\$12	\$12	
Finance Non Departmental	\$220	\$220	
Community Development Admin	\$1,144	\$1,144	
Commissions & Committees	\$20	\$20	
Development Review	\$1,390	\$1,390	
Long Range Planning	\$152	\$152	
Development Services	\$1,324	\$1,324	
Building and Safety	\$24,982	\$2,995	\$21,987
Human Relations	\$466	\$466	
Parks Maintenance	\$3,414	\$3,414	
Swim Center Maintenance	\$666	\$666	
Urban Forest Services	\$1,096	\$1,096	
Streets Maintenance	\$1,510	\$1,510	
Traffic Signals & Lighting	\$685	\$685	
Stormwater and Flood Control	\$1,047	\$1,047	
Water Administration/Engineering	\$4	\$4	
Solid Waste Recycling	\$116	\$116	
Recreation Administration	\$1,029	\$1,029	
Recreation Facilities	\$251	\$251	
Youth Services	\$1,127	\$1,127	

Finance Support Services  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>General Support Services</u>	<u>Parking</u>
Community Services	\$626	\$626	
Ranger Program	\$655	\$655	
Aquatics	\$531	\$531	
Golf Course	\$785	\$785	
Jack House	\$9	\$9	
Police Administration	\$2,636	\$2,636	
Patrol	\$12,321	\$12,321	
Investigations	\$3,677	\$3,677	
Police Support Services	\$3,279	\$3,279	
Neighborhood Services	\$303	\$303	
Traffic Safety	\$1,051	\$1,051	
Fire Administration	\$1,236	\$1,236	
Emergency Response	\$13,427	\$13,427	
Hazard Prevention	\$1,168	\$1,168	
Training Services	\$97	\$97	
Fire Apparatus Service	\$501	\$501	
Fire Station	\$40	\$40	
Disaster Assistance	\$82	\$82	
FD202 Downtown Bid Fund	\$359	\$359	
FD206 Law Enforcement Grant Fund	\$57	\$57	
FD208 Tourism Bid Fund	\$1,825	\$1,825	
FD401 Capital Outlay Engineering	\$3	\$3	
FD402 Fleet Replace			
FD504 LOVR Impace Fee	\$356	\$356	
FD505 Affordable Housing Fund	\$436	\$436	
FD601 Water Fund	\$8,395	\$8,395	
FD602 Sewer Fund	\$9,926	\$9,926	
FD611 Parking Fund	\$3,285	\$3,285	
FD621Transit Fund	\$1,200	\$1,200	
FD705 Whale Rock Fund	\$1,170	\$1,170	
FD711 Hazardous Mat Task Force Fund	\$59	\$59	
FD715 Boysen Ranch	\$5	\$5	
All Other	(\$11,543)		(\$11,543)
Total	\$156,847	\$118,000	\$38,847



**SCHEDULE 9.01**

**HUMAN RESOURCES**

NATURE AND EXTENT OF SERVICE

The Human Resources Department is responsible for providing support to all City departments for all aspects of attracting and retaining highly qualified employees. The program manages a variety of functions including coordination of recruitment and employee selection, classification and compensation, performance management, employee training and development, labor relations and negotiations, and statutory and regulatory compliance. Program goals are: maintain highly-qualified, well-trained, and motivated City employees; manage legal and unbiased recruitment and retention practices; ensure competitive pay and benefits; maintain accurate job classifications.

Costs are allocated as follows:

- **Human Resources** – These costs are allocated based on full time equivalent (FTE) by fund/department/division.

Human Resources  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,217,672			\$1,217,672
Deductions:				
GENERAL GOVERNMENT	(\$9,907)			
Total deductions:	<u>(\$9,907)</u>			<u>(\$9,907)</u>
Allocated additions:				
10000000 - Building Charge	\$2,922		\$2,922	
1011001 - City Administration	\$10,753	\$3,733	\$14,486	
1011501 - City Attorney	\$12,046	\$1,815	\$13,861	
1011021 - City Clerk	\$10,222	\$3,726	\$13,948	
1012000 - Finance	\$20,375	\$3,981	\$24,356	
1011101 - Network Services	\$31,102	\$3,029	\$34,131	
1011103 - Information Services	\$6,500	\$614	\$7,114	
1012006 - Finance Support Services	\$1,586	\$21	\$1,607	
1013003 - Wellness Program		\$58	\$58	
1015005 - Facilities Maintenance		\$13,973	\$13,973	
8020000 - Insurance ISF Fund		\$64,714	\$64,714	
Total allocated additions:	<u>\$95,506</u>	<u>\$95,664</u>	<u>\$191,170</u>	<u>\$191,170</u>
Total to be allocated	<u><u>\$1,303,271</u></u>	<u><u>\$95,664</u></u>		<u><u>\$1,398,935</u></u>

	Human Resources Schedule of costs to be allocated by function		
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Human Resources</u>
<b><u>Wages &amp; Benefits</u></b>			
SALARIES & WAGES	\$633,641		\$633,641
FRINGE BENEFITS	\$288,983		\$288,983
<b><u>Other Expense and Cost</u></b>			
SERVICES & SUPPLIES	\$285,141		\$285,141
GENERAL GOVERNMENT	\$9,907	\$9,907	
Departmental Expenditures	\$1,217,672	\$9,907	\$1,207,765
<b><u>Cost Adjustments</u></b>			
Deductions	(\$9,907)	(\$9,907)	
Additions: 1st			
Other	\$95,506	\$95,506	
Functional Cost	\$1,303,271	\$95,506	\$1,207,765
Reallocate Admin		(\$95,506)	\$95,506
Allocable Costs	\$1,303,271		\$1,303,271
<b>1st Allocation</b>	<b>\$1,303,271</b>		<b>\$1,303,271</b>
Additions: 2nd			
Other	\$95,664	\$95,664	
Functional Cost	\$95,664	\$95,664	
Reallocate Admin		(\$95,664)	\$95,664
Allocable Costs	\$95,664		\$95,664
<b>2nd Allocation</b>	<b>\$95,664</b>		<b>\$95,664</b>
<b>Total allocated</b>	<b>\$1,398,935</b>		<b>\$1,398,935</b>

Human Resources  
Detail allocation of  
Human Resources

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Urban Forest Services	400	1.021 %	\$13,311		\$13,311	\$1,083	\$14,394
Facilities Maintenance	500	1.277 %	\$16,638		\$16,638	\$1,353	\$17,991
Streets Maintenance	965	2.464 %	\$32,112		\$32,112	\$2,612	\$34,724
Stormwater and Flood Control	615	1.570 %	\$20,465		\$20,465	\$1,665	\$22,130
Traffic Signals & Lighting	200	0.511 %	\$6,655		\$6,655	\$541	\$7,196
Transportation/Plan Engineering	600	1.532 %	\$19,966		\$19,966	\$1,624	\$21,590
Recreation Administration	400	1.021 %	\$13,311		\$13,311	\$1,083	\$14,394
Recreation Facilities	100	0.255 %	\$3,328		\$3,328	\$271	\$3,599
Youth Services	200	0.511 %	\$6,655		\$6,655	\$541	\$7,196
Community Services	200	0.511 %	\$6,655		\$6,655	\$541	\$7,196
Ranger Program	300	0.766 %	\$9,983		\$9,983	\$812	\$10,795
Aquatics	100	0.255 %	\$3,328		\$3,328	\$271	\$3,599
Golf Course	400	1.021 %	\$13,311		\$13,311	\$1,083	\$14,394
Police Administration	650	1.660 %	\$21,630		\$21,630	\$1,760	\$23,390
Patrol	4,600	11.745 %	\$153,072		\$153,072	\$12,452	\$165,524
Investigations	1,100	2.809 %	\$36,604		\$36,604	\$2,978	\$39,582
Police Support Services	2,000	5.107 %	\$66,553		\$66,553	\$5,414	\$71,967
Neighborhood Services	100	0.255 %	\$3,328		\$3,328	\$271	\$3,599
Traffic Safety	400	1.021 %	\$13,311		\$13,311	\$1,083	\$14,394
Fire Administration	400	1.021 %	\$13,311		\$13,311	\$1,083	\$14,394
Emergency Response	4,500	11.490 %	\$149,744		\$149,744	\$12,181	\$161,925
Hazard Prevention	600	1.532 %	\$19,966		\$19,966	\$1,624	\$21,590
FD208 Tourism Bid Fund	175	0.447 %	\$5,823		\$5,823	\$474	\$6,297
FD601 Water Fund	3,525	9.000 %	\$117,299		\$117,299	\$9,542	\$126,841
FD602 Sewer Fund	2,995	7.647 %	\$99,663		\$99,663	\$8,107	\$107,770
FD621Transit Fund	300	0.766 %	\$9,983		\$9,983	\$812	\$10,795
FD705 Whale Rock Fund	390	0.996 %	\$12,978		\$12,978	\$1,056	\$14,034
City Administration	400	1.021 %	\$13,311		\$13,311		\$13,311
Economic Development	100	0.255 %	\$3,328		\$3,328	\$271	\$3,599
Natural Resource Protection	200	0.511 %	\$6,655		\$6,655	\$541	\$7,196
Community Promotion	25	0.064 %	\$832		\$832	\$68	\$900
City Attorney	300	0.766 %	\$9,983		\$9,983		\$9,983
City Clerk	500	1.277 %	\$16,638		\$16,638		\$16,638
Finance	1,200	3.064 %	\$39,932		\$39,932		\$39,932
Network Services	1,000	2.553 %	\$33,276		\$33,276		\$33,276
Information Services	425	1.085 %	\$14,142		\$14,142		\$14,142
Community Development Admin	550	1.404 %	\$18,302		\$18,302	\$1,489	\$19,791
Building and Safety	1,350	3.447 %	\$44,923		\$44,923	\$3,654	\$48,577
Public Works Administration	600	1.532 %	\$19,966		\$19,966	\$1,624	\$21,590
Parks Maintenance	1,200	3.064 %	\$39,932		\$39,932	\$3,248	\$43,180
Swim Center Maintenance	100	0.255 %	\$3,328		\$3,328	\$271	\$3,599

Human Resources  
Detail allocation of  
Human Resources

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Fire Apparatus Service	200	0.511 %	\$6,655		\$6,655	\$541	\$7,196
Fleet	450	1.149 %	\$14,974		\$14,974	\$1,218	\$16,192
FD205 CDBG Fund	50	0.128 %	\$1,664		\$1,664	\$135	\$1,799
FD611 Parking Fund	1,000	2.553 %	\$33,276		\$33,276	\$2,707	\$35,983
CIP Project Engineering	1,500	3.830 %	\$49,915		\$49,915	\$4,060	\$53,975
Development Review	1,300	3.320 %	\$43,256		\$43,256	\$3,520	\$46,776
Total	39,165	100.000 %	\$1,303,271		\$1,303,271	\$95,664	\$1,398,935

(A) Alloc basis: Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Human Resources  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Human Resources</u>
City Administration	\$13,311	\$13,311
City Attorney	\$9,983	\$9,983
City Clerk	\$16,638	\$16,638
Finance	\$39,932	\$39,932
Network Services	\$33,276	\$33,276
Information Services	\$14,142	\$14,142
Public Works Administration	\$21,590	\$21,590
Facilities Maintenance	\$17,991	\$17,991
Fleet	\$16,192	\$16,192
CIP Project Engineering	\$53,975	\$53,975
Transportation/Plan Engineering	\$21,590	\$21,590
Economic Development	\$3,599	\$3,599
Natural Resource Protection	\$7,196	\$7,196
Community Promotion	\$900	\$900
Community Development Admin	\$19,791	\$19,791
Development Review	\$46,776	\$46,776
Building and Safety	\$48,577	\$48,577
Parks Maintenance	\$43,180	\$43,180
Swim Center Maintenance	\$3,599	\$3,599
Urban Forest Services	\$14,394	\$14,394
Streets Maintenance	\$34,724	\$34,724
Traffic Signals & Lighting	\$7,196	\$7,196
Stormwater and Flood Control	\$22,130	\$22,130
Recreation Administration	\$14,394	\$14,394
Recreation Facilities	\$3,599	\$3,599
Youth Services	\$7,196	\$7,196
Community Services	\$7,196	\$7,196
Ranger Program	\$10,795	\$10,795
Aquatics	\$3,599	\$3,599
Golf Course	\$14,394	\$14,394
Police Administration	\$23,390	\$23,390
Patrol	\$165,524	\$165,524
Investigations	\$39,582	\$39,582
Police Support Services	\$71,967	\$71,967
Neighborhood Services	\$3,599	\$3,599
Traffic Safety	\$14,394	\$14,394
Fire Administration	\$14,394	\$14,394
Emergency Response	\$161,925	\$161,925
Hazard Prevention	\$21,590	\$21,590
Fire Apparatus Service	\$7,196	\$7,196
FD205 CDBG Fund	\$1,799	\$1,799

Human Resources  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Human Resources</u>
FD208 Tourism Bid Fund	\$6,297	\$6,297
FD601 Water Fund	\$126,841	\$126,841
FD602 Sewer Fund	\$107,770	\$107,770
FD611 Parking Fund	\$35,983	\$35,983
FD621Transit Fund	\$10,795	\$10,795
FD705 Whale Rock Fund	\$14,034	\$14,034
Total	<u>\$1,398,935</u>	<u>\$1,398,935</u>

**SCHEDULE 10.01**

**RISK MANAGEMENT**

NATURE AND EXTENT OF SERVICE

With the use of root cause investigations into claims and proactive measures, a primary goal of this program is to reduce the risk of accidents and foster a safe environment for staff and the community.

Costs are allocated as follows:

- **Insurance ISF Fund** - These costs are associated with the insurance fund and Retiree Healthcare for Police. Costs are allocated directly to Police and Fund 802 Insurance ISF Fund.



Risk Management  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$5,402			\$5,402
Allocated additions:				
1011001 - City Administration	\$48	\$17	\$65	
1011501 - City Attorney	\$53	\$8	\$61	
1012000 - Finance	\$77	\$18	\$95	
1011101 - Network Services	\$583	\$29	\$612	
1012006 - Finance Support Services	\$7		\$7	
8020000 - Insurance ISF Fund		\$10	\$10	
Total allocated additions:	<u>\$768</u>	<u>\$82</u>	<u>\$850</u>	<u>\$850</u>
Total to be allocated	<u><b>\$6,170</b></u>	<u><b>\$82</b></u>		<u><b>\$6,252</b></u>

	Risk Management Schedule of costs to be allocated by function		
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Risk Management</u>
<u>Other Expense and Cost</u>			
SALARIES & WAGES			
FRINGE BENEFITS	\$1,509		\$1,509
<u>Other Expense and Cost</u>			
SERVICES & SUPPLIES	\$3,893		\$3,893
Departmental Expenditures	\$5,402		\$5,402
Additions: 1st			
Other	\$768	\$768	
Functional Cost	\$6,170	\$768	\$5,402
Reallocate Admin		(\$768)	\$768
Allocable Costs	\$6,170		\$6,170
<b>1st Allocation</b>	<b>\$6,170</b>		<b>\$6,170</b>
Additions: 2nd			
Other	\$82	\$82	
Functional Cost	\$82	\$82	
Reallocate Admin		(\$82)	\$82
Allocable Costs	\$82		\$82
<b>2nd Allocation</b>	<b>\$82</b>		<b>\$82</b>
<b>Total allocated</b>	<b>\$6,252</b>		<b>\$6,252</b>

Risk Management  
Detail allocation of  
Risk Management

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Insurance ISF Fund	3,895	72.103 %	\$4,449		\$4,449	\$59	\$4,508
Police Administration	1,507	27.897 %	\$1,721		\$1,721	\$23	\$1,744
Total	5,402	100.000 %	\$6,170		\$6,170	\$82	\$6,252

(A) Alloc basis: Direct Allocation to the Insurance ISF Fund 802

Source:

Risk Management  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Risk Management</u>
Insurance ISF Fund	\$4,508	\$4,508
Police Administration	\$1,744	\$1,744
Total	\$6,252	\$6,252

**SCHEDULE 11.01**

**WELLNESS PROGRAM**

NATURE AND EXTENT OF SERVICE

The Wellness Program helps City employees reduce injury and illness risks and maintain good health and fitness.

Costs are allocated as follows:

- **Wellness** - These costs are associated with activities of the Wellness program. Costs are allocated based on full time equivalent units (FTE) by fund/department/division.

Wellness Program  
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$3,114			\$3,114
Allocated additions:				
1011001 - City Administration	\$27	\$10	\$37	
1011501 - City Attorney	\$31	\$5	\$36	
1012000 - Finance	\$297	\$34	\$331	
1012006 - Finance Support Services	\$4		\$4	
1015005 - Facilities Maintenance		\$48,689	\$48,689	
8020000 - Insurance ISF Fund		\$6	\$6	
Total allocated additions:	<u>\$359</u>	<u>\$48,744</u>	<u>\$49,103</u>	<u>\$49,103</u>
Total to be allocated	<u><u>\$3,473</u></u>	<u><u>\$48,744</u></u>		<u><u>\$52,217</u></u>

	Wellness Program Schedule of costs to be allocated by function		
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Wellness Program</u>
<u>Other Expense and Cost</u>			
SALARIES & WAGES			
FRINGE BENEFITS			
<u>Other Expense and Cost</u>			
WELLNESS PROGRAM	\$3,114		\$3,114
Departmental Expenditures	\$3,114		\$3,114
Additions: 1st			
Other	\$359	\$359	
Functional Cost	\$3,473	\$359	\$3,114
Reallocate Admin		(\$359)	\$359
Allocable Costs	\$3,473		\$3,473
<b>1st Allocation</b>	<b>\$3,473</b>		<b>\$3,473</b>
Additions: 2nd			
Other	\$48,744	\$48,744	
Functional Cost	\$48,744	\$48,744	
Reallocate Admin		(\$48,744)	\$48,744
Allocable Costs	\$48,744		\$48,744
<b>2nd Allocation</b>	<b>\$48,744</b>		<b>\$48,744</b>
<b>Total allocated</b>	<b>\$52,217</b>		<b>\$52,217</b>

Wellness Program  
Detail allocation of  
Wellness Program

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Police Administration	550	1.183 %	\$41		\$41	\$659	\$700
Fire Administration	425	0.914 %	\$32		\$32	\$509	\$541
Stormwater and Flood Control	715	1.537 %	\$53		\$53	\$857	\$910
Recreation Administration	600	1.290 %	\$45		\$45	\$719	\$764
Facilities Maintenance	500	1.075 %	\$37		\$37	\$599	\$636
Long Range Planning	400	0.860 %	\$30		\$30	\$479	\$509
Building and Safety	1,553	3.339 %	\$116		\$116	\$1,861	\$1,977
Development Review	1,390	2.989 %	\$104		\$104	\$1,665	\$1,769
Economic Development	100	0.215 %	\$7		\$7	\$120	\$127
Natural Resource Protection	200	0.430 %	\$15		\$15	\$240	\$255
Public Works Administration	700	1.505 %	\$52		\$52	\$839	\$891
Transportation/Plan Engineering	700	1.505 %	\$52		\$52	\$839	\$891
City Administration	1,600	3.440 %	\$119		\$119		\$119
City Attorney	460	0.989 %	\$34		\$34		\$34
City Clerk	535	1.150 %	\$40		\$40		\$40
Human Resources	775	1.666 %	\$58		\$58		\$58
Finance	1,550	3.333 %	\$116		\$116		\$116
Network Services	500	1.075 %	\$37		\$37		\$37
Recreation Facilities	436	0.938 %	\$33		\$33	\$522	\$555
Fleet	450	0.968 %	\$34		\$34	\$539	\$573
Information Services	400	0.860 %	\$30		\$30		\$30
Community Promotion	25	0.054 %	\$2		\$2	\$30	\$32
Community Development Admin	645	1.387 %	\$48		\$48	\$773	\$821
Parks Maintenance	1,510	3.247 %	\$113		\$113	\$1,809	\$1,922
Swim Center Maintenance	200	0.430 %	\$15		\$15	\$240	\$255
Urban Forest Services	450	0.968 %	\$34		\$34	\$539	\$573
Streets Maintenance	1,065	2.290 %	\$80		\$80	\$1,276	\$1,356
Traffic Signals & Lighting	200	0.430 %	\$15		\$15	\$240	\$255
Youth Services	1,978	4.253 %	\$148		\$148	\$2,370	\$2,518
Community Services	306	0.658 %	\$23		\$23	\$367	\$390
Ranger Program	775	1.666 %	\$58		\$58	\$929	\$987
Patrol	4,300	9.246 %	\$321		\$321	\$5,152	\$5,473
Investigations	1,200	2.580 %	\$90		\$90	\$1,438	\$1,528
Police Support Services	2,096	4.507 %	\$157		\$157	\$2,511	\$2,668
Neighborhood Services	319	0.686 %	\$24		\$24	\$382	\$406
Traffic Safety	400	0.860 %	\$30		\$30	\$479	\$509
Emergency Response	4,675	10.053 %	\$349		\$349	\$5,601	\$5,950
FD601 Water Fund	3,351	7.206 %	\$250		\$250	\$4,015	\$4,265
FD602 Sewer Fund	3,503	7.533 %	\$262		\$262	\$4,197	\$4,459
FD621Transit Fund	400	0.860 %	\$30		\$30	\$479	\$509
FD705 Whale Rock Fund	400	0.860 %	\$30		\$30	\$479	\$509



Wellness Program  
Detail allocation of  
Wellness Program

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
FD208 Tourism Bid Fund	175	0.376 %	\$13		\$13	\$210	\$223
Golf Course	686	1.475 %	\$51		\$51	\$822	\$873
Aquatics	957	2.058 %	\$71		\$71	\$1,147	\$1,218
FD611 Parking Fund	1,100	2.365 %	\$82		\$82	\$1,318	\$1,400
Fire Apparatus Service	200	0.430 %	\$15		\$15	\$240	\$255
Commissions & Committees	100	0.215 %	\$7		\$7	\$120	\$127
FD205 CDBG Fund	100	0.215 %	\$7		\$7	\$120	\$127
Hazard Prevention	800	1.720 %	\$60		\$60	\$958	\$1,018
FD711 Hazardous Mat Task Force Fund	50	0.111 %	\$3		\$3	\$56	\$59
Total	46,505	100.000 %	\$3,473		\$3,473	\$48,744	\$52,217

(A) Alloc basis: Full Time/Temporary Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source: Staffing Summaries

Wellness Program  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Wellness Program</u>
City Administration	\$119	\$119
City Attorney	\$34	\$34
City Clerk	\$40	\$40
Finance	\$116	\$116
Network Services	\$37	\$37
Information Services	\$30	\$30
Human Resources	\$58	\$58
Public Works Administration	\$891	\$891
Facilities Maintenance	\$636	\$636
Fleet	\$573	\$573
Transportation/Plan Engineering	\$891	\$891
Economic Development	\$127	\$127
Natural Resource Protection	\$255	\$255
Community Promotion	\$32	\$32
Community Development Admin	\$821	\$821
Commissions & Committees	\$127	\$127
Development Review	\$1,769	\$1,769
Long Range Planning	\$509	\$509
Building and Safety	\$1,977	\$1,977
Parks Maintenance	\$1,922	\$1,922
Swim Center Maintenance	\$255	\$255
Urban Forest Services	\$573	\$573
Streets Maintenance	\$1,356	\$1,356
Traffic Signals & Lighting	\$255	\$255
Stormwater and Flood Control	\$910	\$910
Recreation Administration	\$764	\$764
Recreation Facilities	\$555	\$555
Youth Services	\$2,518	\$2,518
Community Services	\$390	\$390
Ranger Program	\$987	\$987
Aquatics	\$1,218	\$1,218
Golf Course	\$873	\$873
Police Administration	\$700	\$700
Patrol	\$5,473	\$5,473
Investigations	\$1,528	\$1,528
Police Support Services	\$2,668	\$2,668
Neighborhood Services	\$406	\$406
Traffic Safety	\$509	\$509
Fire Administration	\$541	\$541
Emergency Response	\$5,950	\$5,950
Hazard Prevention	\$1,018	\$1,018

Wellness Program  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Wellness Program</u>
Fire Apparatus Service	\$255	\$255
FD205 CDBG Fund	\$127	\$127
FD208 Tourism Bid Fund	\$223	\$223
FD601 Water Fund	\$4,265	\$4,265
FD602 Sewer Fund	\$4,459	\$4,459
FD611 Parking Fund	\$1,400	\$1,400
FD621Transit Fund	\$509	\$509
FD705 Whale Rock Fund	\$509	\$509
FD711 Hazardous Mat Task Force Fund	\$59	\$59
Total	<u>\$52,217</u>	<u>\$52,217</u>

**SCHEDULE 12.01**

**PUBLIC WORKS ADMINISTRATION**

NATURE AND EXTENT OF SERVICE

The Public Works Administration Division is responsible for planning, directing, and evaluating the thirteen Public Works operating Programs. The Public Works Administration program also assists the operating programs with various administrative and property management services. The program goal is delivery of responsive and competitive public works services through teamwork, good communication, and appropriate technology.

Costs are allocated based on a time analysis for the following staff members: Department Director, Deputy Director, City Engineer, Administrative Assistants, and other positions that are assigned to the administration function, both as permanent and part-time staff are represented below.

Costs are allocated as follows:

- **Deputy Director/City Engineer** – These costs are related to activities of the Deputy Director/City Engineer. Costs are allocated to departments supervised based on hours of supervision.
- **Director** – These costs are related to supervision activities of the Director. Costs are allocated to departments supervised based on the number of full-time equivalents (FTE).
- **Development Review** – These costs are related to Development Review. Costs are allocated directly to Development Review.
- **Utilities** – These costs represent time spent on Water and Sewer. Costs are allocated to Water and Sewer funds.

