City Council / Disaster Council Agenda

City Hall, 990 Palm Street, San Luis Obispo

Tuesday, June 1, 2021 - *AMENDED*

Based on the threat of COVID-19 as reflected in the Proclamations of Emergency issued by both the Governor of the State of California, the San Luis Obispo County Emergency Services Director and the City Council of the City of San Luis Obispo as well as the Governor's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, **the City of San Luis Obispo will be holding all public meetings via teleconference. There will be no physical location for the Public to view the meeting.** Below are instructions on how to view the meeting remotely and how to leave public comment.

Additionally, members of the City Council are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

Using the most rapid means of communication available at this time, members of the public are encouraged to participate in Council meetings in the following ways:

1. **Remote Viewing -** Members of the public who wish to watch the meeting can view:
   - View the Webinar (**recommended for the best viewing quality**):
     - URL: https://slocity-org.zoom.us/j/93440730414?pwd=K2wvT1NiS1RGckJKUWxqM1I2aEQ4Zz09
     - Telephone Attendee: +1 (669) 900-6833
     - Webinar ID: 934 4073 0414; Passcode: 351944
       Note: The City utilizes Zoom Webinar for City Council Meetings. All attendees will enter the meeting muted. An Attendee tutorial is available on YouTube; please test your audio settings.
   - Televised live on Charter Cable Channel 20
   - View a livestream of the meeting on the City's YouTube channel: http://youtube.slo.city

2. **Public Comment** - The City Council will still be accepting public comment. Public comment can be submitted in the following ways:
   - **Mail or Email Public Comment**
     - **Received by 3:00 PM on the day of meeting -** Can be submitted via email to emailcouncil@slocity.org or U.S. Mail to City Clerk at 990 Palm St. San Luis Obispo, CA 93401. All emails will be archived/distributed to councilmembers, however, submissions *after* 3:00 p.m. on the day of the meeting may not be archived/distributed until the following day. Emails ***will not*** be read aloud during the meeting.
   - **Verbal Public Comment**
     - **In Advance of the Meeting** - **Call (805) 781-7164**; state and spell your name, the agenda item number you are calling about and leave your comment. The verbal comments must be limited to 3 minutes. All voicemails will be forwarded to the Council Members and saved as Agenda Correspondence. Voicemails ***will not*** be played during the meeting.
     - **During the meeting – Join the webinar** (instructions above). Once public comment for the item you would like to speak on is called, please raise your virtual hand, your name will be called, and your microphone will be unmuted. If you have questions, contact the office of the City Clerk at cityclerk@slocity.org or (805) 781-7100.

The agenda has been amended to add the Closed Session listed below.

5:30 PM	**CLOSED SESSION**	**TELECONFERENCE**

Closed Session Webinar Information:

Join on your computer or mobile app: Click here to join the meeting
- **Or call in (audio only)** +1 209-645-4165,,568351880#
- **Phone Conference ID:** 568 351 880#

CALL TO ORDER: Mayor Heidi Harmon

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

PUBLIC COMMENT ON CLOSED SESSION ITEMS ONLY

A. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code § 54957.6

Agency Negotiators:	Monica Irons, Nickole Sutter, Rick Bolanos, Derek Johnson, Christine Dietrick
Represented Employee Organizations:	San Luis Obispo City Employee's Association (SLOCEA) San Luis Obispo Police Officer's Association (POA) San Luis Obispo Police Staff Officer's Association (SLOPSOA) International Association of Firefighters Local 3523
Unrepresented Employees:	Unrepresented Management Employees Unrepresented Confidential Employees

ADJOURNMENT

Adjourn to the Regular Meeting of the City Council scheduled for Tuesday, June 1, 2021, at 6:00 p.m., via teleconference.

City Council
AGENDA

Tuesday, June 1, 2021, 6:00 p.m.

Teleconference - Broadcast via Webinar

Remote Viewing - Members of the public who wish to watch the meeting can view:

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Pages

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

   Council Member Jan Marx will lead the Pledge of Allegiance.

3. PRESENTATIONS

   3.a. CITY MANAGER REPORT

   Receive a brief report from City Manager Derek Johnson.

   3.b. HUNGER AWARENESS DAY PROCLAMATION

   Mayor Harmon will proclaim June 4, 2021 as "Hunger Awareness Day."

3.c. INTRODUCTION AND OATH OF OFFICE FOR RICK SCOTT, POLICE CHIEF

City Manager Derek Johnson will introduce Rick Scott, Police Chief, and City Clerk Teresa Purrington will administer the Oath of Office.

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

Waive reading of all resolutions and ordinances as appropriate.

5.b. MINUTES REVIEW - MAY 18, 2021 COUNCIL MINUTES

Approve the minutes of the City Council meeting held on May 18, 2021.

5.c. SECOND READING OF ORDINANCE NO. 1698 (2021 SERIES) TO AMEND THE AIRPORT AREA AND MARGARITA AREA SPECIFIC PLANS TO ALLOW FOR DAY CARE FACILITIES 15

Recommendation:

Adopt Ordinance No. 1698 (2021 Series) entitled, “An Uncodified Ordinance of the City Council of the City of San Luis Obispo, California, amending the Airport Area and Margarita Area Specific Plans to allow for Day Care Facilities consistent with restrictions that apply citywide under the Municipal Code (Spec-0209-2021).”

5.d. AUTHORIZATION TO ADVERTISE BIDS FOR THE ORCUTT/TANK FARM ROUNDABOUT PROJECT, SPECIFICATION NUMBER 1000164 33

Recommendation:

- Approve plans and specifications for the Orcutt/Tank Farm Roundabout, Specification No. 1000164; and
- Authorize staff to formally advertise for bids and for the City Manager to award the contract if the lowest responsible bid is below the Publicly Disclosed Funding Amount of $3,477,710; and
- Authorize the City Manager to issue contract change orders in excess of $100,000 and up to the Publicly Disclosed Funding Amount of $3,477,710; and
- Authorize the City Manager to execute a Right-of-Way Dedication Agreement between the City of San Luis Obispo and Barbara Parsons if the final agreement terms are to the satisfaction of the Public Works Director and City Attorney; and
- Authorize the City Manager to execute a Drainage Easement between the City of San Luis Obispo and Barbara Parsons if the final agreement terms are to the satisfaction of the Public Works Director and City Attorney; and
- Appropriate $1,364,670 in Regional and Urban State Highway Account (SHA) grant funding as provided by the San Luis Obispo Council of Governments (SLOCOG); and
- Authorize the Finance Director to un-appropriate up to $735,866 in Citywide Transportation Impact Fee (TIF) funds from the Orcutt/Tank Farm Roundabout project account and return to the undesignated Citywide Transportation Impact Fee fund balance at the time of project completion.

5.e. CLARIFICATION AND APPROVAL OF ADMINISTRATIVE APPEAL FEES FOR INCLUSION IN THE COMPREHENSIVE FEE SCHEDULE 181

Recommendation:

- Adopt a Resolution entitled, “A Resolution of the City Council of the City of San Luis Obispo, California, adopting and confirming various fees for Administrative Appeals;” and
- Approve a fee to appeal to the Tree Committee consistent with current language of San Luis Obispo Municipal Code Section 12.24; and
- Confirm the applicability of an existing fee to appeal an administrative citation to the Administrative Review Board; and
- Confirm the applicability of an existing fee to appeal an administrative citation to the Construction Board of Appeals; and
- Approve modifications to the language of the Comprehensive Fee Schedule to clarify the applicability of the fees referenced above; and
- Request that the Administrative Review Board consider staff recommended modifications to the administrative citation appeal process, as currently codified, and recommend to the City Council any changes or fee modifications deemed necessary.

5.f. ADOPT THE FUND BALANCE AND RESERVE POLICY 191

Recommendation:

Adopt a Resolution entitled, “A Resolution of the City Council of the City of San Luis Obispo, California, adopting a Comprehensive Fund Balance and Reserve Policy” according to Governmental Accounting Standard Board Statement No. 54.

6. PUBLIC HEARING AND BUSINESS ITEMS

6.a. ADOPTION OF THE 2021-23 FINANCIAL PLAN

Recommendation:

- Adopt a Resolution entitled, “A Resolution of the Council of the City of San Luis Obispo, California approving the 2021-23 Financial Plan and Fiscal Year 2021-22 Budget”; and
- Defer budget adoption of the Water and Sewer Funds until June 15, 2021 contingent on the Prop. 218 protest hearing and adoption of the water and sewer rate increases; and
- Adopt a Resolution entitled, “A Resolution of the City Council of the City of San Luis Obispo, California, establishing Parking Rates for the City’s Parking Structures”; and
- Adopt a Resolution entitled, “A Resolution of the City Council of the City of San Luis Obispo, California, approving modifications to the Parking Citation Penalty Schedule”; and
- Introduce an Ordinance entitled, “An Ordinance of the City Council of the City of San Luis Obispo, California, amending Title 10 Chapter 52 (Parking Meters) of the San Luis Obispo Municipal Code” to modify parking meter rates and add language referencing the new pay stations; and
- Introduce an Ordinance entitled, “An Ordinance of the City Council of the City of San Luis Obispo, California, amending Title 10 Chapter 04 (Definitions) of the San Luis Obispo Municipal Code” to add a definition of parking payment center; and
- Adopt a Resolution entitled, “A Resolution of the Council of the City of San Luis Obispo, California, amending the Water and Sewer Rate Assistance Program for Residential Rate Payers.”

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 **June 15, 2021 at 6:00 p.m.**, via teleconference.

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

The City of San Luis Obispo wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk's Office at (805) 781-7100 at least 48 hours before the meeting, if possible. Telecommunications Device for the Deaf (805) 781-7410.

City Council regular meetings are televised live on Charter Channel 20. Agenda related writings or documents provided to the City Council are available for public inspection in the City Clerk's Office located at 990 Palm Street, San Luis Obispo, California during normal business hours, and on the City's website www.slocity.org. Persons with questions concerning any agenda item may call the City Clerk's Office at (805) 781-7100.

Council Minutes

May 18, 2021, 6:00 p.m.
Teleconference - Broadcast via Webinar

Council Members Present:	Mayor Heidi Harmon, Vice Mayor Erica A. Stewart, Council Member Carlyn Christianson, Council Member Andy Pease, Council Member Jan Marx
City Staff Present:	Derek Johnson, City Manager, Christine Dietrick, City Attorney, Teresa Purrington, City Clerk

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1. CALL TO ORDER

A Regular Meeting of the San Luis Obispo City Council was called to order on May 18, 2021 at 6:03 p.m. by Mayor Harmon, with all Members present via teleconference.

2. PLEDGE OF ALLEGIANCE

Mayor Harmon led the Council in the Pledge of Allegiance.

3. PRESENTATIONS

3.a CITY MANAGER REPORT

City Manager Derek Johnson provided a report un upcoming projects and a status of COVID-19.

3.b PRESENTATION ON CITY FARM SLO

Kayla Rutland provided a presentation on City Farm SLO.

3.c LGBTQ+ PRIDE MONTH PROCLAMATION

Mayor Harmon presented a proclamation declaring May as LGBTQ+ Pride Month.

3.d INTRODUCTION AND OATH OF OFFICE FOR RICK SCOTT, POLICE CHIEF

Postponed to the June 1, 2021 City Council Meeting.

4. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA

Public Comments:

Marshall James
Michael Giuffre
Elle Harlow
Alejandro

---End of Public Comment---

5. CONSENT AGENDA

Motion By Vice Mayor Stewart
Second By Council Member Christianson

To approve Consent Calendar Items 5a through 5k.

Ayes (5): Mayor Heidi Harmon, Vice Mayor Stewart, Council Member Christianson, Council Member Pease, and Council Member Marx

CARRIED (5 to 0)

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

Waive reading of all resolutions and ordinances as appropriate.

5.b MINUTES REVIEW - MAY 4, 2021 COUNCIL MINUTES

Approve the minutes of the City Council meeting held on May 4, 2021.

5.c 2020-21 CLIMATE ACTION PROGRESS REPORT

Receive and file the 2020-21 Climate Action Progress Report.

5.d AUTHORIZATION TO ADVERTISE BROAD & LEFF CULVERT REPAIR PROJECT, SPECIFICATION NO. 91156

1. Approve the Project Plans and Special Provisions for the Broad & Leff Culvert Repair Project; and
2. Authorize staff to advertise for bids; and
3. 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 $340,000 and the funding amount is consistent with the adopted 2021-23 budget appropriation for this project.

5.e 2020-21 THIRD QUARTER FINANCIAL REPORT

Receive and file an update on the status of the City's current financial position, Major City Goals, and Capital Improvement Plan projects for the third quarter of Fiscal Year 2020-21

5.f AUTHORIZATION TO ADVERTISE MEADOW PARK PATHWAYS MAINTENANCE, SPECIFICATION NO. 1000021

1. Authorize staff to advertise for bids and approve the project plans and special provisions for Meadow Park Pathways Maintenance, Specification Number 1000021; 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 $360,000 and the funding amount is consistent with the adopted 2021-23 budget appropriation for this project.

5.g UPDATES TO THE CITY'S COMPREHENSIVE FEE SCHEDULE TO INCLUDE NEW AND UPDATED YOUTH SERVICES, AQUATICS, AND GOLF USER FEES

Adopt Resolution No. 11244 (2021 Series) entitled, "A Resolution of the City Council of the City of San Luis Obispo, California, adopting new fees and amending the 2021-22 Comprehensive Fee Schedule."

5.h TANK FARM ROAD / LONG STREET TRAFFIC SIGNAL REIMBURSEMENT AGREEMENT WITH TANK FARM CENTER, LLC

1. Adopt Resolution No. 11245 (2021 Series) entitled, "A Resolution of the City Council of the City of San Luis Obispo, California, approving a Reimbursement Agreement with Tank Farm Center, LLC for construction of a traffic signal at the Tank Farm Road/Long Street Intersection;" and
2. Authorize the Mayor to execute the Reimbursement Agreement and designate the Finance Director to implement the Agreement.

5.i CITY ATTORNEY DEPARTMENT ORGANIZATIONAL ASSESSMENT AND STRATEGIC PLAN

1. Authorize the issuance of a Request for Proposals for consulting services to prepare an organizational assessment and strategic plan for the City Attorney Department; and
2. Authorize the City Manager to award the assessment contract if within the funding amount appropriated in the adopted 2021-2022 budget.

5.j AUTHORIZE A TAX EXCHANGE AGREEMENT WITH THE COUNTY OF SAN LUIS OBISPO TO ADDRESS TAX TRANSFERS FROM THE FROOM RANCH ANNEXATION AREA; ANNEXATION NO. 82

Adopt Resolution No. 11246 (2021 Series) entitled, “A Resolution of the City Council of the City of San Luis Obispo, California, accepting a negotiated exchange of Tax Revenue and Annual Tax Increment between the County of San Luis Obispo and the City of San Luis Obispo for the Froom Ranch Annexation Area, as represented in the staff report and attachments dated May 18, 2021.”

5.k EXAMINATION OF SALES AND USE TAX RECORDS

Adopt Resolution No. 11247 (2021 Series) entitled, "A Resolution of the City Council of the City of San Luis Obispo, California, authorizing the examination of Sales and Use Tax Records."

5.l REACH 2021-2023 AGREEMENT AND COUNCIL LIAISON ASSIGNMENT

Motion By Council Member Pease
Second By Council Member Marx

1. Authorize the City Manager to execute a two-year contract with REACH in the amount of $50,000 for regional economic development activities; with a change as follows:
    - Page 140 - Add to Strategic Priority 1: After target industries "as aligned with the City of San Luis Obispo's goals and objectives."
2. Appoint Vice Mayor Stewart as the Council Liaison to REACH’s SLO Advisory.

Ayes (5): Mayor Heidi Harmon, Vice Mayor Stewart, Council Member Christianson, Council Member Pease, and Council Member Marx

CARRIED (5 to 0)

6. PUBLIC HEARING AND BUSINESS ITEMS

6.a INTRODUCE AN ORDINANCE TO AMEND THE AIRPORT AREA AND MARGARITA AREA SPECIFIC PLANS TO ALLOW FOR DAY CARE FACILITIES CONSISTENT WITH RESTRICTIONS THAT APPLY CITYWIDE UNDER THE MUNICIPAL CODE

Community Development Director Michael Codron and Associate Planner Rachel Cohen provided an in-depth staff report and responded to Council questions.

Public Comments:
Roy Ogden
Ty Safreno

---End of Public Comment---

Motion By Council Member Christianson
Second By Vice Mayor Stewart

As recommended by the Planning Commission, introduce an Ordinance entitled, “An Uncodified Ordinance of the City Council of the City of San Luis Obispo, California, amending the Airport Area and Margarita Area Specific Plans to allow for Day Care Facilities consistent with restrictions that apply citywide under the Municipal Code (SPEC-0209-2021).”

Ayes (5): Mayor Heidi Harmon, Vice Mayor Stewart, Council Member Christianson, Council Member Pease, and Council Member Marx

CARRIED (5 to 0)

6.b 2021 LEGISLATIVE PLATFORM

City Attorney Christine Dietrick provided an in-depth staff report and responded to Council questions.

Public Comments:
None

---End of Public Comment---

Motion By Council Member Christianson
Second By Council Member Marx

1. Adopt Resolution No. 11248 (2021 Series) entitled, “A Resolution of the City Council of the City of San Luis Obispo, California, establishing the City’s Legislative Action Platform for 2021 and appointing the Council Member and staff persons to act as liaison between the City of San Luis Obispo and the League of California Cities;” and
2. Confirm direction to staff on the scope and application of the legislative platform related to advocacy for non-legislative items or particular projects, with additional authority for staff to weigh in on regional initiatives in which Council has authorized City participation consistent with Major City Goals; and
3. Appoint the Mayor, City Attorney, and City Manager to act as the primary legislative liaisons between the League of California Cities and the City of San Luis Obispo, with authority to delegate to other Councilmembers or staff consistent with liaison assignments and as appropriate to the issue.

With the following changes to the Legislative Platform:

- Packet Page 190 - Clarify opening statement regarding "joining" Central Coast Community Energy (3CE).
- Add to County/Regional Priorities, “supporting the Integrated Waste Management Authority’s (IWMA) legislative platform, where consistent with the City’s adopted policies, platforms, and public policy and project objectives.”

Ayes (5): Mayor Heidi Harmon, Vice Mayor Stewart, Council Member Christianson, Council Member Pease, and Council Member Marx

CARRIED (5 to 0)

7. LIAISON REPORTS AND COMMUNICATIONS

Vice Mayor Stewart attended the 3CE policy meeting regarding how rates will be set going forward. She also attended the Investment Oversight Committee meeting.

Council Member Marx indicated she received 823 emails from people all over the region regarding the proposed rate changes by 3CE.

8. ADJOURNMENT

The meeting was adjourned at 8:23 p.m. The next Regular City Council Meeting is scheduled for June 1, 2021 at 6:00 p.m via teleconference.

APPROVED BY COUNCIL: XX/XX/202X

Department Name: Community Development
Cost Center: 4003
For Agenda of: 6/1/2021
Placement: Consent
Estimated Time: N/A

FROM: Michael Codron, Community Development Director
Prepared By: Rachel Cohen, Associate Planner and John Rickenbach, Contract Planner

SUBJECT: SECOND READING OF ORDINANCE NO. 1698 (2021 SERIES), INTRODUCED BY THE CITY COUNCIL ON MAY 18, 2021 TO AMEND THE AIRPORT AREA AND MARGARITA AREA SPECIFIC PLANS TO ALLOW FOR DAY CARE FACILITIES CONSISTENT WITH RESTRICTIONS THAT APPLY CITYWIDE UNDER THE MUNI

RECOMMENDATION

Adopt Ordinance No. 1698 (2021 Series) entitled, "An Uncodified Ordinance of the City Council of the City of San Luis Obispo, California, amending the Airport Area and Margarita Area Specific Plans to allow for Day Care Facilities consistent with restrictions that apply citywide under the Municipal Code (Spec-0209-2021)."

DISCUSSION

On May 18, 2021, the City Council voted 5-0 to introduce Ordinance No. 1698 (2021 Series), which amends the Airport Area and Margarita Area Specific Plans to allow for day care facilities consistent with restrictions that apply citywide under the Municipal Code. The Ordinance reflects the amendments made at the meeting and is now ready for adoption. A summary of the Ordinance was prepared and published in the local newspaper five days prior to the second reading. The amendment will become effective thirty (30) days after final passage of the Ordinance.

Background

In 2018, the City updated its Zoning Regulations to allow day care facilities in all zones. However, this amendment did not apply to the Margarita Area or Airport Area Specific Plans. Currently, there are restrictions in the City's Airport Area Specific Plan (AASP) that limit day care facilities to 14 children of on-site employees, and such facilities are prohibited in the Margarita Area Specific Plan Area (MASP).

On October 20, 2020, the City Council authorized Community Development Department staff to undertake the necessary specific plan amendments to the MASP and AASP to align the zoning in these areas with the rest of the City.

Previous Council or Advisory Body Action
- April 14, 2021, Planning Commission recommendation to the City Council (7-0)
- April 21, 2021, Airport Land Use Commission (7-0)
- May 18, 2021, City Council introduced the ordinance (5-0)

Policy Context
As discussed in the Council Agenda Report dated May 18, 2021, the proposed amendments are consistent with findings from the Child Care Study, the upcoming 2021-2023 Major City Goals, and existing Municipal Code and Specific Plan framework, as well as the Airport Land Use Plan.

Public Engagement
As noted above, the City Council authorized Community Development Department staff to undertake the necessary specific plan amendments. Additionally, public correspondence and testimony provided during the May 18, 2021 City Council Meeting and the April 14, 2021 Planning Commission hearing were taken into consideration when formulating these amendments to the AASP and the MASP.

Next Steps
The amendments to the AASP and the MASP will become effective on July 1, 2021 (30 days after adoption).