Public Works Administration

Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$945,448			\$945,448
Allocated additions:				
10000000 - Building Charge	\$19,844		\$19,844	
1011001 - City Administration	\$8,349	\$2,899	\$11,248	
1011501 - City Attorney	\$9,353	\$1,409	\$10,762	
1011021 - City Clerk	\$33,726	\$13,351	\$47,077	
1012000 - Finance	\$13,894	\$2,805	\$16,699	
1011101 - Network Services	\$62,341	\$5,978	\$68,319	
1011103 - Information Services	\$50,536	\$5,091	\$55,627	
1012006 - Finance Support Services	\$18,532	\$305	\$18,837	
1013001 - Human Resources	\$19,966	\$1,624	\$21,590	
1013003 - Wellness Program	\$52	\$839	\$891	
1015005 - Facilities Maintenance		\$37,565	\$37,565	
8020000 - Insurance ISF Fund		\$64,232	\$64,232	
Total allocated additions:	<u>\$236,593</u>	<u>\$136,098</u>	<u>\$372,691</u>	<u>\$372,691</u>
Total to be allocated	<u><b>\$1,182,041</b></u>	<u><b>\$136,098</b></u>		<u><b>\$1,318,139</b></u>

Public Works Administration  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Deputy Director/City Engineer</u>	<u>Director</u>	<u>Development Review</u>	<u>Utilities</u>
<b><u>Wages &amp; Benefits</u></b>						
SALARIES & WAGES	\$645,266	\$156,800	\$394,580	\$58,074	\$16,390	\$19,422
FRINGE BENEFITS	\$250,755	\$60,933	\$153,337	\$22,568	\$6,369	\$7,548
<b><u>Other Expense and Cost</u></b>						
SERVICES & SUPPLIES	\$49,427	\$12,011	\$30,225	\$4,448	\$1,255	\$1,488
Departmental Expenditures	\$945,448	\$229,744	\$578,142	\$85,090	\$24,014	\$28,458
Additions: 1st						
Other	\$236,593	\$236,593				
Functional Cost	\$1,182,041	\$466,337	\$578,142	\$85,090	\$24,014	\$28,458
Reallocate Admin		(\$466,337)	\$376,705	\$55,443	\$15,647	\$18,542
Allocable Costs	\$1,182,041		\$954,847	\$140,533	\$39,661	\$47,000
<b>1st Allocation</b>	<b>\$1,182,041</b>		<b>\$954,847</b>	<b>\$140,533</b>	<b>\$39,661</b>	<b>\$47,000</b>
Additions: 2nd						
Other	\$136,098	\$136,098				
Functional Cost	\$136,098	\$136,098				
Reallocate Admin		(\$136,098)	\$109,939	\$16,181	\$4,566	\$5,412
Allocable Costs	\$136,098		\$109,939	\$16,181	\$4,566	\$5,412
<b>2nd Allocation</b>	<b>\$136,098</b>		<b>\$109,939</b>	<b>\$16,181</b>	<b>\$4,566</b>	<b>\$5,412</b>
<b>Total allocated</b>	<b>\$1,318,139</b>		<b>\$1,064,786</b>	<b>\$156,714</b>	<b>\$44,227</b>	<b>\$52,412</b>

Public Works Administration

Detail allocation of

Deputy Director/City Engineer

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Parks Maintenance	572	9.354 %	\$89,317		\$89,317	\$10,284	\$99,601
Urban Forest Services	701	11.464 %	\$109,460		\$109,460	\$12,603	\$122,063
CIP Project Engineering	1,828	29.894 %	\$285,439		\$285,439	\$32,865	\$318,304
Fleet	35	0.572 %	\$5,465		\$5,465	\$629	\$6,094
Swim Center Maintenance	78	1.276 %	\$12,180		\$12,180	\$1,402	\$13,582
Facilities Maintenance	384	6.280 %	\$59,961		\$59,961	\$6,904	\$66,865
Traffic Signals & Lighting	139	2.273 %	\$21,705		\$21,705	\$2,499	\$24,204
Streets Maintenance	572	9.354 %	\$89,317		\$89,317	\$10,284	\$99,601
Transportation/Plan Engineering	18	0.294 %	\$2,811		\$2,811	\$324	\$3,135
FD611 Parking Fund	1,788	29.239 %	\$279,192		\$279,192	\$32,145	\$311,337
Total	6,115	100.000 %	\$954,847		\$954,847	\$109,939	\$1,064,786

(A) Alloc basis:

Hours Supervised by Department/Division

Source:

Public Works Administration

Detail allocation of

Director

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Stormwater and Flood Control	715	9.808 %	\$13,783		\$13,783	\$1,587	\$15,370
Facilities Maintenance	500	6.859 %	\$9,639		\$9,639	\$1,110	\$10,749
Transportation/Plan Engineering	700	9.602 %	\$13,494		\$13,494	\$1,554	\$15,048
Fleet	450	6.173 %	\$8,675		\$8,675	\$999	\$9,674
Parks Maintenance	1,510	20.713 %	\$29,109		\$29,109	\$3,352	\$32,461
Swim Center Maintenance	200	2.743 %	\$3,856		\$3,856	\$444	\$4,300
Urban Forest Services	450	6.173 %	\$8,675		\$8,675	\$999	\$9,674
Streets Maintenance	1,065	14.609 %	\$20,531		\$20,531	\$2,364	\$22,895
Traffic Signals & Lighting	200	2.743 %	\$3,856		\$3,856	\$444	\$4,300
FD621Transit Fund	400	5.487 %	\$7,711		\$7,711	\$888	\$8,599
FD611 Parking Fund	1,100	15.090 %	\$21,204		\$21,204	\$2,440	\$23,644
Total	7,290	100.000 %	\$140,533		\$140,533	\$16,181	\$156,714

(A) Alloc basis:

Full Time Equivalent by Department/Division Supervised (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Staffing Summaries



Public Works Administration

Detail allocation of

Development Review

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Development Review	100	100.000 %	\$39,661		\$39,661	\$4,566	\$44,227
Total	100	100.000 %	\$39,661		\$39,661	\$4,566	\$44,227

(A) Alloc basis:

Direct Allocation to Development Review

Source:

Public Works Administration

Detail allocation of

Utilities

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %	\$23,500		\$23,500	\$2,706	\$26,206
FD602 Sewer Fund	50	50.000 %	\$23,500		\$23,500	\$2,706	\$26,206
Total	100	100.000 %	\$47,000		\$47,000	\$5,412	\$52,412

(A) Alloc basis:

Analysis of Time Worked

Source:

Public Works Administration  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Deputy Director/City Engineer</u>	<u>Director</u>	<u>Development Review</u>	<u>Utilities</u>
Facilities Maintenance	\$77,614	\$66,865	\$10,749		
Fleet	\$15,768	\$6,094	\$9,674		
CIP Project Engineering	\$318,304	\$318,304			
Transportation/Plan Engineering	\$18,183	\$3,135	\$15,048		
Development Review	\$44,227			\$44,227	
Parks Maintenance	\$132,062	\$99,601	\$32,461		
Swim Center Maintenance	\$17,882	\$13,582	\$4,300		
Urban Forest Services	\$131,737	\$122,063	\$9,674		
Streets Maintenance	\$122,496	\$99,601	\$22,895		
Traffic Signals & Lighting	\$28,504	\$24,204	\$4,300		
Stormwater and Flood Control	\$15,370		\$15,370		
FD601 Water Fund	\$26,206				\$26,206
FD602 Sewer Fund	\$26,206				\$26,206
FD611 Parking Fund	\$334,981	\$311,337	\$23,644		
FD621Transit Fund	\$8,599		\$8,599		
Total	\$1,318,139	\$1,064,786	\$156,714	\$44,227	\$52,412

**SCHEDULE 13.01**

**FACILITIES MAINTENANCE**

NATURE AND EXTENT OF SERVICE

The Facilities Maintenance Division is responsible for providing a full range of building maintenance services for City Hall, 919 Palm office space, the Utilities Administration building located at 879 Morro, the parking enforcement offices, Dispatch Communications Center, police station, police annex, recreation office, senior center, Ludwick center, Jack House, city/county museum, city/county library meeting rooms, corporation yard buildings, Meadow Park meeting room, Sinsheimer concession stand and the four fire stations. The scope of program responsibility is to oversee both the planned and unplanned repairs to existing building features. Limited work and consultation services are offered at the program supervisor's discretion to tenants of city buildings outside of this program's charter such as park restrooms, utility plants, golf course, bus yard, parking structures, old city library, city owned adobes and any unsupported future expansion of buildings outside of the current chartered list. The Division's goals are to maintain attractive buildings that are comfortable and productive work environments, safe and energy-efficient, and which present a positive image for the City. The attainment of the maximum building service life is also an important goal.

Costs are allocated as follows:

- **Utilities/Janitorial City Hall** – These costs are associated with utility (water, sewer, electric and gas) expenditures and janitorial contract services for the City Hall building. Costs are allocated based on square foot of space occupied.
- **Utilities 919 Palm Street** – These costs are associated with utility (water, sewer, electric and gas) expenditures for 919 Palm Street building. Costs are allocated based on square footage occupied by Department/Division.
- **Janitorial 919 Palm Street** – These costs are associated with janitorial contract services for 919 Palm Street building. Costs are allocated based on square footage occupied by Department/Division.
- **Utilities Corporate Yard** – These costs are associated with utility (water, sewer, electric and gas) expenditures for the Corporate Yard. Costs are allocated based on square footage occupied in Corporate Yard by Department/Division.
- **Janitorial Corporate Yard** – These costs are associated with janitorial contract services for Corporate Yard. Costs are allocated based on square footage occupied for janitorial services in Corporate Yard by Department/Division.
- **Utilities Other** – These costs are associated with utility (water, sewer, electric and gas) expenditures for other City buildings. Costs are allocated based on square footage by fund/department/division where the tenant does not pay for these services directly. For this reason, the Utility Enterprise Fund administration building located at 879 Morro is excluded.

**SCHEDULE 13.01**

**FACILITIES MAINTENANCE**

NATURE AND EXTENT OF SERVICE

CONTINUED

- **Janitorial Other** – These costs are associated with janitorial contract services for other City buildings. Costs are allocated based on square footage occupied for janitorial services in other buildings by Department/Division.
- **Parking Facility Maintenance** – These costs are related to the maintenance of the parking structures. Costs are allocated directly to Fund 611, Parking.
- **Utilities Fund Facility Maintenance** – These costs are related to time spent on the maintenance of the Utility structures. Costs are allocated directly to Water and Sewer, Funds 601 and 602.
- **Transit Facility Maintenance** – These costs are related to time spent on the maintenance of the Transit facilities. Costs are allocated directly to Transit, Fund 621.
- **Building Maintenance** – These costs are related to all other building maintenance services excluding parking structures. Costs are allocated based on square footage by fund/department/division.

	Facilities Maintenance Costs to be allocated			
	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,157,246			\$1,157,246
Deductions:				
COVID-19	(\$4,669)			
Total deductions:	(\$4,669)			(\$4,669)
Allocated additions:				
10000000 - Building Charge	\$4,300		\$4,300	
1011001 - City Administration	\$10,178	\$3,534	\$13,712	
1011501 - City Attorney	\$11,402	\$1,718	\$13,120	
1011021 - City Clerk	\$1,690	\$404	\$2,094	
1012000 - Finance	\$40,995	\$6,005	\$47,000	
1011101 - Network Services	\$32,372	\$3,060	\$35,432	
1011103 - Information Services	\$5,417	\$512	\$5,929	
1012006 - Finance Support Services	\$1,501	\$20	\$1,521	
1013001 - Human Resources	\$16,638	\$1,353	\$17,991	
1013003 - Wellness Program	\$37	\$599	\$636	
1015001 - Public Works Administration	\$69,600	\$8,014	\$77,614	
1015008 - Fleet		\$15,984	\$15,984	
8020000 - Insurance ISF Fund		\$54,172	\$54,172	
Total allocated additions:	\$194,130	\$95,375	\$289,505	\$289,505
Total to be allocated	<u>\$1,346,707</u>	<u>\$95,375</u>		<u>\$1,442,082</u>

	Facilities Maintenance Schedule of costs to be allocated by function									
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Utilities/Janitori al - City Hall</u>	<u>Utilities - 919 Palm Street</u>	<u>Janitorial - 919 Palm Street</u>	<u>Utilities - Corp Yard</u>	<u>Janitorial - Corp Yard</u>	<u>Utilities - Other</u>	<u>Janitorial - Other</u>	<u>Parking Facility Maintenance</u>
<b><u>Wages &amp; Benefits</u></b>										
SALARIES & WAGES	\$322,105	\$66,708								\$12,240
FRINGE BENEFITS	\$174,811	\$36,203								\$6,643
<b><u>Other Expense and Cost</u></b>										
CONTRACT SERVICES	\$157,525		\$38,619	\$25,746			\$14,160		\$79,000	
UTILITIES	\$246,618		\$57,871		\$29,749	\$78,308		\$80,690		
SOLID WASTE	\$29,138									
SERVICES & SUPPLIES	\$222,380									
COVID-19	\$4,669	\$4,669								
Departmental Expenditures	\$1,157,246	\$107,580	\$96,490	\$25,746	\$29,749	\$78,308	\$14,160	\$80,690	\$79,000	\$18,883
<b><u>Cost Adjustments</u></b>										
Deductions	(\$4,669)	(\$4,669)								
Additions: 1st										
Other	\$194,130	\$194,130								
Functional Cost	\$1,346,707	\$297,041	\$96,490	\$25,746	\$29,749	\$78,308	\$14,160	\$80,690	\$79,000	\$18,883
Reallocate Admin		(\$297,041)	\$27,305	\$7,286	\$8,419	\$22,160	\$4,007	\$22,834	\$22,356	\$5,344
Allocable Costs	\$1,346,707		\$123,795	\$33,032	\$38,168	\$100,468	\$18,167	\$103,524	\$101,356	\$24,227
<b>1st Allocation</b>	<b>\$1,346,707</b>		<b>\$123,795</b>	<b>\$33,032</b>	<b>\$38,168</b>	<b>\$100,468</b>	<b>\$18,167</b>	<b>\$103,524</b>	<b>\$101,356</b>	<b>\$24,227</b>
Additions: 2nd										
Other	\$95,375	\$95,375								
Functional Cost	\$95,375	\$95,375								
Reallocate Admin		(\$95,375)	\$8,767	\$2,339	\$2,703	\$7,115	\$1,287	\$7,332	\$7,178	\$1,716
Allocable Costs	\$95,375		\$8,767	\$2,339	\$2,703	\$7,115	\$1,287	\$7,332	\$7,178	\$1,716
<b>2nd Allocation</b>	<b>\$95,375</b>		<b>\$8,767</b>	<b>\$2,339</b>	<b>\$2,703</b>	<b>\$7,115</b>	<b>\$1,287</b>	<b>\$7,332</b>	<b>\$7,178</b>	<b>\$1,716</b>
<b>Total allocated</b>	<b>\$1,442,082</b>		<b>\$132,562</b>	<b>\$35,371</b>	<b>\$40,871</b>	<b>\$107,583</b>	<b>\$19,454</b>	<b>\$110,856</b>	<b>\$108,534</b>	<b>\$25,943</b>

Facilities Maintenance  
Schedule of costs to be  
allocated by function

	<u>Utility Fund</u> <u>Facilities</u> Maintenance	<u>Transit</u> <u>Facilities</u> Maintenance	<u>Building</u> <u>Maintenance</u>
<b><u>Wages &amp; Benefits</u></b>			
SALARIES & WAGES	\$10,758	\$1,868	\$230,531
FRINGE BENEFITS	\$5,839	\$1,014	\$125,112
<b><u>Other Expense and Cost</u></b>			
CONTRACT SERVICES			
UTILITIES			
SOLID WASTE			\$29,138
SERVICES & SUPPLIES			\$222,380
COVID-19			
Departmental Expenditures	\$16,597	\$2,882	\$607,161
<b><u>Cost Adjustments</u></b>			
Deductions			
Additions: 1st			
Other			
Functional Cost	\$16,597	\$2,882	\$607,161
Reallocate Admin	\$4,697	\$816	\$171,817
Allocable Costs	\$21,294	\$3,698	\$778,978
<b>1st Allocation</b>	<b>\$21,294</b>	<b>\$3,698</b>	<b>\$778,978</b>
Additions: 2nd			
Other			
Functional Cost			
Reallocate Admin	\$1,508	\$262	\$55,168
Allocable Costs	\$1,508	\$262	\$55,168
<b>2nd Allocation</b>	<b>\$1,508</b>	<b>\$262</b>	<b>\$55,168</b>
<b>Total allocated</b>	<b>\$22,802</b>	<b>\$3,960</b>	<b>\$834,146</b>



Facilities Maintenance

Detail allocation of

Utilities/Janitorial - City Hall

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Administration	938	7.470 %	\$9,247		\$9,247		\$9,247
City Council	2,502	19.925 %	\$24,666		\$24,666	\$6,981	\$31,647
Cultural Activities	110	0.876 %	\$1,084		\$1,084	\$307	\$1,391
Economic Development	100	0.796 %	\$986		\$986	\$279	\$1,265
Natural Resource Protection	214	1.704 %	\$2,110		\$2,110	\$597	\$2,707
City Attorney	550	4.380 %	\$5,422		\$5,422		\$5,422
City Clerk	906	7.215 %	\$8,932		\$8,932		\$8,932
Finance	3,537	28.168 %	\$34,870		\$34,870		\$34,870
Network Services	2,484	19.782 %	\$24,489		\$24,489		\$24,489
Human Resources	1,000	7.964 %	\$9,859		\$9,859		\$9,859
Insurance ISF Fund	135	1.075 %	\$1,331		\$1,331	\$377	\$1,708
FD208 Tourism Bid Fund	81	0.645 %	\$799		\$799	\$226	\$1,025
Total	12,557	100.000 %	\$123,795		\$123,795	\$8,767	\$132,562

(A) Alloc basis:

Square Feet by Department

Source:

Build Maint Square Footage

Facilities Maintenance

Detail allocation of

Utilities - 919 Palm Street

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Information Services	1,119	6.431 %	\$2,124		\$2,124		\$2,124
Development Review	820	4.713 %	\$1,557		\$1,557	\$164	\$1,721
Long Range Planning	820	4.713 %	\$1,557		\$1,557	\$164	\$1,721
Building and Safety	2,280	13.104 %	\$4,329		\$4,329	\$457	\$4,786
Public Works Administration	4,620	26.553 %	\$8,771		\$8,771		\$8,771
CIP Project Engineering	3,920	22.530 %	\$7,442		\$7,442	\$786	\$8,228
Transportation/Plan Engineering	100	0.575 %	\$190		\$190	\$20	\$210
Community Development Admin	3,600	20.691 %	\$6,835		\$6,835	\$722	\$7,557
FD621Transit Fund	120	0.690 %	\$227		\$227	\$26	\$253
Total	17,399	100.000 %	\$33,032		\$33,032	\$2,339	\$35,371

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage

Facilities Maintenance  
Detail allocation of  
Janitorial - 919 Palm Street

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Community Development Admin	3,600	19.983 %	\$7,627		\$7,627	\$793	\$8,420
Development Review	1,436	7.971 %	\$3,042		\$3,042	\$316	\$3,358
Long Range Planning	820	4.552 %	\$1,737		\$1,737	\$181	\$1,918
Building and Safety	2,280	12.656 %	\$4,831		\$4,831	\$502	\$5,333
Public Works Administration	4,620	25.645 %	\$9,788		\$9,788		\$9,788
Transportation/Plan Engineering	100	0.555 %	\$212		\$212	\$22	\$234
Information Services	1,119	6.211 %	\$2,371		\$2,371		\$2,371
FD621Transit Fund	120	0.666 %	\$254		\$254	\$26	\$280
CIP Project Engineering	3,920	21.761 %	\$8,306		\$8,306	\$863	\$9,169
Total	18,015	100.000 %	\$38,168		\$38,168	\$2,703	\$40,871

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage

Facilities Maintenance  
Detail allocation of  
Utilities - Corp Yard

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Parks Maintenance	3,680	12.066 %	\$12,122		\$12,122	\$858	\$12,980
Urban Forest Services	620	2.033 %	\$2,042		\$2,042	\$145	\$2,187
Streets Maintenance	6,850	22.459 %	\$22,564		\$22,564	\$1,598	\$24,162
Fleet	10,400	34.098 %	\$34,258		\$34,258	\$2,426	\$36,684
FD601 Water Fund	4,475	14.672 %	\$14,741		\$14,741	\$1,044	\$15,785
FD602 Sewer Fund	4,475	14.672 %	\$14,741		\$14,741	\$1,044	\$15,785
Total	<u>30,500</u>	<u>100.000 %</u>	<u>\$100,468</u>		<u>\$100,468</u>	<u>\$7,115</u>	<u>\$107,583</u>

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage

Facilities Maintenance  
Detail allocation of  
Janitorial - Corp Yard

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Parks Maintenance	780	27.857 %	\$5,061		\$5,061	\$359	\$5,420
Urban Forest Services	120	4.286 %	\$779		\$779	\$55	\$834
Streets Maintenance	900	32.143 %	\$5,839		\$5,839	\$414	\$6,253
Fleet	100	3.571 %	\$649		\$649	\$46	\$695
FD601 Water Fund	450	16.071 %	\$2,920		\$2,920	\$207	\$3,127
FD602 Sewer Fund	450	16.072 %	\$2,919		\$2,919	\$206	\$3,125
Total	2,800	100.000 %	\$18,167		\$18,167	\$1,287	\$19,454

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage

Facilities Maintenance  
Detail allocation of  
Utilities - Other

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Wellness Program	1,800	3.902 %	\$4,039		\$4,039		\$4,039
Recreation Administration	700	1.517 %	\$1,571		\$1,571	\$116	\$1,687
Recreation Facilities	40,882	88.620 %	\$91,743		\$91,743	\$6,761	\$98,504
Youth Services	700	1.517 %	\$1,571		\$1,571	\$116	\$1,687
Community Services	700	1.517 %	\$1,571		\$1,571	\$116	\$1,687
Ranger Program	700	1.517 %	\$1,571		\$1,571	\$116	\$1,687
Traffic Signals & Lighting	650	1.410 %	\$1,458		\$1,458	\$107	\$1,565
Total	46,132	100.000 %	\$103,524		\$103,524	\$7,332	\$110,856

(A) Alloc basis: Square Feet by Department

Source: Build Maint Square Footage

Facilities Maintenance

Detail allocation of

Janitorial - Other

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Wellness Program	3,187	36.746 %	\$37,245		\$37,245		\$37,245
Recreation Administration	5,486	63.254 %	\$64,111		\$64,111	\$7,178	\$71,289
Total	8,673	100.000 %	\$101,356		\$101,356	\$7,178	\$108,534

(A) Alloc basis:

Square Feet by Department

Source:

Build Maint Square Footage

Facilities Maintenance  
Detail allocation of  
Parking Facility Maintenance

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD611 Parking Fund	1	100.000 %	\$24,227		\$24,227	\$1,716	\$25,943
Total	1	100.000 %	\$24,227		\$24,227	\$1,716	\$25,943

(A) Alloc basis: Direct Allocation to Parking, Fund 611

Source: Salary & Wage Analysis Worksheet



Facilities Maintenance  
Detail allocation of  
Utility Fund Facilities Maintenance

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %	\$10,647		\$10,647	\$754	\$11,401
FD602 Sewer Fund	50	50.000 %	\$10,647		\$10,647	\$754	\$11,401
Total	100	100.000 %	\$21,294		\$21,294	\$1,508	\$22,802

(A) Alloc basis:

Direct Allocation to Water and Sewer Funds

Source:

Salary & Wage Analysis Worksheet

Facilities Maintenance

Detail allocation of

Transit Facilities Maintenance

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD621Transit Fund	100	100.000 %	\$3,698		\$3,698	\$262	\$3,960
Total	100	100.000 %	\$3,698		\$3,698	\$262	\$3,960

(A) Alloc basis:

Direct Allocation to Fund 621 Transit

Source:

Salary & Wage Analysis Worksheet

Facilities Maintenance  
Detail allocation of  
Building Maintenance

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	2,502	1.321 %	\$10,293		\$10,293	\$801	\$11,094
Cultural Activities	110	0.058 %	\$453		\$453	\$35	\$488
Economic Development	100	0.053 %	\$411		\$411	\$32	\$443
Natural Resource Protection	214	0.113 %	\$880		\$880	\$68	\$948
City Attorney	550	0.290 %	\$2,263		\$2,263		\$2,263
City Clerk	906	0.478 %	\$3,727		\$3,727		\$3,727
Finance	3,537	1.868 %	\$14,551		\$14,551		\$14,551
Network Services	2,484	1.312 %	\$10,219		\$10,219		\$10,219
Human Resources	1,000	0.528 %	\$4,114		\$4,114		\$4,114
Insurance ISF Fund	135	0.071 %	\$555		\$555	\$43	\$598
Long Range Planning	820	0.433 %	\$3,373		\$3,373	\$262	\$3,635
Building and Safety	2,280	1.204 %	\$9,380		\$9,380	\$730	\$10,110
Public Works Administration	4,620	2.440 %	\$19,006		\$19,006		\$19,006
Fleet	10,400	5.492 %	\$42,784		\$42,784	\$3,328	\$46,112
City Administration	938	0.495 %	\$3,859		\$3,859		\$3,859
Transportation/Plan Engineering	100	0.053 %	\$411		\$411	\$32	\$443
Recreation Administration	700	0.370 %	\$2,880		\$2,880	\$224	\$3,104
Police Administration	5,550	2.931 %	\$22,832		\$22,832	\$1,776	\$24,608
Fire Administration	5,042	2.663 %	\$20,742		\$20,742	\$1,613	\$22,355
FD601 Water Fund	6,380	3.369 %	\$26,246		\$26,246	\$2,042	\$28,288
FD611 Parking Fund	7,025	3.710 %	\$28,900		\$28,900	\$2,248	\$31,148
FD602 Sewer Fund	6,380	3.369 %	\$26,246		\$26,246	\$2,042	\$28,288
FD621Transit Fund	120	0.063 %	\$494		\$494	\$38	\$532
Wellness Program	1,800	0.951 %	\$7,405		\$7,405		\$7,405
Community Development Admin	3,600	1.901 %	\$14,810		\$14,810	\$1,152	\$15,962
Development Review	1,436	0.758 %	\$5,907		\$5,907	\$460	\$6,367
Parks Maintenance	3,680	1.943 %	\$15,139		\$15,139	\$1,178	\$16,317
Urban Forest Services	620	0.327 %	\$2,551		\$2,551	\$198	\$2,749
Streets Maintenance	6,850	3.618 %	\$28,180		\$28,180	\$2,192	\$30,372
Traffic Signals & Lighting	650	0.343 %	\$2,674		\$2,674	\$208	\$2,882
Youth Services	700	0.370 %	\$2,880		\$2,880	\$224	\$3,104
Community Services	700	0.370 %	\$2,880		\$2,880	\$224	\$3,104
Ranger Program	700	0.370 %	\$2,880		\$2,880	\$224	\$3,104
Patrol	5,550	2.931 %	\$22,832		\$22,832	\$1,776	\$24,608
Investigations	5,550	2.931 %	\$22,832		\$22,832	\$1,776	\$24,608
Police Support Services	11,100	5.862 %	\$45,664		\$45,664	\$3,552	\$49,216
Neighborhood Services	5,550	2.931 %	\$22,832		\$22,832	\$1,776	\$24,608
Traffic Safety	5,550	2.931 %	\$22,832		\$22,832	\$1,776	\$24,608
Emergency Response	5,042	2.663 %	\$20,742		\$20,742	\$1,613	\$22,355
Hazard Prevention	5,042	2.663 %	\$20,742		\$20,742	\$1,613	\$22,355
Training Services	5,042	2.663 %	\$20,742		\$20,742	\$1,613	\$22,355

Facilities Maintenance  
Detail allocation of  
Building Maintenance

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Fire Station	5,042	2.663 %	\$20,742		\$20,742	\$1,613	\$22,355
Disaster Assistance	5,042	2.663 %	\$20,742		\$20,742	\$1,613	\$22,355
Recreation Facilities	43,096	22.759 %	\$177,290		\$177,290	\$13,791	\$191,081
FD208 Tourism Bid Fund	81	0.043 %	\$333		\$333	\$26	\$359
Information Services	1,119	0.591 %	\$4,603		\$4,603		\$4,603
CIP Project Engineering	3,920	2.071 %	\$16,125		\$16,125	\$1,256	\$17,381
Total	189,355	100.000 %	\$778,978		\$778,978	\$55,168	\$834,146

(A) Alloc basis: Maintenance Square Footage by Fund/Department

Source: Build Maint Square Footage

Facilities Maintenance  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Utilities/Janitoria</u> <u>I - City Hall</u>	<u>Utilities - 919</u> <u>Palm Street</u>	<u>Janitorial - 919</u> <u>Palm Street</u>	<u>Utilities - Corp</u> <u>Yard</u>	<u>Janitorial - Corp</u> <u>Yard</u>	<u>Utilities - Other</u>	<u>Janitorial - Other</u>	<u>Parking Facility</u> <u>Maintenance</u>
City Administration	\$13,106	\$9,247							
City Attorney	\$7,685	\$5,422							
City Clerk	\$12,659	\$8,932							
Finance	\$49,421	\$34,870							
Network Services	\$34,708	\$24,489							
Information Services	\$9,098		\$2,124	\$2,371					
Human Resources	\$13,973	\$9,859							
Wellness Program	\$48,689						\$4,039	\$37,245	
Public Works Administration	\$37,565		\$8,771	\$9,788					
Fleet	\$83,491				\$36,684	\$695			
CIP Project Engineering	\$34,778		\$8,228	\$9,169					
Transportation/Plan Engineering	\$887		\$210	\$234					
Insurance ISF Fund	\$2,306	\$1,708							
City Council	\$42,741	\$31,647							
Cultural Activities	\$1,879	\$1,391							
Economic Development	\$1,708	\$1,265							
Natural Resource Protection	\$3,655	\$2,707							
Community Development Admin	\$31,939		\$7,557	\$8,420					
Development Review	\$11,446		\$1,721	\$3,358					
Long Range Planning	\$7,274		\$1,721	\$1,918					
Building and Safety	\$20,229		\$4,786	\$5,333					
Parks Maintenance	\$34,717				\$12,980	\$5,420			
Urban Forest Services	\$5,770				\$2,187	\$834			
Streets Maintenance	\$60,787				\$24,162	\$6,253			
Traffic Signals & Lighting	\$4,447						\$1,565		
Recreation Administration	\$76,080						\$1,687	\$71,289	
Recreation Facilities	\$289,585						\$98,504		
Youth Services	\$4,791						\$1,687		
Community Services	\$4,791						\$1,687		
Ranger Program	\$4,791						\$1,687		
Police Administration	\$24,608								
Patrol	\$24,608								
Investigations	\$24,608								
Police Support Services	\$49,216								
Neighborhood Services	\$24,608								
Traffic Safety	\$24,608								
Fire Administration	\$22,355								
Emergency Response	\$22,355								
Hazard Prevention	\$22,355								
Training Services	\$22,355								

Facilities Maintenance  
Departmental Cost  
Allocation Summary

	<u>Utility Fund</u> <u>Facilities</u> <u>Maintenance</u>	<u>Transit Facilities</u> <u>Maintenance</u>	<u>Building</u> <u>Maintenance</u>
City Administration			\$3,859
City Attorney			\$2,263
City Clerk			\$3,727
Finance			\$14,551
Network Services			\$10,219
Information Services			\$4,603
Human Resources			\$4,114
Wellness Program			\$7,405
Public Works Administration			\$19,006
Fleet			\$46,112
CIP Project Engineering			\$17,381
Transportation/Plan Engineering			\$443
Insurance ISF Fund			\$598
City Council			\$11,094
Cultural Activities			\$488
Economic Development			\$443
Natural Resource Protection			\$948
Community Development Admin			\$15,962
Development Review			\$6,367
Long Range Planning			\$3,635
Building and Safety			\$10,110
Parks Maintenance			\$16,317
Urban Forest Services			\$2,749
Streets Maintenance			\$30,372
Traffic Signals & Lighting			\$2,882
Recreation Administration			\$3,104
Recreation Facilities			\$191,081
Youth Services			\$3,104
Community Services			\$3,104
Ranger Program			\$3,104
Police Administration			\$24,608
Patrol			\$24,608
Investigations			\$24,608
Police Support Services			\$49,216
Neighborhood Services			\$24,608
Traffic Safety			\$24,608
Fire Administration			\$22,355
Emergency Response			\$22,355
Hazard Prevention			\$22,355
Training Services			\$22,355

Facilities Maintenance  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Utilities/Janitoria</u> <u>I - City Hall</u>	<u>Utilities - 919</u> <u>Palm Street</u>	<u>Janitorial - 919</u> <u>Palm Street</u>	<u>Utilities - Corp</u> <u>Yard</u>	<u>Janitorial - Corp</u> <u>Yard</u>	<u>Utilities - Other</u>	<u>Janitorial - Other</u>	<u>Parking Facility</u> <u>Maintenance</u>
Fire Station	\$22,355								
Disaster Assistance	\$22,355								
FD208 Tourism Bid Fund	\$1,384	\$1,025							
FD601 Water Fund	\$58,601				\$15,785	\$3,127			
FD602 Sewer Fund	\$58,599				\$15,785	\$3,125			
FD611 Parking Fund	\$57,091								\$25,943
FD621Transit Fund	\$5,025		\$253	\$280					
Total	\$1,442,082	\$132,562	\$35,371	\$40,871	\$107,583	\$19,454	\$110,856	\$108,534	\$25,943

Facilities Maintenance  
Departmental Cost  
Allocation Summary

	<u>Utility Fund</u> <u>Facilities</u> <u>Maintenance</u>	<u>Transit Facilities</u> <u>Maintenance</u>	<u>Building</u> <u>Maintenance</u>
Fire Station			\$22,355
Disaster Assistance			\$22,355
FD208 Tourism Bid Fund			\$359
FD601 Water Fund	\$11,401		\$28,288
FD602 Sewer Fund	\$11,401		\$28,288
FD611 Parking Fund			\$31,148
FD621Transit Fund		\$3,960	\$532
Total	<u>\$22,802</u>	<u>\$3,960</u>	<u>\$834,146</u>



**SCHEDULE 14.01**

**FLEET**

NATURE AND EXTENT OF SERVICE

The Fleet Division is responsible for maintaining and repairing all City vehicles and construction equipment except those used in the fire and transit programs. The program goal is the ability to ensure that all rolling stock is safe, efficient, and reliable. This program has five major activities: vehicle and construction equipment maintenance, general equipment maintenance, equipment installation, procurement and safety and environmental protection.

Costs are allocated as follows:

- **Fleet** – Costs are allocated to users of the rolling stock based on the number of pieces of equipment used by a department/fund and the type of equipment used. A Vehicle Equivalent Unit has been assigned to each unit denoting the level of maintenance cost that each requires based on the usage and sophistication of each unit. The Transit Fund and Fire Department's equipment are excluded from consideration since these two programs fund their own maintenance.

Fleet

Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$1,077,423			\$1,077,423
Allocated additions:				
10000000 - Building Charge	\$491		\$491	
1011001 - City Administration	\$9,514	\$3,303	\$12,817	
1011501 - City Attorney	\$10,658	\$1,606	\$12,264	
1011021 - City Clerk	\$1,521	\$363	\$1,884	
1012000 - Finance	\$37,362	\$5,532	\$42,894	
1011101 - Network Services	\$21,281	\$2,158	\$23,439	
1011103 - Information Services	\$4,875	\$461	\$5,336	
1012006 - Finance Support Services	\$1,403	\$19	\$1,422	
1013001 - Human Resources	\$14,974	\$1,218	\$16,192	
1013003 - Wellness Program	\$34	\$539	\$573	
1015001 - Public Works Administration	\$14,140	\$1,628	\$15,768	
1015005 - Facilities Maintenance	\$77,691	\$5,800	\$83,491	
8020000 - Insurance ISF Fund		\$48,826	\$48,826	
Total allocated additions:	\$193,944	\$71,453	\$265,397	\$265,397
Total to be allocated	<u>\$1,271,367</u>	<u>\$71,453</u>		<u>\$1,342,820</u>

	Fleet		
	Schedule of costs to be allocated by function		
	Total	General & Admin	Fleet
<b><u>Wages &amp; Benefits</u></b>			
SALARIES & WAGES	\$298,597		\$298,597
FRINGE BENEFITS	\$152,897		\$152,897
<b><u>Other Expense and Cost</u></b>			
SERVICE & SUPPLIES	\$339,424		\$339,424
FUEL	\$286,505		\$286,505
Departmental Expenditures	\$1,077,423		\$1,077,423
Additions: 1st			
Other	\$193,944	\$193,944	
Functional Cost	\$1,271,367	\$193,944	\$1,077,423
Reallocate Admin		(\$193,944)	\$193,944
Allocable Costs	\$1,271,367		\$1,271,367
<b>1st Allocation</b>	<b>\$1,271,367</b>		<b>\$1,271,367</b>
Additions: 2nd			
Other	\$71,453	\$71,453	
Functional Cost	\$71,453	\$71,453	
Reallocate Admin		(\$71,453)	\$71,453
Allocable Costs	\$71,453		\$71,453
<b>2nd Allocation</b>	<b>\$71,453</b>		<b>\$71,453</b>
<b>Total allocated</b>	<b>\$1,342,820</b>		<b>\$1,342,820</b>

	Fleet Detail allocation of Fleet						
User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Building and Safety	9	0.870 %	\$11,066		\$11,066	\$636	\$11,702
Network Services	7	0.677 %	\$8,607		\$8,607		\$8,607
Golf Course	32	3.095 %	\$39,346		\$39,346	\$2,262	\$41,608
Ranger Program	42	4.062 %	\$51,642		\$51,642	\$2,968	\$54,610
Investigations	57	5.513 %	\$70,085		\$70,085	\$4,029	\$74,114
Patrol	117	11.315 %	\$143,859		\$143,859	\$8,269	\$152,128
Traffic Safety	30	2.901 %	\$36,887		\$36,887	\$2,120	\$39,007
Police Administration	18	1.741 %	\$22,132		\$22,132	\$1,272	\$23,404
Facilities Maintenance	13	1.257 %	\$15,984		\$15,984		\$15,984
FD611 Parking Fund	9	0.870 %	\$11,066		\$11,066	\$636	\$11,702
Parks Maintenance	111	10.735 %	\$136,481		\$136,481	\$7,845	\$144,326
Traffic Signals & Lighting	16	1.547 %	\$19,673		\$19,673	\$1,131	\$20,804
Stormwater and Flood Control	22	2.128 %	\$27,050		\$27,050	\$1,555	\$28,605
Streets Maintenance	201	19.439 %	\$247,142		\$247,142	\$14,206	\$261,348
Transportation/Plan Engineering	6	0.580 %	\$7,377		\$7,377	\$424	\$7,801
Urban Forest Services	28	2.708 %	\$34,428		\$34,428	\$1,979	\$36,407
FD705 Whale Rock Fund	18	1.741 %	\$22,132		\$22,132	\$1,272	\$23,404
FD601 Water Fund	84	8.124 %	\$103,283		\$103,283	\$5,937	\$109,220
FD602 Sewer Fund	144	13.926 %	\$177,057		\$177,057	\$10,177	\$187,234
Neighborhood Services	6	0.580 %	\$7,377		\$7,377	\$424	\$7,801
Natural Resource Protection	3	0.290 %	\$3,689		\$3,689	\$212	\$3,901
City Administration	3	0.290 %	\$3,689		\$3,689		\$3,689
Swim Center Maintenance	4	0.387 %	\$4,918		\$4,918	\$283	\$5,201
Recreation Administration	5	0.484 %	\$6,148		\$6,148	\$353	\$6,501
All Other	31	2.998 %	\$38,116		\$38,116	\$2,191	\$40,307
CIP Project Engineering	10	0.967 %	\$12,296		\$12,296	\$707	\$13,003
Development Review	4	0.387 %	\$4,918		\$4,918	\$283	\$5,201
Police Support Services	4	0.388 %	\$4,919		\$4,919	\$282	\$5,201
Total	1,034	100.000 %	\$1,271,367		\$1,271,367	\$71,453	\$1,342,820

(A) Alloc basis:

Count of Vehicle Equivalent Unit by Department/Division

Source:

Fleet Master spreadsheet

Fleet  
Departmental Cost  
Allocation Summary

	Total	Fleet
City Administration	\$3,689	\$3,689
Network Services	\$8,607	\$8,607
Facilities Maintenance	\$15,984	\$15,984
CIP Project Engineering	\$13,003	\$13,003
Transportation/Plan Engineering	\$7,801	\$7,801
Natural Resource Protection	\$3,901	\$3,901
Development Review	\$5,201	\$5,201
Building and Safety	\$11,702	\$11,702
Parks Maintenance	\$144,326	\$144,326
Swim Center Maintenance	\$5,201	\$5,201
Urban Forest Services	\$36,407	\$36,407
Streets Maintenance	\$261,348	\$261,348
Traffic Signals & Lighting	\$20,804	\$20,804
Stormwater and Flood Control	\$28,605	\$28,605
Recreation Administration	\$6,501	\$6,501
Ranger Program	\$54,610	\$54,610
Golf Course	\$41,608	\$41,608
Police Administration	\$23,404	\$23,404
Patrol	\$152,128	\$152,128
Investigations	\$74,114	\$74,114
Police Support Services	\$5,201	\$5,201
Neighborhood Services	\$7,801	\$7,801
Traffic Safety	\$39,007	\$39,007
FD601 Water Fund	\$109,220	\$109,220
FD602 Sewer Fund	\$187,234	\$187,234
FD611 Parking Fund	\$11,702	\$11,702
FD705 Whale Rock Fund	\$23,404	\$23,404
All Other	\$40,307	\$40,307
Total	\$1,342,820	\$1,342,820

**SCHEDULE 15.01**

**CIP PROJECT ENGINEERING**

NATURE AND EXTENT OF SERVICE

The CIP Project Engineering Division is responsible for overseeing the design and construction (including inspection) of all construction projects in the City's Capital Improvement Plan (CIP). These projects include improvements to buildings, parks, and streets as well as water, wastewater, and flood protection systems. The program also provides inspection services for public infrastructure improvements built by the private sector. The program goal is to promote cost-effective CIP projects and public infrastructure improvements that meet established engineering standards and specifications.

Costs are allocated based on the amount of time staff spends on each function shown below:

- **Engineering Administration** – These costs represent time spent on engineering overhead and development that are not allocable to the other functions shown here.
- **Engineering** – These costs are related to time spent on encroachment development projects that are not defined as Enterprise capital activities. Costs are identified but not allocated.
- **Project Engineering** - These costs are related to time spent on specific capital improvement projects for the various enterprise funds and are allocated to those funds. Fund 507, Transportation Impact Fee, costs are for tracking purposes. City staff time is not charged to the 507 account as a matter of policy.

CIP Project Engineering  
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
	\$2,205,278			\$2,205,278
Allocated additions:				
10000000 - Building Charge	\$16,839		\$16,839	
1011001 - City Administration	\$19,474	\$6,762	\$26,236	
1011501 - City Attorney	\$21,816	\$3,287	\$25,103	
1012000 - Finance	\$18,932	\$5,381	\$24,313	
1011101 - Network Services	\$46,205	\$4,482	\$50,687	
1011103 - Information Services	\$16,250	\$1,535	\$17,785	
1012006 - Finance Support Services	\$2,872	\$38	\$2,910	
1013001 - Human Resources	\$49,915	\$4,060	\$53,975	
1015001 - Public Works Administration	\$285,439	\$32,865	\$318,304	
1015005 - Facilities Maintenance	\$31,873	\$2,905	\$34,778	
1015008 - Fleet	\$12,296	\$707	\$13,003	
8020000 - Insurance ISF Fund		\$160,300	\$160,300	
Total allocated additions:	<u>\$521,911</u>	<u>\$222,322</u>	<u>\$744,233</u>	<u>\$744,233</u>
Total to be allocated	<u><b>\$2,727,189</b></u>	<u><b>\$222,322</b></u>		<u><b>\$2,949,511</b></u>

CIP Project Engineering  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Engineering Administration</u>	<u>Engineering</u>	<u>Project Engineering</u>
<b><u>Wages &amp; Benefits</u></b>					
SALARIES & WAGES	\$1,495,621		\$387,593	\$658,205	\$449,823
FRINGE BENEFITS	\$625,527		\$162,106	\$275,287	\$188,134
<b><u>Other Expense and Cost</u></b>					
SERVICES & SUPPLIES	\$84,130		\$21,802	\$37,025	\$25,303
Departmental Expenditures	\$2,205,278		\$571,501	\$970,517	\$663,260
Additions: 1st					
Other	\$521,911	\$521,911			
Functional Cost	\$2,727,189	\$521,911	\$571,501	\$970,517	\$663,260
Reallocate Admin		(\$521,911)	\$135,254	\$229,687	\$156,970
Allocable Costs	\$2,727,189		\$706,755	\$1,200,204	\$820,230
Unallocated	(\$1,906,959)		(\$706,755)	(\$1,200,204)	
<b>1st Allocation</b>	<b>\$820,230</b>				<b>\$820,230</b>
Additions: 2nd					
Other	\$222,322	\$222,322			
Functional Cost	\$222,322	\$222,322			
Reallocate Admin		(\$222,322)	\$57,615	\$97,841	\$66,866
Allocable Costs	\$222,322		\$57,615	\$97,841	\$66,866
Unallocated	(\$155,456)		(\$57,615)	(\$97,841)	
<b>2nd Allocation</b>	<b>\$66,866</b>				<b>\$66,866</b>
<b>Total allocated</b>	<b>\$887,096</b>				<b>\$887,096</b>



CIP Project Engineering

Detail allocation of

Project Engineering

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
FD601 Water Fund	1,053	35.018 %	\$287,231		\$287,231	\$23,415	\$310,646
FD205 CDBG Fund	39	1.297 %	\$10,638		\$10,638	\$867	\$11,505
FD401 Capital Outlay Engineering	595	19.787 %	\$162,300		\$162,300	\$13,231	\$175,531
FD403 Info Tech Replacement Fund	16	0.532 %	\$4,364		\$4,364	\$356	\$4,720
FD507 Transportation Impact Fee Fund	213	7.083 %	\$58,101		\$58,101	\$4,736	\$62,837
FD404 Major Facility Replacement Fund	249	8.281 %	\$67,921		\$67,921	\$5,537	\$73,458
FD501 Parkland Development Fund	10	0.333 %	\$2,728		\$2,728	\$222	\$2,950
FD602 Sewer Fund	811	26.970 %	\$221,219		\$221,219	\$18,034	\$239,253
FD611 Parking Fund	21	0.699 %	\$5,728		\$5,728	\$468	\$6,196
Total	3,007	100.000 %	\$820,230		\$820,230	\$66,866	\$887,096

(A) Alloc basis:

Number of Project Hours by Fund

Source:

CIP Project Engineering  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Project Engineering</u>
FD205 CDBG Fund	\$11,505	\$11,505
FD401 Capital Outlay Engineering	\$175,531	\$175,531
FD403 Info Tech Replacement Fund	\$4,720	\$4,720
FD404 Major Facility Replacement Fund	\$73,458	\$73,458
FD501 Parkland Development Fund	\$2,950	\$2,950
FD507 Transportation Impact Fee Fund	\$62,837	\$62,837
FD601 Water Fund	\$310,646	\$310,646
FD602 Sewer Fund	\$239,253	\$239,253
FD611 Parking Fund	\$6,196	\$6,196
Total	<u>\$887,096</u>	<u>\$887,096</u>

**SCHEDULE 16.01**

**TRANSPORTATION PLAN/ENGINEERING**

NATURE AND EXTENT OF SERVICE

The Transportation Planning and Engineering Division is responsible for providing and overseeing analysis, planning, operations, design and construction of the City's traffic circulation systems. The program goals are to provide safe and well-maintained streets; reduced traffic congestion and air pollution; less use of single-occupant vehicles; increased circulation safety with fewer traffic-related collisions; and more walking, bike riding, bus riding, and carpooling.

Costs are allocated as follows:

- **General & Administrative/Capital Outlay** – These costs are related to the time spent on General Administrative tasks and city-sponsored capital projects which are not allocable and specific projects because of funding limitations. Costs are identified but not allocated.
- **Parking** - These costs are related to Development Review of transportation projects and are allocated only to this function.
- **Transit** – These costs are related to transit projects. These costs are allocated directly to Fund 621 Transit.
- **Development Review** – These costs are related to Development Review of transportation projects and are allocated only to this function.
- **Long Range Plan** – These costs are related to the development and maintenance of the Long Range Transportation Plan and are allocated only to this function.

Transportation/Plan Engineering  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$896,195			\$896,195
Allocated additions:				
10000000 - Building Charge	\$430		\$430	
1011001 - City Administration	\$7,914	\$2,748	\$10,662	
1011501 - City Attorney	\$8,866	\$1,336	\$10,202	
1011021 - City Clerk	\$2,365	\$565	\$2,930	
1012000 - Finance	\$12,728	\$2,618	\$15,346	
1011101 - Network Services	\$35,222	\$3,669	\$38,891	
1011103 - Information Services	\$6,500	\$614	\$7,114	
1012006 - Finance Support Services	\$1,167	\$15	\$1,182	
1013001 - Human Resources	\$19,966	\$1,624	\$21,590	
1013003 - Wellness Program	\$52	\$839	\$891	
1015001 - Public Works Administration	\$16,305	\$1,878	\$18,183	
1015005 - Facilities Maintenance	\$813	\$74	\$887	
1015008 - Fleet	\$7,377	\$424	\$7,801	
8020000 - Insurance ISF Fund		\$64,145	\$64,145	
Total allocated additions:	<u>\$119,705</u>	<u>\$80,549</u>	<u>\$200,254</u>	<u>\$200,254</u>
Total to be allocated	<u><b>\$1,015,900</b></u>	<u><b>\$80,549</b></u>		<u><b>\$1,096,449</b></u>

Transportation/Plan Engineering Schedule of costs to be allocated by function							2020
	<u>Total</u>	<u>General &amp; Admin</u>	<u>Gen &amp; Admin/Capital Outlay</u>	<u>Parking</u>	<u>Transit</u>	<u>Development Review</u>	<u>Long Range Plan</u>
<u>Wages &amp; Benefits</u>							
SALARIES & WAGES	\$583,061		\$368,028	\$19,066	\$14,052	\$116,496	\$65,419
FRINGE BENEFITS	\$262,064		\$165,415	\$8,569	\$6,316	\$52,360	\$29,404
<u>Other Expense and Cost</u>							
SERVICES & SUPPLIES	\$51,070		\$32,235	\$1,670	\$1,231	\$10,204	\$5,730
Departmental Expenditures	\$896,195		\$565,678	\$29,305	\$21,599	\$179,060	\$100,553
Additions: 1st							
Other	\$119,705	\$119,705					
Functional Cost	\$1,015,900	\$119,705	\$565,678	\$29,305	\$21,599	\$179,060	\$100,553
Reallocate Admin		(\$119,705)	\$75,558	\$3,914	\$2,885	\$23,917	\$13,431
Allocable Costs	\$1,015,900		\$641,236	\$33,219	\$24,484	\$202,977	\$113,984
Unallocated	(\$641,236)		(\$641,236)				
<b>1st Allocation</b>	<b>\$374,664</b>			<b>\$33,219</b>	<b>\$24,484</b>	<b>\$202,977</b>	<b>\$113,984</b>
Additions: 2nd							
Other	\$80,549	\$80,549					
Functional Cost	\$80,549	\$80,549					
Reallocate Admin		(\$80,549)	\$50,843	\$2,634	\$1,941	\$16,094	\$9,037
Allocable Costs	\$80,549		\$50,843	\$2,634	\$1,941	\$16,094	\$9,037
Unallocated	(\$50,843)		(\$50,843)				
<b>2nd Allocation</b>	<b>\$29,706</b>			<b>\$2,634</b>	<b>\$1,941</b>	<b>\$16,094</b>	<b>\$9,037</b>
<b>Total allocated</b>	<b>\$404,370</b>			<b>\$35,853</b>	<b>\$26,425</b>	<b>\$219,071</b>	<b>\$123,021</b>

Transportation/Plan Engineering

Detail allocation of

Parking

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD611 Parking Fund	100	100.000 %	\$33,219		\$33,219	\$2,634	\$35,853
Total	100	100.000 %	\$33,219		\$33,219	\$2,634	\$35,853

(A) Alloc basis:

Direct Allocation to Fund 611 Parking

Source:

Transportation/Plan Engineering

Detail allocation of

Transit

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD621Transit Fund	100	100.000 %	\$24,484		\$24,484	\$1,941	\$26,425
Total	100	100.000 %	\$24,484		\$24,484	\$1,941	\$26,425

(A) Alloc basis:

Direct Allocation to Fund 621 Transit

Source:

Transportation/Plan Engineering  
Detail allocation of  
Development Review

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Development Review	100	100.000 %	\$202,977		\$202,977	\$16,094	\$219,071
Total	100	100.000 %	\$202,977		\$202,977	\$16,094	\$219,071

(A) Alloc basis: Direct Allocation to Development Review

Source:



Transportation/Plan Engineering

Detail allocation of

Long Range Plan

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Long Range Planning	100	100.000 %	\$113,984		\$113,984	\$9,037	\$123,021
Total	100	100.000 %	\$113,984		\$113,984	\$9,037	\$123,021

(A) Alloc basis:

Direct Allocation to Long Range Plan

Source:

Transportation/Plan Engineering  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Parking</u>	<u>Transit</u>	<u>Development Review</u>	<u>Long Range Plan</u>
Development Review	\$219,071			\$219,071	
Long Range Planning	\$123,021				\$123,021
FD611 Parking Fund	\$35,853	\$35,853			
FD621Transit Fund	<u>\$26,425</u>		<u>\$26,425</u>		
Total	\$404,370	<u>\$35,853</u>	<u>\$26,425</u>	<u>\$219,071</u>	<u>\$123,021</u>

**SCHEDULE 17.01**

**INSURANCE ISF FUND**

NATURE AND EXTENT OF SERVICE

Ensures the City has adequate resources for The Insurance ISF Fund, an internal services fund, is responsible for protection from risk management-related claims and settlements.

Costs are allocated as follows:

- **Risk Management** – These costs are the premium costs only (no self-funded claims) and ancillary insurances associated with property, environmental, special events, volunteer, and crime insurance. Costs are allocated based on full time equivalent (FTE) by fund/department/division, or if appropriate, to specific department.
- **Workers Compensation Premiums** – These costs are associated with workers compensation insurance premiums and are allocated based on full time equivalent (FTE) by fund/department/division.
- **Liability Claims** – These are direct costs made to Water, Sewer, and Parking for the actual cost of claims against their department.
- **General Fund Liability Claims** – These are direct costs paid for claims originating from General Fund Departments. Costs are allocated to General Fund Departments based on Total Expenditures for claims other than those specific to Enterprise Funds.