CONCURRENCE

No additional feedback was required from other City departments on the proposed amendments.

ENVIRONMENTAL REVIEW

The project is exempt per CEQA Guidelines Section 15061(b)(3), the “general rule” exemption, because the proposed action will have no possibility of a significant effect on the environment and will not cause impacts beyond those identified and evaluated within the EIRs of the AASP or the MASP. In this case, allowing day care facilities in these specific plans is consistent with the General Plan, are subject to restrictions set forth in the Municipal Code to ensure public health, safety and welfare, and project specific environmental review will be required.

FISCAL IMPACT

Budgeted: No Budget Year: 2019-21
Funding Identified: No

Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	N/A	$	$	$
State				
Federal				
Fees				
Other:				
Total	**$**	**$**	**$**	**$**

On October 20, 2020, the City Council authorized Community Development Department staff to undertake the necessary specific plan amendments, approving an allocation of $20,000 from unassigned FY 2018-19 fund balance to fund the necessary work. City Council Resolution No. 11117 (2020 Series) gave the authority to the City Manager to use FY 2018-19 unassigned fund balance above the required reserve levels which has a current balance of $5.1 million. There will be no other fiscal impact related to approving the specific plan amendments. No further fiscal impacts will occur as a result of this action.

ALTERNATIVES

Modify the Proposed Ordinance. The Council may make minor, non-substantive changes to the proposed Ordinance for staff to incorporate into the final documents. Any material changes to the Final Ordinances would require further review by staff and the Planning Commission followed by re-introduction of the Ordinance by the Council.

ATTACHMENTS

A – Ordinance No. 1698 (2021 Series)

ORDINANCE NO. 1698 (2021 SERIES)

AN UNCODIFIED ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, AMENDING THE AIRPORT AREA AND MARGARITA AREA SPECIFIC PLANS TO ALLOW FOR DAY CARE FACILITIES CONSISTENT WITH RESTRICTIONS THAT APPLY CITYWIDE UNDER THE MUNICIPAL CODE (SPEC-0209-2021)

WHEREAS, the Planning Commission of the City of San Luis Obispo conducted a web based public hearing, on April 14, 2021, and recommended the City Council adopt text amendments (Exhibits A and B, attached) to the Margarita Area Specific Plan (MASP) and the Airport Area Specific Plan (AASP) to allow day care facilities (SPEC-0209-2021); and

WHEREAS, the MASP was originally adopted by City Council Resolution 9615 on October 12, 2004; and

WHEREAS, the AASP was originally adopted by City Council Resolution 9726 on August 23, 2005, with portions of the AASP adopted by Ordinance 1481, including Table 4.3, and later and amended since by both resolution and ordinance in 2014, 2017, 2019, and 2020; and

WHEREAS, the City Council of the City of San Luis Obispo conducted a web based public hearing, on May 18, 2021, for the purpose of amending the MASP and AASP to allow day care facilities consistent with regulations that apply citywide under the Municipal Code; and

WHEREAS, the City Council finds that the proposed amendments are consistent with the General Plan as amended, Zoning Regulations, and other applicable City ordinances; and

WHEREAS, notices of said public hearings were made at the time and in the manner required by law; and

WHEREAS, the City Council has duly considered all evidence, including the testimony of the applicant, interested parties, and the evaluation and recommendations by staff, presented at said hearing; and

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of San Luis Obispo as follows:

SECTION 1. Environmental Determination. The City Council hereby finds that the project is exempt per CEQA Guidelines Section 15061(b)(3), the "general rule" exemption, because the proposed action will have no possibility of a significant effect on the environment and will not cause impacts beyond those identified and evaluated within the EIRs of the AASP or the MASP, because allowing day care facilities in these specific

plans is consistent with the General Plan, and are subject to restrictions set forth in the Municipal Code to ensure public health, safety and welfare, and because project specific environmental review will be required.

SECTION 2. Findings. Based upon all evidence, the City Council makes the following findings:

a) The proposed amendments to both the Margarita Area Specific Plan (MASP) and Airport Area Specific Plan (AASP) are consistent with the General Plan because they implement Land Use Element (LUE) Community Goals to create a balanced community and provide opportunities for childcare within the city consistent with LUE Policy 3.8.2.

b) The specific plan amendments are intended to ensure consistency with zoning requirements with respect to childcare facilities as applied elsewhere in the City, as set forth in the Municipal Code.

c) Day care facilities that may be proposed as a result of the specific plan amendments would be subject to the same health and safety regulations as set forth in both applicable state law and within the Municipal Code Section 17.86.100.

d) The specific plan amendments do not change the underlying policy framework or overall land use or circulation pattern envisioned in either Specific Plan.

e) The specific plan amendments will not be detrimental to the health, safety, and welfare of persons living or working within the MASP or the AASP or in the vicinity because the proposed day care uses will be compatible with the other uses allowed within the MASP and the AASP and will not cause impacts beyond those identified in the Final EIR for either the Specific Plans.

f) The specific plan amendments to the MASP and the AASP have been structured to comply with the existing San Luis Obispo County Airport Land Use Plan (ALUP) and the Draft Amended and Restated ALUP and would allow for day care facilities only on sites that are located within Safety Area S-2 of the current ALUP and Safety Zone 6 of the Draft Amended and Restated ALUP.

SECTION 3. Action. The City Council of San Luis Obispo hereby 1) amends Sections 2.1, 2.2, 2.3, 2.4, 2.5, 2.6.1 and 4.1 of the MASP as reflected in "Exhibit A," removing language prohibiting day care facilities within the specific plan and adding language allowing day care facilities subject to the regulations set forth in the Municipal Code, and 2) amends Table 4.3 of the AASP as reflected in "Exhibit B," removing language limiting the size of day care facilities and the requirements for a day care facility to connected to an employer and adding language allowing day care facilities subject to the regulations set forth in the Municipal Code.

SECTION 4. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

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 18th day of May 2021, **AND FINALLY ADOPTED** by the Council of the City of San Luis Obispo on ____ 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

O 1698

EXHIBIT A

Margarita Area Specific Plan Amendment

The following sections of the existing Margarita Area Specific Plan are hereby amended to read as follows:

Pages 13-14. Section 2.1. Low-Density Residential (R-1-SP). Section 2.1.1. Uses. Low Density Residential areas are primarily for detached, single-family houses. To maintain residential capacity and airport compatibility, uses such as churches, schools, and secondary dwellings are not allowed. However, day care centers are allowed subject to existing regulations set forth in Section 17.86.100 and Table 2-1 of Section 17.10.020 of the Municipal Code.

Page 16. Section 2.2. Medium-Density Residential (R-2-SP). Section 2.2.1. Uses. Medium-Density Residential areas are for individual detached houses on relatively small lots or groups of detached dwellings on larger parcels, and for attached dwellings where each is clearly identifiable by its form and relationship to yards and gardens. Figure 5 shows where dwellings must be detached. To maintain residential capacity and airport compatibility, uses such as churches, schools, and secondary dwellings are not allowed. However, day care centers are allowed subject to existing regulations set forth in Section 17.86.100 and Table 2-1 of Section 17.10.020 of the Municipal Code.

Page 20. Section 2.3. Medium-High Density Residential (R-3-SP). Section 2.3.1. Uses. Medium-high Density Residential areas are for attached dwellings, where each dwelling is identifiable by its form, or for detached dwellings on small lots created through a condominium or planned-development process. To maintain residential capacity and airport compatibility, uses such as churches and schools are not allowed. However, day care centers are allowed subject to existing regulations set forth in Section 17.86.100 and Table 2-1 of Section 17.10.020 of the Municipal Code.

Page 22. Section 2.4. High-Density Residential (R-4-SP). Section 2.4.1. Uses. A mix of housing densities, ownership patterns, cost and building types is desirable in the Margarita Area Specific Plan. High-Density Residential areas are intended for attached dwellings in close proximity to the core area. To maintain residential capacity and airport compatibility uses such as churches and schools are not allowed. However, day care centers are allowed subject to existing regulations set forth in Section 17.86.100 and Table 2-1 of Section 17.10.020 of the Municipal Code.

Page 23. Section 2.5. Neighborhood Commercial. Section 2.5.1. Uses. The Neighborhood Commercial area is for small-scale businesses that provide convenient goods and services for nearby residents and workers, as well as a semipublic, central meeting place and architectural focus for the neighborhood. It is recognized that commercial centers to the southeast and southwest of the Margarita Area provide a wider range of goods and services than can be accommodated in the designated Neighborhood Commercial area. Commercial uses here that provide architectural interest and opportunities for residents' socializing have value beyond shortening frequent shopping trips. The retail uses of a TOD are often dependent on the market area developed in the residential and office components of the project.

While this core commercial center must often follow the residential development, the land for public facilities and parks can be set aside and developed concurrently to aid in the marketing and to supply amenities and services to new residents. According to planning sources, it takes approximately 600 units to support a commercial center. For these reasons, the ground floor of the Neighborhood Commercial area will be reserved for commercial use for a period of 10 years from the date that 300 units are constructed and occupied. Dwellings are encouraged above the ground floor (Figure 5 shows parts of the Neighborhood Commercial area where allowable densities may occur).

Uses shall be as provided in the Zoning Regulations for the C-N zone, except that the following are prohibited:

- Any commercial establishment occupying more than 465 square-meters (5,000 square-feet) gross floor area;
- Schools or public-assembly facilities; and
- Service stations, car washes, or auto repair

Pages 26-27. 2.6.1 Uses. The Business Park designation will provide employment opportunities in close proximity to the core area. The business park designation is intended for well-designed, master-planned, campus- type developments that will contribute to community character and the City's objective of attracting jobs that can support households in San Luis Obispo.

The Business Park zone is divided into sections, based on compatibility with the Airport and adjacent or nearby residential areas.

A. Business Park/Office. Areas designated Business Park/Office allow for a mix of uses near the core area and along the primary transit corridor. This specific plan envisions small offices and mixed-use (residential and office) developments in this area. Uses shall be as provided in the Office zone, except that those uses listed in part D below are prohibited.

B. General Business Park. Areas designated General Business Park or one-story, masonry construction is intended for research and development, light manufacturing and business services that are compatible with each other and airport operation. This specific plan envisions this area developed with a campus-like setting consisting of multiple buildings and outdoor employee areas. Uses shall be as follows:

Allowed

- Advertising and related services
- ATMs
- Broadcast studios
- Business Support Services
- Computer services
- Copying and Quick Printer Service
- Laboratories (medical, analytical research)
- Light Manufacturing - food, beverages, apparel; electronic, optical, instrumentation products; jewelry; musical instruments; sporting goods; art materials
- Offices for engineers, architects, and industrial design
- Offices for processing, production and administrative
- Photo finishing - wholesale; and blue-printing and microfilming service
- Printing and publishing
- Research & development - services, software, consumer products, instruments, office equipment and similar items

Allowed subject to approval by administrative use permit

- Airport
- Antennas and telecommunications facilities
- Banks and financial services
- Convenience stores
- Day-Care Centers
- Equipment rental
- Fitness/Health facility
- Indoor commercial recreational facility
- Medical Service – Clinic, laboratory, urgent care *
- Medical Service – Doctor office *
- Office supporting retail, less than 5,000 sf
- Office- Business and Service
- Office-Professional
- Outdoor storage or work areas (screened from off-site views)
- Personal services
- Repair services – limited to office or laboratory equipment and to small-scale, specialty services for power equipment or vehicles

- Research & development – transportation equipment, metals, chemicals, building materials and similar items
- Truck or freight terminal
- Warehousing or new self-storage; distribution (truck terminal allowed south of Prado only)

* *With findings as required in Zoning Regulations*

Allowed subject to approval by Planning Commission use permit

- Government Offices
- Heavy manufacturing
- Hotels and motels
- Maintenance service, client site services
- Office – processing
- Public safety facilities
- Warehousing, indoor storage
- Water and wastewater treatment plants and services
- Wholesaling and distribution

C. In the areas characterized as "outdoor uses only," the following are allowed:
   - Landscaped space;
   - Recreational space for employees only
   - Parking incidental to allowed uses;
   - Outdoor storage or work areas, excluding explosive or highly flammable materials

D. The following are prohibited:
   - Circuses, carnivals, fairs, festivals
   - Convalescent hospitals
   - Dwellings, except as provided in Business Park/Office
   - Homeless shelters
   - Hospitals
   - Schools or public-assembly facilities such as churches (conference rooms incidental to offices are allowed);

Page 41. Section 4.1. Airport Compatibility. Types and Intensities of Land Use. The types and intensities of land uses described in Part 2 of this plan are intended to be consistent with the County Airport Land Use Plan. Several types of uses such as schools, and churches that are typically allowed in residential and commercial zones in other parts of the city are not allowed in the Margarita Area. The residential densities and their locations are meant to concentrate residential development in locations where it will have the least problems with Airport compatibility.

EXHIBIT B

Airport Area Specific Plan Amendment

Table 4.3, entitled Allowed Uses, of the existing Airport Area Specific Plan is hereby amended to read as follows:

Table 4.3 – Allowed Uses

NOTE: PLEASE REFER TO THE APPROVED AVILA RANCH DEVELOPMENT PLAN FOR ALLOWED USES IN THAT AREA (CITY COUNCIL RESOLUTION 10832) [also see Note 5]

Key: A = Allowed D = Allowed by Administrative Use Permit PC = Allowed by Planning Commission Use Permit Footnotes (see end of table)

Land Use	Zoning District			
	PF	C-S	M	BP
INDUSTRY, MANUFACTURING & PROCESSING, WHOLESALING				
Furniture and fixtures manufacturing, cabinet shop		D	A	
Industrial research and development		D	D	D
Laboratory - Medical, analytical, research, testing		A	A	A
Laundry, dry cleaning plant		A	A	A1
Manufacturing - Heavy			D	PC
Manufacturing - Light		D	A	A
Petroleum product storage and distribution			D	
Photo and film processing lab		A	A	D
Printing and publishing		A	A	A
Recycling facilities - Collection and processing facility			D	
Recycling facilities - Scrap and dismantling yard			D	
Recycling facilities - Small collection facility		D	A	
Storage yard		D	A	
Warehousing, indoor storage		A	A	D1
Wholesaling and distribution		A	A	PC
LODGING				
Homeless shelter (see note 8)	PC	PC	PC	
Hotel, motel (see note 8)				PC

Table 4.3 – Allowed Uses

Key: A = Allowed D = Allowed by Administrative Use Permit PC = Allowed by Planning Commission Use Permit Footnotes (see end of table)

Land Use	Zoning District			
	PF	**C-S**	**M**	**BP**
RECREATION, EDUCATION, & PUBLIC ASSEMBLY USES				
Bar/tavern		D	D	D1
Club, lodge, private meeting hall		D		
Commercial recreation facility - Indoor	PC		PC	D
Commercial recreation facility – Outdoor	PC	PC		
Fitness/health facility		A	A	A1
Night club		D		PC
Park, playground	D			
Public assembly facility	PC	PC		
Religious facility8	D	D2		
School – Specialized education/training8		A	A	D
Sports and active recreation facility	PC	PC	PC	
Sports and entertainment assembly facility	PC		PC	
RESIDENTIAL USES				
Caretaker quarters	A	A	A	D

Table 4.3 – Allowed Uses

Key: A = Allowed D = Allowed by Administrative Use Permit PC = Allowed by Planning Commission Use Permit Footnotes (see end of table)

Land Use	Zoning District			
	PF	**C-S**	**M**	**BP**
RETAIL SALES				
Auto and vehicle sales and rental		A	PC	
Auto parts sales, with installation		A	A	
Auto parts sales, without installation		A	A	
Building and landscape materials sales, indoor		A	A	
Building and landscape materials sales, outdoor		A	A	
Convenience store		D	D	A1
Farm supply and feed store		A	D	
Fuel dealer (propane, etc)		D	A	
Furniture, furnishings, and appliance stores		A		
General retail – 2,000 sf or less				A1
Office-supporting retail, 2,000 sf or less				A1
Office-supporting retail, More than 2,000 up to 5,000 sf				D1
Produce stand				
Restaurant		D	D	A
Service station (see also “vehicle services”)		D	D	A1
Warehouse stores – 45,000 sf or less gfa		A		
Warehouse stores – more than 45,000 sf gfa		D		
		PC		

Table 4.3 – Allowed Uses

Key: A = Allowed D = Allowed by Administrative Use Permit PC = Allowed by Planning Commission Use Permit Footnotes (see end of table)

Land Use	Zoning District			
	PF	C-S	M	BP
SERVICES – BUSINESS, FINANCIAL & PROFESSIONAL				
Banks and financial services8		D	A	A1
Business support services		A		D4
Medical Service – Doctor Office8		D4		D4
Medical Service – Clinic, Lab, Urgent Care8		D4		A
Office – Business and service8				D
Office – Government8	A			A
Office – Processing8		A	D	A
Office – Production and administrative8		A	D	A
Office – Airport Related Services8	A	A	A	A
Office – Professional8				A
Photographer, photographic studio		A		

Land Use	Zoning District			
	PF	C-S	M	BP
SERVICES - GENERAL				
Catering service		A	A	
Copying and Quick Printer Service		A	A	D1
Day care - Adult, Child Day Care Center8		D	D	D
Equipment rental		A	A	
Food bank/packaged food distribution center		D	D	
Maintenance service, client site services		A	A	PC
Mortuary, funeral home8	D	D		
Personal services		A		D1

Table 4.3 – Allowed Uses

Key: A = Allowed D = Allowed by Administrative Use Permit PC = Allowed by Planning Commission Use Permit Footnotes (see end of table)

Land Use	Zoning District			
	PF	C-S	M	BP
SERVICES – GENERAL				
Personal services - Restricted		D		
Public safety facilities	A			
Public utility facilities	A	A	A	
Repair service - Equipment, large appliances, etc.		A	A	
Social service organization8	D			
Vehicle services - Repair and maintenance - Major		A	A	
Vehicle services - Repair and maintenance - Minor		A	A	
Vehicle services - Carwash		D	D	
Veterinary clinic-hospital, boarding, large animal		D	D	
Veterinary clinic-hospital, boarding, small animal, indoor		A		
Veterinary clinic-hospital, boarding, small animal, outdoor		D		

Land Use	Zoning District			
	PF	C-S	M	BP
TRANSPORTATION & COMMUNICATIONS				
Airport Facilities/Expansion	PC	PC	PC	PC
Ambulance, taxi, and/or limosine dispatch facility		A	D	D
Antennas and telecommunications facilities	PC	D	D	D
Broadcast studio8		A6	A6	A6
Parking facility	PC	D	D	
Refuse Hauling, Septic Tank, Portable Toilet Sewers		PC	D	
Truck or freight terminal		A	A6	D
Water and wastewater treatment plants and services	PC	PC	PC	PC

Numbered Notes to Table 4.3

1. These activities are considered secondary uses for business parks. Within a development project site, their combined floor area shall not exceed 25 percent of the total floor area. Some are also subject to limits on individual floor area, as shown in the body of the table. Floor area limitations shall not apply to bank headquarters.
2. Use permit review shall consider that the C-S zone is primarily intended to accommodate uses not generally suited to other commercial zones because of noise, truck traffic, visual impacts and similar factors. A use permit may be approved only when the church will not likely cause unreasonable compatibility problems with existing or likely future service commercial uses in the vicinity. Use permit conditions may include measure to mitigate incompatibility.
3. In the C-S zone, nightclubs must contain a minimum of four thousand five hundred square feet of floor area. The required use permit process shall address parking, neighborhood compatibility, and security issues.
4. In order to approve a Medical Service use in the C-S or BP zones, the Hearing Officer must make the following findings:
    a. The proposed medical service is compatible with surrounding land uses.
    b. The proposed medical service is located along a street designated as an arterial or commercial collector in the Circulation Element and has convenient access to public transportation.
    c. The proposed medical service will not significantly increase traffic or create parking impacts in residential neighborhoods.
    d. The proposed medical service is consistent with the Airport Land Use Plan (ALUP).
    e. The project will not preclude service commercial uses in areas especially suited for these uses when compared with medical service.
    f. The project site can accommodate the parking requirements of the proposed medical service and will not result in other lease spaces being underutilized because of lack of available parking.
5. Day care centers are allowed in residential zones within the Avila Ranch portion of the Specific Plan subject to a Minor Use Permit.
6. Broadcast studios are allowed by right except than an administrative use permit is required to permit any on-site antennas, dishes or transmission towers; or any radio, microwave, or other type of airbound transmission form the project site or any other site within the Airport Area.
7. Caretaker quarters shall have a maximum floor area of 1,000 square feet and shall not be allowed din available safety areas S-1a or the runway protection zone, as defined by the ALUP.
8. These uses are identified in the San Luis Obispo County Regional Airport Land Use Plan as noise sensitive, specific sound-attenuation requirements may apply. Refer to the ALUP for more information.

Department: Public Works
Cost Center: 5010
For Agenda of: 6/1/2021
Placement: Consent
Estimated Time: N/A

FROM: Matt Horn, Public Works Director
Prepared By: Jennifer Rice, Transportation Planner/Engineer III

SUBJECT: AUTHORIZATION TO ADVERTISE BIDS FOR THE ORCUTT/TANK FARM ROUNDABOUT PROJECT, SPECIFICATION NUMBER 1000164

RECOMMENDATION

1. Approve plans and specifications for the Orcutt/Tank Farm Roundabout, Specification No. 1000164; and
2. Authorize staff to formally advertise for bids and for the City Manager to award the contract if the lowest responsible bid is below the Publicly Disclosed Funding Amount of $3,477,710; and
3. Authorize the City Manager to issue contract change orders in excess of $100,000 and up to the Publicly Disclosed Funding Amount of $3,477,710; and
4. Authorize the City Manager to execute a Right-of-Way Dedication Agreement between the City of San Luis Obispo and Barbara Parsons if the final agreement terms are to the satisfaction of the Public Works Director and City Attorney; and
5. Authorize the City Manager to execute a Drainage Easement between the City of San Luis Obispo and Barbara Parsons if the final agreement terms are to the satisfaction of the Public Works Director and City Attorney; and
6. Appropriate $1,364,670 in Regional and Urban State Highway Account (SHA) grant funding as provided by the San Luis Obispo Council of Governments (SLOCOG); and
7. Authorize the Finance Director to un-appropriate up to $735,866 in Citywide Transportation Impact Fee (TIF) funds from the Orcutt/Tank Farm Roundabout project account and return to the undesignated Citywide Transportation Impact Fee fund balance at the time of project completion.

REPORT-IN-BRIEF

The purpose of this report is to request City Council authorization to approve the final plans and specifications, appropriate USHA and RSHA grant funding to the project account, and request authorization to advertise the construction of the Orcutt Tank Farm Roundabout Project.

The existing side-street stop-controlled intersection of Orcutt Road and Tank Farm Road currently operates below the City's adopted level of service (LOS) thresholds, with lengthy delays and vehicle queues during peak commute periods. Mitigation measures identified in the Orcutt Area Specific Plan (OASP) Environmental Impact Report (EIR) require a roundabout to be installed at the intersection of Orcutt and Tank Farm Road to address these deficiencies.

This high-priority transportation project supports the City's Climate Action, Open Space and Sustainable Transportation Major City Goal, as well as the City's Major City Goal of Housing and Homelessness, by providing the infrastructure needed to support housing production within the Orcutt Area and improve mobility and safety for all road users. The proposed roundabout will reduce vehicle congestion (and related emissions), reduce the potential for severe traffic collisions, and improve pedestrian and bicycle connectivity to Islay Park. This improvement is identified as a "Tier 1 Project" in the City's Active Transportation Plan.

Plans and specifications have been developed in accordance with the OASP, OASP EIR, City Engineering Standards and previous Council and Advisory Body approvals. This request also includes a request to authorize the City Manager to execute the final right of way dedication agreement necessary to proceed with construction of the roundabout.

As further discussed in the Fiscal Analysis Section, the total available project funding is $4,884,576, which exceeds the total estimated project costs by $735,866.

DISCUSSION

Background

The OASP and EIR, adopted in 2010, identified various transportation infrastructure upgrades necessary to support development of the OASP area, including significant improvements to the intersection of Tank Farm Road and Orcutt Road. The OASP initially recommended geometric modifications and installation of a traffic signal at Orcutt/Tank Farm to improve traffic safety and operations. With adoption of the General Plan Land Use and Circulation Elements (LUCE) in 2014, the City officially adopted a "roundabout first" policy, prioritizing roundabouts as a first-priority solution where intersection control upgrades are warranted. Roundabouts generally result in fewer injury collisions, lower long-term maintenance costs, and reduced vehicle delays and emissions compared to signalized traffic control.

Traffic volumes at the Tank Farm/Orcutt intersection have increased noticeably over the past several years, particularly during the afternoon commute period as more and more cross-county commuters appear to utilize Orcutt Road and Highway 227 as alternative routes to Highway 101. Vehicle queues at the intersection frequently back up for several hundred feet in the southbound direction as drivers wait for a gap to turn left from Orcutt to eastbound Tank Farm Road, which further highlights the need for operational improvements at this intersection. It should also be noted that installation of a roundabout will provide dedicated crossings for bicyclists and pedestrians for Tank Farm Road, improving multimodal connectivity between Islay Park and new neighborhoods to the north.

The plans and specifications for the Tank Farm/Orcutt Roundabout Project have been developed by the City using design services from GHD. Plans and Specifications are provided for reference as Attachment A and Attachment B, respectively. A vicinity map of the project is provided in Figure 1 below and in Attachment E.

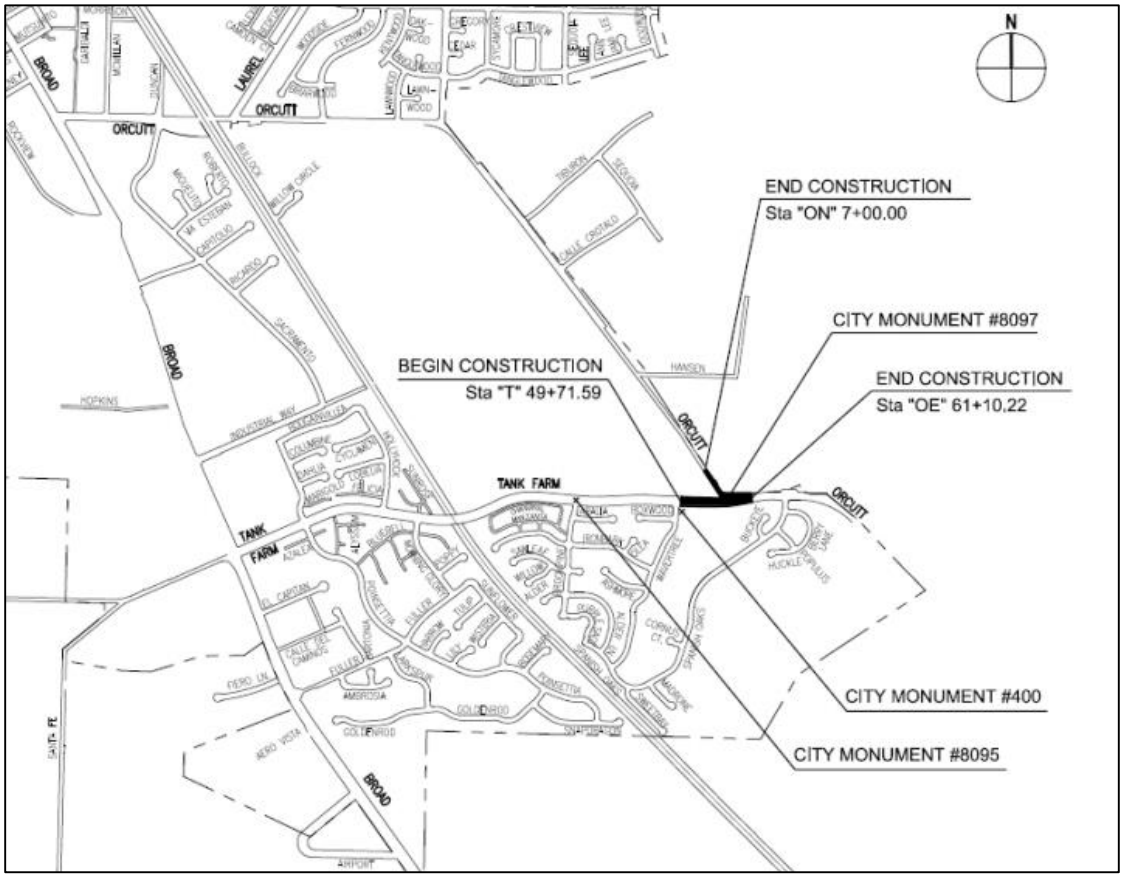


Figure 1: Project Vicinity Map

Prior to construction, additional right-of-way dedication is necessary from the adjacent property owner on the northwest corner. The City has worked closely with the property owner to provide a legal description for the dedication necessary to provide sufficient right-of-way for constructing and maintaining the future roundabout. Attachment C is the Right-of-Way Dedication Agreement that must be executed prior to any construction activities.

Public Art Considerations

A roundabout public art program is included in the proposed 2021-23 Financial Plan Capital Improvement Plan. While the current roundabout design does not include public art, it has been designed to accommodate public art installations within the center island after construction.

Previous Council or Advisory Body Action
Per the California Government Code Section 65402, the Planning Commission held public hearings on March 25, 2015 and April 8, 2015 to reviewed and approve a Vesting Tentative Tract Map for Righetti Ranch finding consistency with the General Plan for the subdivision map, inclusive of all adopted mitigation measures and approved conditions of approval. (Reference Resolution 10619). This approval included a condition that the Applicant provide right-of way as necessary for a roundabout or traffic signal at the intersection of Orcutt Road and Tank Farm Road.

On January 10, 2018, the Planning Commission held a public hearing to review and approve amendments to the mitigation measures and conditions of approval for Righetti Ranch which included a condition that the subdivider acquire and dedicate the necessary right-of-way for a roundabout at Orcutt Road and Tank Farm Road. (Reference Resolution 10861.)

Policy and Regulatory Context
General Plan Circulation Element Policy 7.1.2 states that where feasible, roundabouts shall be the City's preferred intersection control alternative due to the vehicle speed reduction, safety and operational benefits of a roundabout.[1] Improvements to the Orcutt/Tank Farm intersection are identified in the City's General Plan Circulation Element, Orcutt Area Specific Plan, and Active Transportation Plan. The proposed roundabout design is consistent with these plans and policies.

Public Engagement
General Public Engagement
All public meetings related to the previously approved General Plan Circulation Element Update, Orcutt Area Specific Plan and Active Transportation Plan were properly noticed and held at the time and in the manner required by law. In addition, this staff report was published for public review one week prior to this Council meeting date and noticed consistent with the City's 2015 Public Engagement and Noticing Manual. As described below, this project includes a communications component and frequent updates on its status including phasing and traffic handling will be provided to the public via all City communications channels.

Construction Phasing & Traffic Handling
Reconstruction of existing high-traffic intersections is inherently challenging and disruptive to traffic circulation—this is particularly true for roundabout projects, which often require manually flagging traffic through the intersection one direction at a time. This was certainly the case during recent construction of the Tank Farm/Righetti Ranch Road roundabout, which resulted in lengthy delays to drivers for nearly a full year.

[1] City of San Luis Obispo General Plan Circulation Element, available online: https://www.slocity.org/home/showpublisheddocument?id=20412

The need to retain full traffic access for all intersection approaches also adds significant complexity for construction crews, lengthens construction schedules, and adds to the total traffic control and construction costs for roundabout projects.

For the Orcutt/Tank Farm Roundabout project, staff is proposing a construction phasing and traffic handling strategy in order to allow the contractor to construct the improvements more efficiently, which reduces the total cost and overall construction duration by several months. The proposed construction staging and traffic detour plan is summarized below and illustrated within the maps in Attachment E:

a. **Temporary Tank Farm Road Closure:** Tank Farm Road just west of the Tank Farm/Orcutt intersection will be temporarily closed to vehicular through traffic for approximately 70 days. A temporary roadway bypass or "shoe-fly" will be provided just east of the Tank Farm/Orcutt intersection to maintain access for southbound-to-eastbound and westbound-to-northbound vehicle traffic. Vehicular access to the Islay Park parking lot will be temporarily closed to non-maintenance vehicles, while temporary on-street parking for the park will be provided along Tank Farm Road.

b. **Temporary Orcutt Road Closure:** Orcutt Road just north of the Tank Farm/Orcutt intersection will be temporarily closed to vehicular through traffic for approximately 40 days. East/west vehicular traffic will be restored, as well as vehicular access to Islay Park.

c. **Detour Routes:** Vehicular detour routes have been identified based on the recommendations of a detailed construction traffic operations analysis. These routes are shown in Attachment E and will be communicated via signage and public noticing in advance of the temporary street closures. All efforts will be made to maintain some form of pedestrian, bicycle, and emergency vehicle access, including to Islay Park. As recommended in the construction traffic operations analysis, traffic signal timings will be temporarily adjusted along detour routes to reduce delays during construction.

d. **Neighborhood Cut-Through Concerns:** Signage and public noticing will be provided in an effort to minimize potential cut-through traffic through the residential neighborhoods south of Tank Farm Road and through the new Orcutt Area street network north of Tank Farm Road.

The project budget, as described in detail in the Fiscal Impact section below, includes funds for staff to utilize a professional public relations firm to assist with public communications and noticing regarding construction schedules, traffic detours, and City contact information for questions. This approach, utilizing both the City's Communications Coordinator and external public relations expertise was extremely effective with the recently completed Marsh Street Bridge Replacement Project and staff believes this will be an effective approach for this complex endeavor.

The public communications strategy will target not only local residents, transit operators and emergency response providers, but also regional commuters who will also be affected by temporary construction detours.

CONCURRENCE

The Community Development and Utilities Departments have reviewed and concur with this recommendation.

ENVIRONMENTAL REVIEW

The Orcutt Area Specific Plan and its Final Environmental Impact Report (EIR) were approved and certified in March 2010. The Land Use and Circulation Element and Final EIR were certified September 2014, and include Policy 7.02 stating that where feasible, roundabouts shall be the City's preferred intersection control alternative. The Righetti Ranch development project (Vesting Tentative Tract Map 3603) was analyzed in a project-specific, tiered, Initial Study/Mitigated Negative Declaration and was adopted on May 19, 2015. On February 6, 2018 the City Council considered and approved amendments to specified mitigation measures and conditions of approval, which included, but was not limited to, a requirement for the design and construction of the Orcutt/Tank Farm roundabout (MOD-1220-2017). The Council made a finding that the proposed mitigation measure amendments are consistent with the requirements of the Orcutt Area Specific Plan Final Environmental Impact Report (FEIR) certified and adopted by the City Council on March 2, 2010, and the Initial Study/Mitigated Negative Declaration adopted by the City Council on May 19, 2015 for the Righetti Ranch Vesting Tentative Map 3063.

The proposed plans and specifications for the Orcutt Tank Farm Roundabout and Right of Way Dedication Agreement are consistent with previous approvals and California Environmental Quality Act (CEQA) Findings because these actions would implement mitigation measures as required by the adopted Mitigation Monitoring and Reporting Program (MMRP) for the Righetti Ranch development plan, which considered construction of the roundabout. All construction activities are subject to compliance with all adopted mitigation measures. Therefore, no additional environmental review is required for this action.

Jurisdictional permits from the California Department of Fish and Wildlife and the Regional Quality Control Board are required for roundabout construction activities that encroach within a small creek adjacent to the Tank Farm/Orcutt intersection. City is in the final stages of securing these permits, which are anticipated to be finalized by June 2021, prior to advertising the project for construction.

FISCAL IMPACT

Budgeted: Yes Budget Year: 2020-21
Funding Identified: Yes

Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
Local Revenue Measure	$916,310	$916,310	$0	$
SLCOG USHA Grant	$994,670	$994,670	$0	
SLOCOG RSHA Grant	$370,000	$370,000	$0	
Citywide TIF	$2,603,596	$1,711,992	$888,008	
Other:				
Total	**$4,884,576**	**$4,148,710**	**$735,866**	**$**

Orcutt/Tank Farm Roundabout, Specification No. 1000164						
	2019-21 Financial Plan (1000164)		2017-19 Financial Plan	Urban SHA (Grant)	Regional SHA (Grant)	Project Total Costs
	Local Revenue Measure	Citywide TIF	Citywide TIF	Capital Outlay	Capital Outlay	
Engineer Estimate:	$453,614	$1,202,216	$3,596	$994,670	$370,000	$3,024,096
Contingencies	$0	$453,614	$0	$0	$0	$453,614
Construction Costs	*$453,614*	*$1,655,830*	*$3,596*	*$994,670*	*$370,000*	*$3,477,710*
Construction Management:	$462,696	$137,304				$600,000
Const. Support (Design)		$50,000				$50,000
Public Relations:		$20,000				$20,000
Printing:		$1,000				$1,000
Other Costs	*$462,696*	*$208,304*	*$0*	*$0*	*$0*	*$671,000*
Total Project Costs	**$916,310**	**$1,864,134**	**$3,596**	**$994,670**	**$370,000**	**$4,148,710**
Current Project Balance:	$916,310	$2,600,000	$3,596	$994,670	$370,000	$4,884,576
Additional Funding:	$0	$0	$0	$0	$0	$0
Balance:	***$0***	***$735,866***	***$0***	***$0***	***$0***	***$735,866***

Total project costs are estimated at $4,148,710, including construction costs, construction contingencies, and construction support costs (construction management, design construction support, materials testing, public relations support, etc.). The current project funding balance is $3,519,906, comprised of Local Revenue Measure and Citywide Transportation Impact Fee (TIF) funds programmed in the 2017-19 and 2019-21 Financial Plans. Staff is requesting Council authorization to appropriate an additional $1,364,670 in Regional and Urban State Highway Account (SHA) grant funds, as administered by SLOCOG. See Attachment F for details on the City's current cooperative agreement with SLOCOG, including current RSHA and USHA fund apportionments by project.

With appropriation of the SLOCOG grant funds, the total project funding equals $4,884,576, which exceeds the total estimated project costs by $735,866. Staff recommends the deprogramming of any excess citywide TIF funds following project

completion, returning them to the undesignated citywide TIF fund balance.

ALTERNATIVES

The City Council could deny the request to advertise the project. Staff does not recommend this as this is a high priority transportation project and is needed to support additional housing production within the Orcutt Area.

ATTACHMENTS

A – Orcutt/Tank Farm Roundabout Plans
B – Orcutt/Tank Farm Roundabout Specifications
C – Draft Right of Way Dedication Agreement with Barbara Parsons
D – Draft Drainage Easement Agreement with Barbara Parsons
E – Construction Detour Maps
F – Cooperative Agreement with SLOCOG

general notes:

1. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR OR PERMITTEE 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 PERMITTEE SHALL ALSO CONTACT THE APPROPRIATE AGENCY FOR THE LOCATION OF CABLE T.V., WATER, SEWER, DRAINAGE OR UNDERGROUND FACILITIES.

2. THE CONTRACTOR SHALL POSSESS A CLASS A LICENSE AT THE TIME OF BID OPENING.

basis of coordinates and bearings:

THE COORDINATES AND BEARINGS SHOWN HEREON ARE BASED UPON THE CALIFORNIA COORDINATE SYSTEM OF 1983, CCS83, ZONE 5 0405, (1993.35) IN ACCORDANCE WITH THE CALIFORNIA PUBLIC RESOURCES CODE SECTIONS 8801-8819; SAID COORDINATES AND BEARINGS ARE BASED LOCALLY UPON FIELD-OBSERVED TIE TO THE FOLLOWING CITY OF SAN LUIS OBISPO HORIZONTAL CONTROL NETWORK POINT 8097 & 8095 (MBS POINT 1016 & 1030):

STATION	NORTHING(ft)	EASTING(ft)	MAPPING ANGLE	COMBINATION FACTOR	ELEVATION (NAVD88)(ft)	ELLIP.HT.
1016	2287843.843	5777970.804	-1°29'46.798"	9999531	254.60	143.39
1030	2287662.0270	5776336.092				

TO OBTAIN GROUND DISTANCES AND GEODETIC NORTH, MULTIPLE GRID DISTANCES (DISTANCES SHOWN HEREON) BY 1.0000469 AND ROTATE GRID BEARINGS COUNTERCLOCKWISE BY 1°29'46.798" TO OBTAIN GEODETIC BEARINGS.

basis of bearings:

THE BASIS OF BEARINGS FOR THIS SURVEY WAS TAKEN FROM BETWEEN FOUND CITY OF SAN LUIS OBISPO HORIZONTAL CONTROL NETWORK MONUMENTS 8095 AND 8097. BEARING N 89° 21' 46" W PER CITY OF SAN LUIS OBISPO HORIZONTAL CONTROL NETWORK (INVERSED OF ABOVE COORDINATES)

bench mark

VERTICAL CONTROL BENCH MARK NO. 400 WITH AN ELEVATION OF 255.11' AS PUBLISHED IN THE CITY OF SAN LUIS OBISPO 2017 BENCH MARK SYSTEM. CITY'S BENCH MARK SYSTEM IS BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).

DESCRIPTION: LEAD AND TACK IN THE TOP OF THE SOUTHEASTERLY CURB OF TANK FARM ROAD AND WAVERTREE STREET, AT THE SOUTHEASTERLY ECR.

VICINITY MAP
N.T.S.