Insurance ISF Fund  
Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$4,808,289			\$4,808,289
Deductions:				
CLAIMS	(\$671,541)			
Total deductions:	<u>(\$671,541)</u>			<u>(\$671,541)</u>
Allocated additions:				
10000000 - Building Charge	\$394		\$394	
1011001 - City Administration	\$42,460	\$14,743	\$57,203	
1011501 - City Attorney	\$47,566	\$7,166	\$54,732	
1012000 - Finance	\$57,535	\$14,373	\$71,908	
1012006 - Finance Support Services	\$6,262	\$83	\$6,345	
1013002 - Risk Management	\$4,449	\$59	\$4,508	
1015005 - Facilities Maintenance	\$1,886	\$420	\$2,306	
Total allocated additions:	<u>\$160,552</u>	<u>\$36,844</u>	<u>\$197,396</u>	<u>\$197,396</u>
Total to be allocated	<u><u>\$4,297,300</u></u>	<u><u>\$36,844</u></u>		<u><u>\$4,334,144</u></u>

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Risk Management</u>	<u>Workers Comp Premiums</u>	<u>Liability Claims</u>	<u>General Fund Liab Claims</u>
<b><u>Other Expense and Cost</u></b>						
SALARIES & WAGES						
FRINGE BENEFITS						
<b><u>Other Expense and Cost</u></b>						
LIABILITY PREMIUMS	\$1,085,864		\$1,085,864			
WORKERS COMP PREMIUMS	\$2,611,827			\$2,611,827		
OTHER INSURANCE	\$293,266		\$293,266			
LIABILITY CLAIMS	\$35,949				\$35,949	
GENERAL CLAIMS	\$109,842					\$109,842
CLAIMS	\$671,541	\$671,541				
Departmental Expenditures	\$4,808,289	\$671,541	\$1,379,130	\$2,611,827	\$35,949	\$109,842
<b><u>Cost Adjustments</u></b>						
Deductions	(\$671,541)	(\$671,541)				
Additions: 1st						
Risk Management	\$4,449		\$4,449			
Other	\$156,103	\$156,103				
Functional Cost	\$4,297,300	\$156,103	\$1,383,579	\$2,611,827	\$35,949	\$109,842
Reallocate Admin		(\$156,103)	\$52,042	\$98,559	\$1,357	\$4,145
Allocable Costs	\$4,297,300		\$1,435,621	\$2,710,386	\$37,306	\$113,987
<b>1st Allocation</b>	<b>\$4,297,300</b>		<b>\$1,435,621</b>	<b>\$2,710,386</b>	<b>\$37,306</b>	<b>\$113,987</b>
Additions: 2nd						
Risk Management	\$59		\$59			
Other	\$36,785	\$36,785				
Functional Cost	\$36,844	\$36,785	\$59			
Reallocate Admin		(\$36,785)	\$12,264	\$23,225	\$320	\$976
Allocable Costs	\$36,844		\$12,323	\$23,225	\$320	\$976
<b>2nd Allocation</b>	<b>\$36,844</b>		<b>\$12,323</b>	<b>\$23,225</b>	<b>\$320</b>	<b>\$976</b>
<b>Total allocated</b>	<b>\$4,334,144</b>		<b>\$1,447,944</b>	<b>\$2,733,611</b>	<b>\$37,626</b>	<b>\$114,963</b>

Insurance ISF Fund Detail allocation of Risk Management							2020
User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Urban Forest Services	400	1.006 %	\$14,441		\$14,441	\$156	\$14,597
Facilities Maintenance	500	1.257 %	\$18,051		\$18,051		\$18,051
Streets Maintenance	965	2.427 %	\$34,839		\$34,839	\$375	\$35,214
Stormwater and Flood Control	615	1.547 %	\$22,203		\$22,203	\$239	\$22,442
Traffic Signals & Lighting	200	0.503 %	\$7,221		\$7,221	\$78	\$7,299
Transportation/Plan Engineering	600	1.509 %	\$21,662		\$21,662		\$21,662
Recreation Administration	400	1.006 %	\$14,441		\$14,441	\$156	\$14,597
Recreation Facilities	100	0.251 %	\$3,610		\$3,610	\$39	\$3,649
Youth Services	200	0.503 %	\$7,221		\$7,221	\$78	\$7,299
Community Services	200	0.503 %	\$7,221		\$7,221	\$78	\$7,299
Ranger Program	300	0.754 %	\$10,831		\$10,831	\$117	\$10,948
Aquatics	100	0.251 %	\$3,610		\$3,610	\$39	\$3,649
Golf Course	400	1.006 %	\$14,441		\$14,441	\$156	\$14,597
Police Administration	650	1.635 %	\$23,467		\$23,467	\$253	\$23,720
Patrol	4,600	11.568 %	\$166,072		\$166,072	\$1,789	\$167,861
Investigations	1,100	2.766 %	\$39,713		\$39,713	\$428	\$40,141
Police Support Services	2,000	5.030 %	\$72,205		\$72,205	\$778	\$72,983
Neighborhood Services	100	0.251 %	\$3,610		\$3,610	\$39	\$3,649
Traffic Safety	400	1.006 %	\$14,441		\$14,441	\$156	\$14,597
Fire Administration	400	1.006 %	\$14,441		\$14,441	\$156	\$14,597
Emergency Response	4,500	11.316 %	\$162,462		\$162,462	\$1,750	\$164,212
Hazard Prevention	600	1.509 %	\$21,662		\$21,662	\$233	\$21,895
FD208 Tourism Bid Fund	175	0.440 %	\$6,318		\$6,318	\$68	\$6,386
FD601 Water Fund	3,525	8.865 %	\$127,262		\$127,262	\$1,371	\$128,633
FD602 Sewer Fund	2,995	7.532 %	\$108,127		\$108,127	\$1,165	\$109,292
FD621Transit Fund	300	0.754 %	\$10,831		\$10,831	\$117	\$10,948
FD705 Whale Rock Fund	390	0.981 %	\$14,080		\$14,080	\$152	\$14,232
City Administration	400	1.006 %	\$14,441		\$14,441		\$14,441
Economic Development	100	0.251 %	\$3,610		\$3,610	\$39	\$3,649
Natural Resource Protection	200	0.503 %	\$7,221		\$7,221	\$78	\$7,299
Community Promotion	25	0.063 %	\$903		\$903	\$10	\$913
City Attorney	300	0.754 %	\$10,831		\$10,831		\$10,831
City Clerk	500	1.257 %	\$18,051		\$18,051		\$18,051
Finance	1,200	3.018 %	\$43,323		\$43,323		\$43,323
Network Services	1,000	2.515 %	\$36,103		\$36,103		\$36,103
Information Services	425	1.069 %	\$15,344		\$15,344		\$15,344
Human Resources	600	1.509 %	\$21,662		\$21,662		\$21,662
Community Development Admin	550	1.383 %	\$19,856		\$19,856	\$214	\$20,070
Building and Safety	1,350	3.395 %	\$48,739		\$48,739	\$525	\$49,264
Public Works Administration	600	1.509 %	\$21,662		\$21,662		\$21,662
Parks Maintenance	1,200	3.018 %	\$43,323		\$43,323	\$467	\$43,790

Insurance ISF Fund  
Detail allocation of  
Risk Management

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Swim Center Maintenance	100	0.251 %	\$3,610		\$3,610	\$39	\$3,649
Fire Apparatus Service	200	0.503 %	\$7,221		\$7,221	\$78	\$7,299
Fleet	450	1.132 %	\$16,246		\$16,246		\$16,246
FD205 CDBG Fund	50	0.126 %	\$1,805		\$1,805	\$19	\$1,824
FD611 Parking Fund	1,000	2.515 %	\$36,103		\$36,103	\$389	\$36,492
CIP Project Engineering	1,500	3.772 %	\$54,154		\$54,154		\$54,154
Development Review	1,300	3.269 %	\$46,930		\$46,930	\$499	\$47,429
Total	39,765	100.000 %	\$1,435,621		\$1,435,621	\$12,323	\$1,447,944

(A) Alloc basis: Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source: Staffing Summaries

Insurance ISF Fund  
Detail allocation of  
Workers Comp Premiums

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Urban Forest Services	400	1.006 %	\$27,264		\$27,264	\$293	\$27,557
Facilities Maintenance	500	1.257 %	\$34,080		\$34,080		\$34,080
Streets Maintenance	965	2.427 %	\$65,774		\$65,774	\$707	\$66,481
Stormwater and Flood Control	615	1.547 %	\$41,918		\$41,918	\$451	\$42,369
Traffic Signals & Lighting	200	0.503 %	\$13,632		\$13,632	\$147	\$13,779
Transportation/Plan Engineering	600	1.509 %	\$40,896		\$40,896		\$40,896
Recreation Administration	400	1.006 %	\$27,264		\$27,264	\$293	\$27,557
Recreation Facilities	100	0.251 %	\$6,816		\$6,816	\$73	\$6,889
Youth Services	200	0.503 %	\$13,632		\$13,632	\$147	\$13,779
Community Services	200	0.503 %	\$13,632		\$13,632	\$147	\$13,779
Ranger Program	300	0.754 %	\$20,448		\$20,448	\$220	\$20,668
Aquatics	100	0.251 %	\$6,816		\$6,816	\$73	\$6,889
Golf Course	400	1.006 %	\$27,264		\$27,264	\$293	\$27,557
Police Administration	650	1.635 %	\$44,304		\$44,304	\$476	\$44,780
Patrol	4,600	11.568 %	\$313,536		\$313,536	\$3,371	\$316,907
Investigations	1,100	2.766 %	\$74,976		\$74,976	\$806	\$75,782
Police Support Services	2,000	5.030 %	\$136,320		\$136,320	\$1,466	\$137,786
Neighborhood Services	100	0.251 %	\$6,816		\$6,816	\$73	\$6,889
Traffic Safety	400	1.006 %	\$27,264		\$27,264	\$293	\$27,557
Fire Administration	400	1.006 %	\$27,264		\$27,264	\$293	\$27,557
Emergency Response	4,500	11.316 %	\$306,720		\$306,720	\$3,298	\$310,018
Hazard Prevention	600	1.509 %	\$40,896		\$40,896	\$440	\$41,336
FD208 Tourism Bid Fund	175	0.440 %	\$11,928		\$11,928	\$128	\$12,056
FD601 Water Fund	3,525	8.865 %	\$240,264		\$240,264	\$2,583	\$242,847
FD602 Sewer Fund	2,995	7.532 %	\$204,139		\$204,139	\$2,195	\$206,334
FD621Transit Fund	300	0.754 %	\$20,448		\$20,448	\$220	\$20,668
FD705 Whale Rock Fund	390	0.981 %	\$26,582		\$26,582	\$286	\$26,868
City Administration	400	1.006 %	\$27,264		\$27,264		\$27,264
Economic Development	100	0.251 %	\$6,816		\$6,816	\$73	\$6,889
Natural Resource Protection	200	0.503 %	\$13,632		\$13,632	\$147	\$13,779
Community Promotion	25	0.063 %	\$1,704		\$1,704	\$18	\$1,722
City Attorney	300	0.754 %	\$20,448		\$20,448		\$20,448
City Clerk	500	1.257 %	\$34,080		\$34,080		\$34,080
Finance	1,200	3.018 %	\$81,792		\$81,792		\$81,792
Network Services	1,000	2.515 %	\$68,160		\$68,160		\$68,160
Information Services	425	1.069 %	\$28,968		\$28,968		\$28,968
Human Resources	600	1.509 %	\$40,896		\$40,896		\$40,896
Community Development Admin	550	1.383 %	\$37,488		\$37,488	\$403	\$37,891
Building and Safety	1,350	3.395 %	\$92,016		\$92,016	\$989	\$93,005
Public Works Administration	600	1.509 %	\$40,896		\$40,896		\$40,896
Parks Maintenance	1,200	3.018 %	\$81,792		\$81,792	\$879	\$82,671



Insurance ISF Fund  
Detail allocation of  
Workers Comp Premiums

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
Swim Center Maintenance	100	0.251 %	\$6,816		\$6,816	\$73	\$6,889
Fire Apparatus Service	200	0.503 %	\$13,632		\$13,632	\$147	\$13,779
Fleet	450	1.132 %	\$30,672		\$30,672		\$30,672
FD205 CDBG Fund	50	0.126 %	\$3,408		\$3,408	\$37	\$3,445
FD611 Parking Fund	1,000	2.515 %	\$68,160		\$68,160	\$733	\$68,893
CIP Project Engineering	1,500	3.772 %	\$102,240		\$102,240		\$102,240
Development Review	1,300	3.269 %	\$88,613		\$88,613	\$954	\$89,567
Total	39,765	100.000 %	\$2,710,386		\$2,710,386	\$23,225	\$2,733,611

(A) Alloc basis:

Full Time Equivalent by Fund/Department/Division (NOTE: Allocation Units (A) is shown as a whole number, i.e. 4.30 appears as 430)

Source:

Staffing Summaries

Insurance ISF Fund  
Detail allocation of  
Liability Claims

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	3,222	8.963 %	\$3,344		\$3,344	\$29	\$3,373
FD602 Sewer Fund	32,727	91.037 %	\$33,962		\$33,962	\$291	\$34,253
Total	35,949	100.000 %	\$37,306		\$37,306	\$320	\$37,626

(A) Alloc basis:

Source:

Insurance ISF Fund

Detail allocation of

General Fund Liab Claims

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Direct Billed	First Allocation	Second Allocation	Total Allocated
City Council	157,339	0.244 %	\$279		\$279	\$3	\$282
Cultural Activities	332,351	0.516 %	\$589		\$589	\$7	\$596
Economic Development	269,768	0.419 %	\$478		\$478	\$5	\$483
Natural Resource Protection	617,952	0.960 %	\$1,094		\$1,094	\$13	\$1,107
Community Promotion	393,509	0.611 %	\$697		\$697	\$8	\$705
City Attorney	1,000,636	1.555 %	\$1,772		\$1,772		\$1,772
City Clerk	566,644	0.880 %	\$1,004		\$1,004		\$1,004
Finance	1,779,620	2.765 %	\$3,152		\$3,152		\$3,152
Network Services	2,992,351	4.649 %	\$5,299		\$5,299		\$5,299
Information Services	1,031,587	1.603 %	\$1,827		\$1,827		\$1,827
Finance Support Services	153,927	0.239 %	\$273		\$273		\$273
Human Resources	1,217,672	1.892 %	\$2,156		\$2,156		\$2,156
Wellness Program	3,114	0.005 %	\$6		\$6		\$6
Community Development Admin	867,164	1.347 %	\$1,536		\$1,536	\$18	\$1,554
Commissions & Committees	15,513	0.024 %	\$27		\$27		\$27
Development Review	1,053,548	1.637 %	\$1,866		\$1,866	\$21	\$1,887
Long Range Planning	114,993	0.179 %	\$204		\$204	\$2	\$206
Building and Safety	2,269,498	3.526 %	\$4,019		\$4,019	\$46	\$4,065
Public Works Administration	945,448	1.469 %	\$1,674		\$1,674		\$1,674
Parks Maintenance	2,587,151	4.020 %	\$4,582		\$4,582	\$53	\$4,635
Swim Center Maintenance	504,654	0.784 %	\$894		\$894	\$10	\$904
Urban Forest Services	830,659	1.291 %	\$1,471		\$1,471	\$17	\$1,488
Facilities Maintenance	1,152,577	1.791 %	\$2,041		\$2,041		\$2,041
Streets Maintenance	1,143,992	1.777 %	\$2,026		\$2,026	\$23	\$2,049
Stormwater and Flood Control	793,352	1.233 %	\$1,405		\$1,405	\$16	\$1,421
Traffic Signals & Lighting	519,399	0.807 %	\$920		\$920	\$11	\$931
Fleet	1,077,423	1.674 %	\$1,908		\$1,908		\$1,908
City Administration	1,266,811	1.968 %	\$2,244		\$2,244		\$2,244
Transportation/Plan Engineering	896,195	1.392 %	\$1,587		\$1,587		\$1,587
Recreation Administration	780,489	1.213 %	\$1,382		\$1,382	\$16	\$1,398
Recreation Facilities	190,312	0.296 %	\$337		\$337	\$4	\$341
Youth Services	853,586	1.326 %	\$1,512		\$1,512	\$17	\$1,529
Community Services	474,519	0.737 %	\$840		\$840	\$10	\$850
Ranger Program	496,081	0.771 %	\$879		\$879	\$10	\$889
Aquatics	402,346	0.625 %	\$713		\$713	\$8	\$721
Golf Course	595,060	0.925 %	\$1,054		\$1,054	\$12	\$1,066
Police Administration	1,997,594	3.104 %	\$3,538		\$3,538	\$41	\$3,579
Patrol	9,337,298	14.507 %	\$16,536		\$16,536	\$190	\$16,726
Investigations	2,786,997	4.330 %	\$4,936		\$4,936	\$57	\$4,993
Police Support Services	2,484,815	3.861 %	\$4,401		\$4,401	\$50	\$4,451
Neighborhood Services	229,238	0.356 %	\$406		\$406	\$5	\$411

Insurance ISF Fund  
Detail allocation of  
General Fund Liab Claims

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
Traffic Safety	796,078	1.237 %	\$1,410		\$1,410	\$16	\$1,426
Fire Administration	936,461	1.455 %	\$1,658		\$1,658	\$19	\$1,677
Emergency Response	10,175,128	15.809 %	\$18,020		\$18,020	\$207	\$18,227
Hazard Prevention	885,601	1.376 %	\$1,568		\$1,568	\$18	\$1,586
Training Services	73,793	0.115 %	\$131		\$131	\$1	\$132
Fire Station	30,106	0.047 %	\$53		\$53	\$1	\$54
Disaster Assistance	62,052	0.096 %	\$110		\$110	\$1	\$111
Fire Apparatus Service	379,185	0.589 %	\$672		\$672	\$8	\$680
Finance Non Departmental	167,004	0.259 %	\$296		\$296	\$3	\$299
Development Services	1,003,441	1.559 %	\$1,777		\$1,777	\$20	\$1,797
Human Relations	353,546	0.549 %	\$626		\$626	\$7	\$633
CIP Project Engineering	2,205,278	3.426 %	\$3,906		\$3,906		\$3,906
Jack House	7,238	0.011 %	\$13		\$13		\$13
Community Services Group	9,593	0.015 %	\$17		\$17		\$17
Risk Management	5,402	0.008 %	\$10		\$10		\$10
Water Administration/Engineering	3,180	0.005 %	\$6		\$6		\$6
Solid Waste Recycling	87,156	0.136 %	\$150		\$150	\$2	\$152
Total	64,363,424	100.000 %	\$113,987		\$113,987	\$976	\$114,963

(A) Alloc basis:

Source:

Insurance ISF Fund  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Risk Management</u>	<u>Workers Comp Premiums</u>	<u>Liability Claims</u>	<u>General Fund Liab Claims</u>
City Administration	\$43,949	\$14,441	\$27,264		\$2,244
City Attorney	\$33,051	\$10,831	\$20,448		\$1,772
City Clerk	\$53,135	\$18,051	\$34,080		\$1,004
Finance	\$128,267	\$43,323	\$81,792		\$3,152
Network Services	\$109,562	\$36,103	\$68,160		\$5,299
Information Services	\$46,139	\$15,344	\$28,968		\$1,827
Finance Support Services	\$273				\$273
Human Resources	\$64,714	\$21,662	\$40,896		\$2,156
Risk Management	\$10				\$10
Wellness Program	\$6				\$6
Public Works Administration	\$64,232	\$21,662	\$40,896		\$1,674
Facilities Maintenance	\$54,172	\$18,051	\$34,080		\$2,041
Fleet	\$48,826	\$16,246	\$30,672		\$1,908
CIP Project Engineering	\$160,300	\$54,154	\$102,240		\$3,906
Transportation/Plan Engineering	\$64,145	\$21,662	\$40,896		\$1,587
City Council	\$282				\$282
Cultural Activities	\$596				\$596
Economic Development	\$11,021	\$3,649	\$6,889		\$483
Natural Resource Protection	\$22,185	\$7,299	\$13,779		\$1,107
Community Promotion	\$3,340	\$913	\$1,722		\$705
Community Services Group	\$17				\$17
Finance Non Departmental	\$299				\$299
Community Development Admin	\$59,515	\$20,070	\$37,891		\$1,554
Commissions & Committees	\$27				\$27
Development Review	\$138,883	\$47,429	\$89,567		\$1,887
Long Range Planning	\$206				\$206
Development Services	\$1,797				\$1,797
Building and Safety	\$146,334	\$49,264	\$93,005		\$4,065
Human Relations	\$633				\$633
Parks Maintenance	\$131,096	\$43,790	\$82,671		\$4,635
Swim Center Maintenance	\$11,442	\$3,649	\$6,889		\$904
Urban Forest Services	\$43,642	\$14,597	\$27,557		\$1,488
Streets Maintenance	\$103,744	\$35,214	\$66,481		\$2,049
Traffic Signals & Lighting	\$22,009	\$7,299	\$13,779		\$931
Stormwater and Flood Control	\$66,232	\$22,442	\$42,369		\$1,421
Water Administration/Engineering	\$6				\$6
Solid Waste Recycling	\$152				\$152
Recreation Administration	\$43,552	\$14,597	\$27,557		\$1,398
Recreation Facilities	\$10,879	\$3,649	\$6,889		\$341
Youth Services	\$22,607	\$7,299	\$13,779		\$1,529

Insurance ISF Fund  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Risk Management</u>	<u>Workers Comp Premiums</u>	<u>Liability Claims</u>	<u>General Fund Liab Claims</u>
Community Services	\$21,928	\$7,299	\$13,779		\$850
Ranger Program	\$32,505	\$10,948	\$20,668		\$889
Aquatics	\$11,259	\$3,649	\$6,889		\$721
Golf Course	\$43,220	\$14,597	\$27,557		\$1,066
Jack House	\$13				\$13
Police Administration	\$72,079	\$23,720	\$44,780		\$3,579
Patrol	\$501,494	\$167,861	\$316,907		\$16,726
Investigations	\$120,916	\$40,141	\$75,782		\$4,993
Police Support Services	\$215,220	\$72,983	\$137,786		\$4,451
Neighborhood Services	\$10,949	\$3,649	\$6,889		\$411
Traffic Safety	\$43,580	\$14,597	\$27,557		\$1,426
Fire Administration	\$43,831	\$14,597	\$27,557		\$1,677
Emergency Response	\$492,457	\$164,212	\$310,018		\$18,227
Hazard Prevention	\$64,817	\$21,895	\$41,336		\$1,586
Training Services	\$132				\$132
Fire Apparatus Service	\$21,758	\$7,299	\$13,779		\$680
Fire Station	\$54				\$54
Disaster Assistance	\$111				\$111
FD205 CDBG Fund	\$5,269	\$1,824	\$3,445		
FD208 Tourism Bid Fund	\$18,442	\$6,386	\$12,056		
FD601 Water Fund	\$374,853	\$128,633	\$242,847	\$3,373	
FD602 Sewer Fund	\$349,879	\$109,292	\$206,334	\$34,253	
FD611 Parking Fund	\$105,385	\$36,492	\$68,893		
FD621Transit Fund	\$31,616	\$10,948	\$20,668		
FD705 Whale Rock Fund	\$41,100	\$14,232	\$26,868		
Total	\$4,334,144	\$1,447,944	\$2,733,611	\$37,626	\$114,963

**SCHEDULE 18.01**

**NATURAL RESOURCES PROTECTION**  
**(Utility Services)**

NATURE AND EXTENT OF SERVICE

The Natural Resources Protection Department is a formally structured program to bring greater overall guidance and a proactive approach to the City's environmental protection and restoration efforts including its open space and greenbelt programs. This program has three major activities: open space/greenbelt acquisition and management, storm water program coordination and agency reporting, and natural resource protection, project mitigation and educational outreach.

Costs are allocated as follows:

- **Natural Resources-General Government** - These costs are identified but not allocated.
- **Program Support** - These costs represent the value of services provided to enterprise programs such as the Utility Funds. Costs are allocated based on an agreed upon amount for services performed.

City of San Luis Obispo, CA 2CFR 200 Cost Allocation

Natural Resources Protection (Utility Services)

Costs to be allocated

	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Expenditures Per Financial Statement:	\$617,952			\$617,952
Total to be allocated	<u>\$617,952</u>	:	:	<u>\$617,952</u>



Natural Resources Protection (Utility Services)

Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Natural Resources-General Government</u>	<u>Program Support</u>
<b><u>Wages &amp; Benefits</u></b>				
SALARIES & WAGES	\$305,392		\$305,392	
FRINGE BENEFITS	\$153,050		\$153,050	
<b><u>Other Expense and Cost</u></b>				
SERVICES & SUPPLIES	\$159,510		\$159,510	
Departmental Expenditures	<u>\$617,952</u>	.	<u>\$617,952</u>	.
Functional Cost	<u>\$617,952</u>	.	<u>\$617,952</u>	.
Allocable Costs	<u>\$617,952</u>	.	<u>\$617,952</u>	.
Unallocated	(\$617,952)	.	(\$617,952)	.
<b>1st Allocation</b>	.	.	.	.
Functional Cost	.	.	.	.
Allocable Costs	.	.	.	.
<b>2nd Allocation</b>	.	.	.	.
<b>Total allocated</b>	:	:	:	:

Natural Resources Protection (Utility Services)

Detail allocation of  
Program Support

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD602 Sewer Fund	1	100.000 %		\$2,375	\$2,375		\$2,375
Subtotal	1	100.000 %		\$2,375	\$2,375		\$2,375
Direct Billed				(\$2,375)	(\$2,375)		(\$2,375)
Total	1	100.000 %	\$0	\$0	\$0	\$0	\$0

(A) Alloc basis:

Agreed Upon Amount Based On Services Performed

Source:

City of San Luis Obispo, CA 2CFR 200 Cost Allocation

Natural Resources Protection (Utility Services)

Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Program Support</u>
FD602 Sewer Fund	\$2,375	\$2,375
Subtotal	\$2,375	\$2,375
Direct Billed	(\$2,375)	(\$2,375)
Total		

**SCHEDULE 19.01**

**ENGINEERING DEVELOPMENT REVIEW**  
**(Utility Services)**

NATURE AND EXTENT OF SERVICE

The Engineering Development Review Division oversees design and construction of various public works projects built by private developers for City ownership. These projects typically include additions to the City's water, wastewater, recycled water, storm drain, street, flood protection, and park systems. Since 2002, this program has been responsible for the review of the design of private development projects for compliance with the Grading Ordinance, Parking & Driveway Standards, site development and drainage designs.

This division is also responsible for verifying plan compliance with the Waterway Management Plan Drainage Design Manual for all private development projects. To ensure public safety, this department represents the city as its Floodplain Manager and prepares regular responses and reports to the Federal Emergency Management Agency (FEMA) and the public in this regard.

The division also coordinates reviews of development projects for compliance with the Tree Regulations and coordinates with the City Arborist on tree removals, tree plantings, and tree preservation requirements. The division's goal is to ensure compliance with the City's Engineering Standards, Community Design Guidelines, Floodplain Management Regulations, and Waterway Management Plan to provide safe, effective, and efficient public works which meet established engineering standards and specifications. This division has four major activities: development review, encroachment permit review and issuance, recordkeeping, and miscellaneous projects.

Costs are allocated based on an analysis of tasks performed by staff during the year as follows:

- **Development Review Services** – These costs relate to review services for private projects and those being developed by the city, these costs are identified but not allocated.
- **Utility Service** – These costs are for services provided by staff funded in the Utility Enterprise Funds. The amounts shown represent credits that are provided to these enterprise funds (water and sewer) in order to reflect the services they provide back to Engineering Development Review to facilitate the review and inspection of development projects.

Eng Dev Review (Utility Services)  
Costs to be allocated

Expenditures Per Financial Statement:	<u>1st Allocation</u>	<u>2nd Allocation</u>	<u>Sub-total</u>	<u>Total</u>
Total to be allocated	:	:	:	:

Eng Dev Review (Utility Services)  
Schedule of costs to be  
allocated by function

	<u>Total</u>	<u>General &amp; Admin</u>	<u>Development Review Services</u>	<u>Utility Services</u>
<b><u>Other Expense and Cost</u></b>				
SALARIES & WAGES				
FRINGE BENEFITS				
<b><u>Other Expense and Cost</u></b>				
SERVICES & SUPPLIES				
Functional Cost	-	-	-	-
Allocable Costs	-	-	-	-
<b>1st Allocation</b>	-	-	-	-
Functional Cost	-	-	-	-
Allocable Costs	-	-	-	-
<b>2nd Allocation</b>	-	-	-	-
<b>Total allocated</b>	-	-	-	-

Eng Dev Review (Utility Services)

Detail allocation of

Utility Services

User Department	<u>Allocation Units(A)</u>	<u>Allocated Percent</u>	<u>Gross Allocated</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total Allocated</u>
FD601 Water Fund	50	50.000 %		(\$6,514)	(\$6,514)		(\$6,514)
FD602 Sewer Fund	50	50.000 %		(\$6,513)	(\$6,513)		(\$6,513)
Subtotal	100	100.000 %		(\$13,027)	(\$13,027)		(\$13,027)
Direct Billed				\$13,027	\$13,027		\$13,027
Total	100	100.000 %	\$0	\$0	\$0	\$0	\$0

(A) Alloc basis:

Time Spent by Utilities on Behalf of Engineering Development Review

Source:

Cheryl Blair

Eng Dev Review (Utility Services)  
Departmental Cost  
Allocation Summary

	<u>Total</u>	<u>Utility Services</u>
FD601 Water Fund	(\$6,514)	(\$6,514)
FD602 Sewer Fund	(\$6,513)	(\$6,513)
Subtotal	<u>(\$13,027)</u>	<u>(\$13,027)</u>
Direct Billed	\$13,027	\$13,027
Total		





## Council Agenda Report

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**Department Name:** Community Services

**Cost Center:**

**For Agenda of:** May 4, 2021

**Placement:** Consent

**Estimated Time:** N/A

**FROM:** Shelly Stanwyck, Assistant City Manager  
**Prepared By:** Greg Avakian, Parks and Recreation Director  
Michael Codron, Community Development Director

**SUBJECT:** ADOPTION OF ORDINANCE 1695 (2021 SERIES) AMENDING THE SAN LUIS OBISPO MUNICIPAL CODE TO ADD CHAPTER 8.10 (SHOPPING CARTS), REQUIRING THE PRIVATE MANAGEMENT OF SHOPPING CARTS AND RETRIEVAL OF CARTS FROM PUBLIC SPACES; AND ORDINANCE 1696 (2021 SERIES) TO AM

### RECOMMENDATION

1. Adopt Ordinance 1695 (2021 Series) entitled, "An Ordinance of the City Council of the City of San Luis Obispo, California, amending Title 8, Health and Safety, of the Municipal Code to add Chapter 8.10 pertaining to the unauthorized removal of shopping carts from retail establishments and to facilitate retrieval of abandoned shopping carts."
2. Adopt Ordinance 1696 (2021 Series) entitled, "An Ordinance of the City Council of the City of San Luis Obispo, California, amending Chapter 12.04 and Chapter 12.20 of the San Luis Obispo Municipal Code to clarify expressly that tents and similar structures are prohibited encroachments in public parks."

### DISCUSSION

#### Background

On April 13, 2021, the City Council introduced two ordinances. The first related to shopping carts and the second to tents and similar encroachments erected in City parks. The Council discussed both recommendations at length and made specific modifications to the shopping cart ordinance to ensure that the burden of compliance will rest with the cart owner. There were no changes to the tent ordinance, which clarifies the City's practice and existing rules related to prohibited encroachments in City parks.

1. Summary of Ordinance 1695 (2021 Series)

This ordinance adds Chapter 8.10 to the City's Municipal Code to facilitate the retrieval of abandoned shopping carts in the City of San Luis Obispo and defines "abandoned or unattended shopping cart" as a cart that is "left unattended, discarded or abandoned upon any public or private property other than the premises from which the shopping cart was removed, regardless of whether such shopping cart was removed from the premises with the authorization or consent of the cart's owner." The ordinance places the burden of retrieval on the shopping cart owner by any business to allow or permit the removal of a shopping cart from the owner's premises. The ordinance establishes requirements for cart containment and retrieval by cart owners, procedures for impoundment of abandoned carts by the City, and recovery from the cart owner of fines and costs incurred by the City.

2. Summary of Ordinance 1696 (2021 Series)

This ordinance amends Chapter 12.04 and 12.20 of the City's Municipal Code to clarify expressly that tents and similar structure are prohibited encroachments in public parks. The purpose of the ordinance is to support the lawful use and access to city parks by all community members consistent with the intended uses and aesthetic qualities of City parks. The ordinance includes a specific definition for tents, which includes any enclosed temporary physical structure that obstructs activities within the structure from public view, excluding canopies and covers that are open on all sides. The ordinance also provides that "Tent" shall not include blankets, towels, mats, portable lawn chairs, unenclosed shade structures not affixed to public property, or similar items for temporary use in conjunction with otherwise lawful park use. Tents erected by express permission of the Parks and Recreation Director in connection with a valid event permit are exempted.

**Policy Context**

In collaboration with regional and non-profit service providers, the City supports a variety of special needs and supportive housing developments, including projects that directly reduce the incidence of homelessness in the community. The proposed actions, in conjunction with ongoing programs that support housing for homeless veterans and mentally fragile residents at risk for homelessness, are consistent with the first Goal in the City's recently adopted Housing Element, which is Safety.

Proposed actions are also consistent with Measure G-20, a general-purpose measure with language in the ballot measure including retaining local businesses, keeping public areas clean and safe, and addressing homelessness, and with the City's 2020-21 Meta-Goal of San Luis Obispo's stability, resiliency, and recovery.

## **Public Engagement**

The focus of public engagement has been to inform, educate, and listen to concerns. The public engagement on the topic of shopping carts has included business community outreach to businesses with shopping carts, the San Luis Obispo Chamber of Commerce and Downtown SLO.

SLOPD and others met with managers of large grocers and stores that have shopping carts to explore options to manage and retrieve errant carts. These meetings were productive and did not yield any changes in management or response from surrounding businesses.

Public engagement on tents and other enclosed structures in parks has been a topic of discussion with many members of the public providing both written and verbal directed feedback to staff and Council. Concerns were expressed in relation for the parks to be inclusive, safe, and clean, as well as the general impacts to community use of parks. As noted in this report, the Parks and Recreation Commission will be continue to discuss the impacts of various illegal activities adjacent to children's play areas and this advisory body will in addition to providing a public forum for discussion make recommendation to Council on this topic.

## **CONCURRENCE**

This report reflects a multi-departmental effort with the City Attorney, Administration, Police, Fire, and Community Services Group including Community Development, Parks and Recreation, Public Works, and Utilities all in concurrence with the recommendation.

## **ENVIRONMENTAL REVIEW**

Pursuant to the California Environmental Quality Act (CEQA), it can be seen with certainty that there is no possibility that the proposed Municipal Code Amendments regarding the security of shopping carts and tents prohibition will have no effect on the environment (General Rule Exemption CEQA Guidelines Sec. 15061(b)(3).

Additionally, the proposed ordinances would be exempt per CEQA Section 15301 Existing Facilities, as there would be negligible or no expansion of use; CEQA Section 15308 Actions by Regulatory Agencies for the Protection of the Environment, as the proposed ordinances are intended to assure the maintenance and protection of the environment; and 15311 Accessory Structures, regarding potential placement of on-premise signage needed for public notification associated with the proposed ordinances.

## **FISCAL IMPACT**

Budgeted: Yes/No

Budget Year:

Funding Identified: Yes/No

### Fiscal Analysis:

Funding Sources	Current FY Cost	Annualized On-going Cost	Total Project Cost
General Fund			
State			
Federal			
Fees			
Other:			
Total			

The introduction and modification of the two ordinances is not expected to have a measurable fiscal impact to the core services current provided and which would continue.

The City is however expending significant General Fund monies toward homelessness solutions and Council will be considering increased expenditures in the next two-year cycle. More specifically, funds for the City's CAT program and Downtown bicycle officers at \$747,285; Ranger Services and Public Works perform illegal and abandoned encampment clean-up and maintenance at \$679,000; and annual funding through Grants in Aid and to CAPSLO at \$150,000 and \$157,000 respectively, total \$1,733,285 that is spent annually on homelessness solutions. An additional \$300,000 for the Homelessness Response Manager contract position for the next two years and \$65,000 for the safe parking program at Railroad Square brings the total to \$2,098,285. Should expansion of the CAT program at \$85,299, the MCU program at \$300,000 and \$63,826 in funds to expand bed a 40 Prado Homeless Services Center be approved, the total funds dedicated to homelessness is \$2,483,584.

### ALTERNATIVES

1. ***Modify the ordinances as proposed.*** The City Council may modify the ordinances before adoption. Depending on the scope of changes proposed, modification of the ordinances may reintroduction during a subsequent public hearing.
2. ***Do not adopt the ordinances as proposed.*** The City Council may choose not to adopt one or both of the ordinances. Staff does not recommend this alternative because the ordinances reflect the direction of a majority of the City Council.

### Attachments:

**a - Ordinance 1695 (2021 Series)**

**b - Ordinance 1696 (2021 Series)**

**ORDINANCE NO. 1695 (2021 SERIES)**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, AMENDING TITLE 8, HEALTH AND SAFETY, OF THE MUNICIPAL CODE TO ADD CHAPTER 8.10 PERTAINING TO THE UNAUTHORIZED REMOVAL OF SHOPPING CARTS FROM RETAIL ESTABLISHMENTS AND TO FACILITATE RETRIEVAL OF ABANDONED SHOPPING CARTS**

**WHEREAS**, The City has a substantial interest in promoting the public health, safety and welfare of its residents, visitors and businesses, and the aesthetic qualities of the City; and

**WHEREAS**, Abandoned or unattended shopping carts off the premises of retail establishments can interfere with pedestrian and vehicle traffic and the use of public streets, sidewalks, public areas, and public rights-of-way, can constitute a hazard to streams, riparian areas and other natural areas, and contribute substantially to litter, clutter and visual blight; and

**WHEREAS**, The purpose of this ordinance is to promote the public health, safety and welfare and the aesthetic qualities of the City by regulating and prohibiting the removal of shopping carts from the premises of retail establishments, including designated parking areas, without the authorization or consent of the cart's owner, and to regulate the retrieval and disposition of abandoned or unattended shopping carts that are found off the premises of retail establishments so as to:

1. Provide for pedestrian and vehicle safety;
2. Ensure that the flow of pedestrian or vehicle traffic, including ingress into or egress from any residence, place of business, street, sidewalk, public area, public right-of-way, or any legally parked or stopped vehicle, is not unreasonably interfered with;
3. Help protect streams, creeks, riparian areas, and other natural areas within the City; and
4. Reduce litter, clutter, and visual blight associated with abandoned or unattended shopping carts.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of San Luis Obispo as follows:

**SECTION 1. Findings.** The Council hereby finds and declares the following:

1. The above recitals are true and correct and are incorporated herein by reference.
2. Abandoned or unattended shopping carts that are found off the premises of retail establishments, on either public property or private property, are hereby declared a public nuisance.

**SECTION 2.** Title 8, Health and Safety, of the Municipal Code is amended to add Chapter 8.10 as follows:

**8.10.010. Authority and Purpose**

This Chapter is adopted pursuant to Business and Professions Code Sections 22435 through 22435.8 and the City's general police powers for the purpose of regulating and prohibiting the removal of shopping carts from the premises of retail establishments, including designated parking areas, without the authorization or consent of the shopping cart's owner, and to regulate the retrieval and disposition of abandoned or unattended shopping carts that are found off the premises of retail establishments.

**8.10.020. Applicability**

This Chapter applies to all businesses located in the City that provide shopping carts for customer use and to all shopping carts on and off the premises of businesses within the City.

**8.10.030. Administration**

The Director is authorized to administer this chapter which includes, without limitation, the ability to promulgate administrative policies and procedures to interpret, implement and enforce this chapter.

**8.10.040. Definitions**

The following definitions apply to the use of these terms for purposes of this chapter:

- A. "Abandoned or unattended shopping cart" means a shopping cart which is left unattended, discarded or abandoned upon any public or private property other than the premises from which the shopping cart was removed, regardless of whether such shopping cart was removed from the premises with the authorization or consent of the cart's owner.
- B. "Director" means the Community Development Director, or their designee.
- C. "Occurrence" means the retrieval or impoundment by the City pursuant to this chapter of all shopping carts of an owner in a one-day period.
- D. "Owner" means a person who owns or provides shopping carts for the use by customers in connection with the conduct or operation of a business. "Person" includes, without limitation, corporations, partnerships, and all other legal entities, and officers, employees, and authorized agents of an owner.
- E. "Premises" means the entire area owned and utilized by a retail establishment that provides shopping carts for use by customers, including any parking lot or other off-street area provided by or for an owner for use by customers for parking automobiles or other vehicles. For retail establishments that share a parking lot or off-street area for parking with other retail establishments, premises includes the entire parking lot or off-

street area for parking that is provided for use by customers of the retail establishments that share the parking lot or off-street area for parking.

- F. “Public areas” include, without limitation, City-owned properties, open spaces, parks, streams, creeks and riparian areas, public parking garages, portions of private property that are outdoor common areas of any building, business premise, apartment building or complex, or other premise, or any portion thereof, which is adjacent to public property and is open to the public.
- G. “Retail establishment” means any business located in the City of San Luis Obispo which offers or provides shopping carts for the use of the customers of such business regardless of whether such business is advertised or operated as a retail or wholesale business, and regardless of whether such business is open to the general public, is a private club or business, or is a membership store.
- H. “Shopping cart” means a basket mounted on wheels or a similar device generally used in a retail establishment by a customer for the purpose of transporting goods of any kind.

#### **8.10.050. Required Signs and Identification**

- A. Every owner must permanently affix to each shopping cart owned or provided by the owner a sign that includes the following information:
  - 1. Identification of the owner of the shopping cart or the retail establishment to which it pertains, or both.
  - 2. Notification that the unauthorized removal of the shopping cart from the premises of the retail establishment, or the unauthorized possession of the shopping cart, is a violation of law.
  - 3. Notification of the procedure for authorized removal of the shopping cart from the premises.
  - 4. A telephone number or address for returning the shopping cart to its owner or to the retail establishment identified thereon.
- B. In addition to signs on its shopping carts, every business that owns or provides shopping carts for use by its customers shall post conspicuous signs at or near all customer entrances and exits and at or near each entrance and exit to its parking lot or off-street parking area warning customers that removal of shopping carts from the premises is prohibited without written authorization by the owner.

#### **8.10.060. Prohibitions**

It is unlawful for any business to allow or permit the removal of a shopping cart from the premises of the cart’s owner.

**8.10.070. Cart Containment and Retrieval by Owners**

A. Daily Cart Confinement. All shopping carts located on the premises of a retail establishment (other than an establishment open for business twenty-four hours per day) must be collected at the end of each business day by the owner, employees, or authorized agents of the retail establishment and be collectively confined in a secured manner in a designated cart confinement area on the premises until the commencement of the next business day. All shopping carts located on the premises of any retail establishment open for business twenty-four hours per day, other than carts then currently in use by a customer, must be collected by the owner, employees, or authorized agents of the retail establishment and returned to a designated cart confinement area on the premises at least twice per calendar day between the hours of twelve p.m. (noon) and twelve a.m. (midnight) on each day the retail establishment is open for business.

This section does not apply to:

1. Shopping carts located within an enclosed building.
2. Shopping carts removed from the premises of a retail establishment for purposes of repair or maintenance that are in the possession or custody of the party to whom removal has been authorized in writing by the shopping cart owner.
3. Shopping carts being transported by the owner, or an officer, employee, or authorized agent of the owner, to or from a business location of the owner.

B. Prompt Retrieval of Carts. All abandoned shopping carts of a retail establishment that are found off the premises of the retail establishment must be retrieved as soon as practicable by the owner, or an authorized agent of the owner, including a cart retrieval service retained by the owner, but in no case longer than three business days after the owner has discovered or has been notified that the abandoned cart is off the premises of the retail establishment.

C. Retrieval Services. Persons retained to perform shopping cart retrieval services must carry written authorization from the owner to be presented upon request by the Director. Vehicles used by retrieval services must bear conspicuous signs identifying the name of the cart retrieval service.

**8.10.080. Impoundment and Retrieval of Abandoned Shopping Carts**

A. The Director may retrieve and impound any abandoned shopping cart pursuant to and in accordance with the provisions Business and Professions Code Section 22435.7.

B. Impoundment Following Three-Day Notice. A shopping cart that has a sign affixed to it in accordance with the provisions of this chapter and Business and Professions Code Section 22435.1 may be impounded by the City provided both of the following conditions are met:

1. The shopping cart is located outside the premises or parking area of a retail establishment; and



2. Except as provided in the Impoundment Without Three-day Notice section of this chapter, the shopping cart is not retrieved within three business days from the date the owner of the shopping cart, or his or her agent, receives actual notice from the City of the shopping cart's discovery and location.
- C. Impoundment Without Three-day Notice.
1. The City may retrieve and impound any abandoned shopping cart without first giving three-days' notice provided:
    - a. The Director provides actual notice to the owner, or his or her agent, of the impoundment of the shopping cart within twenty-four (24) hours following the impound;
    - b. The notice informs the owner, or his or her agent, of the location where the shopping cart may be claimed;
    - c. Any shopping cart reclaimed by the owner, or his or her agent, within three business days after the date of actual notice to the owner, or his or her agent, of the impound, must be released and surrendered to the owner, or his or her agent, at no charge, including the waiver of any impound and storage fees or fines which otherwise would be applicable; and
    - d. The shopping cart is held at a location that is both:
      1. Reasonably convenient to the owner of the shopping cart; and
      2. Open for business at least six (6) hours of each business day.
- D. Immediate Retrieval and Impoundment by City for Impeding Emergency Services.
- The Director or designee may immediately retrieve and impound any shopping cart from public or private property if the location of the shopping cart impedes emergency services.
- E. Any cart reclaimed by the owner or their agent within three business days from the date the owner of the shopping cart, or their agent, is given actual notice by the City of the shopping cart's discovery and location, or impoundment, shall not be deemed an occurrence for purposes of this chapter.
- F. The owner of any shopping cart that is not reclaimed within three business days after the date the owner has been given actual notice by the City of the shopping cart's discovery and location, or impoundment, is subject to prosecution or the imposition of administrative costs, fees, fines, interest and other penalties applicable under this chapter commencing four business days after the date of notice.
- G. Any shopping cart not reclaimed from the City within thirty (30) days of receipt by the owner, or the owner's agent, of actual notice from the City of the cart's discovery and location, or impoundment, and any shopping cart, the owner of which cannot be determined, may be sold, or otherwise disposed of by the City.

**8.10.090. Recovery of Fines and Costs by City**

- A. Pursuant to Business and Professions Code Section 22435.7(f), any owner that fails to retrieve the owner's shopping cart or shopping carts within three business days from the date of being given notice of the cart's or carts' discovery and location, or impoundment, by the City, is guilty of a violation of this chapter and may be punished with an administrative fine of fifty dollars (\$50) for each occurrence in excess of three during the six-month period starting January 1 and ending on June 30 or the six-month period starting July 1 and ending December 31 of each calendar year.
- B. In addition to the fines imposed above, the owner shall pay the City's actual costs for retrieving and storing the owner's shopping cart or carts except when the owner, or their authorized agent, reclaims their cart or carts within three business days from being given notice of the cart's or carts' discovery and location, or impoundment, by the City, in which case, all fines, costs and fees shall be waived.

**8.10.100. Disposal of Abandoned Shopping Carts**

The Director or designee may sell or otherwise dispose of any abandoned shopping cart that has not been reclaimed by its owner within thirty (30) days after the owner receives notice of the cart's or carts' discovery and location, or impoundment, by the City, or for which the owner of the shopping cart cannot be determined by the City.

**8.10.110. Violation – Penalty**

Any person who violates any provision of this Chapter is guilty of an infraction and is subject to punishment as provided for in Chapter 1.12 (General Penalty) or as provided under Chapter 1.24 (Administrative Code Enforcement Procedures).

**SECTION 3. Publication.** A summary of this ordinance, together with the names of Council members voting for and against, shall be published at least five (5) days prior to its final passage, in The New Times, a newspaper published and circulated in this City. This ordinance shall go into effect at the expiration of thirty (30) days after its final passage.

**SECTION 4. Severability.** If any provision of this Ordinance is held invalid by a court of competent jurisdiction, such provision shall be considered a separate, distinct, and independent provision and such holding shall not affect the validity and enforceability of the other provisions of this Ordinance.

**INTRODUCED** on the 13<sup>th</sup> day of April 2021, **AND FINALLY ADOPTED** by the Council of the City of San Luis Obispo on the \_\_\_\_ day of \_\_\_\_\_ 2021, on the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Mayor Heidi Harmon

ATTEST:

\_\_\_\_\_  
Teresa Purrington,  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
J. Christine Dietrick,  
City Attorney

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of San Luis Obispo, California, on \_\_\_\_\_.

\_\_\_\_\_  
Teresa Purrington,  
City Clerk

**ORDINANCE NO. 1696 (2021 SERIES)**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, AMENDING CHAPTER 12.04 AND CHAPTER 12.20 OF THE SAN LUIS OBISPO MUNICIPAL CODE TO CLARIFY EXPRESSLY THAT TENTS AND SIMILAR STRUCTURES ARE PROHIBITED ENCROACHMENTS IN PUBLIC PARKS**

**WHEREAS,** The City has a substantial interest in promoting the public health, safety and welfare of its residents, visitors and businesses, and the safety and aesthetic qualities of City parks and recreational facilities; and

**WHEREAS,** longstanding City encroachment regulations prohibit the erection of structures in public places, including parks, without a permit; and

**WHEREAS,** there has been a proliferation of tents in public parks accompanied by an increase in public complaints to the City of adverse behaviors and interactions in parks, including drug and alcohol abuse, and associated verbal and physical intimidation, aggression and adverse interactions among park users; and

**WHEREAS,** increased instances of erection of tents and other enclosed structures in parks obscures adverse and illegal activities from public view, contributes substantially to the accumulation of litter, clutter and visual blight, can interfere with pedestrian circulation, can obstruct or interfere with the lawful use of park areas by the general public for their intended recreational uses, and inhibits the effective regulation and enforcement against illegal activities in the parks; and

**WHEREAS,** continuous presence of tents in park areas during hours of operation interferes with daily park maintenance to ensure safe and proper upkeep; and

**WHEREAS,** the purpose of this ordinance is to promote the public health, safety and welfare and support lawful use and access to city parks by all community members consistent with the intended legal uses and aesthetic qualities of city parks by:

- (1) Providing for unobstructed, open public views of public park areas and activities conducted in public park areas to deter unsafe and illegal activities in the parks, to facilitate compliance with laws, and to protect the public, health safety and welfare of all park users;
- (2) Preventing interference with or obstructions of the flow of pedestrian circulation by the placement of tents and large volumes of personal belongings in pedestrian paths of travel;
- (3) Discouraging the establishment of residential uses of parks facilitated by tents, which have been observed to result in violations of park hours of operation, as well as illegal and unsanitary accumulation and disposal of litter, clutter, and visual blight associated with the occupation of tents in the parks;

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of San Luis Obispo as follows/or that (whatever action is needed):

**SECTION 1. Encroachment Amendments.** Section 12.04.020 B (Encroachments Restricted) of Chapter 12.04 (Encroachments and Excavations) of the San Luis Obispo Municipal Code is hereby amended to include express reference to the application of the encroachment regulations related to the erection of tents in public parks, to read as follows:

12.04.020 Encroachments restricted.

- B. For purposes of this chapter, encroachments shall not include activities regulated as parades or special events pursuant to Chapter 5.80. Additional clarification of the application of these provisions to the use of tents or other enclosed structures in public parks are set forth in Chapter 12.20 (PARK REGULATIONS) of this code.

**SECTION 2.** Section 12.20.02 (Definitions) of Chapter 12.20 (PARK REGULATIONS), is hereby amended and renumbered to clarify the definition of “park” and add a definition of “tent”, to read as follows:

12.20.020 Definitions.

The following words shall have the meaning indicated when used in this chapter:

- A. “Amplified sound” means music, sound wave, vibration or speech projected or transmitted by electronic equipment, including amplifiers.
- B. “Director” means the director of parks and recreation or other person authorized by him or her, pursuant to law, to act in his or her stead.
- C. “Park” means any parkland, playground, beach, or recreational facility, including any parking lots, open space, creek, or any other area or structure accessory thereto under the operational control of the Parks and Recreation Department of the City of San Luis Obispo.
- D. “Permit” or “reservation” means written authorization for exclusive use of parks or buildings, or portions thereof, as provided for and defined by this chapter.
- E. “Tent” means any enclosed temporary physical structure that obstructs activities within the structure from public view, excluding canopies and covers that are open on all sides. “Tent” shall not include blankets, towels, mats, portable lawn chairs, unenclosed shade structures not affixed to public property, or similar items for temporary use in conjunction with otherwise lawful park use.
- F. “Vehicle” means any device by which any person or property may be propelled, moved or drawn, excepting a device moved by human power.

**SECTION 3.** Section 12.20.040 (Rules and regulations applicable in city parks.) of Chapter 12.20 (PARK REGULATIONS), is hereby amended to add a section expressly clarifying the prohibition against tents in public parks, to read as follows:

- F. It shall be unlawful for any person to erect, establish or occupy a Tent in any Park, except by express permission of the Director; in connection with a valid event permit issued by the Department; or as otherwise provided by resolution of the City Council.

**SECTION 4.** All Prior ordinances, resolutions or administrative orders relating to parks regulations are hereby superseded to the extent inconsistent herewith.

**SECTION 5.** A summary of this ordinance, together with the names of Council members voting for and against, shall be published at least five (5) days prior to its final passage, in The New Times, a newspaper published and circulated in this City. This ordinance shall go into effect at the expiration of thirty (30) days after its final passage.

**INTRODUCED** on the 13<sup>th</sup> day of April 2021, **AND FINALLY ADOPTED** by the Council of the City of San Luis Obispo on the \_\_\_\_ day of \_\_\_\_, 2021, on the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Mayor Heidi Harmon

ATTEST:

\_\_\_\_\_  
Teresa Purrington,  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
J. Christine Dietrick,  
City Attorney

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of San Luis Obispo, California, on \_\_\_\_\_.

\_\_\_\_\_  
Teresa Purrington,  
City Clerk



## Council Agenda Report

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**Department Name:** Finance  
**Cost Center:** 2001  
**For Agenda of:** May 4, 2021  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Brigitte Elke, Finance Director

**Prepared By:** Esteban Cano-Gutierrez, Financial Analyst – Infrastructure Financing

**SUBJECT:** SECOND READING OF ORDINANCE NO. 1697 (2021 SERIES)  
APPROVING THE LEVY OF THE SPECIAL TAX FOR THE SAN LUIS  
RANCH COMMUNITY FACILITIES DISTRICT

### RECOMMENDATION

Adopt Ordinance No. 1697 (2021 Series) entitled, “An Uncodified Ordinance of The City of San Luis Obispo, California, levying a Special Tax for the fiscal year 2021-2022 and following fiscal years solely within and relating to the City of San Luis Obispo Community Facilities District No. 2019-1 (San Luis Ranch).”

### DISCUSSION

#### Background

On April 20, 2021, the City Council voted 4:0:1 to introduce Ordinance No. 1697 (2021 Series), levying a special tax for the San Luis Obispo Community Facilities District No. 2019-1 (San Luis Ranch). The ordinance sets forth the special tax levy for fiscal year 2021-22 and all subsequent fiscal years and is solely applicable within the boundaries of the San Luis Ranch Community Facilities District.

#### Policy Context

The approved San Luis Ranch Specific Plan and related entitlements are consistent with the City’s adopted General Plan, and findings to that effect were made in both the original project approved in July 2017 as well as the amended project approval in August 2018. An evaluation of the project’s consistency with General Plan policies is discussed at length in Section 4.9 of the certified Final Environmental Impact Report.

The Specific Plan requires that funding mechanisms be included to ensure that public infrastructure is coordinated with future development under the plan. The formation of a CFD was consistent with this requirement. A CFD, as enabled by the Community Facilities District Act of 1982, allows a local jurisdiction to levy a special tax within a specified area to pay for public services and/ or infrastructure needed within the area.

The City's Financial Policies, under Section 9.E and F.1. outline the City's administration of land-based financing and special tax district administration.

### **Public Engagement**

The introduction of the Ordinance was part of a public hearing before the City Council and advertised on April 8, 2021. The Council Agenda of the meeting has been made public one week prior and the meetings is open to the public.

The landowners of the properties subject to the tax have been notified and provided the necessary ballots to vote on the special tax district. The vote was reported on in public session during the April 20, 2021 meeting and the special tax approval passed.

### **CONCURRENCE**

The Community Development Department concurs with the recommendations contained within this report. The landowners of the district approved the special tax levy by majority vote.

### **ENVIRONMENTAL REVIEW**

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a "Project" under CEQA Guidelines Sec. 15378.