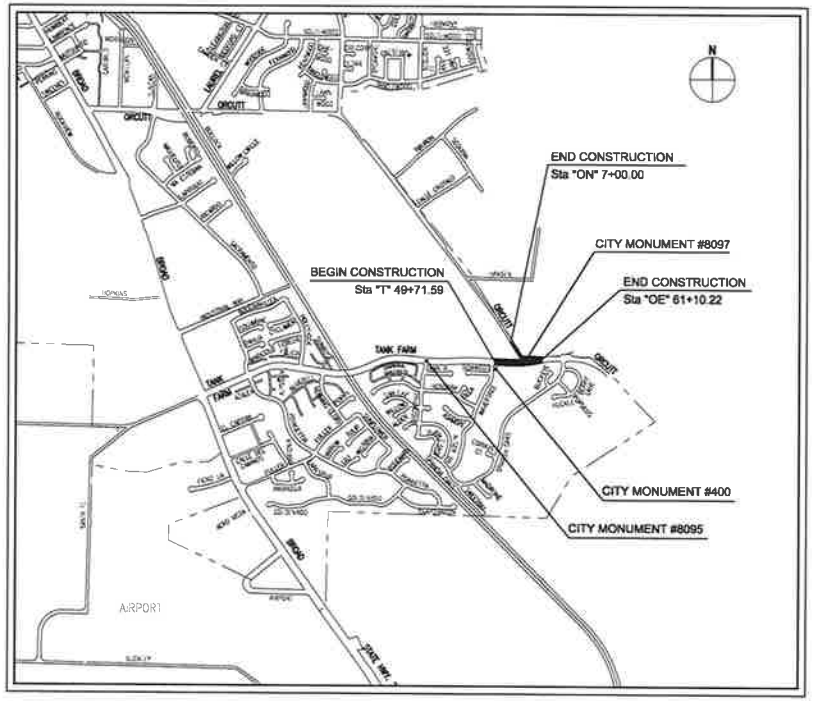
811
Know what's below.
Call before you dig
Contractor shall call Underground Service Alert at 811 two working days prior to excavation

GHD

city of san luis obispo

PROJECT PLANS FOR

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT



PROJECT LOCATION MAP
1"=1000'

STORM WATER INFO
TOTAL AREA OF DISTURBANCE: 154,634 SF
AREA OF EXISTING PERVIOUS SURFACE: 49,854 SF
AREA OF EXISTING IMPERVIOUS SURFACE: 99,222 SF
AREA OF PROPOSED PERVIOUS SURFACE: 11,722 SF
AREA OF PROPOSED IMPERVIOUS SURFACE: 109,437 SF
PCR COMPLIANCE INFORMATION: PROJECT IS SUBJECT TO REQUIREMENTS OF CENTRAL COAST REGIONAL WATER QUALITY CONTROL BOARD RESOLUTION NO. R3-2012-0025, POST-CONSTRUCTION REQUIREMENTS, PERFORMANCE REQUIREMENTS NOS. 1 AND 2

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

REGISTERED PROFESSIONAL ENGINEER
JOSEPH P. RICHARD
No. C53755
CIVIL
STATE OF CALIFORNIA

T1

index to plans

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8	DM1	DEMOLITION PLAN
9	L1	LAYOUT
10	L2	LAYOUT (CURB ALIGNMENTS)
11-13	P1-P3	PROFILES
14-21	C1-C8	CONSTRUCTION DETAILS
23	G1	GRADING PLAN
24	U1	UTILITY PLAN
25	W1	RECYCLED WATER PLAN AND PROFILE
26	WD1	RECYCLED WATER DETAILS
27	D1	DRAINAGE PLAN
28-29	DP1-DP2	DRAINAGE PROFILES
30-31	DD1-DD2	DRAINAGE DETAILS
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35	CS1	CONSTRUCTION AREA SIGNS
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43	PD1	PAVEMENT DELINEATION
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49-50	LP1-LP2	IRRIGATION PLAN
51-52	LP3-LP4	PLANTING PLAN
53-56	LP5-LP8	IRRIGATION DETAILS, NOTES & SCHEDULE
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61-67	ST1-ST7	STRUCTURAL PLANS

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

CITY OF SAN LUIS OBISPO

san luis obispo county, california

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

SPECIFICATION NO. 1000164

APPROVED BY

Manuel Guzman
Construction Engineering Manager

DATE: 01/26/21
FILE NO./LOCATION: 2460T001
SHEET: 1 OF 67

GENERAL NOTES:

1. UTILITY INFORMATION AND OBSTRUCTIONS SHOWN ON THE PROJECT PLANS (PLANS) ARE ONLY INFORMATIONAL. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND ELEVATION OF ALL EXISTING UTILITIES WITHIN THE WORK AREA PRIOR TO BEGINNING CONSTRUCTION. CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (U.S.A.) AT 800-227-2600 A MINIMUM OF TWO WORKING DAYS IN ADVANCE OF ANY EXCAVATION. EXCAVATION SHALL NOT BEGIN UNTIL UNDERGROUND UTILITIES HAVE BEEN LOCATED.
2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SECURE ALL PERMITS NECESSARY TO PERFORM THE WORK, INCLUDING BUT NOT LIMITED TO WORK IN THE PUBLIC RIGHT-OF-WAY, GRADING, TREE REMOVAL, UTILITY MODIFICATIONS.
3. CONTRACTOR SHALL SUPPLY ALL EQUIPMENT, LABOR, AND MATERIALS NECESSARY TO PERFORM THE WORK SHOWN ON THESE PLANS.
4. IT SHALL BE THE RESPONSIBILITY OF THE VARIOUS CONTRACTORS TO COORDINATE THEIR WORK SO AS TO ELIMINATE CONFLICTS AND WORK TOWARD THE GENERAL GOOD AND COMPLETION OF THE ENTIRE PROJECT.
5. ALL WORKMANSHIP AND MATERIALS FURNISHED BY THE CONTRACTOR SHALL BE THE KIND AND QUALITY DESCRIBED IN THE PLANS AND SHALL BE FIRST CLASS THROUGHOUT. NEITHER FINAL ACCEPTANCE NOR FINAL PAYMENT BY OWNER SHALL RELIEVE THE CONTRACTOR OF RESPONSIBILITY FOR FAULTY MATERIALS OF WORKMANSHIP.
6. CONTRACTOR SHALL PROVIDE ADEQUATE DUST CONTROL AT ALL TIMES AS REQUIRED BY OWNER'S REPRESENTATIVE.
7. CONTRACTOR SHALL EXERCISE ALL NECESSARY CAUTION TO AVOID DAMAGE TO ANY EXISTING TREES, OR SURFACE IMPROVEMENTS OR TO ANY EXISTING DRAINAGE STRUCTURE, WATER STRUCTURE, SEWER CLEANOUTS, MANHOLES, OR JUNCTION BOXES FOR UNDERGROUND ELECTRIC, GAS, TELEPHONE, CABLE TV, STORM, SANITARY, WATER, OR OTHER UTILITIES WHICH ARE TO REMAIN IN PLACE AND SHALL BEAR FULL RESPONSIBILITY FOR ANY DAMAGE THERETO.
8. ALL KNOWN EXISTING UTILITY LINES ARE SHOWN FOR INFORMATION ONLY. CONTRACTOR SHALL EXERCISE ALL NECESSARY CAUTION TO AVOID DAMAGE TO ANY EXISTING UTILITY LINES OR FACILITIES TO REMAIN IN PLACE, WHETHER OR NOT SUCH FACILITIES APPEAR ON THESE PLANS, AND SHALL BEAR FULL RESPONSIBILITY FOR ANY DAMAGE THERETO.
9. CONTRACTOR SHALL CONTACT BOTH UNDERGROUND SERVICE ALERT (800-227-2600) AND THE AFFECTED UTILITY COMPANY PRIOR TO STARTING WORK TO REQUEST AND OBTAIN THE MARKING OF EXISTING UNDERGROUND FACILITIES.
10. CONTRACTOR SHALL HIRE A LICENSED LAND SURVEYOR TO PROVIDE CONSTRUCTION STAKING IN ORDER TO ENSURE THE PROJECT IS CONSTRUCTED TO THE LINES AND GRADES INDICATED ON THIS PLAN.
11. INSPECTION OF WORK: CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF REQUIRED INSPECTIONS WITH THE APPROPRIATE AGENCIES AND UTILITY COMPANIES.
12. ENGINEER SHALL BEAR NO RESPONSIBILITY FOR METHODS AND PROCEDURES OF WORK ESTABLISHED BY CONTRACTOR, JOBSITE CONDITIONS, JOBSITE SAFETY OR CONFORMANCE WITH SAFETY PROCEDURES AND REQUIREMENTS.
13. IN CONFORMANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR THE JOBSITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND SHALL NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS BOTH THE OWNER AND ENGINEER FROM ANY AND ALL LIABILITY REAL OR ALLEGED IN CONNECTION THE PERFORMANCE OF THE WORK ON THIS PROJECT EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR ENGINEER.
14. THE CONTRACTOR SHALL HAVE COPIES OF THE PLANS FOR THIS PROJECT ON SITE AT ALL TIMES. THE CONTRACTOR SHALL MAINTAIN A CURRENT, COMPLETE, AND ACCURATE RECORD OF ALL CHANGES WHICH DEVIATE FROM THE CONSTRUCTION AS PROPOSED IN THESE PLANS AND SPECIFICATIONS. THE CONTRACTOR SHALL PROVIDE AS-BUILT INFORMATION AS TO THE EXACT LOCATION BY THE CENTERLINE STATION AND MAIN DEPTH OF ALL WATER FACILITY APPURTENANCES: PIPE, VALVES, TEES, MARKERS, AND OTHER FEATURES FOR THE PURPOSE OF PROVIDING THE ENGINEER WITH A BASIS FOR RECORD DRAWINGS. NO CHANGES SHALL BE MADE WITHOUT PRIOR APPROVAL OF THE CITY OF SAN LUIS OBISPO ENGINEERING DEPARTMENT.
15. THE CONTRACTOR SHALL PRACTICE SAFETY AT ALL TIMES AND SHALL FURNISH, ERECT, AND MAINTAIN SUCH FENCES, BARRICADES, DETOURS, FLAGMAN, LIGHTS, AND SIGNS AS NECESSARY TO GIVE PROTECTION TO THE PUBLIC AT ALL TIMES.
16. ALL UNSUITABLE MATERIALS SHALL BE REMOVED FROM THE PROJECT AND BE PLACED AT A SUITABLE DISPOSAL SITE.
17. THE CONTRACTOR SHALL INSPECT THE PROJECT SITE PRIOR TO SUBMITTING A BID IN ORDER TO OBSERVE AND DETERMINE THE EXISTING SITE CONDITIONS.
18. TRAFFIC CONTROL DURING CONSTRUCTION SHALL BE THE CONTRACTOR'S RESPONSIBILITY. ALL TRAFFIC CONTROL AND DEVICES SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE "MANUAL OF TRAFFIC CONTROLS FOR CONSTRUCTION AND MAINTENANCE WORK ZONES" USED BY THE STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION AND CITY OF SAN LUIS OBISPO ENGINEERING STANDARD APPENDIX G.
19. THE CONTRACTOR SHALL PROVIDE FOR CONTINUOUS INGRESS AND EGRESS TO ALL PUBLIC AND PRIVATE PROPERTIES ADJACENT TO THE WORK THROUGHOUT THE PERIOD OF CONSTRUCTION.
20. THE FINAL ADJUSTMENT TO FINISH GRADE OF ALL MANHOLES, VALVE COVERS, AND SURVEY MONUMENTS SHALL BE MADE FOLLOWING PLACEMENT OF ASPHALT CONCRETE FINAL LIFT.
21. THE CONTRACTOR SHALL COMPLY WITH THE RULES AND REGULATIONS OF CAL/OSHA. THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
22. AL WORK LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY OR WITHIN THE JURISDICTION OF THE CITY OF SAN LUIS OBISPO UTILITIES AND PUBLIC WORKS DEPARTMENTS SHALL COMPLY WITH THE MOST CURRENT EDITION OF THE STANDARD SPECIFICATIONS AND ENGINEERING STANDARDS. THE CURRENT ADOPTED EDITION IS DATED MAY 2018.
23. A SEPARATE ENCROACHMENT PERMIT IS REQUIRED FOR ANY WORK IN THE PUBLIC RIGHT-OF-WAY OR WITHIN CITY EASEMENTS FOR CONNECTIONS TO PUBLIC UTILITIES. WORK REQUIRING AN ENCROACHMENT PERMIT INCLUDES BUT IS NOT LIMITED TO DEMOLITIONS, UTILITIES, WATER, SEWER, AND FIRE SERVICE LATERALS, CURB, GUTTER, AND SIDEWALK, DRIVEWAY APPROACHES, SIDEWALK UNDERDRAINS, STORM DRAIN IMPROVEMENTS, STREET TREE PLANTING OR PRUNING, CURB RAMPS, STREET PAVING, AND PEDESTRIAN PROTECTION OR CONSTRUCTION STAGING IN THE RIGHT-OF-WAY.
24. CONTACT THE CITY OF SAN LUIS OBISPO PUBLIC WORKS INSPECTION HOTLINE AT 805-781-7554 AT LEAST TWO WORKING DAYS PRIOR TO START OF WORK OR ANY REQUIRED ENCROACHMENT PERMIT INSPECTION.
25. A TRAFFIC AND PEDESTRIAN CONTROL PLAN SHALL BE SUBMITTED TO THE CITY OF SAN LUIS OBISPO PUBLIC WORKS DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO ENCROACHMENT PERMIT ISSUANCE.
26. ALL TRENCHING AND BACKFILL TO BE DONE TO CITY OF SAN LUIS OBISPO ENGINEERING STANDARDS UNLESS OTHERWISE NOTED.
27. A CAL-OSHA PERMIT IS REQUIRED FOR EXCAVATION OR TRENCHING GREATER THAN 5 FEET IN DEPTH. A COPY OF THE ANNUAL, PROVISIONAL, OR TEMPORARY PERMIT SHALL BE PROVIDED TO THE BUILDING DIVISION PRIOR TO BUILDING, UTILITY, AND/GRADING GRADING PERMIT ISSUANCE IS APPLICABLE. ANY OSHA PERMIT EXEMPTION OR WAIVER SHALL BE PROCESSED ON A FORM PROVIDED BY THE CITY OF SAN LUIS OBISPO BUILDING DIVISION.
28. ANY SECTIONS OF DAMAGED OR DISPLACED CURB, GUTTER AND SIDEWALK, OR DRIVEWAY APPROACH SHALL BE REQUIRED OR REPLACED TO THE SATISFACTION OF THE CITY OF SAN LUIS OBISPO.
29. FOLLOW CITY OF SAN LUIS OBISPO TRAFFIC CONTROL GUIDELINES FOR ALL CONSTRUCTION ACTIVITIES FOUND AT HTTP://WWW.SLOCITY.ORG/PUBLICWORKS/STDS/APPX-G.PDF.
30. SHOULD HYDROCARBON CONTAMINATED SOIL BE ENCOUNTERED DURING CONSTRUCTION ACTIVITIES, THE APCD AND SLO FIRE DEPARTMENT MUST BE NOTIFIED AS SOON AS POSSIBLE AND NO LATER THAN 48 HOURS AFTER AFFECTED MATERIAL IS DISCOVERED TO DETERMINE IF AN APCD PERMIT WILL BE REQUIRED. IN ADDITION, STANDARD APCD REQUIRED PROCEDURES SHALL BE IMPLEMENTED IMMEDIATELY AFTER CONTAMINATED SOIL IS DISCOVERED.

GENERAL UTILITY NOTES:

1. AS A FIRST ORDER OF WORK, THE CONTRACTOR MUST POTHOLE ALL UTILITIES WITHIN THE WORK AREA AND FURNISH ELEVATIONS TO THE ENGINEER.
2. THE CONTRACTOR SHALL CONTACT AND COORDINATE WITH AFFECTED UTILITIES RELOCATIONS REQUIRED BY THE PLANS.
3. AN EFFORT HAS BEEN MADE TO DEFINE THE LOCATION OF UNDERGROUND FACILITIES WITHIN THE JOBSITE. HOWEVER, ALL EXISTING UTILITY AND OTHER UNDERGROUND STRUCTURES MAY NOT BE SHOWN ON THESE PLANS AND THEIR LOCATION WHERE SHOWN IS APPROXIMATE. THE CONTRACTOR AGREES THAT HE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR LOCATING OR HAVING LOCATED ALL UNDERGROUND UTILITIES AND OTHER FACILITIES AND FOR PROTECTING THEM DURING CONSTRUCTION.
4. THE CONTRACTOR SHALL CONTACT ALL UTILITY COMPANIES TO MARK LOCATIONS AND SHALL POTHOLE ALL UTILITY CROSSINGS, PRIOR TO STAKING AND PRIOR TO ANY PIPELINE EXCAVATIONS TO ALLOW GRADE REVISIONS IF NECESSITATED BY ACTUAL LOCATIONS. THE CONTRACTOR SHALL NOTIFY AND CALL UNDERGROUND SERVICE ALERT A MINIMUM OF 48 HOURS PRIOR TO WORK AT 811.
5. THE CONTRACTOR SHALL CONTACT THE FOLLOWING UTILITY COMPANIES AT LEAST 48 HOURS BEFORE BEGINNING EXCAVATION AND SHALL VERIFY WHETHER OR NOT A REPRESENTATIVE OF EACH COMPANY WILL BE PRESENT DURING EXCAVATION.

WATER, SEWER, STORM:	CITY OF SAN LUIS OBISPO	805-781-7200
GAS	SOCAL GAS	805-681-7939
TELEPHONE	AT&T	805-546-7315
INTERNET	CHARTER COMMUNICATIONS	805-503-8543
ELECTRIC:	PG&E	805-546-5236

6. ALL STATIONING IS BASED ON CENTERLINE OF ROAD UNLESS OTHERWISE SHOWN ON PLANS.
7. DOMESTIC WATER SERVICE LATERALS AND METERS AND SEWER SERVICE LATERALS ARE SHOWN ON THE PLAN DRAWINGS. THE CONTRACTOR SHALL POTHOLE AND VERIFY THE LOCATION OF THESE UTILITIES AND CONSTRUCT THE NEW IMPROVEMENTS WHILE MAINTAINING SERVICE AT ALL TIMES DURING CONSTRUCTION. DAMAGE CAUSED BY THE CONTRACTOR TO THESE SERVICES SHALL BE REPAIRED IMMEDIATELY AT THE SOLE EXPENSE OF THE CONTRACTOR.
8. PROFILES ARE DRAWN AT AN EXAGGERATED SCALE MAKING VERTICAL GRADE BREAKS APPEAR GREATER THAN ACTUAL. THE CONTRACTOR SHALL LAY THE PIPE IN ACCORDANCE SECTION 77-2.03A AND NOT EXCEED THE PIPE MANUFACTURER'S RECOMMENDATIONS.
9. THE CONTRACTOR SHALL HAVE A COPY OF THE PROJECT PLANS AND THE CITY OF SAN LUIS OBISPO FIELD REPRESENTATIVE SHALL BE NOTIFIED AT LEAST TWO (2) WORKING DAYS PRIOR TO BEGINNING CONSTRUCTION OR ANY REQUIRED OBSERVATION.
10. CONTRACTOR SHALL MAINTAIN THE WORK AREA IN A NEAT, SAFE, CLEAN, AND SANITARY CONDITION AT ALL TIMES AND TO THE SATISFACTION OF THE AGENCY HAVING JURISDICTION OVER THE AREA. STREETS SHALL BE KEPT CLEAN OF DEBRIS, WITH DUST AND OTHER NUISANCE BEING CONTROLLED AT ALL TIMES. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR ANY CLEANUP ON ADJACENT STREETS AFFECTED BY HIS CONSTRUCTION.
11. ALL CONSTRUCTION ACTIVITY THAT DISRUPTS THE SMOOTH FLOW OF TRAFFIC OVER THE PUBLIC ROADS WILL REQUIRE A TRAFFIC CONTROL PLAN. TRAFFIC CONTROL SHALL BE SUBMITTED 5 WORKING DAYS PRIOR FOR APPROVAL OF THE CITY OF SAN LUIS OBISPO TRANSPORTATION DEPARTMENT.
12. IN THE EVENT THAT EXISTING TRAFFIC STRIPING OR STENCILING IS OBLITERATED BY CONSTRUCTION, IT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR TO REPLACE "IN KIND". IF STENCILING OR LEGEND IS PARTIALLY OBLITERATED, THE ENTIRE STENCIL OR LEGEND SHALL BE REPLACED TO THE SATISFACTION OF THE CITY.
13. NO CONSTRUCTION SHALL BE STARTED WITHOUT PLANS AND/OR PERMITS APPROVED BY THE REGULATORY AGENCIES HAVING JURISDICTION OVER THE PROJECT WORK. ALL AGENCIES SHALL BE NOTIFIED AT LEAST TWO (2) WORKING DAYS PRIOR TO STARTING CONSTRUCTION. ANY CONSTRUCTION DONE WITHOUT APPROVED PLANS AND/OR PERMITS AND PRIOR NOTIFICATION WILL BE REJECTED AND WILL BE AT THE CONTRACTOR'S RISK AND EXPENSE.
14. ALL LANDSCAPING AND GRASSED AREAS SHALL BE RESTORED TO THEIR ORIGINAL CONDITION UNLESS OTHERWISE NOTED ON THE PLANS. ALL IRRIGATION LINES, SPRINKLERS, CONTROL WIRES, AND CONTROL BOXES THAT ARE DAMAGED SHALL BE REPAIRED TO THE SATISFACTION OF THE CITY OF SAN LUIS OBISPO AND TO THE REGULATORY AGENCY PER THE PROJECT SPECIFICATIONS.
15. ALL P.C.C. AND A.C. PAVEMENT REMOVALS SHALL BE OUTLINED TO NECESSARY WORKING LIMITS AND SAW CUT PRIOR TO REMOVAL. ALL DEBRIS CREATED BY THE REMOVAL OPERATIONS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF AWAY FROM THE JOB SITE IN A MANNER AND AT A LOCATION ACCEPTABLE TO ALL COGNIZANT AGENCIES.
16. THE CONTRACTOR SHALL COOPERATE WITH OTHER CONTRACTORS AND UTILITY COMPANIES PERFORMING OTHER CONSTRICTION AND MAINTENANCE WORK IN THE AREA.
17. THE CONTRACTOR'S WORK SCHEDULE SHALL TAKE INTO ACCOUNT SCHEDULE RESTRICTIONS NECESSARY FOR THE SAFE HANDLING OF VEHICLE, BICYCLE, AND PEDESTRIAN TRAFFIC ADJACENT TO PROJECT.
18. COMPACTION TESTS SHALL BE DONE ON SUBGRADE MATERIAL AND MATERIAL PLACED AS SPECIFIED BY THE CITY OF SAN LUIS OBISPO, SAID TEST SHALL BE COMPLETED BY A CERTIFIED SOILS ENGINEER AND APPROVED BY THE CITY OF SAN LUIS OBISPO PRIOR TO THE PLACING OF THE NEXT MATERIAL.
19. IN THE EVENT THAT THE CONTRACTOR NOTICES IRREGULARITIES IN THE LINE OR GRADE HE SHALL BRING IT TO THE IMMEDIATE ATTENTION OF THE CITY OF SAN LUIS OBISPO AND DESIGN ENGINEER IN WRITING (RFI). IF HE FAILS TO DO SO, THE CONTRACTORS SHALL BE RESPONSIBLE FOR ANY ERROR IN THE LINE AND GRADE AND NECESSARY RECONSTRUCTION TO CORRECT SUCH ERROR.
20. NEITHER THE CITY OF SAN LUIS OBISPO NOR THE ENGINEER WILL ENFORCE SAFETY MEASURES OR REGULATIONS AS THE PERTAIN TO THE CONTRACTOR. THE CONTRACTOR SHALL DESIGN, CONSTRUCT, AND MAINTAIN ALL SAFETY DEVICES, INCLUDING SHORING AND BRACING AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE, AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS, AND REGULATIONS.
21. THE CONTRACTOR SHALL FURNISH SUPPLIERS' CERTIFICATES OF COMPLIANCE STATING THAT ALL PIPE, FITTINGS, PROTECTIVE COATINGS, AND ALL OTHER MATERIALS COMPLY WITH THE PLANS AND REQUIREMENTS OF THE CONTRACT DOCUMENTS.
22. THE CONTRACTOR SHALL NOT INTERRUPT THE UTILITY SERVICE FUNCTION, DISTURB THE SUPPORT BASE, OR MODIFY ANY FACILITY WITHOUT AUTHORITY FROM THE UTILITY OWNER OR THE CITY OF SAN LUIS OBISPO.
23. EXISTING PIPELINES/UTILITIES THAT CROSS THE PROPOSED UTILITIES OR SIMILAR EXCAVATIONS REQUIRED TO CONSTRUCT THE PIPING, SHALL BE PROTECTED IN PLACE, UNLESS OTHERWISE NOTED. ALL EXISTING PIPELINES/UTILITIES SHALL BE SUPPORTED ACROSS THE EXCAVATION PER CITY OF SAN LUIS OBISPO STANDARD 6020 AND SECTION 77-2.03A. IN ORDER TO PREVENT SETTLEMENT OF THE UTILITY AFTER INSTALLATION OF THE PIPELINE SYSTEMS, THE CONTRACTOR SHALL PLACE 1-SACK SLURRY BETWEEN THE COMPACTED PIPE ZONE MATERIAL AND THE UTILITY.
24. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF THE DISCOVERY OF ANY UTILITY THAT WAS OMITTED FROM THE PLANS, INCORRECTLY SHOWN OR NOT PROPERLY MARKED. IF A UTILITY COMPANY DOES NOT PROVIDE LOCATION INFORMATION OR MARKING SERVICES IN THE FIELD, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER PER SECTION 4-1.06B OF THE CITY OF SAN LUIS OBISPO STANDARDS SHALL PROHIBIT THE CONTRACTOR FROM CLAIMING EXTRA WORK ASSOCIATED WITH SAID UTILITY.
25. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE CITY OF SAN LUIS OBISPO AND UTILITY OWNER IF ANY UTILITY IS DISTURBED OR DAMAGED DURING THE COURSE OF THE WORK. THE CONTRACTOR SHALL BEAR THE COSTS OF REPAIR OR REPLACEMENT OF ANY MARKED UTILITY WHERE DAMAGE WAS CAUSED BY THE CONTRACTOR'S ACTIVITIES.
26. CONTRACTOR SHALL EXPOSE AND VERIFY LOCATION AND ELEVATION OF EXISTING UTILITIES, INCLUDING SANITARY AND STORM SEWERS, WATER, ELECTRIC, AND CABLE LINES BEFORE CONSTRUCTING NEW FACILITIES. EXISTING UTILITIES ARE APPROXIMATE ONLY.
27. STORM DRAIN PIPE MATERIAL SHALL BE PER PLAN OR BETTER, INSTALLED PER MANUFACTURER'S RECOMMENDATIONS WITH WATER TIGHT JOINTS.
28. ALL TRENCH EXCAVATION AND BACKFILL FOR LINES SHALL CONFORM TO REQUIREMENTS OF THE CITY OF SAN LUIS OBISPO AND THE RECOMMENDATIONS OF THE PROJECT GEOTECHNICAL ENGINEER.
29. ALL TRENCHES AND EXCAVATIONS SHALL BE CONSTRUCTED IN STRICT COMPLIANCE WITH THE APPLICABLE SECTIONS OF CALIFORNIA AND FEDERAL O.S.H.A. REQUIREMENTS AND OTHER APPLICABLE SAFETY ORDINANCES. CONTRACTOR SHALL BEAR FULL RESPONSIBILITY FOR TRENCH SHORING DESIGN AND INSTALLATION.
30. ALL CONSTRUCTION OF UTILITIES SHALL COMMENCE AT THE DOWNSTREAM CONNECTION AND RUN UPSTREAM. SHOULD THE CONTRACTOR DEVIATE FROM THIS STANDARD, ANY REVISIONS TO THE LINE DUE TO CONFLICTS OR UNFORESEEN CIRCUMSTANCES SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
31. ALL NEW WATER MAINS SHALL MEET THE REQUIREMENTS OF CITY OF SAN LUIS OBISPO SPECIFICATIONS AND ENGINEERING STANDARDS SECTION 77.
32. ALL PIPE TO DRAINAGE INLET FITTING CONNECTIONS SHALL BE EQUIPPED WITH RESTRAINTS (EBAA SERIES 2000PV MEGALUG, OR APPROVED EQUAL).
33. ALL DUCTILE IRON FITTINGS BURIED UNDERGROUND SHALL BE PROTECTED FROM CORROSION WITH PLASTIC FILM WRAP IN ACCORDANCE WITH ANSI A21.5 AND AWWA C105 AND CITY OF SAN LUIS OBISPO SECTION 77-2.02B. IN ADDITION, ALL DUCTILE IRON FITTINGS, AND VALVES BURIED UNDERGROUND SHALL BE WRAPPED WITH 10 MILS POLYETHYLENE SHEETING.
34. ALL DUCTILE IRON FITTINGS SHALL BE MECHANICAL JOINT PER PLAN AND CONFORM TO ANSI/AWWA C110/A21.10, UNLESS OTHERWISE NOTED. ALL DUCTILE IRON FITTINGS SHALL BE RATED FOR A WORKING PRESSURE OF NO LESS THAN 350 PSI PER CITY OF SAN LUIS OBISPO SECTION 77-2.02C.
35. ALL NUTS AND BOLTS FOR FLANGES SHALL BE IN ACCORDANCE WITH AWWA C110-08 PER CITY OF SAN LUIS OBISPO SECTION 77-2.02C.