### **FISCAL IMPACT**

Budgeted: No  
21

Budget Year: 2020-

Funding Identified: Yes

### **Fiscal Analysis:**

<b>Funding Sources</b>	<b>Current Cost</b>	<b>FY</b>	<b>Annualized On-going Cost</b>	<b>Total Project Cost</b>
General Fund	N/A			
State				
Federal				
Fees				
Other:				
Total				

There is no fiscal impact to the City related to the adoption of the Ordinance. The special tax will be levied on the land and property owners of the district and pay for the infrastructure and related bond indebtedness of the district.



## **ALTERNATIVES**

Do not conduct the second reading and adoption of the Ordinance. The City Council could choose not to adopt the proposed Ordinance, in which case the CFD process is not completed. That means the project will not move forward without the authorization to levy the special tax in the San Luis Ranch CFD to cover the bonded debt payments that will provide, among other things, funding for Prado Road Interchange.

### **Attachments:**

**a- Ordinance No. 1697 (2021 Series)**

**ORDINANCE NO. 1697 2021 SERIES**

**AN UNCODIFIED ORDINANCE OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, LEVYING A SPECIAL TAX FOR THE FISCAL YEAR 2021-2022 AND FOLLOWING FISCAL YEARS SOLELY WITHIN AND RELATING TO THE CITY OF SAN LUIS OBISPO COMMUNITY FACILITIES DISTRICT NO. 2019-1 (SAN LUIS RANCH)**

**WHEREAS**, the City Council of San Luis Obispo (the Council) conducted proceedings under and pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, as amended (Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California), and all laws amendatory thereof or supplemental thereto to form its Community Facilities District No. 2019-1 San Luis Ranch and authorized a special tax to finance certain public facilities; and

**WHEREAS**, the Council also authorized the issuance of debt to finance the facilities, and established the appropriations limit for the Community Facilities District, all as set forth in Resolution No. 10998 (2019 Series) and Resolution No. 10999 (2019 Series) adopted on April 2, 2019; and

**WHEREAS**, the Council adopted Ordinance No. 1661 (2019 Series) on April 16, 2019, to approve the levy of a Special Tax in connection with San Luis Ranch Communities Facilities District and its approved Rate and Method of Apportionment; and

**WHEREAS**, on March 16, 2021, the Council adopted its Resolution No. 11233 (2021 series) (the “Resolution of Consideration”) in which it determined to consider updating the Rate and Method of Apportionment due to substantial changes in the development; and

**WHEREAS**, on April 20, 2021 the City Council adopted a Resolution Calling a Special Mailed-Ballot Election, related to change proceedings within the San Luis Ranch Community Facilities District; and

**WHEREAS**, the landowners within the San Luis Ranch Community Facilities District have completed the ballots and return the results to the City Clerk with at least two-thirds approving the amendment; and

**WHEREAS**, in connection with the ballot results, the City Council has therefore adopted a Resolution of Change on April 20, 2021 related to the San Luis Ranch Community Facilities District Rate and Method of Apportionment; and

**WHEREAS**, the action does not constitute a “Project” under California Environmental Quality Act Guidelines Sec. 15378 and therefore they are not applicable.

**THEREFORE, IT BE ORDAINED** by the City Council of the City of San Luis Obispo does as follows:

**SECTION 1.** Pursuant to Government Code section 53340, Resolution No. 10998 (2019 Series), adopted by the City Council (the “City Council”) of the City of San Luis Obispo (the “City”) on April 2, 2019 (the “Resolution of Formation”), Resolution No. 11233 (2021 Series), adopted by the City Council on March 16, 2021 (the “Resolution of Consideration”) and Resolution No. 11239 (2021 Series) adopted by the City Council on April 20, 2021 (the “Resolution of Change” and, collectively with the Resolution of Formation and the Resolution of Consideration, the “Resolutions”), and in accordance with the Amended and Restated Rate and Method of Apportionment of Special Tax (the “RMA”) set forth in Exhibit A to the Resolution of Consideration, relating to the City of San Luis Obispo Community Facilities District No. 2019-1 (San Luis Ranch) (the “Community Facilities District”), a special tax is hereby levied on the Community Facilities District for the 2021-2022 fiscal year and for all subsequent fiscal years in the amount of the maximum special tax authorized under the Resolutions and the RMA, provided that this amount may be adjusted annually, subject to the maximum authorized special tax under the Resolutions and the RMA.

**SECTION 2.** The Finance Director of the City of San Luis Obispo or designee thereof (the “CFD Administrator”) or such other officer or staff member succeeding to the duties of the CFD Administrator with respect to the Community Facilities District, with the aid of the appropriate officers and agents of the City and without further action of the City Council, is authorized and directed (a) to determine each year the appropriate amount of the special tax (pursuant to and as provided in the Resolutions and the RMA), (b) to prepare the annual special tax roll in accordance with the Resolutions and the RMA and (c) to provide all necessary and appropriate information to the County of San Luis Obispo (the “County”) Tax Collector in proper form, and in proper time, necessary to effect the correct and timely billing and collection of the special tax on the secured property roll of the County; provided, that as provided in Section 53340 of the California Government Code, the Resolutions and the RMA, the City Council has reserved the right to utilize any other lawful means of billing, collecting, and enforcing the special tax, including direct billing, supplemental billing, and, when lawfully available, judicial foreclosure of the special tax lien.

**SECTION 3.** The appropriate officers and agents of the City are authorized to make adjustments to the Special Tax roll prior to the final posting of each Special Tax to the County tax roll each fiscal year, as may be necessary to achieve a correct match of each Special Tax levy with the assessor’s parcel numbers finally utilized by the County in sending out property tax bills.

**SECTION 4.** The City agrees that, in the event either Special Tax is collected on the secured tax roll of the County, the County may add its reasonable and agreed charges for collecting the related Special Tax from the amounts collected, prior to remitting the related Special Tax collections to the City.

**SECTION 5.** Taxpayers who have requested changes or corrections of the Special Tax pursuant to Section 8 of the RMA and who are not satisfied with the decision of the CFD Administrator (whether the CFD Administrator disagrees with the taxpayer or concludes that the City is not authorized to consider the change requested), may appeal to the City Council. The appeal must be in writing and fully explain the grounds of appeal and must be based solely on the correction of mistakes in the levy based upon the status of the property, and no other appeals will be allowed. The CFD Administrator shall schedule the appeal for consideration within a reasonable time at a City Council meeting.

**SECTION 6.** If, for any reason, any portion of this ordinance is found to be invalid, or if the special tax is found inapplicable to any particular parcel by a court of competent jurisdiction, the balance of this ordinance, and the application of the special tax to the remaining parcels shall not be affected.

**SECTION 7.** This ordinance shall take effect and be in force immediately as a tax measure; and before the expiration of twenty (20) days after its passage the same shall be published in summary, with the names of the members voting for and against the same, at least once in a newspaper of general circulation published and circulated in the Community Facilities District.

**SECTION 8.** Ordinance No. 1661 (2019 Series) adopted by the City Council on April 16, 2019, is hereby superseded to the extent it is inconsistent with this ordinance.

**INTRODUCED** on the 20<sup>th</sup> day of April 2021, **AND FINALLY ADOPTED** by the Council of the City of San Luis Obispo on the \_\_\_\_ day of \_\_\_\_\_ 2021, on the following vote:

AYES:

NOES:

ABSENT:

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Mayor Heidi Harmon

ATTEST:

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Teresa Purrington  
City Clerk

APPROVED AS TO FORM

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J. Christine Dietrick  
City Attorney

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of San Luis Obispo, California, on \_\_\_\_\_.

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Teresa Purrington  
City Clerk



## Council Agenda Report

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**Department Name:** Police Department  
**Cost Center:** 8001  
**For Agenda of:** May 4, 2021  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Brian Amoroso, Acting Chief of Police

**SUBJECT:** POLICE DEPARTMENT 2019/2020 CRIME COMPARISON AND UPDATE

### RECOMMENDATION

Receive and file the 2020 Police Department crime report.

### REPORT-IN-BRIEF

On May 4th, staff will provide the City Council with a presentation (Attachment A) and update regarding Police Department activities for 2020. This update will provide Council with information regarding community outreach, crime, police operations, homelessness, traffic, noise and downtown.

At the conclusion of 2020, the Police Department saw a 10% increase in violent crime and a 7% decrease in property crime, with a 5% decrease in Part I crime overall. The presentation that will be presented on May 4<sup>th</sup> will highlight the department's efforts with intelligence led and community policing efforts, review some of the challenges the department faced in 2020, detail some of the reasons San Luis Obispo experienced changes in crimes, discuss the Police Department's continued community outreach, review noise related calls for service, and briefly discuss some of the continued challenges faced in 2021.

At the beginning of FY 2021, police staffing was at 91.5 FTEs. Staffing remained static through 2020, however the FTEs have recently been reduced by one Cannabis Detective position (90.5 FTEs) as the City transitions Cannabis application and processing to an outside entity.

### DISCUSSION

#### **Community Outreach:**

The Police Department is incredibly fortunate to have a community in San Luis Obispo that understands many of the challenges and routinely partners with the City to foster a positive public relation and to establish a safer community. One of the Police Department's primary goals is to reduce harm. SLOPD reduce harm by reducing crime and victimization, reducing traffic collisions, and increasing multi-modal safety, strengthening our regional partnerships, strengthening the health and well-being of our employees, and strengthening the relationship with the community SLOPD serves.

To meet our goal of reducing harm by strengthening our community/police relationship, we started the PACT (Police and Community Together) in January 2017. PACT represents a committed and diverse group of community members/advocates that partner with law enforcement to affect positive social change through dialogue, education and understanding. Currently, PACT has representation from major groups representing the Jewish, Black, Latino, Muslim, LGBTQ, Interfaith, Student and Homeless/Mentally Ill communities. The police department has Officers that serve as liaisons to each of these groups, then report back monthly to each other about what each group is working on. The liaisons connect with and learn about their respective communities, then serve as a conduit between the police department and the community. Additionally, the community works with law enforcement to develop training that is important for law enforcement to experience, and in turn, SLPD can educate them about policing.

In 2020, SLOPD continued the partnership with the Homeless Services Oversight Council (HSOC), Transitions Mental Health, County Behavioral Health, and the Sheriff's Office to address concerns surrounding homelessness and impacts within our community. The HSOC has proven to be a successful endeavor as the department all look for reasonable, fair, and common-sensed solutions to homelessness county-wide.

Lastly, police officers assigned to neighborhoods continued to attend neighborhood outreach meetings to discuss current issues and neighborhood safety. Outreach was already in place, such as the neighborhood officer program, neighborhood outreach and civility effort and Cal Poly partnerships, and those have and will continue to grow. The COVID-19 pandemic created challenges in the neighborhoods as many families social distanced by staying at home and the public health orders prohibited gatherings for most of the year. SLOPD anticipates that the second half of 2021 will be a busy time as life returns to normal activity.

### **Crime:**

Overall, SLOPD has had continued success with intelligence led policing efforts. The City of San Luis Obispo experienced an unprecedented increase in crime since 2015 (21% from 2014 to 2015), and that trend continued in 2016 (11% from 2015 to 2016). After starting a part time crime analyst in 2017, SLO realized a 13% reduction in Part I crime from 2016 to 2017. Based on the success of the part-time Public Safety Analyst, the Council authorized and funded a fulltime benefited position, which began in early 2019. The Department's Crime Analyst has continued to focus attention on high-crime places and high-rate offenders to effectively reduce crime within the community. The analyst continues to help SLOPD staff and officers understand when, where, and how to focus limited resources, as well as how to evaluate the effectiveness of the strategies. Sound public safety analysis has been paramount to the success. In 2020, the Crime Analyst continued to work closely with City GIS to further refine the weekly crime reports and dashboard to convey near real-time analysis of violent and property crimes, interactive mapping, and case summaries. This dashboard has been very successful and was made available to the public in 2020 via the City's website.

By the end of 2020, SLO realized a 10% increase in violent crime and a 7% decrease in property crime, with a 5% decrease overall. Throughout 2020, SLOPD saw an 11% decrease in the number of reported sexual assaults over 2019. The trend reflects the results of the pandemic and is likely attributed to a lack of dating and celebratory opportunities due to the public health orders and the closure of the restaurant and bar scene for a large portion of the year.

In 2020 SLOPD saw a 9% increase in the number of residential burglaries, while commercial burglaries saw a slight 1% decrease. This is likely due to the pandemic with persons spending more time at home and less activities in commercial districts and establishments.

SLOPD continued to receive complaints regarding adverse homeless behavior in the downtown, City parks and other facilities and in the creeks and open space. Many of these behaviors can be attributed to substance abuse, mental illness, or a combination of both. In 2018 SLOPD added a full-time mental health specialist to the Community Action Team (CAT). Transitions Mental Health Association (TMHA) was awarded the contract from County Behavioral Health and worked with SLOPD to hire John Klevins. At the conclusion of 2020, after a second year of collaboration, SLO downtown had a 23% decrease over 2019 in calls for service and a 16% reduction in Downtown Homeless calls for service.

The COVID-19 pandemic is directly responsible for many of the call for service and crime trends seen in 2020. The City of San Luis Obispo was all but shut down for several months, which resulted in reduced calls for service, especially downtown. During the height of the pandemic, officers were responding to priority calls for service, but were not conducting proactive enforcement as the Police Department balanced continued enforcement with the need to maintain a healthy officer core to respond to emergencies. Conversely, officers responded to numerous public health calls regarding business operations, social gatherings, and mask regulations. The Police Department has continued to work closely with Code Enforcement and City Leadership to educate the public as to the evolving orders, rules and regulations as they relate to COVID-19.

Although starting the year fully staffed, the department suffered a decrease in staffing due to retirements, COVID leave including quarantine and illness, and numerous long-term on-duty injuries. Several specialty units have been operating at a reduced staffing level including CAT, Special Enforcement Team (SET) and the Traffic Unit.

Hiring to fill vacancies has continued to be extremely challenging for the Police Department. Like many law enforcement agencies, the department is having difficulty recruiting lateral employees. Hiring/retention continues to be a major challenge for both sworn officers and civilian communications personnel.



SLOPD has completed a recruitment video, strengthened the outreach on Social Media and within communities outside of SLO County, and implemented a hiring bonus for out of county laterals. Despite these efforts, the department saw several Officers accept jobs at other Law Enforcement agencies. SLOPD anticipates sending up to six new cadets to the Police Academy in June 2020 with an expected graduation of 12/2020.

## PART 1 CRIMES

### Violent Crime

	2019	2020	
	1st Half		% change
Homicide	0	0	0%
Rape	18	19	5%
Robbery	17	17	0%
Agg. Assault	58	73	26%

Total 1st Half	93	109	17%
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	2nd Half		% change
Homicide	0	1	100%
Rape	21	18	-14%
Robbery	17	11	-35%
Agg. Assault	56	66	18%

Total 2nd Half	94	96	2%
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Total Year Violent	187	205	10%
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### Property Crime

	2019	2020	
	1st Half		% change
Commercial Burglary	104	84	-19%
Residential Burglary	51	40	-18%
Theft from Vehicle	243	184	-24%
Stolen Vehicle	27	46	70%
General Theft	493	392	-20%

Total 1st Half	918	746	-18%
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	2nd Half		% change
Commercial Burglary	69	87	26%
Residential Burglary	53	73	38%
Theft from Vehicle	191	208	9%
Stolen Vehicle	47	71	51%
General Theft	460	435	-5%

Total 2nd Half	820	874	7%
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Total Year Property	1738	1620	-7%
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	2019	2020	% Change
Total Part I Crime	1925	1825	-5%

## Police Operations:

### Records:

In the Records Division, the number of reports processed went from 6,828 in 2019 to 5,685 in 2020. (17% decrease) The number of citations processed by the Records Division decreased from 4,683 in 2019 to 3,215 in 2020. (31% decrease) The number of Public Records Act requests increased, from 61 in 2019 to 66 in 2020.

**Property:**

In the Property Division, the number of Evidence Items booked increased from 7,294 in 2019 to 7,551 in 2020. (3.5% increase) Discovery Orders processed increased from 666 in 2019 to 939 in 2020. (41% increase). WatchGuard video recorded decreased from 74,294 in 2019 to 54,877 in 2020. (26% decrease) WatchGuard Video/Cases booked in as evidence increased from 1083 in 2019 to 1253 in 2020. (16% increase) The numbers are by case number, not by the number of videos in each case, which can be upwards of 10-15 videos per case.

**Dispatch:**

In the Communications Center staff saw an increase regarding the number of calls into the center. The number of calls received decreased by 6%, from 111,193 in 2019 to 104,636 in 2020. Calls for service increased by 1% from 37,943 in 2019 to 38,289 in 2020. Dispatch has had several vacancies throughout 2020 due to retirements and resignations. The department recently started training one new Dispatcher and a second is expected to complete the hiring process by the end of May 2020.

**Investigations:**

In the Investigations Bureau, the number of cases assigned for follow up by an Investigator went up from 276 in 2019 to 303 in 2020. (10% increase). The Special Enforcement Team (SET – four Officers) has been staffed at 75% capacity for 2020, and they have handled multiple complex investigations and special enforcement objectives including the resolution of a house in the downtown causing significant disruption to the neighborhood due to illegal narcotic activity. In 2020, the Investigations Bureau also had three of the five investigator positions turnover and start new in the unit, requiring additional training time to become a proficient investigator.

**Staffing:**

During 2020, the Police Department lost approximately 16,716 hours due to illness, vacation, on-duty injuries, and other assorted leave types. This total equates to a loss of eight officers for the year. The average uniformed officer handles roughly 900 calls for service per year assuming full staffing levels.

**Homelessness:**

This past year the police department responded to numerous complaints regarding the increase in transient camp occupancies and locations. In addition, City Park facilities have become an area of concern as homeless individuals have attempted to camp in the parks, erecting tents and other structures. The Community Action Team, City Rangers and patrol officers increased their presence in known transient camp locations and parks to enforce violations committed in their presence. The challenge law enforcement often faces is when there is no law or city code violation being committed, but there is considerable nuisance behavior. Being homeless in a space open to the public is not a crime. SLOPD has continued to educate and encourage the public and business owners to contact the police department when they observe violations being committed.

COVID-19 created additional challenges throughout the year as several court rulings and statewide guidelines prevented the booking of low-level offenders in County Jail and halted most of the camp cleanups, causing friction between homeless individuals and advocates and other city residents.

In evaluating calls for service pertaining to the homeless population during 2020 (to include contacts as suspects, victims or witnesses) these contacts increased by 312 for a total increase of 4% compared to 2019. In 2020 the police departments overall calls for service increased by the same 4%. Homeless related calls for service accounted for 22% of all calls for service citywide, equal to the percentage last year.

### **Traffic:**

The Police Department saw a significant systemic decrease in traffic related issues for 2020. Vehicle collisions decreased by 51%, pedestrian involved collisions decreased 39%, and collisions involving bicycles decreased 48%. SLOPD has continued to focus on public outreach related to bicycle safety and primary collision factors related to these accidents. The reduction in vehicle, pedestrian, and bicycle collisions in 2020 correlates to the COVID-19 pandemic and the stay-at-home order and shutdown of most businesses and services throughout the City.

In 2020, SLOPD received a grant through the Office of Traffic Safety (OTS) which funded 10 saturation patrols, 4 traffic enforcement operations, 4 distracted driving operations, 2 bicycle/pedestrian operations and one DUI Checkpoint. Most of the OTS grant activities were modified to solo patrol activities to comply with COVID-19 restrictions and ensure the safety of our staff. Traffic and patrol continue to collaborate with Public Works to examine collision prone locations in our City to address through education, enforcement, and engineering efforts. In 2020, there was a 38% decrease in traffic citations issued and a 44% decrease in warnings. In 2020 there were 5,155 traffic stops completed, compared to 8,853 in 2019, a 42% decrease. One traffic Officer position was vacant due to staffing for the entirety of 2020, and the department had severely limited staffing and proactive patrols due to the COVID-19 pandemic. These factors drastically reduced the amount of time and effort our Officers spent on traffic enforcement. DUI arrests decreased by 50% in 2020, from 226 to 114, largely attributed to the extended shutdown of the bars and restaurants in the City. Although the reduction in collisions and DUI's is great news, the numbers are likely to rise significantly in 2021 as the City experiences a more "normal" year in terms of population and visitors.

### **Noise:**

Party related noise complaints increased by 24% in 2020. This increase marks the first year that SLOPD has seen an increase after three straight years of decreases and an all-time low in party related noise complaints since tracking began in 1998. This increase is attributed to a variety of factors, primarily the suspension of the party registration program and factors related to COVID-19. 2020 saw many residents sheltering and working from home and generally spending much more time in the residence.

With more people being at home, there was a greater likelihood of noise being generated and a lower tolerance for noise as residents followed the public health guidance to prevent the spread of the virus.

The Police Department continued efforts building upon past initiatives and campus partnerships. Police Department staff continued to participate in a virtual summer orientation for incoming Cal Poly Freshmen and parents. These virtual presentations provided staff with the opportunity to “front load” incoming students and their supporters with information on living in SLO, city laws that are important to know and how to stay safe. Although most classes were virtual in 2020, there were many students that moved back to San Luis Obispo for the year but attended classes online.

Neighborhood officers continue to be engaged in community outreach, providing education, and conducting problem-oriented policing at locations before calls for service are generated. Neighborhood officers also visit properties that have had multiple noise violations to help educate residents and encourage wise social event planning.

A wide variety of messaging methods are used by the police department to reach residents: social media ads, doorhangers, posters/flyers, e-blasts, presentations, media releases and participation in the Student Community Liaison Committee (SCLC).

Lastly, the partnerships with Cal Poly and Cuesta College continue to provide many more opportunities for the noise and neighborhood wellness messaging. Information shared is dispersed through many different avenues including, student government, housing, Greek life, athletics, clubs, and off-campus programs.

### **Downtown:**

Downtown calls for service decreased by 23% in 2020. As previously mentioned, the department operated with several shortages in Motors and CAT units for portions of the year. Downtown will continue to be a priority for Bicycle Officers, CAT and all of patrol. In 2020, the department saw a 30% decrease in officer-initiated calls and a 45% decrease in downtown officer-initiated calls, which is directly attributed to the COVID-19 related shutdown and our direction to Officers to minimize proactive contact with the public to ensure emergency response readiness. Officers worked over 70 protests, rallies and marches throughout the year, ensuring public safety and the protection of the freedom of speech and freedom of assembly.

Downtown officers continue to utilize crime prevention through environmental design techniques while partnering with Public Works and local businesses to improve conditions such as lighting, landscape, building maintenance, fencing, programming, and traffic flow. By addressing some of these issues the city and local businesses can deter criminal activity. Currently there are 17 public cameras placed throughout the City, with the majority used in the downtown core and City parks, and three new cameras added this year covering the Jennifer St bridge and the new safe parking area next to the Railroad Museum.

**Conclusion:**

2020 proved to be an extremely challenging year for Law Enforcement as the department had to balance providing emergency services, maintaining a safe work environment for our employees, educating, and enforcing constantly changing public health order regulations and supporting community needs including several months of protests and rallies. Our staff has worked tirelessly throughout the year to ensure San Luis Obispo is safe and ready to rise out of the pandemic well-positioned for recovery.

Crime will continue to be a major priority for SLOPD. After significant increases in crime that peaked in 2016, the implementation of numerous crime reduction initiatives and community programs have resulted in a 19% decrease in Part 1 crime over the last 4 years. Property crimes continue to be a significant issue within the city, and throughout the state. Theft from unsecured vehicles and residences continue to be a problem within the city. Continued education has helped with decreasing the trend, which SLOPD will continue throughout 2021. These measures will include directed patrols targeted at problem locations, utilization of stings and undercover operations to catch criminals engaged in or looking for crimes of opportunity and using print media, social media, and community meetings to educate our citizens to reduce victimization and increase awareness.

**PUBLIC ENGAGEMENT**

The public will be allowed to submit comments in writing prior to the meeting regarding this item. No other public engagement was completed.

**CONCURRENCES**

None.

**ENVIRONMENTAL REVIEW**

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a "Project" under CEQA Guidelines Sec. 15378.

**FISCAL IMPACT**

Budgeted: Yes  
2020-21

Budget Year: 2019-20 &

Funding Identified: Yes

The Police Department is funded through the General Fund's annual budget appropriation adopted by the City Council. All efforts within the report are covered through the annual program allocations as outlined in the City's Financial Plan.

## **ALTERNATIVES**

***The City Council could choose not to receive and file the report.*** This is not recommended as the report provides a record of key crime related statistics and trends that are important for policy makers and the public to be aware of in our community.

### **Attachments:**

**a - COUNCIL READING FILE - 2020 Crime Update**



# Police Department

*2019/2020 Crime Report*



CITY OF SAN LUIS OBISPO

# Current Projects

- | Supporting COVID-19 recovery operations
- | Continue working with Community Partners on Homeless Issues
- | Supporting Major City Goals including Diversity, Equity and Inclusion, Downtown Vitality and Climate Action
- | Focus on reducing harm
- | Develop a new roadmap for the Police Department under Chief Rick Scott





# Accomplishments

- i COVID-19 Response/EOC Operations
- i Protest Management
- i Cannabis Detective and New Business Integration - Transitioned to private entity
- i Compstat – New public facing dashboard and mapping with GIS for near real-time crime statistics and trends
- i Support Downtown recovery efforts with Foot Patrols for holiday and other seasonal activations
- i Mobile City EOC trailer completed
- i Overall Part I Crime reduction 5% and lowest in 6 years



# Violent Crime in CA 2019

- i Murder, Rape, Aggravated Assault, Robbery
- i Violent Crime in SLO increased 10% in 2020 compared to 2019, driven solely by increases in aggravated assault (139 total, 50 transient related)
- i Violent Crime CA – 4.3/1000
- i Violent Crime SLO 4.4/1000



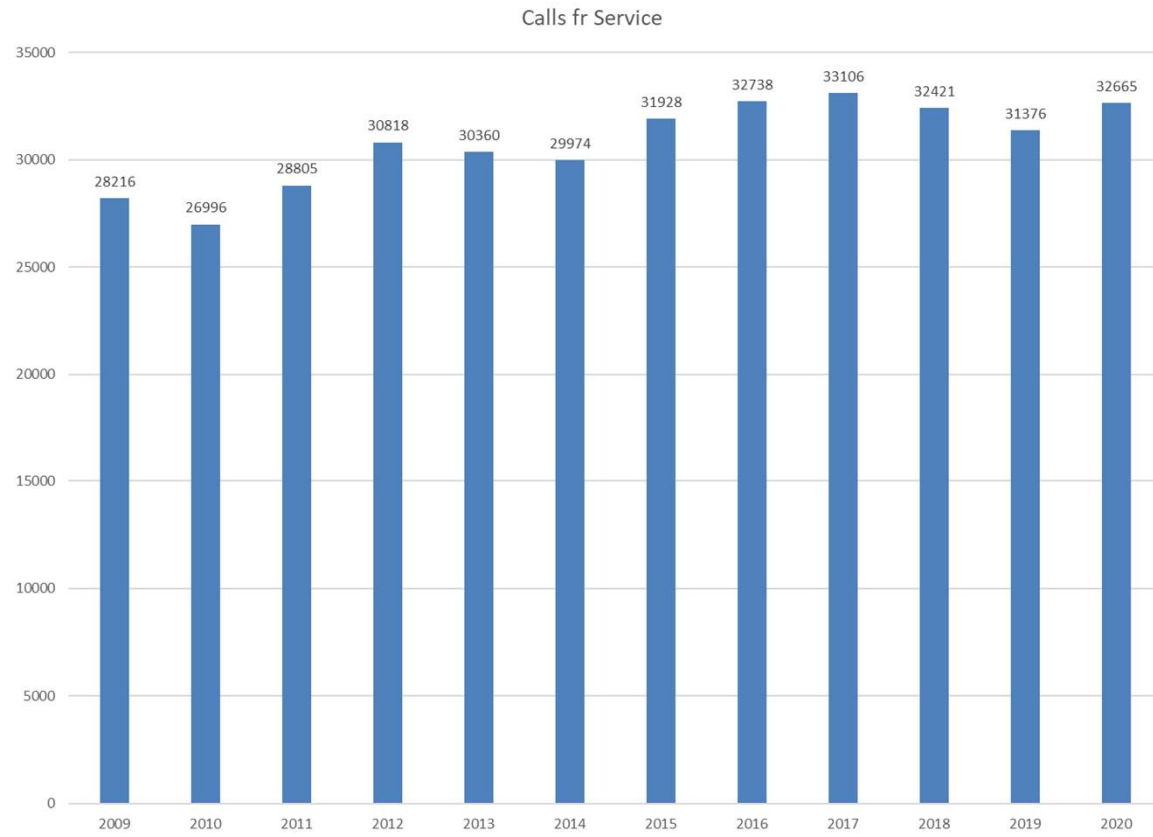
# Property Crime in CA 2019



- i Residential, Commercial and Vehicle Burglary, Theft, Vehicle Theft
- i The property crime rate in SLO decreased 7% from 1738 in 2019 to 1620 in 2020.
- i SLO Property crime percentages in 2020 are 75% larceny (theft and vehicle burg), 18% burglary, 7% auto thefts.
- i Property Crime CA 22.7/1000
- i Property Crime SLO 34.4/1000



# Total Calls for Service 2009 - 2020



Calls for service have increased 21% in the past 10 years.