GRADING AND PAVING NOTES:

1. WORK SHALL CONSIST OF ALL CLEARING (INCLUDING TREE REMOVAL), GRUBBING, AND STRIPPING, PREPARATION OF LAND TO BE FILLED, EXCAVATION, SPREADING, COMPACTION AND CONTROL OF THE FILL, AND ALL SUBSIDIARY WORK NECESSARY TO COMPLETE THE GRADING TO CONFORM TO THE LINES, GRADING AND SLOPES, AS SHOWN ON THE ACCEPTED PLANS AND TO THE SATISFACTION OF THE GEOTECHNICAL ENGINEER REVIEWING THE WORK.
2. CONTRACTOR IS RESPONSIBLE TO VERIFY THAT PERMITS ARE IN ORDER PRIOR TO STARTING WORK ON THE PROJECT. CONTRACTOR SHALL ADHERE TO THE REQUIREMENTS THEREOF.
3. THE CONTRACTOR SHALL NOTIFY THE SOIL ENGINEER, AND THE CITY OF SAN LUIS OBISPO INSPECTOR AT LEAST FORTY EIGHT (48) HOURS PRIOR TO COMMENCEMENT OF ANY GRADING OPERATIONS ON-SITE.
4. CUT AND FILL SLOPES SHALL NOT EXCEED A GRADE OF 1.5 UNITS HORIZONTAL TO 1 UNIT VERTICAL AND 2 UNITS HORIZONTAL TO 1 UNIT VERTICAL RESPECTIVELY, AS APPROVED IN THE PROJECT SOILS ENGINEER REPORT.
5. A REPRESENTATIVE OF THE SOILS ENGINEER SHALL BE ON SITE DURING GRADING OPERATIONS AND SHALL PERFORM SUCH TESTING AS DEEMED NECESSARY. THE REPRESENTATIVE SHALL OBSERVE THE GRADING OPERATION FOR CONDITIONS THAT SHOULD BE CORRECTED, AND IDENTIFY THOSE CONDITIONS WITH RECOMMENDED CORRECTIVE MEASURES TO THE CONTRACTOR.
6. IN THE EVENT THAT ANY UNUSUAL CONDITIONS NOT COVERED BY THESE NOTES ARE ENCOUNTERED DURING GRADING OPERATION, THE SOILS ENGINEER SHALL BE IMMEDIATELY NOTIFIED FOR DIRECTIONS.
7. FILL MATERIALS SHALL NOT INCLUDE ORGANIC, FROZEN, OR OTHER DELETERIOUS MATERIALS. NO ROCK OR SIMILAR IRREDUCIBLE MATERIAL GREATER THAN 12 INCHES (305MM) IN ANY DIMENSION SHALL BE INCLUDED IN FILLS.
8. FILL MATERIAL PLACED WITHIN 3' OF FINISHED GRADE IN ROADWAY OR FLATWORK AREA SHALL BE COMPACTED TO A MINIMUM OF 95 PERCENT OF MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D 1557, MODIFIED PROCTOR, IN LIFTS NOT EXCEEDING 12 INCHES IN DEPTH, UNLESS OTHERWISE SPECIFIED.
9. AREAS TO BE GRADED SHALL BE PREPARED TO RECEIVE FILL BY REMOVING VEGETATION, TOPSOIL, AND OTHER UNSUITABLE MATERIALS PRIOR TO OVER EXCAVATION AND SCARIFICATION TO THE DEPTHS SPECIFIED BY THE PROJECT SOILS ENGINEER.
10. ALL EXISTING TRASH, DEBRIS, ROOTS, TREE REMAINS AND OTHER RUBBISH SHALL BE REMOVED FROM THE SITE AND PROPERLY DISPOSED OF SO AS TO LEAVE THE AREAS THAT HAVE BEEN DISTURBED WITH A NEAT AND FINISHED APPEARANCE FREE FROM UNSIGHTLY DEBRIS. NO BURNING SHALL BE PERMITTED.
11. WHERE EXISTING GRADE IS AT A SLOPE STEEPER THAN 5 HORIZONTAL TO 1 VERTICAL (20 PERCENT) AND THE DEPTH OF THE FILL EXCEEDS 5 FEET, BENCHING SHALL BE PROVIDED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS REPORT, AND A KEY SHALL BE PROVIDED WHICH IS AT LEAST 10 FEET IN WIDTH AND 2 FEET IN DEPTH, OR AS REQUIRED BY THE PROJECT SOILS ENGINEER.
12. ALL AGGREGATE BASE MATERIAL AND THE HANDLING AND PLACEMENT THEREOF SHALL BE IN ACCORDANCE WITH CITY OF SAN LUIS OBISPO STANDARD SPECIFICATIONS AND ENGINEERING STANDARDS. AGGREGATE BASE MATERIALS SHALL BE CLASS II.
13. CONTRACTOR SHALL ADJUST ALL INLETS, VALVE BOXES, MANHOLE RIMS, AND SEWER CLEANOUTS TO NEW FINISH GRADE.
14. MATERIALS HANDLING AND PLACEMENT OF PORTLAND CEMENT CONCRETE SHALL BE IN ACCORDANCE WITH APPLICABLE SECTIONS OF CITY OF SAN LUIS OBISPO STANDARDS AND THESE PLANS AND DETAILS SHOWN HEREON.
15. CONCENTRATED DRAINAGE IS NOT ALLOWED ACROSS PUBLIC SIDEWALKS.
16. APCD APPROVAL REQUIRED PRIOR TO GRADING.

GENERAL CITY NOTES

1. ANY EXISTING SURVEY MONUMENTS AND BENCHMARKS SHALL BE PROTECTED IN PLACE OR SHALL BE TIED OUT BY A LICENSED LAND SURVEYOR PRIOR TO DISTURBANCE AND THEN REPLACED PRIOR TO OCCUPANCY IN ACCORDANCE WITH SECTION 8771 OF THE CALIFORNIA BUSINESS AND PROFESSIONS CODE.
2. THE ADJOINING STREETS SHALL BE CLEANED BY SWEEPING TO REMOVE DIRT, DUST, MUD AND CONSTRUCTION DEBRIS AT THE END OF EACH DAY.
3. A PRE-CONSTRUCTION MEETING SHALL BE COORDINATED BY THE OWNER/DEVELOPER OR CONTRACTOR AND SHALL INCLUDE PERTINENT CITY STAFF. AS A MINIMUM, THE ASSIGNED BUILDING INSPECTOR AND PUBLIC WORKS INSPECTOR SHALL BE INCLUDED IN THIS MEETING TO DISCUSS THE LIMIT OF PUBLIC AND PRIVATE IMPROVEMENTS AND THE CORRESPONDING INSPECTION RESPONSIBILITIES.
4. THE PUBLIC IMPROVEMENTS SHALL BE SUBSTANTIALLY COMPLETE TO THE SATISFACTION OF THE PUBLIC WORKS DIRECTOR PRIOR TO FINAL INSPECTION APPROVALS AND/OR OCCUPANCY OF ANY BUILDING.
5. "RECORD" DRAWINGS OR "AS-BUILT" PLANS ARE REQUIRED FOR ALL WORK WITHIN THE PUBLIC RIGHT-OF-WAY WITHIN CITY EASEMENTS AT THE COMPLETION OF THE PROJECT PER CITY STANDARDS AND CITY STANDARD SPECIFICATIONS. THE RECORD DRAWINGS SHALL BE RECEIVED AND ACCEPTED BY THE CITY PRIOR TO FINAL ACCEPTANCE OF THE IMPROVEMENTS AND/OR OCCUPANCY OF ANY BUILDING.
6. STORMWATER AND DRAINAGE SYSTEM CERTIFICATION IS REQUIRED FROM THE ENGINEER PRIOR TO FINAL INSPECTION APPROVALS. THE ENGINEER SHALL CERTIFY THAT THE DRAINAGE AND STORMWATER SYSTEM COMPONENTS HAVE BEEN INSPECTED AND ARE IN GENERAL CONFORMANCE WITH THE DRAINAGE REPORT, SYSTEM DESIGN, AND THE APPROVED PLANS, INCLUDING ALL FINAL ELEVATIONS, COMPONENT SIZING, DETENTION BASINS, DRAINAGE PIPING, WEIR ELEVATIONS, AND ORIFICES.
7. CONTRACTOR SHALL HIRE OR EMPLOY A QUALIFIED QSD TO STUDY THE SITE AND ASSIGN THE APPROPRIATE RISK LEVEL PRIOR TO DESIGNING THE SWPP FOR THE PROJECT.

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

PROJECT TITLE: **TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT**

SHEET TITLE: **GENERAL NOTES**

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. MCFARLAND No. C53755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

DESIGNED BY:	N/A
DRAWN BY:	EM
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	01/26/2021
CITY SPECIFICATION NO.:	1000164
PLAN FILE NO./LOCATION:	2460T001.dwg
SHEET NO.:	2 of 67

GN1

ORCUTT AREA SPECIFIC PLAN MITIGATION MEASURES:

AQ-3(A)

- SPECIFIC PLAN APPLICANTS SHALL BE REQUIRED TO ENSURE THAT ALL CONSTRUCTION EQUIPMENT AND PORTABLE ENGINES ARE PROPERLY MAINTAINED AND TUNED ACCORDING TO MANUFACTURER'S SPECIFICATIONS.
- SPECIFIC PLAN APPLICANTS SHALL BE REQUIRED TO ENSURE THAT OFF-ROAD AND PORTABLE DIESEL POWERED EQUIPMENT, INCLUDING BUT NOT LIMITED TO BULLDOZERS, GRADERS, CRANES, LOADERS, SCRAPERS, BACKHOES, GENERATOR SETS, COMPRESSORS, AUXILIARY POWER UNITS, SHALL BE FUELED EXCLUSIVELY WITH CARB MOTOR VEHICLE DIESEL FUEL (NON-TAXED OFF-ROAD DIESEL IS ACCEPTABLE).
- SPECIFIC PLAN APPLICANTS SHALL BE REQUIRED TO INSTALL A DIESEL OXIDATION CATALYST ON EACH OF THE TWO PIECES OF EQUIPMENT PROJECTED TO GENERATE THE GREATEST EMISSIONS.

AQ -3(B) DUST CONTROL. THE FOLLOWING MEASURES SHALL BE IMPLEMENTED TO REDUCE PM10 EMISSIONS DURING ALL SPECIFIC PLAN CONSTRUCTION:

- REDUCE THE AMOUNT OF THE DISTURBED AREA WHERE POSSIBLE.
- USE WATER TRUCKS OR SPRINKLER SYSTEMS IN SUFFICIENT QUANTITIES TO PREVENT AIRBORNE DUST FROM LEAVING THE SITE. WATER SHALL BE APPLIED AS SOON AS POSSIBLE WHENEVER WIND SPEEDS EXCEED 15 MILES PER HOUR. RECLAIMED (NONPOTABLE) WATER SHOULD BE USED WHENEVER POSSIBLE.
- ALL DIRT- STOCK -PILE AREAS SHALL BE SPRAYED DAILY AS NEEDED.
- PERMANENT DUST CONTROL MEASURES SHALL BE IDENTIFIED IN THE APPROVED SPECIFIC PLAN REVEGETATION AND LANDSCAPE PLANS AND IMPLEMENTED AS SOON AS POSSIBLE FOLLOWING COMPLETION OF ANY SOIL DISTURBING ACTIVITIES.
- EXPOSED GROUND AREAS THAT ARE PLANNED TO BE REWORKED AT DATES GREATER THAN ONE MONTH AFTER INITIAL GRADING SHALL BE SOWN WITH A FAST - GERMINATING NATIVE GRASS SEED AND WATERED UNTIL VEGETATION IS ESTABLISHED.
- ALL DISTURBED SOIL AREAS NOT SUBJECT TO REVEGETATION SHALL BE STABILIZED USING APPROVED CHEMICAL SOIL BINDERS, JUTE NETTING, OR OTHER METHODS APPROVED IN ADVANCE BY THE APCD.
- ALL ROADWAYS, DRIVEWAYS, SIDEWALKS, ETC., TO BE PAVED SHALL BE COMPLETED AS SOON AS POSSIBLE. IN ADDITION, BUILDING PADS SHALL BE LAID AS SOON AS POSSIBLE AFTER GRADING UNLESS SEEDING OR SOIL BINDERS ARE USED.
- VEHICLE SPEED FOR ALL CONSTRUCTION VEHICLES SHALL NOT EXCEED 15 MPH ON ANY UNPAVED SURFACE AT THE CONSTRUCTION SITE.
- ALL TRUCKS HAULING DIRT, SAND, SOIL OR OTHER LOOSE MATERIALS SHALL BE COVERED OR SHALL MAINTAIN AT LEAST TWO FEET OF FREEBOARD (MINIMUM VERTICAL DISTANCE BETWEEN TOP OF LOAD AND TOP OF TRAILER) IN ACCORDANCE WITH CVC SECTION 23114.
- INSTALL WHEEL WASHERS WHERE VEHICLES ENTER AND EXIT UNPAVED ROADS ONTO STREETS, OR WASH OFF TRUCKS AND EQUIPMENT LEAVING THE SITE.
- SWEEP STREETS AT THE END OF EACH DAY IF VISIBLE SOIL MATERIAL IS CARRIED ONTO ADJACENT PAVED ROADS. WATER SWEEPERS WITH RECLAIMED WATER SHALL BE USED WHERE FEASIBLE.

AQ -3(C) COVER STOCKPILED SOILS. IF IMPORTATION, EXPORTATION, OR STOCKPILING OF FILL MATERIAL IS INVOLVED, SOIL STOCKPILED FOR MORE THAN TWO DAYS SHALL BE COVERED, KEPT MOIST, OR TREATED WITH SOIL BINDERS TO PREVENT DUST GENERATION. TRUCKS TRANSPORTING MATERIAL SHALL BE TARPED FROM THE POINT OF ORIGIN.

AQ -3(D) DUST CONTROL MONITOR. ON ALL PROJECTS WITH AN AREA OF DISTURBANCE GREATER THAN 1 ACRE, THE CONTRACTOR OR BUILDER SHALL DESIGNATE A PERSON OR PERSONS TO MONITOR THE DUST CONTROL PROGRAM AND TO ORDER INCREASED WATERING AS NECESSARY TO PREVENT TRANSPORT OF DUST OFF -SITE. THEIR DUTIES SHALL INCLUDE HOLIDAY AND WEEKEND PERIODS WHEN WORK MAY NOT BE IN PROGRESS.

B -3(A) CONSTRUCTION REQUIREMENTS. DEVELOPMENT UNDER THE SPECIFIC PLAN SHALL ABIDE BY THE REQUIREMENTS OF THE CITY ARBORIST FOR CONSTRUCTION. REQUIREMENTS SHALL INCLUDE BUT NOT BE LIMITED TO: THE PROTECTION OF TREES WITH CONSTRUCTION SETBACKS FROM TREES; CONSTRUCTION FENCING AROUND TREES; GRADING LIMITS AROUND THE BASE OF TREES AS REQUIRED

B -5(A) BIRD PRE - CONSTRUCTION SURVEY. TO AVOID IMPACTS TO NESTING SPECIAL-STATUS BIRD SPECIES AND RAPTORS INCLUDING THE GROUND-NESTING BURROWING OWL, ALL INITIAL GROUND-DISTURBING ACTIVITIES AND TREE REMOVAL SHALL BE LIMITED TO THE TIME PERIOD BETWEEN SEPTEMBER 15 AND FEBRUARY 1. IF INITIAL SITE DISTURBANCE, GRADING, AND TREE REMOVAL CANNOT BE CONDUCTED DURING THIS TIME PERIOD, A PRE-CONSTRUCTION SURVEY FOR ACTIVE NESTS WITHIN THE LIMITS OF GRADING SHALL BE CONDUCTED BY A QUALIFIED BIOLOGIST AT THE SITE TWO WEEKS PRIOR TO ANY CONSTRUCTION ACTIVITIES (FOR GROUND-NESTING BURROWING OWL SURVEY SEE BELOW). IF ACTIVE NESTS ARE LOCATED, ALL CONSTRUCTION WORK MUST BE CONDUCTED OUTSIDE A BUFFER ZONE OF 200 FEET TO 500 FEET FROM THE NESTS AS DETERMINED IN CONSULTATION WITH THE CDFG. NO DIRECT DISTURBANCE TO NESTS SHALL OCCUR UNTIL THE ADULTS AND YOUNG ARE NO LONGER RELIANT ON THE NEST SITE. A QUALIFIED BIOLOGIST SHALL CONFIRM THAT BREEDING /NESTING IS COMPLETED AND YOUNG HAVE FLEDGED THE NEST PRIOR TO THE START OF CONSTRUCTION.

B -5(C) MONARCH PRE - CONSTRUCTION SURVEY. IF INITIAL GROUND-BREAKING IS TO OCCUR BETWEEN THE MONTHS OF OCTOBER AND MARCH A PRE - CONSTRUCTION SURVEY FOR ACTIVE MONARCH ROOST SITES WITHIN THE LIMITS OF GRADING SHALL BE CONDUCTED BY A QUALIFIED BIOLOGIST AT THE SITE TWO WEEKS PRIOR TO ANY CONSTRUCTION ACTIVITIES. IF ACTIVE ROOST SITES ARE LOCATED NO GROUND-DISTURBING ACTIVITIES SHALL OCCUR WITHIN 50 FEET OF THE PERIMETER OF THE HABITAT. CONSTRUCTION SHALL NOT RESUME WITHIN THE SETBACK UNTIL A QUALIFIED BIOLOGIST HAS DETERMINED THAT THE MONARCH BUTTERFLY HAS VACATED THE SITE.

ABBREVIATIONS:

A	ALGEBRAIC GRADE DIFFERENCE
AB	AGGREGATE BASE
AC	ASPHALT CONCRETE
ALY	ALLEY
AP	ANGLE POINT
APN	ASSESSOR'S PARCEL NUMBER
BC	BEGIN CURVE
BEG,Beg	BEGIN
BLVD	BOULEVARD
BVC	BEGINNING OF VERTICAL CURVE
CA	CALIFORNIA
C&G	CURB AND GUTTER
CL	CENTERLINE
CLR	CLEARANCE
CMP	CORRUGATED METAL PIPE
CONC	CONCRETE
DIP	DUCTILE IRON PIPE
DWY	DRIVEWAY
(E)	EXISTING
EA	EACH
EB	EASTBOUND
EC	END CURVE
ELEV,Elev	ELEVATION
ETW	EDGE OF TRAVELED WAY
EVC	END OF VERTICAL CURVE
Exist	EXISTING
FC	FACE OF CURB
FG	FINISHED GRADE
FL	FLOWLINE
FT	FOOT/FEET
G	GRADE
H	HEIGHT
HMA	HOT MIX ASPHALT
IN	INCH
Inv	INVERT
L	LENGTH
LF	LINEAR FEET
LIP	LIP OF GUTTER
LOL	LAYOUT LINE
Lt	LEFT
MH	MANHOLE
MIN,Min	MINIMUM
MOD	MODIFIED
MUTCD	MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES
(N)	NOT A PAY ITEM
NB	NORTHBOUND
NAVD	NORTH AMERICAN VERTICAL DATUM
No.	NUMBER
NTS	NOT TO SCALE
O.C.	ON CENTER
OG	ORIGINAL GROUND
OH	OVERHEAD
(P)	PROPOSED
PCC	POINT OF COMPOUND CURVATURE
PCC	PORTLAND CEMENT CONCRETE
PED	PEDESTRIAN
PG	PROFILE GRADE
PH	POTHOLE
PI	POINT OF INTERSECTION
P/L	PROPERTY LINE
PRC	POINT OF REVERSE CURVATURE
PROP	PROPOSED
PVC	PVC PIPE
PVI	POINT OF VERTICAL INTERSECTION
R	RADIUS
RCP	REINFORCED CONCRETE PIPE
RET	RETAINING
RRST	RAILROAD SAFETY TRAIL
Rt	RIGHT
RW	RETAINING WALL
R/W	RIGHT-OF-WAY
SB	SOUTHBOUND
SD	STORM DRAIN
SDMH	STORM DRAIN MANHOLE
SF	SQUARE FOOT/FEET
SNS	STREET NAME SIGN
SSBM	STRAP AND SADDLE BRACKET METHOD
ST	STREET
STA,Sta	STATION
STD	STANDARD
SW	SIDEWALK
TC	TOP OF CURB
TCE	TEMPORARY CONSTRUCTION EASEMENT
TI	TRAFFIC INDEX
TYP	TYPICAL
UPRR	UNION PACIFIC RAILROAD
Var	VARIES
VC	VERTICAL CURVE
W	WIDTH
WB	WESTBOUND

APPLICABLE STANDARD PLANS:

CITY OF SAN LUIS OBISPO

2110	DRIVEWAY RAMP
3355	CATCH BASIN (SIDE OPENING WITH SUMP)
3420	SIDEWALK UNDERDRAIN (NO FRAME AND COVER)
3520	STORM DRAIN MANHOLE
4020	CURB
4030	CURB & GUTTER
4110	SIDEWALK (INTEGRAL & DETACHED)
4440	CURB RAMP (CORNERS & MID-BLOCK)
4910	CUTTING CONCRETE
4940	RAISED COBBLESTONE MEDIAN
6020	TRENCH DETAIL #1 (PAVED OR UNPAVED STREETS)
6040	UTILITY COVER (GRADE ADJUSTMENT & P.C.C. COLLAR)
6310	FIRE HYDRANT ASSEMBLY
7120	ASPHALT BERM (6")
7210	METAL SIGN & PARKING METER POSTS
7215	METAL SIGN & PARKING METER POSTS (IN EXISTING SIDEWALK)
7250	STREET NAME SIGN
7350	HIGH-VIS CROSSWALKS
7410	STREET PARKING
7520	LIGHTING CIRCUIT
7920	HYDRANT REFLECTOR
8010	STREET TREES - MASTER LIST
9050	RAIL FENCE

CALTRANS STANDARD PLANS (DATED 2015)

A20A	PAVEMENT MARKERS AND TRAFFIC LINES TYPICAL DETAILS
A20B	PAVEMENT MARKERS AND TRAFFIC LINES TYPICAL DETAILS
A20C	PAVEMENT MARKERS AND TRAFFIC LINES TYPICAL DETAILS
A20D	PAVEMENT MARKERS AND TRAFFIC LINES TYPICAL DETAILS
A24A	PAVEMENT MARKINGS ARROWS
A24C	PAVEMENT MARKINGS SYMBOLS AND NUMERALS
A24D	PAVEMENT MARKINGS WORDS
A24E	PAVEMENT MARKINGS WORDS, LIMIT, AND YIELD LINES
A77R3	GUARDRAIL
A87A	CURBS AND DRIVEWAYS
A88A	CURB RAMP DETAILS
A88B	CURB RAMP AND ISLAND PASSAGEWAY DETAILS
D94B	CONCRETE FLARED END SECTIONS
T3B	TEMPORARY RAILING (TYPE K)

LEGEND:

- EXISTING RIGHT OF WAY
- e — EXISTING ELECTRIC (UG)
- e(oh) — EXISTING ELECTRIC (OH)
- fo — EXISTING FIBER OPTIC
- s — EXISTING SEWER
- sd — EXISTING STORM DRAIN
- SD — PROPOSED STORM DRAIN
- t — EXISTING TELEPHONE (UG)
- t(oh) — EXISTING TELEPHONE (OH)
- tv — EXISTING TELEVISION (UG)
- tv(oh) — EXISTING TELEVISION (OH)
- rcw — EXISTING RECYCLED WATER
- RCW — PROPOSED RECYCLED WATER
- EXISTING INLET
- EXISTING SDMH
- PROPOSED INLET
- PROPOSED SDMH
- UTILITY POLE
- PROPOSED STREET LIGHT
- EXISTING STREET LIGHT
- ℄ CENTERLINE

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

GN2

CITY OF SAN LUIS OBISPO

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

GENERAL NOTES

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. WETLAND No. C53755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

DESIGNED BY:	N/A
DRAWN BY:	EM
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	01/26/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION:	24607001.dwg
SHEET NO.	3 of 67

PAVEMENT SECTIONS:

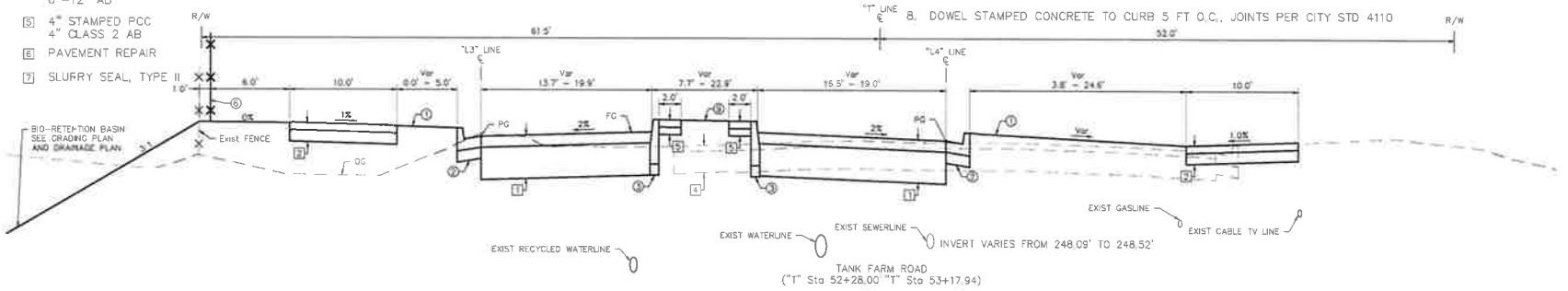
1. TRAVELED WAY
   R VALUE = 18
   TI = 9.5
   6" HMA (TYPE A)
   17.5" CLASS 2 AB
2. SHARED USE PATH/SIDEWALK
   4" PCC (#4 REBAR @ 24" E.W.)
   6" CLASS 3 AB
3. TRUCK APRON
   15" STAMPED PCC
   6" CLASS 2 AB
4. EXISTING STRUCTURAL SECTION
   3"–4" AC
   6"–12" AB
5. 4" STAMPED PCC
   4" CLASS 2 AB
6. PAVEMENT REPAIR
7. SLURRY SEAL, TYPE II

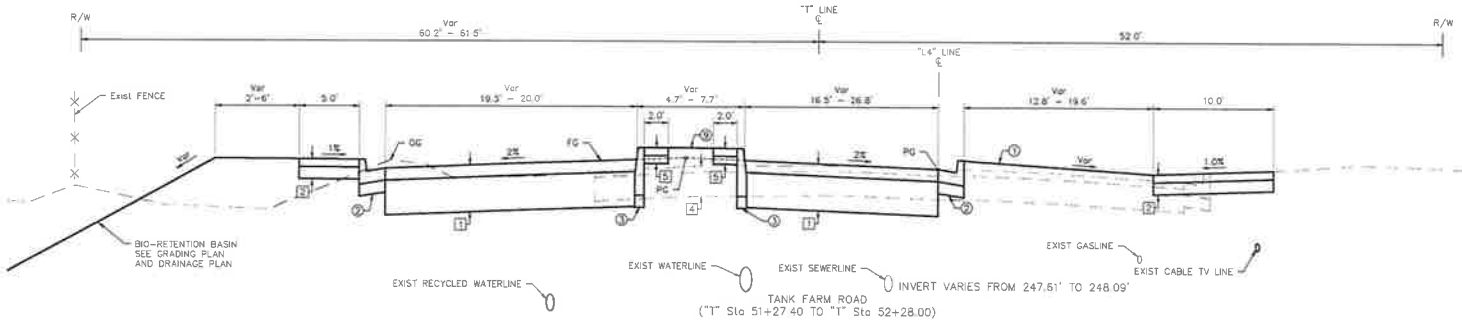
CONSTRUCTION NOTES:

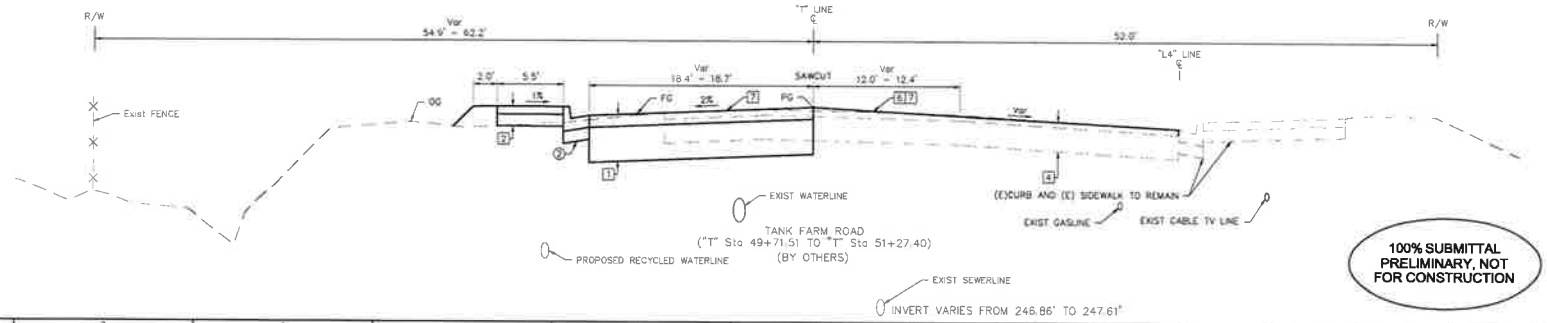
① LANDSCAPE AREA
② 18" GUTTER (CITY Std Dwg 4030)
   6" CURB HEIGHT
③ VERTICAL CURB (CITY Std Dwg 4020)
   6" CURB HEIGHT
④ Mod CALTRANS TYPE D CURB
⑤ ASPHALT BERM (CITY Std Dwg 7120)
⑥ RAIL FENCE (CITY Std Dwg 9050)
⑦ MIDWEST GUARDRAIL SYSTEM
⑧ RAISED COBBLESTONE MEDIAN
   (CITY Std Dwg 4940)
⑨ LANDSCAPE AREA IN MEDIAN, 4' MIN

NOTES: (ALL TYPICAL SECTION SHEETS)

1. DIMENSIONS OF THE PAVEMENT STRUCTURES (STRUCTURAL SECTIONS) ARE SUBJECT TO TOLERANCES SPECIFIED IN THE STANDARD SPECIFICATIONS AND GEOTECH REPORT.
2. FOR ACCURATE SLOPES AND GRADES, SEE CONSTRUCTION DETAILS C5–C8 AND GRADING PLAN G1.
3. SEE PLANTING PLANS LP3–LP4 FOR VEGETATION DETAILS.
4. SEE CONSTRUCTION DETAILS C1–C4 FOR SPLITTER/CENTRAL ISLAND, TRUCK APRON.
5. LANE WIDTHS VARY, SEE LAYOUT L1 AND PAVEMENT DELINEATION PD1 FOR DETAILS.
6. SEE DM1 FOR DEMOLITION AND REMOVAL LIMITS.
7. SEE EROSION CONTROL PLAN EC1 FOR HYDROSEEDING LIMITS.
8. DOWEL STAMPED CONCRETE TO CURB 5 FT O.C., JOINTS PER CITY STD 4110







100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

X1

CITY OF COEUR D'ALENE IDAHO

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

TYPICAL SECTIONS

REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. WETLAND
No. C53755
Exp 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO./LOCATION	2460X001.dwg
SHEET NO.	4 of 67

PAVEMENT SECTIONS:

[1] TRAVELED WAY
R VALUE = 18
TI = 9.5
6" HMA (TYPE A)
17.5" CLASS 2 AB

[2] SHARED USE PATH/SIDEWALK
4" PCC (#4 REBAR @ 24" E.W.)
6" CLASS 3 AB

[3] TRUCK APRON
15" STAMPED PCC
6" CLASS 2 AB

[4] EXISTING STRUCTURAL SECTION
3"–4" AC
6"–12" AB

[5] 4" STAMPED PCC
4" CLASS 2 AB

[6] PAVEMENT REPAIR AND SLURRY SEAL, TYPE II

CONSTRUCTION NOTES:

① LANDSCAPE AREA

② 18" GUTTER (CITY Std Dwg 4030)
6" CURB HEIGHT

③ VERTICAL CURB (CITY Std Dwg 4020)
6" CURB HEIGHT

④ Mod CALTRANS TYPE D CURB

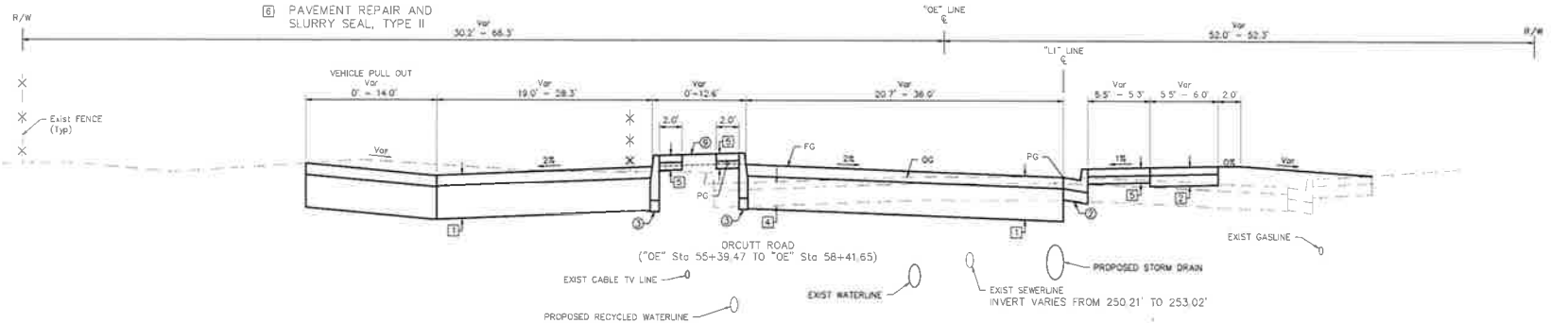
⑤ ASPHALT BERM (CITY Std Dwg 7120)

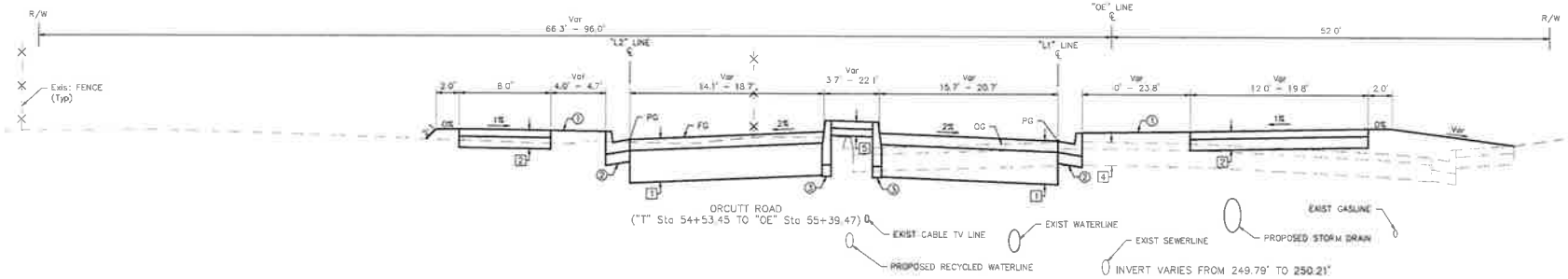
⑥ RAIL FENCE (CITY Std Dwg 9050)

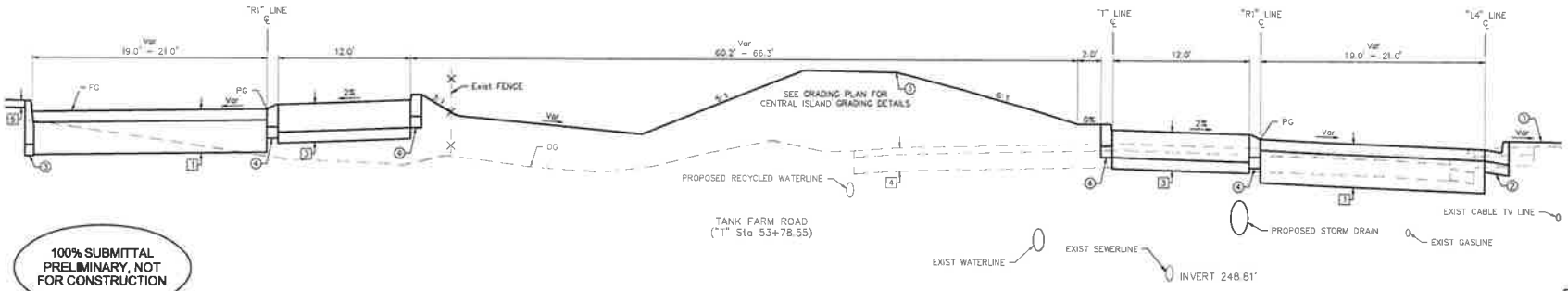
⑦ MIDWEST GUARDRAIL SYSTEM

⑧ RAISED COBBLESTONE MEDIAN
(CITY Std Dwg 4940)