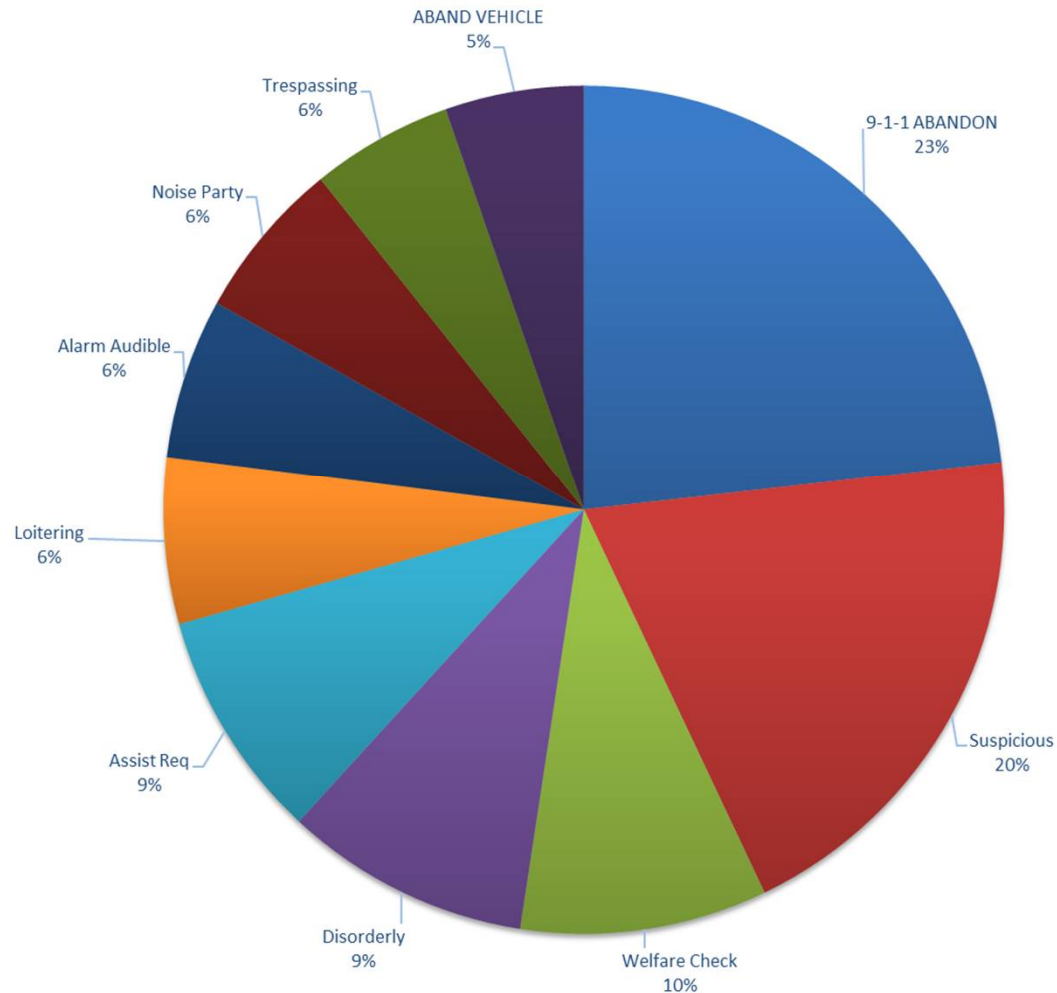


CITY OF SAN LUIS OBISPO



# 2020 Call for Service by Type

2020 Calls for Service Top 10 call types



# Crime Comparison

## 2019 / 2020



	2018	2019	%Dif	2020	%Dif
Murder	1	0	-100%	1	100%
Rape	51	39	-24%	37	-5%
Robbery	33	34	3%	28	-18%
Agg. Assault	103	114	11%	139	22%
Burglary	244	277	14%	284	3%
Larceny	1493	1387	-7%	1219	-12%
Motor Veh. Theft	74	74	0%	117	58%
Part 1 Violent	188	187	-.5%	205	10%
Part 1 Property	1811	1738	-4%	1620	-7%
Total Part 1	1999	1925	-4%	1825	-5%



## Traffic - 2019 / 2020

	2018	2019	%Dif	2020	%Dif
Collisions	527	588	12%	288	-51%
Pedestrian	28	31	11%	19	-39%
Bike	47	44	-6%	23	-48%
Traffic Cites	5003	4090	-18%	2522	-38%
Pedestrian	707	610	-14%	287	-53%
Bike	415	230	-46%	157	-32%
Warnings	5221	4763	-9%	2633	-45%
DUI Arrests	329	226	-31%	114	-50%



# Noise

## 2019/2020

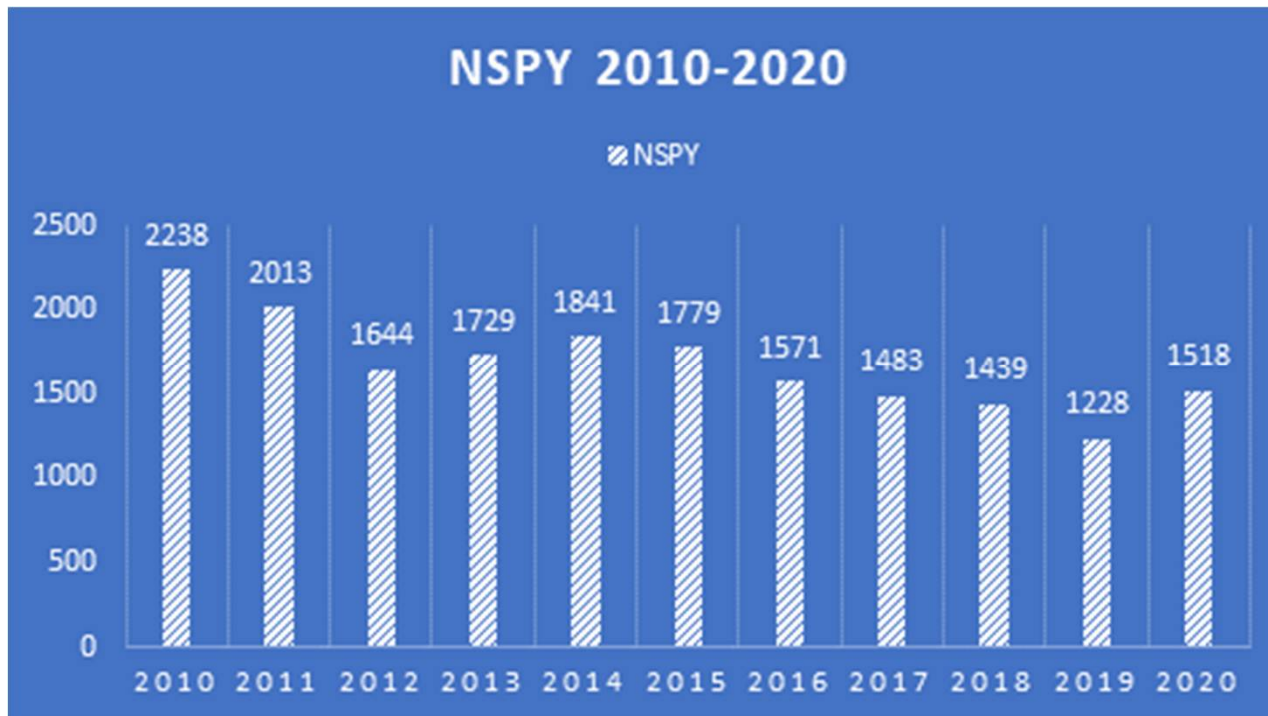


	2018	2019	%Dif	2020	%Dif
Noise Complaints	1439	1228	-15%	1518	24%
Cites	204	149	-27%	337	126%
DACS	363	376	4%	96	-74%
UTL	140	113	-19%	146	29%
Neg. Violation	681	559	-18%	951	70%
Landlord Cites	97	84	-9%	65	-23%





# Noise Complaints Past 10 Years



# Party Registration Since Inception

Year	Submitted	Approved	Denied	Warning Call	Citation
2017*	35	24	11	5	0
2018	115	99	27	9	1
2019	339	242	91	38	3

\*program launched in May 2017

APPLICATIONS REC'D	339
APPROVED	242
DENIED	91
• LATE SUBMITTAL	33
• PREMISED	35
• COMMON AREA	3
• NOT IN CITY	1
• DAY REQUESTED NOT ELIGIBLE	18
• 2 PRIOR PHONE WARNINGS	1
PHONE WARNINGS	38
CITATIONS ISSUED	3



CITY OF SAN LUIS OBISPO

# Covid Crime Comparison



Crime	381 Days Pre-COVID 2/28/2019 to 3/15/2020	381 Days Post-COVID 3/15/2020 to 3/31/2021	% Change
Auto Burglary	419	468	11.69 %
Burglary - Non Residence	125	181	44.8 %
Burglary - Residence	106	109	2.83 %
Theft - Other	999	859	-14.01 %
Vehicle Theft	92	161	75 %
<b>Total Property</b>	<b>1741</b>	<b>1778</b>	<b>2.13 %</b>
Aggravated Assault	122	139	13.93 %
Homicide	0	1	100 %
Rape	46	34	-26.09 %
Robbery	39	26	-33.33 %
<b>Total Violent</b>	<b>207</b>	<b>200</b>	<b>-3.38 %</b>
<b>Total Crime</b>	<b>1948</b>	<b>1978</b>	<b>1.54 %</b>



# Homeless SLO

## *City & County*

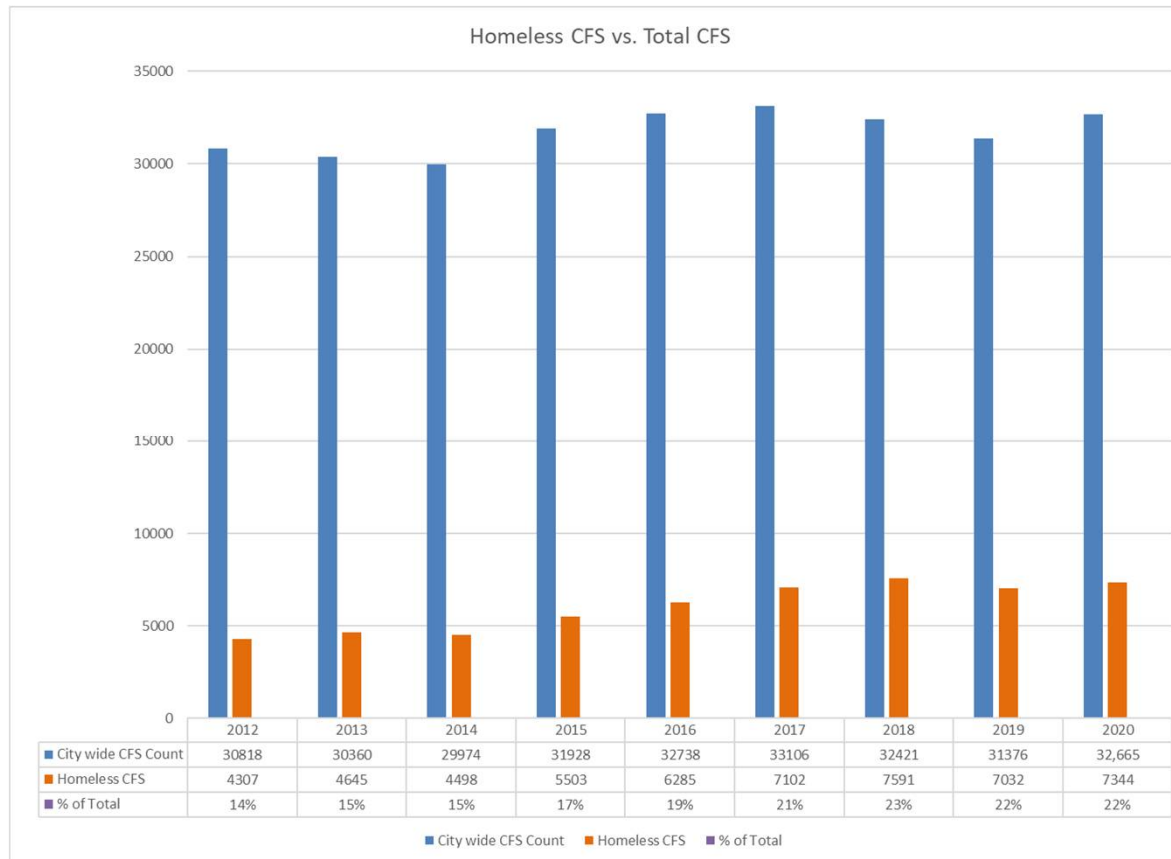


SLO City	2015	2017	%Dif	2019	%Dif
Sheltered	158	189	20%	156	-17%
Unsheltered	324	222	-31%	326	47%
Total	482	411	-15%	482	17%
SLO County	2015	2017	%Dif	2019	%Dif
Sheltered	392	345	-12%	311	-10%
Unsheltered	1123	780	-31%	1172	50%
Total	1515	1125	-26%	1483	32%

\* Homeless point in time count completed every two years



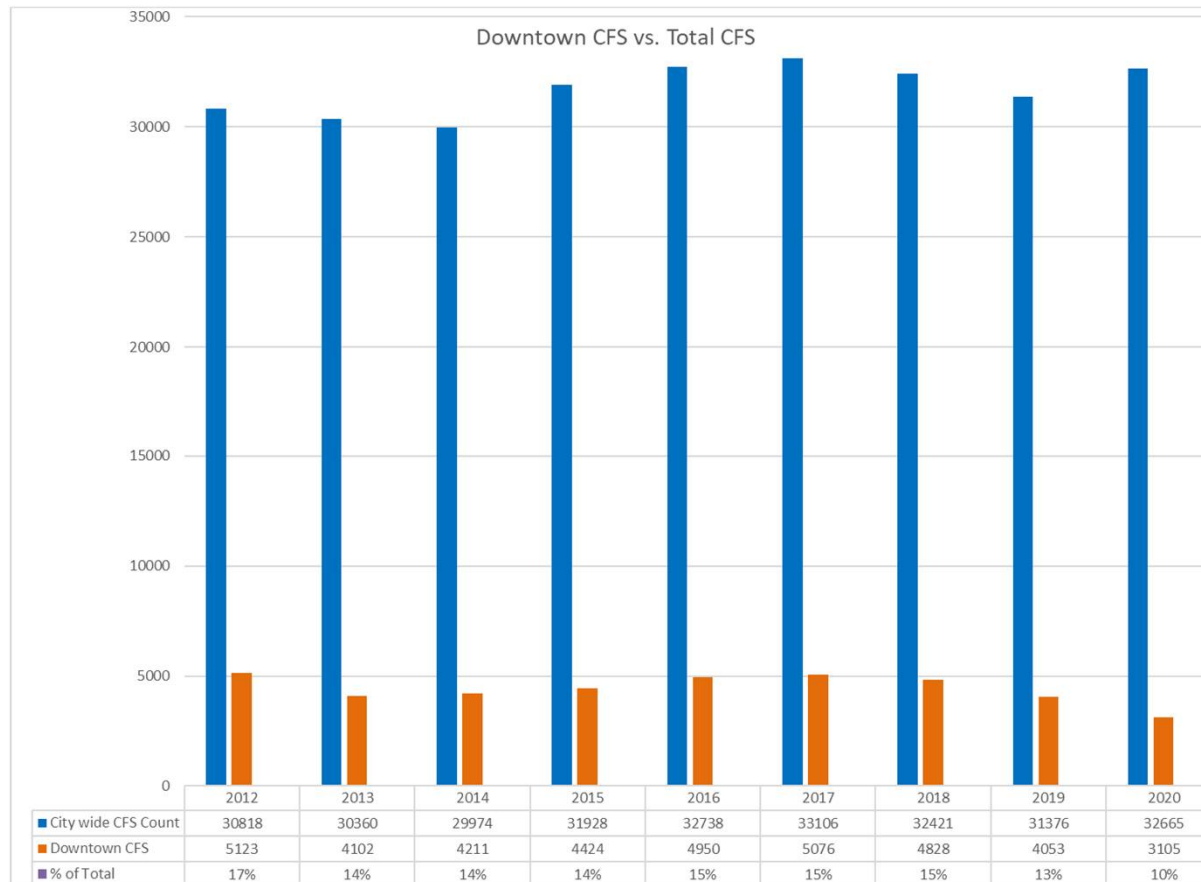
# Homeless Calls for Service



**2020 – 22% of Citywide CFS**  
**In 2020 there was a 4% increase from**  
**2019 in both CFS and Homeless CFS**



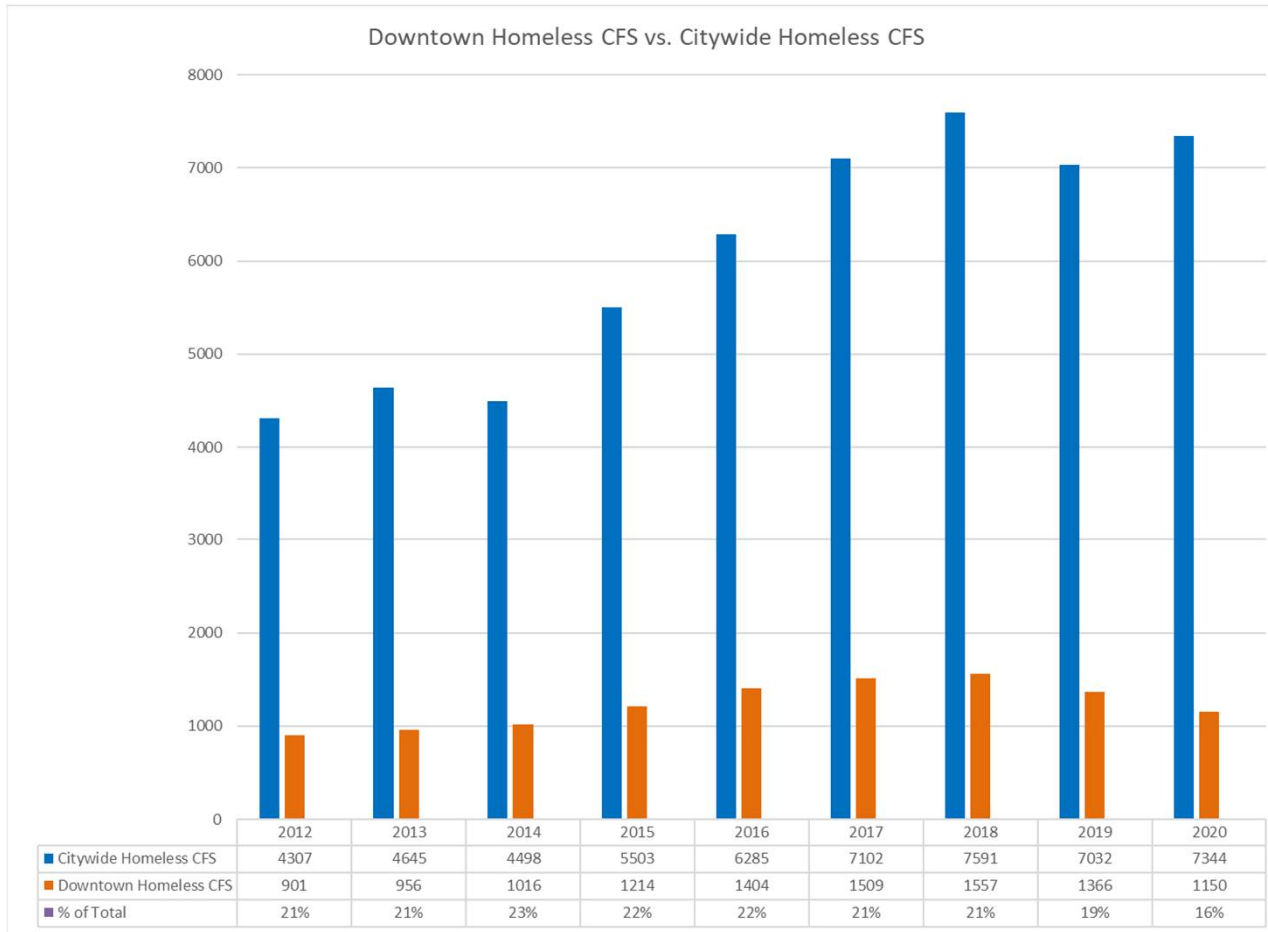
# Downtown Calls for Service



**2020 – 10% of Citywide CFS**  
 In 2020 there was a **23% decrease** from 2019



# Homeless CFS vs. Downtown Homeless CFS



In 2020 16% of all Homeless Calls for Service occurred in Downtown



# Community Action Team (CAT) Social Worker

John Klevins completed his first year with CAT 09/2018 to 01/2021

- | Over **1,018 individuals engaged**
- | **258 of new contacts have engaged in Behavioral Health Programming**  
(mental health or substance abuse)
- | **151 accepted assistance** in getting off the streets.
  - | Relocation to Prado
  - | 70 Now Program
  - | Family Reunification
  - | Drug & Alcohol Programs
- | 103 Family Reunifications
- | 67 In-Home Family Interventions
- | 48 Inmate Assistance @ County Jail
- | 137 Bicycles provided to 40 Prado
- | 27 Presentations/Trainings provided to various employee groups and organizations
- | 4 Cal Poly Internships
- | 1500+ Non-Perishable Food Sacks Provided





# Mental Health Related Calls for Service

	Calls	Transported	%Transported
2016	288	88	31%
2017	303	111	37%
2018	207	103	50%
2019	252	119	47%
2020	282	128	45%

2019/2020 - 12% increase



# Current Challenges

- | COVID-19 Fatigue (both community and Department)
- | Meeting continually changing needs
- | Time required to hire and train new Officers to solo status (overtime, over hires, lost time, IOD)
- | Homeless and transient impacts
- | Crime and nuisance
- | Increased special events/protests



# Notable Pending Legislation

- | AB17, AB60 - Peace Officers: Disqualification from Employment
- | AB26 - Use of Force
- | AB48 - Kinetic Energy Projectile and Chemical Agents
- | AB57 - Hate Crime – DOJ Review
- | AB89 - Minimum Age Qualifications (25 or degree)
- | AB655 - Law Enforcement Accountability Reform Act
- | AB718 - Investigations of Officer Misconduct (Cunningham)
- | AB958 - Prohibition of Law Enforcement Cliques
- | AB1451 - Obstruction of Justice (Anti-Doxxing Bill)





# QUESTIONS?





## Council Agenda Report

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**Department Name:** Parks & Recreation  
**Cost Center:** 7001  
**For Agenda of:** May 4, 2021  
**Placement:** Study Session  
**Estimated Time:** 90 minutes

**FROM:** Greg Avakian, Parks and Recreation Director  
**Prepared By:** Shawna Scott, Senior Planner

**SUBJECT:** STUDY SESSION ON THE PUBLIC DRAFT PARKS + RECREATION BLUEPRINT FOR THE FUTURE: 2021-2041 (PARKS AND RECREATION PLAN AND GENERAL PLAN ELEMENT UPDATE)

### RECOMMENDATION

1. Receive a presentation on the Public Draft Parks + Recreation Blueprint for the Future: 2021-2041 (Parks and Recreation Plan and General Plan Element Update) (Attachment A); and
2. Provide comments and direction to staff to guide the Final Draft Parks + Recreation Blueprint for the Future: 2021-2041 (Parks and Recreation Plan and General Plan Element Update).

### REPORT-IN-BRIEF

The City Parks and Recreation Department has prepared the Public Draft Parks + Recreation Blueprint for the Future: 2021-2041 (Parks and Recreation Plan and General Plan Element Update) (Plan Update) to guide the future of parks and recreation in the City for the next twenty years. This report provides an overview of the Public Draft Plan Update. The current Parks and Recreation Master Plan and Element (2001) is proposed to be replaced in its entirety by the Plan Update. One notable and important change with the Plan Update is that it addresses urban parks and recreation, and no longer includes plans or policies related to the City's Open Space, which is appropriately addressed in the City's Conservation and Open Space Element (adopted in 2006). The purpose of this study session is to invite comments, questions, and general input on the Public Draft Plan Update from the City Council and the public. The Plan Update is scheduled to return to the City Council for consideration and potential adoption on July 6, 2021.

The Public Draft Plan Update and Public Draft Initial Study/Negative Declaration are provided as Council Reading Files (Attachments A and B) and the Public Draft Plan Update is available for public review at <https://www.slocity.org/government/departments-directory/parks-and-recreation/parks-and-recreation-plan-and-element-update>.

## DISCUSSION

### Background

In 2017, the City Parks and Recreation Department initiated the update to the City's Parks and Recreation Element of the General Plan and the Parks and Recreation Plan (Plan Update).

On November 7, 2017, the City Council approved the Project Plan for the Plan Update, and a consultant team led by WRT was selected in February 2018 to support staff. In April 2018, the Parks and Recreation Commission (PRC) approved the Community Engagement Plan<sup>1</sup> for the project, and the Plan Update has been informed by three years of public outreach and comment, public workshops and forums, a statistically valid survey, and focused review by Parks and Recreation and Planning staff and the PRC. The Plan Update will be an essential guide for parks and recreation in San Luis Obispo, while also serving as the General Plan Parks and Recreation Element; goals and policies are embedded in the City's larger blueprint for future growth and change. The Plan Update also serves to support, supplement, and advance the goals of the City's *Climate Action Plan for Community Recovery*<sup>2</sup>, *Active Transportation Plan*<sup>3</sup>, and *Recommendations to City Council for Advancing Diversity, Equity, and Inclusion in the City of San Luis Obispo*<sup>4</sup>. Implementation of the Plan supports and strives to ensure that City's parks, facilities, and programs will be inclusive, safe, and accessible to all people.