⑨ LANDSCAPE AREA IN MEDIAN, 4' MIN







100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

X2

TANK FARM ROAD & ORCUTT ROAD
ROUNDABOUT

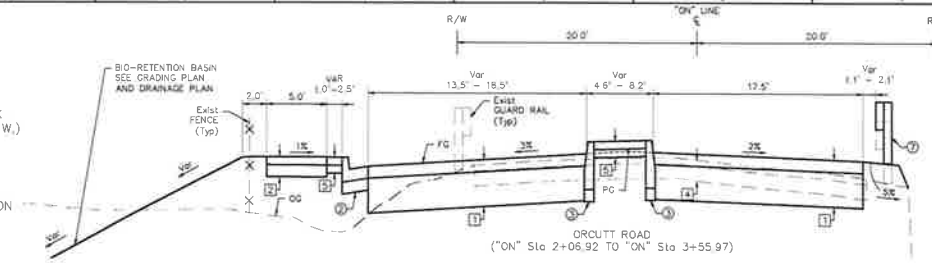
TYPICAL SECTIONS

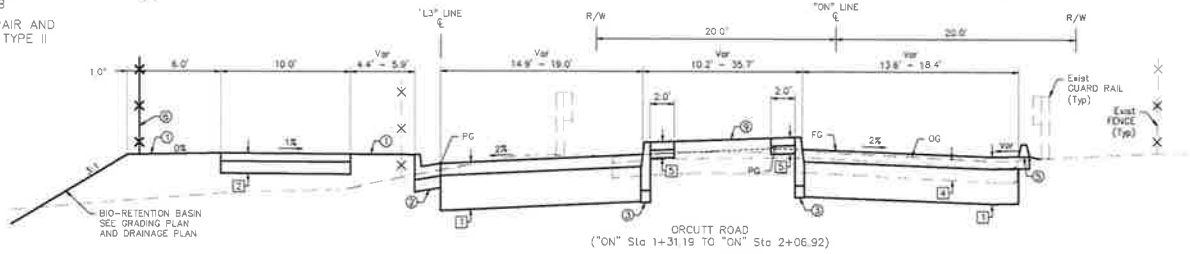
REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. HETLAND
No. C53755
Exp 06/30/21
CIVIL
STATE OF CALIFORNIA

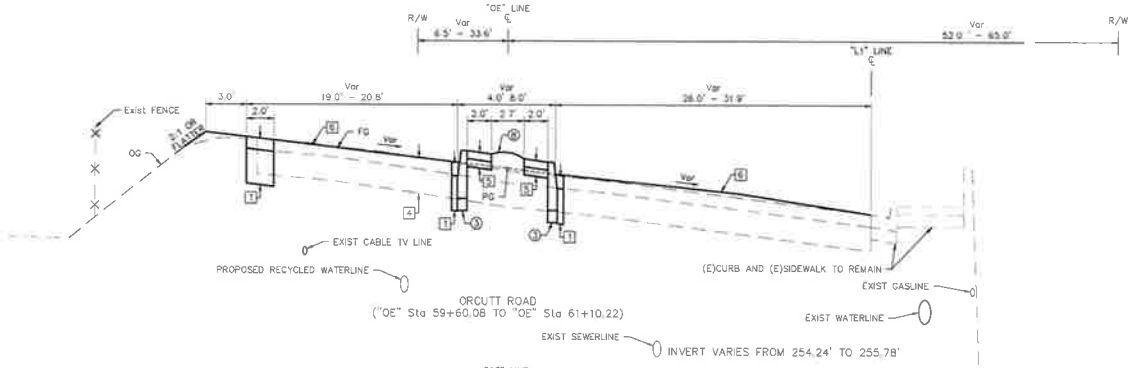
DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	01/27/2021
CITY SPECIFICATION NO:	1000184
PLAN FILE NO / LOCATION:	2460X001.dwg
SHEET NO:	5 of 67

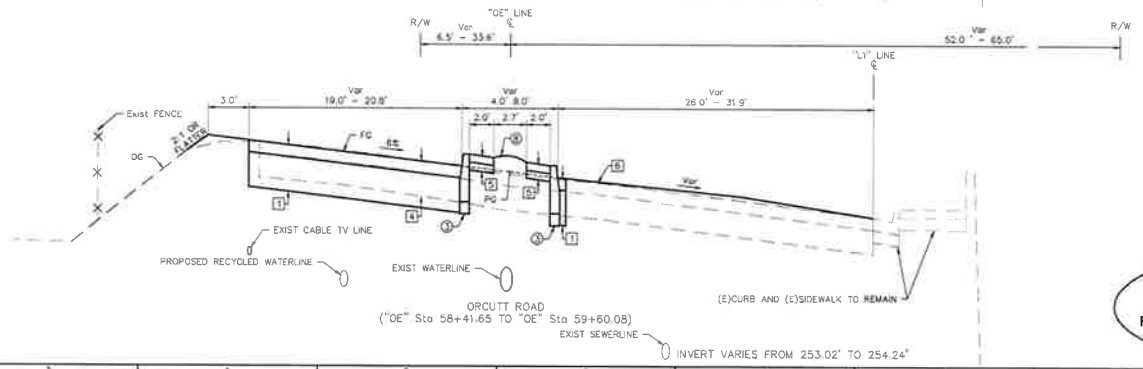
PAVEMENT SECTIONS:

1. TRAVELED WAY
   R VALUE = 18
   TI = 9.5
   6" HMA (TYPE A)
   17.5" CLASS 2 AB
2. SHARED USE PATH/SIDEWALK
   4" PCC (#4 REBAR @ 24" E.W.)
   6" CLASS 3 AB
3. TRUCK APRON
   15" STAMPED PCC
   6" CLASS 2 AB
4. EXISTING STRUCTURAL SECTION
   3"-4" AC
   6"-12" AB
5. 4" STAMPED PCC
   4" CLASS 2 AB
6. PAVEMENT REPAIR AND SLURRY SEAL, TYPE II









CONSTRUCTION NOTES:

1. LANDSCAPE AREA
2. 18" GUTTER (CITY Std Dwg 4030)
   6" CURB HEIGHT
3. VERTICAL CURB (CITY Std Dwg 4020)
   6" CURB HEIGHT
4. Mod CALTRANS TYPE D CURB
5. ASPHALT BERM (CITY Std Dwg 7120)
6. RAIL FENCE (CITY Std Dwg 9050)
7. MIDWEST GUARDRAIL SYSTEM
8. RAISED COBBLESTONE MEDIAN (CITY Std Dwg 4940)
9. LANDSCAPE AREA IN MEDIAN, 4' MIN

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

X3

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

TYPICAL SECTIONS

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. WETLAND No. C53755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	01/27/2021
CITY SPECIFICATION NO:	1000164
PLAN FILE NO. / LOCATION:	2460X001.dwg
SHEET NO.	6 of 67

PAVEMENT SECTIONS:

1. TRAVELED WAY
   R VALUE = 18
   TI = 9.5
   6" HMA (TYPE A)
   17.5" CLASS 2 AB
2. SHARED USE PATH/SIDEWALK
   4" PCC (#4 REBAR @ 24" E.W.)
   6" CLASS 3 AB
3. TRUCK APRON
   15" STAMPED PCC
   6" CLASS 2 AB
4. EXISTING STRUCTURAL SECTION
   3"–4" AC
   6"–12" AB
5. 4" STAMPED PCC
   4" CLASS 2 AB
6. PAVEMENT REPAIR AND SLURRY SEAL, TYPE II

CONSTRUCTION NOTES:

① LANDSCAPE AREA

② 18" GUTTER (CITY Std Dwg 4030)
6" CURB HEIGHT

③ VERTICAL CURB (CITY Std Dwg 4020)
6" CURB HEIGHT

④ Mod CALTRANS TYPE D CURB

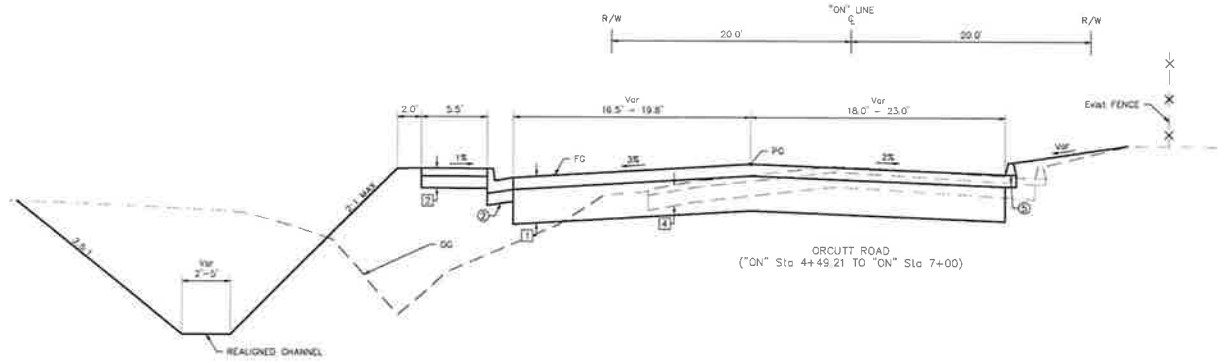
⑤ ASPHALT BERM (CITY Std Dwg 7120)

⑥ RAIL FENCE (CITY Std Dwg 9050)

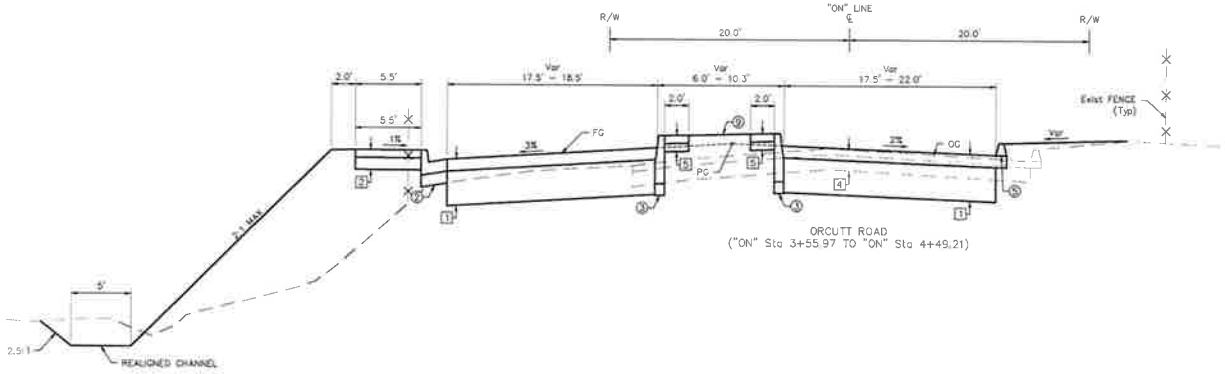
⑦ MIDWEST GUARDRAIL SYSTEM

⑧ RAISED COBBLESTONE MEDIAN
(CITY Std Dwg 4940)

⑨ LANDSCAPE AREA IN MEDIAN, 4' MIN



ORCUTT ROAD
("ON" Sta 4+49.21 TO "ON" Sta 7+00)



ORCUTT ROAD
("ON" Sta 3+55.97 TO "ON" Sta 4+49.21)

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

X4

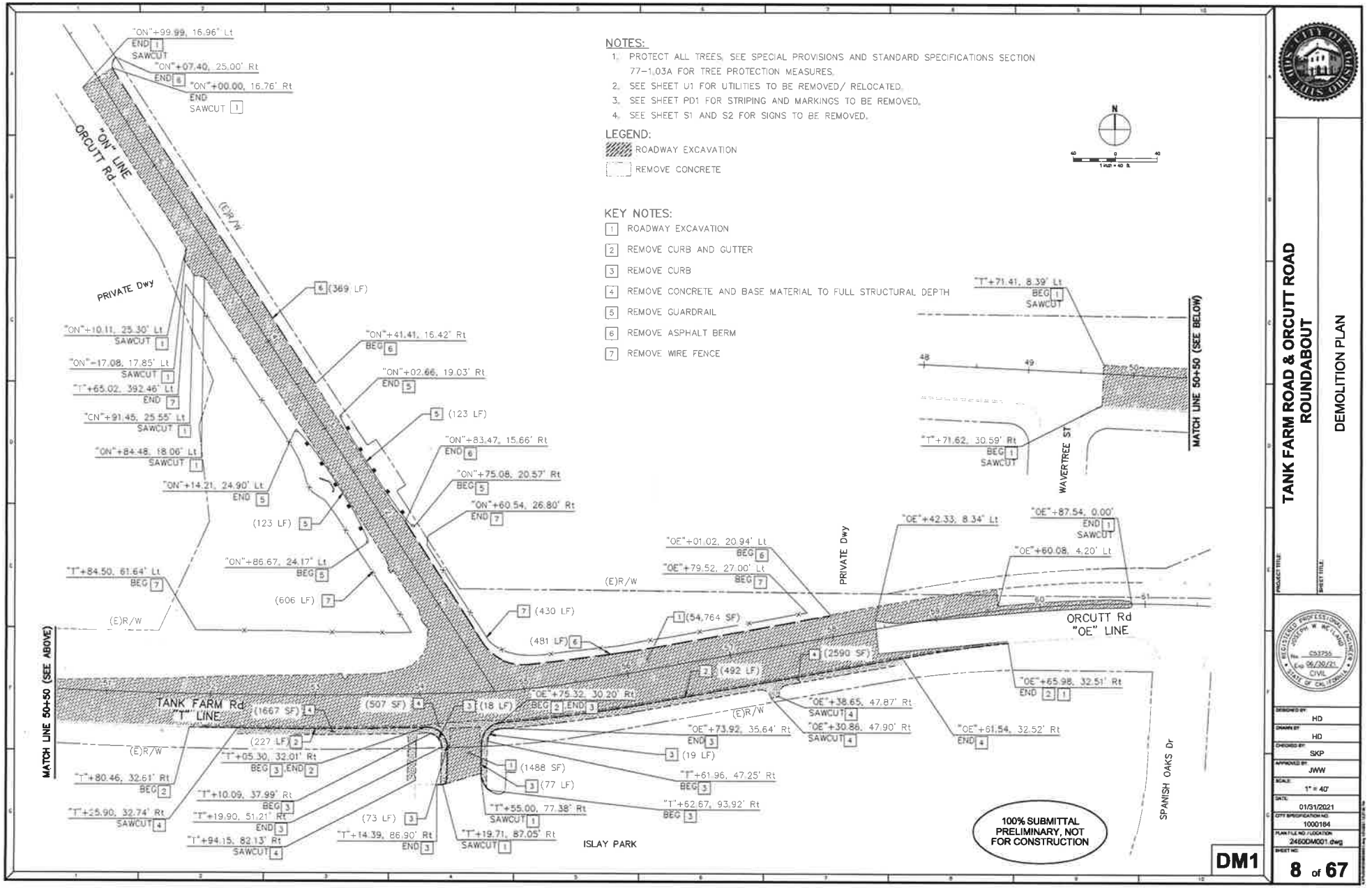
CITY OF SAN LUIS OBISPO

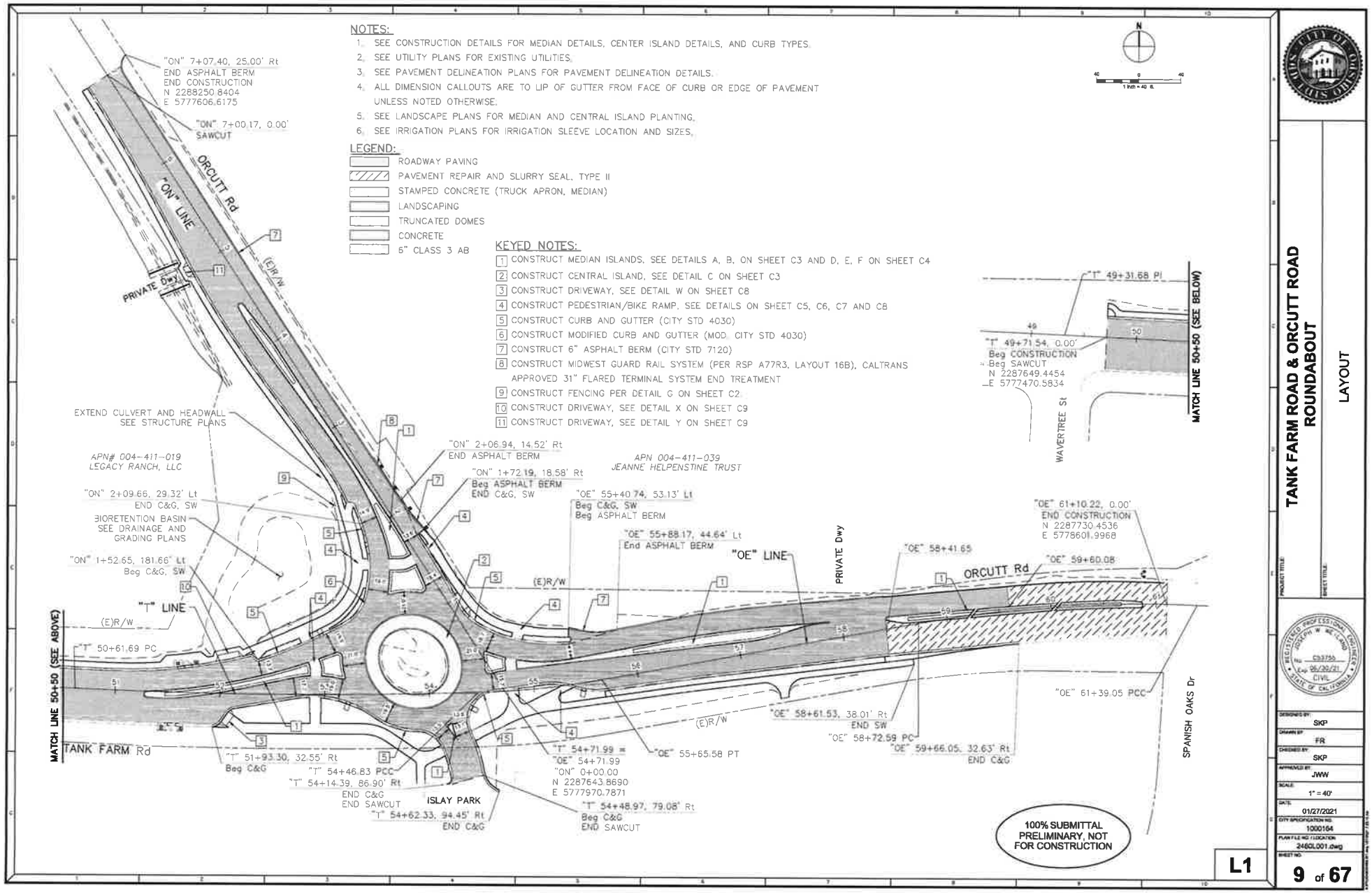
PROJECT TITLE: TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

SHEET TITLE: TYPICAL SECTIONS

REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. WELLAND
No. C53755
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION:	2460XD01.dwg
SHEET NO.	7 of 67