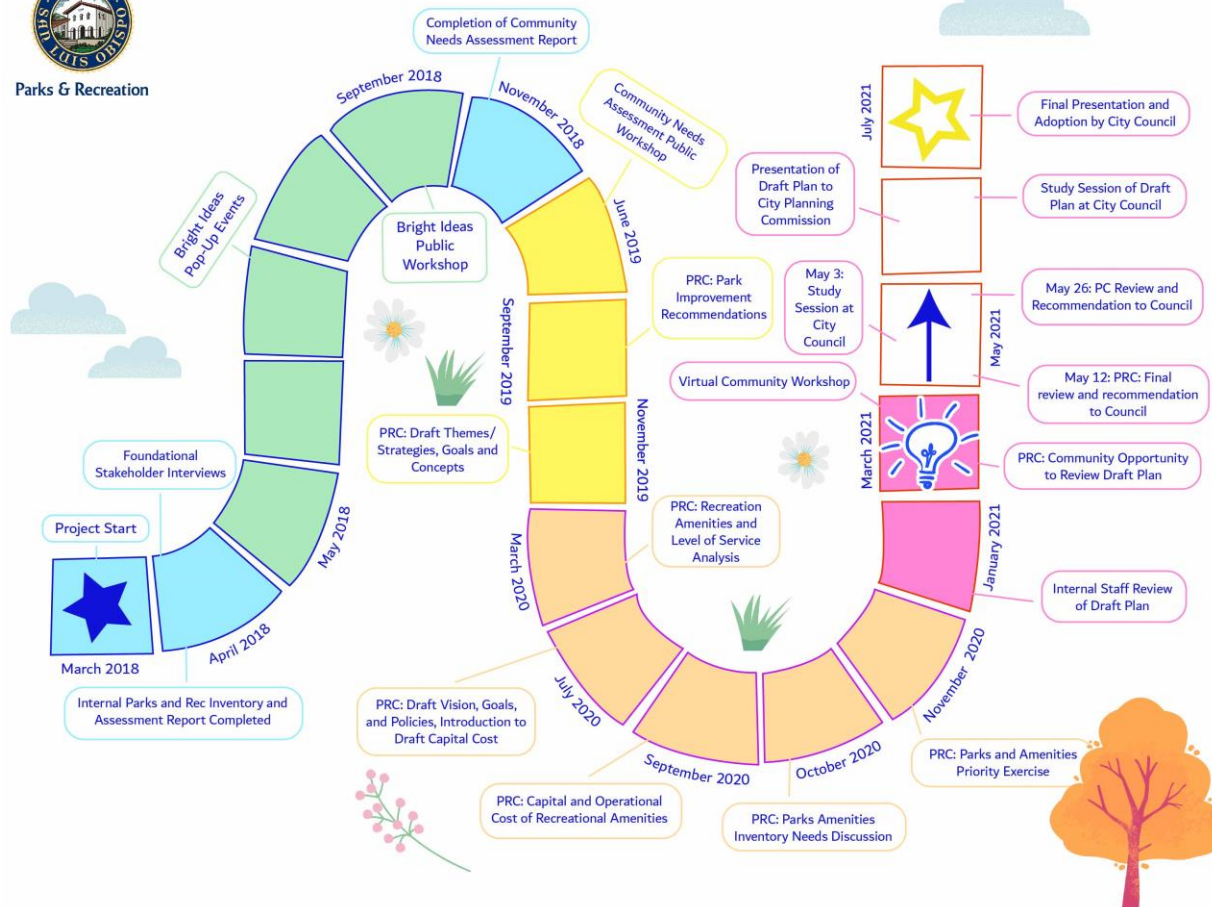
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<sup>1</sup> Approved by the Parks and Recreation Commission in April 2018, [available here](#).

<sup>2</sup> Climate Action Plan for Community Recovery (August 2020), [available here](#)

<sup>3</sup> Active Transportation Plan (February 2021), [available here](#)

<sup>4</sup> Recommendations to City Council for Advancing DEI (January 2021), [available here](#)



## Park and Recreation Needs

The City currently has 205.6 acres of parkland, including 99.7 acres of Community Parks, 34.7 acres of Neighborhood Parks, 7.9 acres of Mini Parks, and 63.3 acres of recreational centers and special facilities. Proposed park acreage standards require a minimum of 10 acres of parkland per 1,000 residents, including five acres of Neighborhood Parks per 1,000 residents. For reference, the City's 2018 Capital Facilities Fee Nexus Study calculated the park level of service at 4.18 acres per 1,000 residents or 2.69 acres per daytime service population.<sup>5</sup>

Looking ahead, the City would need an additional 361 acres of parkland to meet the park acreage standard in 2035, inclusive of 249 acres of Neighborhood Parks, based on resident population estimates in the City's General Plan (56,686) (Attachment A, Appendix C, *Community Needs Assessment Table 2-6, San Luis Obispo Park Acreage Standards and Level of Service*). An additional 677 acres of parkland would be needed if the same standard is applied to the estimated 2035 daytime (service) population of 88,286.<sup>6</sup>

<sup>5</sup> The identified level of service included existing parks and facilities, and did not include planned parks identified in adopted Specific Plans (Capital Facilities Development Impact Fee Nexus Study, 2018)

<sup>6</sup> Daytime (service) population identified in the Capital Facilities Development Impact Fee Nexus Study, 2018)

Implementation of currently approved parks within adopted Specific and Development Plans (Avila Ranch, Orcutt Area Specific Plan, Froom Ranch Specific Plan, and San Luis Ranch Specific Plan) would provide 41 acres of parkland. This will contribute to the total acreage of parkland in the City, resulting in total park acreage of 246, with a remaining gap of **320 acres** needed to serve the estimated resident population in 2035. An additional **636 acres** of parkland would be needed if the 2035 daytime population is considered. The recommended park acreage standard is ambitious and aspirational, and these gaps highlight the need for multi-use, multi-generational, and multi-ability amenities within parkland and facilities, in addition to the identification of new parkland within the City.

Known planned amenities within Specific Plan areas are identified in *Table 1. Specific Plan Parkland Amenities* below.

**Table 1. Specific Plan Parkland Amenities**

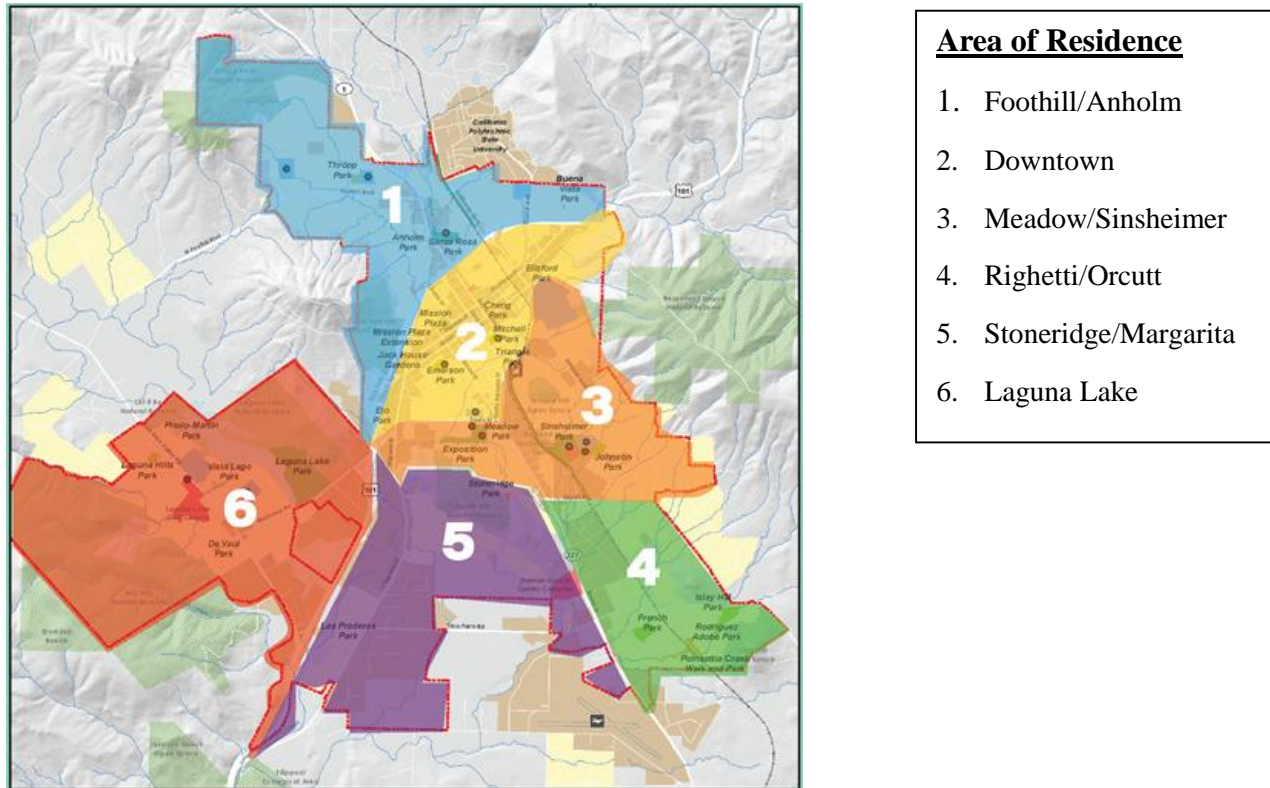
<b>Amenity Type</b>	<b>Specific Plan – Planned Amenities</b>
Diamond Athletic Fields (Youth)	1 - Avila Ranch
Rectangle Athletic Fields	3 – Orcutt Area 1 – Avila Ranch
Outdoor Basketball Court	1 – Avila Ranch (full court) 3 – Avila Ranch (half court) 2 – San Luis Ranch (half court) 1 – Orcutt Area (full court)
Tennis Court	4 – Orcutt Area 2 – Avila Ranch
Playground/Tot Lot	7 – Avila Ranch 2 - San Luis Ranch 3 - Orcutt Area
Dog Park/ Off-leash Dog Area	1 – Avila 1 – Orcutt Area
Pickleball Court	6 – Orcutt Area 2 – Avila Ranch
Group Picnic Areas	1 – Orcutt Area 1 – Avila Ranch (BBQ)

In order to determine base needs for City park facilities and amenities, staff worked with the project consultant team (WRT and PROS) to assess the current level of service for park facilities and amenities based on the 2017 estimated resident and daytime populations, and the 2035 estimated resident and daytime populations. This assessment considered a list of key amenities based on the City's current inventory, planned amenities identified in Specific Plan areas (see *Table 1. Specific Plan Parkland Amenities*, above), input from the public and the PRC, consideration of recreational trends, and recommendations identified in the Community Needs Assessment.



In addition to overall need, the Plan Update assessed needs based on identified sub-areas within the City (refer to *Figure 1. City Sub-Areas*), with a policy directive for equitable distribution of amenities through-out the City, such that every resident would be able to access no-cost key amenities via sustainable transportation including walking, biking, rolling, or transit. Existing City inventory, existing needs, future needs, access gaps, and implementation timing priority are identified in *Table 2. Amenity Inventory and Current and Future Needs*, on the following page.

**Figure 1. City Sub-Areas**



**Table 2. Amenity Inventory and Current and Future Needs**

<b>Amenity</b>	<b>Current Inventory</b>	<b>Current Additional Need</b>	<b>General Plan Build-out Total Additional Need<sup>1</sup></b>	<b>Location Based on Access Gap and Planned Amenities (Sub-area)<sup>2</sup></b>	<b>Priority</b>
<b>ATHLETIC FIELDS</b>					
Diamond Athletic Fields (Youth)	4	2	3	Downtown Laguna Lake	0-10 years
Diamond Athletic Fields (Youth/Adult)	1	4	5	Downtown Meadow/Sinsheimer Righetti/Orcutt Stoneridge/Margarita Laguna Lake	0-10 years
Diamond Athletic Fields (Adult)	1	2	3	Downtown Righetti/Orcutt Stoneridge/Margarita Laguna Lake	0-10 years
Rectangle Athletic Fields	4	4	6	Downtown Meadow/Sinsheimer Laguna Lake	0-5 years
<b>SPORTS COURTS</b>					
Outdoor Basketball Court	6	6	8	Citywide	0 – 20 years
Tennis Court	8	7	11	Downtown Laguna Lake	0-5 years
Pickleball Court	3	9	12	Foothill/Anholm Downtown Meadow/Sinsheimer Laguna Lake	0 – 5 years
Sand Volleyball	8	3	5	Downtown Stoneridge/Margarita Laguna Lake	0-20 years
Roller Sports Court	1	1	2	Downtown Meadow/Sinsheimer Righetti/Orcutt Stoneridge/Margarita Laguna Lake	10-20 years
Multi-generational recreation and community center	Ludwick Center and SLO Senior Center	27,000 sf	46,000 sf	Citywide	5-20 years
Dog Park/ Off-leash Dog Area	1	6	7	Foothill/Anholm Downtown Meadow/Sinsheimer	0-5 years
Playgrounds/	26	10	18	Citywide	0-20

Amenity	Current Inventory	Current Additional Need	General Plan Build-out Total Additional Need <sup>1</sup>	Location Based on Access Gap and Planned Amenities (Sub-area) <sup>2</sup>	Priority
Tot Lot					years
Group Picnic Areas	9	6	9	Downtown Stoneridge/Margarita	0-5 years
<b>SPECIAL RECREATION FACILITIES</b>					
Disc Golf Course (18-hole)	2	0	0	N/A	N/A
Golf Course	1	0	1	Citywide	10-20 years
Swim Center	1	Expansion of existing pool	1	Citywide	5-20 years
Skate Park	1	0	1	Citywide	10-20 years
Pump Track (Bike or Skate)	0	2	3	Citywide	0-20 years

<sup>1</sup> Includes amenities identified in approved Specific Plans.

### Public Draft Plan Update

The following discussion provides a brief guide to the structure and content of the document. The first thing the City Council and the public may notice is the updated title, which has been modified to be more visionary, aspirational, and inclusive:

*Parks + Recreation Blueprint for the Future: 2021-2041*

*Parks and Recreation Plan and General Plan Element Update*

The Plan is divided into five chapters:

**Chapter 1** introduces the planning process and overarching goals of the plan. The Plan includes the following six Guiding Themes, which permeate through the Plan's recommendations, goals, and policies:

- Design Excellence
- Stewardship and Sustainability
- Inclusion and Access
- Building Community
- Partnerships and Public Engagement
- Good Governance

**Chapter 2** takes a deeper look at San Luis Obispo through demographic analysis and its parks through a detailed inventory. This information was presented to the PRC and the public in a Community Needs Assessment Report, which is included in the Plan Update Appendix.

**Chapter 3** provides a summary of the extensive community engagement conducted in association with the Plan Update. This information was presented to the PRC and the public in the adopted Community Needs Assessment Report, and subsequent updates presented to the PRC.

**Chapter 4** provides the detailed policies that flow from five system-wide goals. The draft goals and policies were presented to the PRC in July 2020 and have been expanded and updated based on continued public input, continued staff review, and to maintain consistency with the adopted *Climate Action Plan* and *Active Transportation Plan* and *Recommendations to City Council for Advancing Diversity, Equity, and Inclusion in the City of San Luis Obispo*. The Plan Update is intended to support and advance the goals and programs identified in these previously adopted plans.

The five goals include:

- **Build Community and Neighborhoods:** City Parks and Recreational facilities should build and connect community through inclusive and diverse amenities and programming.
- **Meet the Changing Needs of the Community:** Leverage regionalism and creatively increase the number of City parks, recreational facilities and amenities, to meet user needs.
- **Sustainability:** The City's Parks and Recreation facilities will be vibrant, resilient, and sustainable.
- **Optimize Resources:** Establish, maintain, and operate parks, facilities, and programs in a manner that is cost effective and manageable while engaging the community in a manner that optimizes involvement and support.
- **Safety:** Provide safe, accessible, inclusive, and well-maintained City parks, recreational facilities, and amenities.

**Chapter 5** provides the details around **implementation and funding strategy**, including phasing and priority projects. This chapter was informed by public comment and PRC feedback on project prioritization for the near term (0-5 year), mid-term (5-10 year), and long-term (10-20 year) timeframes. Park and facility improvements can be understood in three tiers: Tier 1, Critical Park Improvements (Maintenance); Tier 2, Strategic Park Improvements, Improvement of Existing Parks/Facilities; and Tier 3, "Visionary" Park Improvements, New Opportunities.

Tier 3 park and facility needs and priorities identified in the Public Draft Plan Update are grouped by park classification (i.e., neighborhood parks, community parks) and are then presented in alphabetical order. Project priorities are identified by phase (near-term, mid-term, and long-term). For quick reference, Tier 3 park and facility needs and priorities are also summarized in *Table 5-1* of the Public Draft Plan Update (Attachment A).

### **Implementation of the Plan Update**

The Plan Update will be implemented over the next twenty years, depending on funding and staffing resources. Plan Update Chapter 5 (Implementation) is intended to be aspirational and identifies amenities that may be appropriate for existing parks based on the wants and needs expressed by the community. As amenities are constructed, the City will need to monitor implementation of the Plan Update and track progress towards meeting service standards for both park acreage and identified amenities, equitable distribution of amenities, and resolving access gaps such that all residents will be able to enjoy parks and recreation within a ½ mile (or ten minute walk) from their home.

The Plan Update is also intended to be flexible, to enable the City to conduct focused community outreach and prepare park-specific comprehensive plans for the following existing community and neighborhood parks:

- Laguna Park (update Laguna Lake Plan)
- Meadow Park and Meadow Park Center
- Sinsheimer Park, Sinsheimer Stadium, SLO Swim Center
- Mitchell Park

In addition, as noted in the plan, **new parkland** is needed in the following sub-areas:

- Foothill/Anholm: in the vicinity of Grand Avenue, potentially through agreement with San Luis Coastal Unified School District;
- Downtown: along the Johnson Avenue corridor south of the high school;
- Meadow/Sinsheimer potentially through expansion or amenitization of Stoneridge Park;
- Stoneridge/Margarita: along the South Higuera corridor;
- Laguna Lake: at the Laguna Lake Golf Course as part of potential site reuse.

Key considerations for the enhancement and redevelopment of existing parks and the development of new parkland will be striking a balance between active and passive recreational use, maintaining neighborhood character, ensuring high quality design and maintenance, and optimizing resources by incorporating multi-generational and multi-use amenities and facilities. Incorporation of innovative universal design and continued conversations with the community will be critical to resolve and prevent any barriers<sup>7</sup> to our community's enjoyment of the City parks, recreation amenities, public art, and programs.

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<sup>7</sup> Potential barriers may include, and are not limited to, ability, skill level, sense of safety, monetary limitations, knowledge and/or interest in programming and/or recreational activity.

The Plan Update also identifies the need for park activation and building community through site planning and provision of community gathering space and associated infrastructure (i.e., gazebo, stage, improved access); supporting and facilitating community events; incorporation of public art and cultural expression; and dynamic programming to address multi-generational and multi-ability needs of our community.

Implementation of the Plan Update would be funded by development impact fees, the general fund, grants, revenues from services, provided, and picnic and facility rentals. Potential external funding sources could include grants; “friends of parks” organization(s); corporate sponsorships; crowdfunding; partnerships with other agencies; gifts from non-profit foundations; private donations; irrevocable remainder trusts; volunteerism; and fundraisers. The Plan update identifies rough lifecycle costs for key amenities, while more aspirational projects such as multi-generational center would require a specific cost and financing assessment due to the potential variables that affect construction, operation, and maintenance costs.

### **Policy Context**

The recommendations of the Plan Update support and advance many of the goals, objectives policies and programs of both the City’s *General Plan*, *Active Transportation Plan*, and *Climate Action Plan for Community Recovery*. The development and enhancement of accessible parks and facilities in the City would reduce vehicle miles traveled (VMT) and related greenhouse gas emissions. Redevelopment of parks and facilities would facilitate carbon-neutrality and provide an opportunity to educate and showcase evolving technology. Implementation of the Plan Update would advance goals and policies of the *Land Use Element*, including neighborhood connectivity and enhancement (*Policies 2.2.4 and 2.2.6*); provision and enhancement of parks within neighborhoods (*Policy 2.3.1*); and increasing green space in the Downtown (*Policy 4.11*).

### **Public Engagement**

Chapter 3 of the Plan Update (*What We Heard*) summarizes the extensive public engagement conducted over the past three years pursuant to the Plan Update’s Community Engagement Plan, starting with foundational stakeholder interviews in April 2018. Throughout the summer of 2018, in order to reach our community, City staff conducted over 25 “pop-up” events with the Parks and Recreation “Bright Ideas” bicycle to reach and connect with San Luis Obispo residents and visitors at parks, facilities, programs, and events. During these pop-ups, the public had an opportunity to provide comments on portable white boards and comment cards and take photos with the “Bright Ideas” bicycle for sharing on the Parks and Recreation Instagram account. A statistically valid **Needs Assessment Survey** was conducted August to October 2018, with a total of 507 respondents.

Public Workshops and forums included the “**Bright Ideas**” **Public Workshop** in September 2018 to gain additional input from the community regarding existing parks and facilities and the future of parks and recreation in San Luis Obispo. A **PRC Workshop Series** was held in January, February, and March of 2019, which consisted of focused discussions and public input related to the community’s values and priorities, unmet needs, and hopes and dreams.

Following the Workshop Series, a Community Needs Assessment report prepared by the consultant team was presented to the PRC and the public in May 2019, and a **Community Needs Assessment Workshop** was held in June 2019. A **Park Improvement Priorities Workshop** was held with the PRC in September 2019.

Through the remainder of 2019 and 2020, the public had an opportunity to attend PRC meetings, where information was presented for public response and direction from the PRC, including draft themes, goals, and policies; lifecycle costs; and the ongoing feedback and questions provided by the public. The Public Draft Plan was introduced to the PRC on March 3, 2021 and presented to the Active Transportation Committee (ATC) on March 18, 2021. The ATC unanimously moved to recommend adoption of the Plan Update, with recommendations that were supported by the PRC, and will be presented to the Planning Commission in May 2021. ATC recommendations focused on a stronger connection to the Active Transportation Plan, and improved access to and through the Sinsheimer Park area, and support for policies that facilitate incorporation of infrastructure at parks and facilities that support sustainable transportation.

On March 25, 2021, a **Public Draft Plan Update Public Workshop** was held via Zoom. The Workshop included a presentation on the Plan Update, and the community was invited and encouraged to provide feedback via poll questions conducted during the workshop, use of the “chat” function, and [Open City Hall](#). The results of the ATC public meeting and public workshop are summarized in the April 5, 2021 PRC Agenda Report.<sup>8</sup>

Online community engagement continues to be fostered by information updates on City social media, the project website, direct communications with staff, and the Open City Hall website.

#### **Community Needs Assessment** report includes:

- Demographic characteristics and population trends of the community;
- Description of existing park system and comparison to benchmark cities;
- Overview of recreational trends and preferences in the U.S. and in the region;
- Summary and evaluation of existing amenities and programs; and
- Summary of themes heard during community engagement activities and the community preferences reflected in the statistically-valid survey.

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<sup>8</sup> Parks and Recreation Commission agenda report, dated April 5, 2021, [available here](#).

## **CONCURRENCE**

Over the past three years, the PRC has provided valuable input on the Plan Update. The PRC will consider a recommendation of the Public Draft Plan Update at a Special Meeting on **May 12, 2021**. The Planning Commission will consider a recommendation to the City Council on the Public Draft Plan on **May 26, 2021**. The recommendations of the ATC, PRC, and Planning Commission will be presented to the City Council on **July 6, 2021**.

The Administrative Draft Plan Update was provided for internal review by several City departments, including Community Development, Public Works, City Administration, Utilities. The Diversity, Equity, and Inclusion Committee provided valuable review and input on the Administrative Draft Plan Update. In addition, the Plan Update was coordinated with the City Transportation Division and the Office of Sustainability to ensure the document supports and advances the goals, policies, and programs of the Active Transportation Plan and Climate Action Plan.

Other community groups have helped shape the Plan Update including Arts Council, American Youth Soccer Organization, Cal Poly (special thanks to NR 418 class, 2018), Central Coast Concerned Mountain Bikers, Central Coast Soccer, Friends of SLO City Dog Parks; Downtown SLO, History Center of San Luis Obispo County, Jack House Committee, Land Conservancy of SLO County, San Luis Coastal Unified School District, San Luis Obispo Museum of Art, SLO Baseball, SLO Pickleball Club, SLO Railroad Museum, SLO REP Theatre, SLO Rugby, SLO Senior Center, SLO Soccer Club, SLO Women's Soccer Club, YMCA, and many other individuals.

## **STUDY SESSION FRAMEWORK FOR FEEDBACK TO STAFF**

At this study session, Council will receive a summary presentation of this report, hear input from the public, and provide questions and feedback to staff to guide development of the Final Plan. In the years that this work effort has been underway hundreds of inputs have been provided by the community on their hopes and dreams for recreation and parks in San Luis Obispo – and they have been as diverse and unique as the individuals providing them. While tempting to give Council 100s of specific questions to reflect this kaleidoscope of interests, in providing feedback to staff, below are a series of very broad and general questions that Council may want to use to guide its discussion.

1. Does the Parks and Recreation Blueprint plan represent the needs of the community?
2. Is there more Chapter 4 (Goals and Policies) Themes, Goals, and Policies can provide to further represent, support, and advance the City's core values of civility, sustainability, diversity, inclusivity, regionalism, partnership, and resiliency?



3. Does the Parks and Recreation Blueprint Chapter 5 (Implementation) appropriately prioritize future amenities and projects in the following timeframes:
  - a. Near-term (0-5 year)
  - b. Mid-term (5-10 year)
  - c. Long-term (10-20 year)
4. Is there more the Draft Plan can provide to further incorporate and advance Diversity, Equity, and Inclusion?

## ENVIRONMENTAL REVIEW

This study session does not constitute a “Project” under CEQA Guidelines Sec. 15378. However, a CEQA Initial Study / Negative Declaration has been prepared for the Plan and is provided for public review concurrent with release of the Public Draft Plan (Attachment B).

## FISCAL IMPACT

Budgeted: No  
19

Budget Year: 2017-

Funding Identified: No

## Fiscal Analysis:

<b>Funding Sources</b>	<b>Current FY Cost</b>	<b>Annualized On-going Cost</b>	<b>Total Project Cost</b>
General Fund			
State			
Federal			
Fees			
Other:			
Total			

This study session itself does not have any direct fiscal impact since no formal action will be taken. If adopted, the fiscal impact associated with fully implementing the Public Draft Plan is significant and will extend over twenty years, requiring substantial funding commitments over multiple financial plans as well as exploration of grants, development fees and other outside funding sources. Since the Plan Update is a programmatic document, it provides only a planning level assessment of project costs, with estimates provided for line-item amenity features (i.e., seating, turf area, nets, etc.). Any larger scale projects identified in the programmatic document such as a multi-generational community center or additional aquatics center would require specific feasibility and financial assessments to determine cost based on a variety of factors such as location, size, and other specific features. Ultimately, each individual project and program expenditure would be considered and prioritized by the City Council as part of the City’s two-year financial planning process.

The Council included \$160,000 in the 2017-2019 Financial Plan for the Plan Update. \$145,000 was allocated for Contract Services, which includes \$ 135,000 for consultant assistance with the Community Needs Assessment and Plan Update, and a \$10,000 contingency. \$113,614 has been spent on consultant services to date. \$10,000 was also allocated for City operating expenditures, such as meeting notifications, outreach direct costs and document production. \$5,000 was assigned for an intern to assist with the facility needs assessment.

## **ALTERNATIVES**

Council could provide feedback in areas other than the example questions listed above.

### **Attachments:**

**a - COUNCIL READING FILE - Parks & Recreation Plan and General Plan Element Update**

**a - COUNCIL READING FILE - Plan Update Appendix**

**b - COUNCIL READING FILE - Initial Study Negative Declaration**