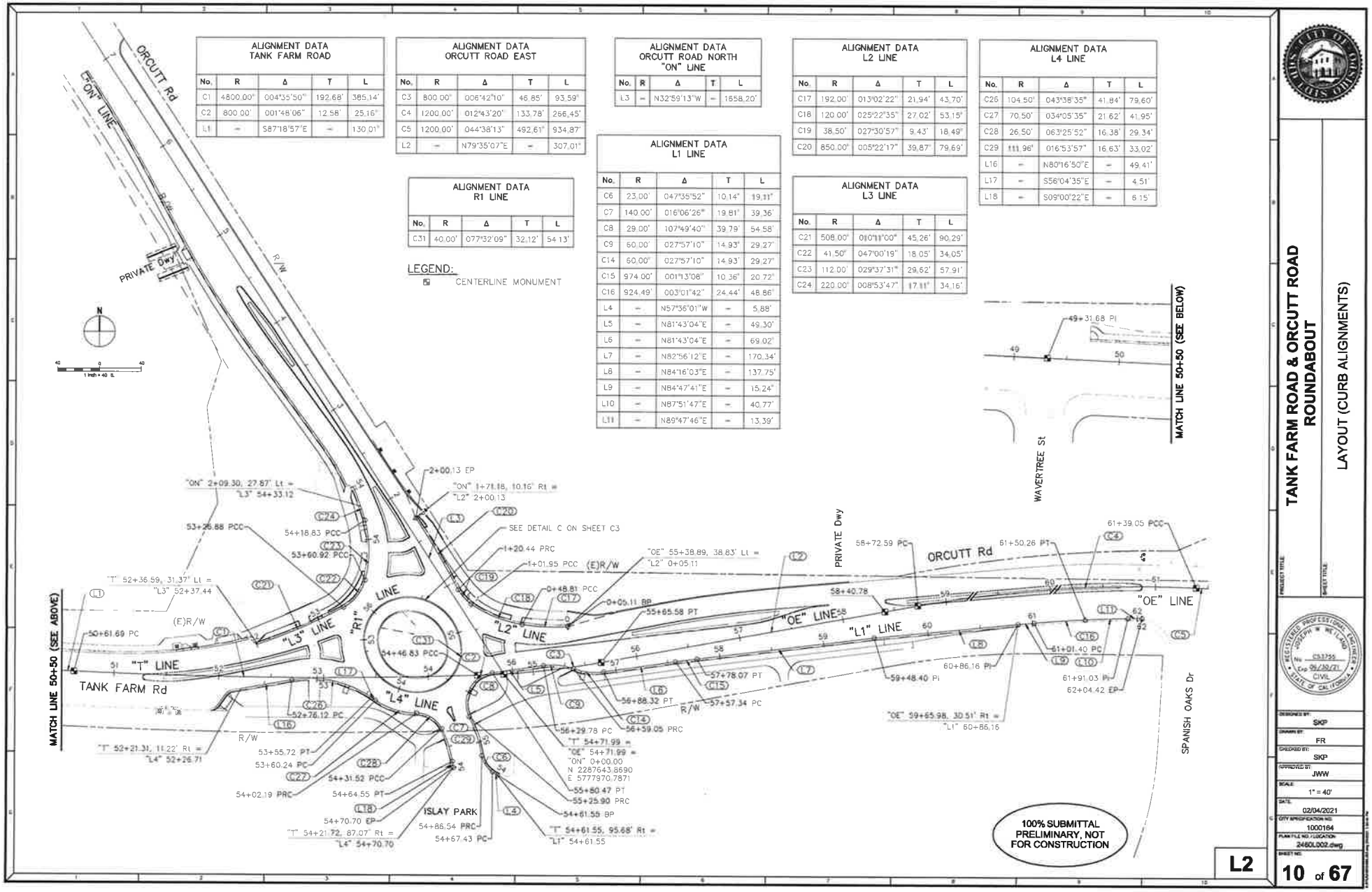

NOTES:
1. PROTECT ALL TREES. SEE SPECIAL PROVISIONS AND STANDARD SPECIFICATIONS SECTION 77-1.03A FOR TREE PROTECTION MEASURES.
2. SEE SHEET U1 FOR UTILITIES TO BE REMOVED/ RELOCATED.
3. SEE SHEET PD1 FOR STRIPING AND MARKINGS TO BE REMOVED.
4. SEE SHEET S1 AND S2 FOR SIGNS TO BE REMOVED.
LEGEND:
ROADWAY EXCAVATION
REMOVE CONCRETE
KEY NOTES:
1 ROADWAY EXCAVATION
2 REMOVE CURB AND GUTTER
3 REMOVE CURB
4 REMOVE CONCRETE AND BASE MATERIAL TO FULL STRUCTURAL DEPTH
5 REMOVE GUARDRAIL
6 REMOVE ASPHALT BERM
7 REMOVE WIRE FENCE
ORCUTT Rd
"ON" LINE
(E)R/W
PRIVATE Dwy
"ON"+99.99, 16.96' Lt
END 1
SAWCUT
"ON"+07.40, 25.00' Rt
END 6
"ON"+00.00, 16.76' Rt
END
SAWCUT 1
"ON"+10.11, 25.30' Lt
SAWCUT 1
"ON"-17.08, 17.85' Lt
SAWCUT 1
"T"+65.02, 392.46' Lt
END 7
"CN"+91.45, 25.55' Lt
SAWCUT 1
"ON"+84.48, 18.06' Lt
SAWCUT 1
"ON"+14.21, 24.90' Lt
END 5
6 (369 LF)
"ON"+41.41, 16.42' Rt
BEG 6
"ON"+02.66, 19.03' Rt
END 5
5 (123 LF)
"ON"+83.47, 15.66' Rt
END 6
"ON"+75.08, 20.57' Rt
BEG 5
"ON"+60.54, 26.80' Rt
END 7
(123 LF) 5
"ON"+86.67, 24.17' Lt
BEG 5
"T"+84.50, 61.64' Lt
BEG 7
(606 LF) 7
(E)R/W
7 (430 LF)
(481 LF) 6
1 (54,764 SF)
"OE"+01.02, 20.94' Lt
BEG 6
"OE"+79.52, 27.00' Lt
BEG 7
PRIVATE Dwy
"OE"+42.33, 8.34' Lt
"OE"+87.54, 0.00'
END 1
SAWCUT
"OE"+60.08, 4.20' Lt
"T"+71.41, 8.39' Lt
BEG 1
SAWCUT
"T"+71.62, 30.59' Rt
BEG 1
SAWCUT
WAVERTREE ST
MATCH LINE 50+50 (SEE BELOW)
48
49
50
51
ORCUTT Rd
"OE" LINE
MATCH LINE 50+50 (SEE ABOVE)
TANK FARM Rd
"T" LINE
(1667 SF) 4
(507 SF) 4
3 (18 LF)
"OE"+79.32, 30.20' Rt
BEG 2 END 3
2 (492 LF)
4 (2590 SF)
"OE"+65.98, 32.51' Rt
END 2 1
"OE"+38.65, 47.87' Rt
SAWCUT 4
"OE"+30.86, 47.90' Rt
SAWCUT 4
"OE"+73.92, 35.64' Rt
END 3
"OE"+61.54, 32.52' Rt
END 4
3 (19 LF)
(227 LF) 2
"T"+05.30, 32.01' Rt
BEG 3 END 2
"T"+80.46, 32.61' Rt
BEG 2
"T"+10.09, 37.99' Rt
BEG 3
"T"+19.90, 51.21' Rt
END 3
"T"+25.90, 32.74' Rt
SAWCUT 4
"T"+94.15, 82.13' Rt
SAWCUT 4
(73 LF) 3
"T"+14.39, 86.90' Rt
END 3
1 (1488 SF)
3 (77 LF)
"T"+55.00, 77.38' Rt
SAWCUT 1
"T"+19.71, 87.05' Rt
SAWCUT 1
"T"+61.96, 47.25' Rt
BEG 3
"T"+62.67, 93.92' Rt
BEG 3
ISLAY PARK
SPANISH OAKS Dr
100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION
DM1
TANK FARM ROAD & ORCUTT ROAD
ROUNDABOUT
DEMOLITION PLAN
CITY OF SAN LUIS OBISPO
HD
HD
SKP
JWW
1" = 40'
01/31/2021
1000184
2460DM001.dwg
8 of 67

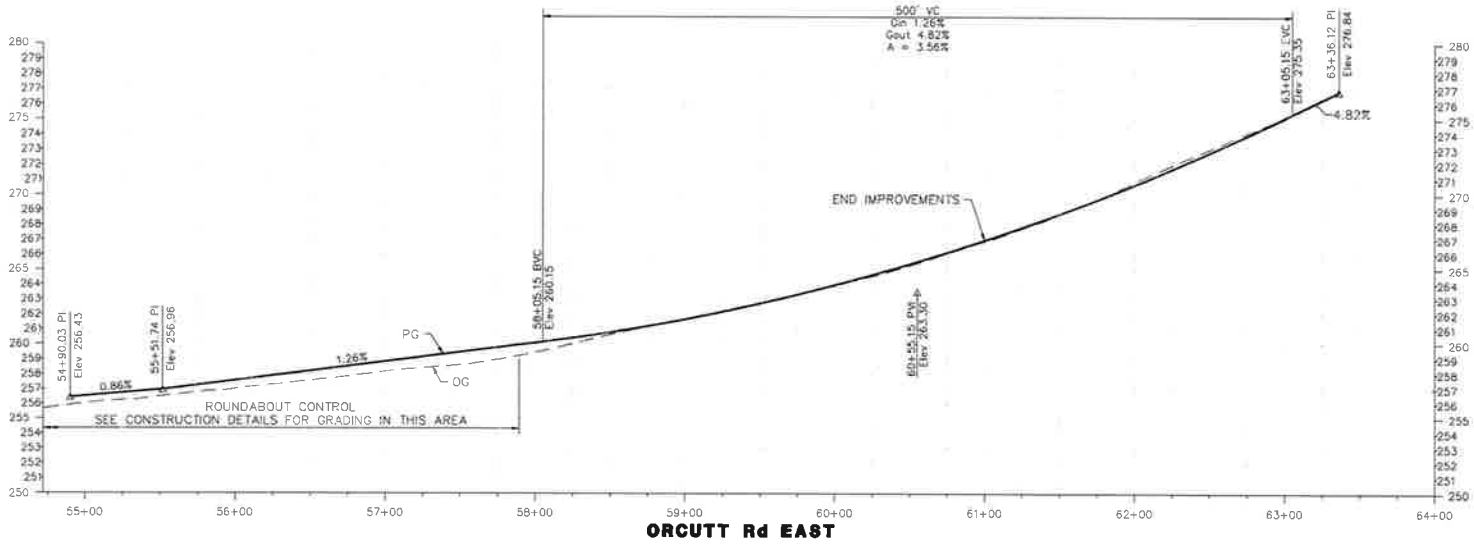


TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

LAYOUT

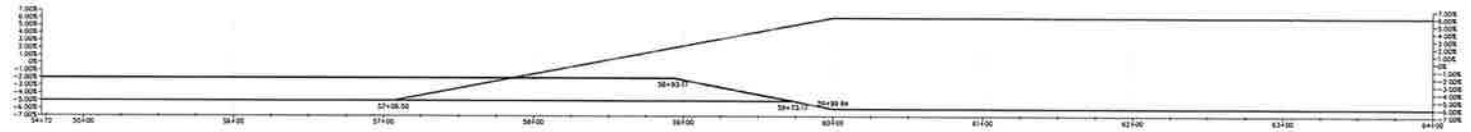
DESIGNED BY: SKP
DRAWN BY: FR
CHECKED BY: SKP
APPROVED BY: JWW
SCALE: 1" = 40'
DATE: 01/27/2021
CITY APPLICATION NO.: 1000164
PLAN FILE NO./LOCATION: 2460L001.dwg
SHEET NO.: 9 of 67


ALIGNMENT DATA
TANK FARM ROAD
No. R Δ T L
C1 4800.00' 004°35'50" 192.68' 385.14'
C2 800.00' 001°48'06" 12.58' 25.16'
L1 - S87°18'57"E - 130.01'
ALIGNMENT DATA
ORCUTT ROAD EAST
No. R Δ T L
C3 800.00' 006°42'10" 46.85' 93.59'
C4 1200.00' 012°43'20" 133.78' 266.45'
C5 1200.00' 044°38'13" 492.61' 934.87'
L2 - N79°35'07"E - 307.01'
ALIGNMENT DATA
ORCUTT ROAD NORTH
"ON" LINE
No. R Δ T L
L3 - N32°59'13"W - 1658.20'
ALIGNMENT DATA
L2 LINE
No. R Δ T L
C17 192.00' 013°02'22" 21.94' 43.70'
C18 120.00' 025°22'35" 27.02' 53.15'
C19 38.50' 027°30'57" 9.43' 18.49'
C20 850.00' 005°22'17" 39.87' 79.69'
ALIGNMENT DATA
L4 LINE
No. R Δ T L
C26 104.50' 043°38'35" 41.84' 79.60'
C27 70.50' 034°05'35" 21.62' 41.95'
C28 26.50' 063°25'52" 16.38' 29.34'
C29 111.96' 016°53'57" 16.63' 33.02'
L16 - N80°16'50"E - 49.41'
L17 - S56°04'35"E - 4.51'
L18 - S09°00'22"E - 6.15'
ALIGNMENT DATA
R1 LINE
No. R Δ T L
C31 40.00' 077°32'09" 32.12' 54.13'
ALIGNMENT DATA
L1 LINE
No. R Δ T L
C6 23.00' 047°35'52" 10.14' 19.11'
C7 140.00' 016°06'26" 19.81' 39.36'
C8 29.00' 107°49'40" 39.79' 54.58'
C9 60.00' 027°57'10" 14.93' 29.27'
C14 60.00' 027°57'10" 14.93' 29.27'
C15 974.00' 001°13'08" 10.36' 20.72'
C16 924.49' 003°01'42" 24.44' 48.86'
L4 - N57°36'01"W - 5.88'
L5 - N81°43'04"E - 49.30'
L6 - N81°43'04"E - 69.02'
L7 - N82°56'12"E - 170.34'
L8 - N84°16'03"E - 137.75'
L9 - N84°47'41"E - 15.24'
L10 - N87°51'47"E - 40.77'
L11 - N89°47'46"E - 13.39'
ALIGNMENT DATA
L3 LINE
No. R Δ T L
C21 508.00' 010°11'00" 45.26' 90.29'
C22 41.50' 047°00'19" 18.05' 34.05'
C23 112.00' 029°37'31" 29.62' 57.91'
C24 220.00' 008°53'47" 17.11' 34.16'
LEGEND:
CENTERLINE MONUMENT
ORCUTT Rd
"ON" LINE
PRIVATE Dwy
R/W
TANK FARM Rd
"T" LINE
"L3" LINE
"R1" LINE
"L2" LINE
"L4" LINE
"L1" LINE
"OE" LINE
(E)R/W
MATCH LINE 50+50 (SEE ABOVE)
MATCH LINE 50+50 (SEE BELOW)
49+31.68 PI
WAYERTREE St
SEE DETAIL C ON SHEET C3
2+00.13 EP
"ON" 2+09.30, 27.87' Lt = "L3" 54+33.12
"ON" 1+71.18, 10.16' Rt = "L2" 2+00.13
"T" 52+36.59, 31.37' Lt = "L3" 52+37.44
"T" 52+21.31, 11.22' Rt = "L4" 52+26.71
"OE" 55+38.89, 38.83' Lt = "L2" 0+05.11
"OE" 59+65.98, 30.51' Rt = "L1" 60+86.16
53+26.88 PCC
54+18.83 PCC
53+60.92 PCC
1+20.44 PRC
1+01.95 PCC
0+48.81 PCC
0+05.11 BP
55+65.58 PT
58+72.59 PC
58+40.78
60+86.16 PI
59+48.40 PI
61+01.40 PC
61+91.03 PI
62+04.42 EP
61+39.05 PCC
61+50.26 PT
50+61.69 PC
54+46.83 PCC
57+78.07 PT
57+57.34 PC
56+88.32 PT
56+59.05 PRC
56+29.78 PC
52+76.12 PC
53+55.72 PT
53+60.24 PC
54+31.52 PCC
54+64.55 PT
54+02.19 PRC
54+70.70 EP
54+86.54 PRC
54+67.43 PC
ISLAY PARK
"T" 54+21.72, 87.07' Rt = "L4" 54+70.70
"T" 54+71.99 = "OE" 54+71.99 = "ON" 0+00.00
N 2287643.8690
E 5777970.7871
55+60.47 PT
55+25.90 PRC
54+61.55 BP
"T" 54+61.55, 95.68' Rt = "L1" 54+61.55
SPANISH OAKS Dr
100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION
L2
TANK FARM ROAD & ORCUTT ROAD
ROUNDABOUT
LAYOUT (CURB ALIGNMENTS)
SKP
FR
SKP
JWW
1" = 40'
02/04/2021
1000164
2460L002.dwg
10 of 67



ORCUTT Rd EAST

SCALE: H: 1" = 40', V: 1" = 4'



SUPERELEVATION DIAGRAM

SCALE: 1" = 40'

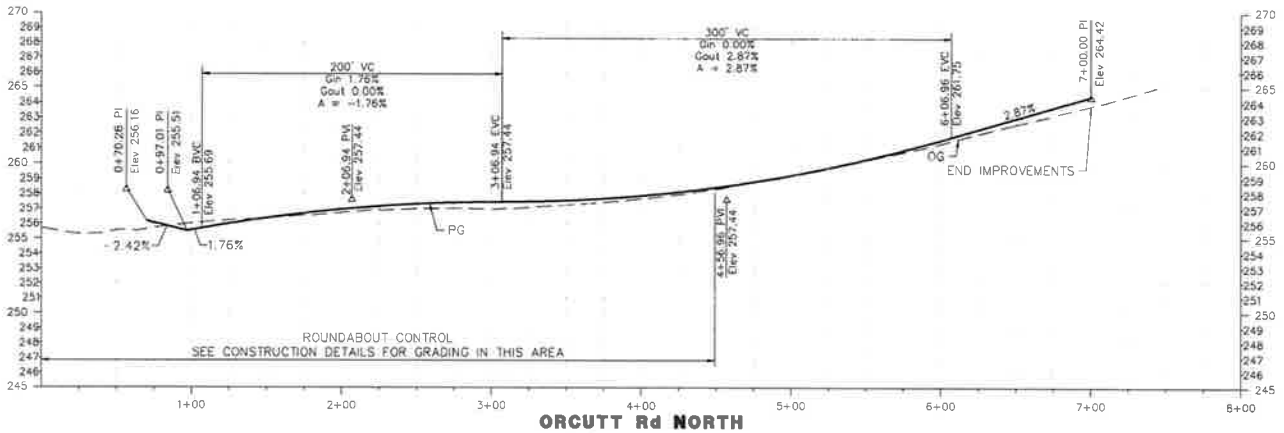
100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

P1

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

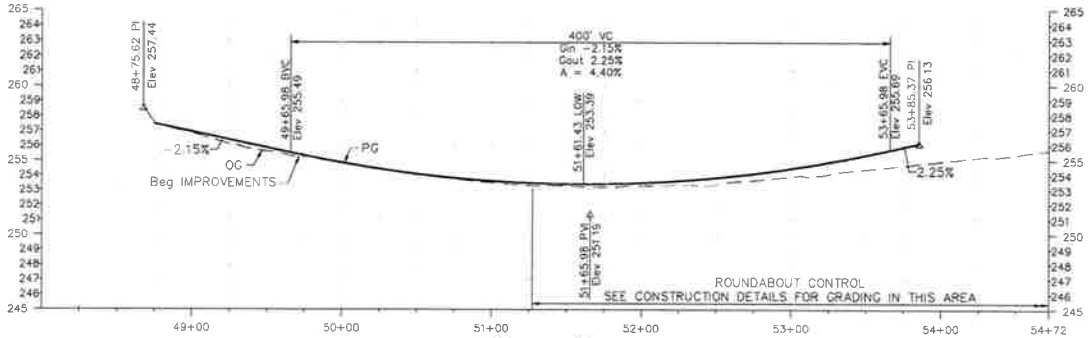
ORCUTT Rd EAST PROFILE

DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	AS NOTED
DATE:	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460P001.dwg
SHEET NO.	11 of 67



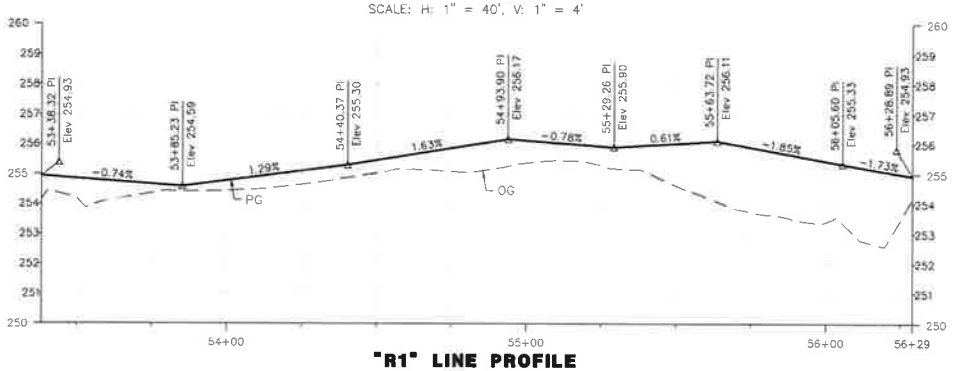
ORCUTT Rd NORTH

SCALE: H: 1" = 40', V: 1" = 4'



TANK FARM Rd

SCALE: H: 1" = 40', V: 1" = 4'



"R1" LINE PROFILE

SCALE: H: 1" = 20', V: 1" = 2'

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

P2

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

ORCUTT Rd NORTH, TANK FARM Rd, AND R1 LINE PROFILES

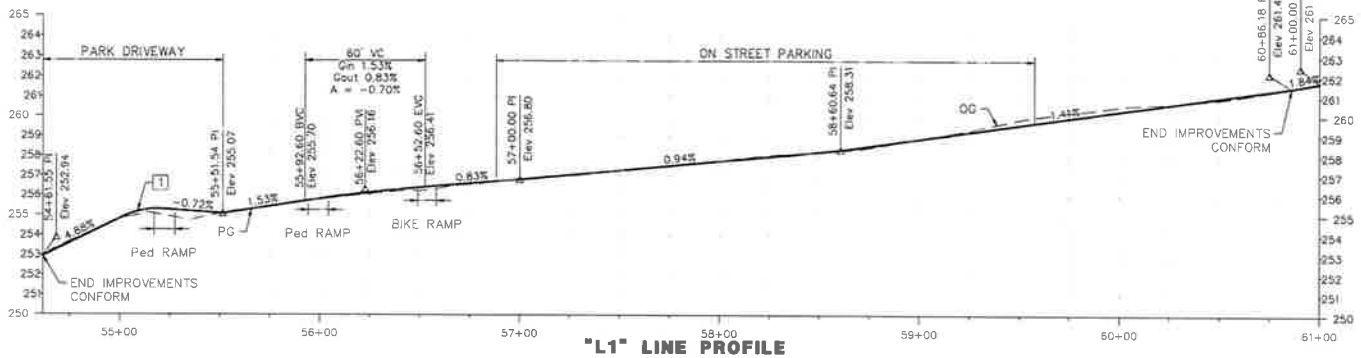
REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. WETLAND
No. C53755
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	AS NOTED
DATE:	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO./LOCATION	2460P001.dwg
SHEET NO.	12 of 67

NOTES:

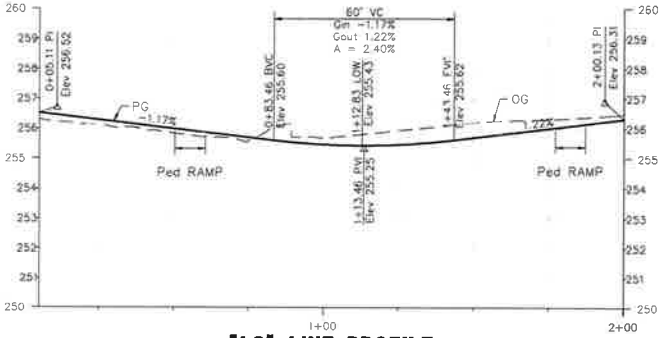
1. 20' VC
   Gin = 4.88%
   Gout = -0.72%
   A = -5.60%
   55+01.17 BVC
   Elev 254.88
   55+21.17 EVC
   Elev 255.29
   55+11.17 PVI
   Elev 255.36
   55+18.61
   Elev 255.30

2. 20' VC
   Gin = 1.38%
   Gout = -4.88%
   A = -6.26%
   54+31.72 BVC
   Elev 254.99
   54+51.72 EVC
   Elev 254.64
   54+41.72 PVI
   Elev 255.13
   54+33.14
   Elev 255.02



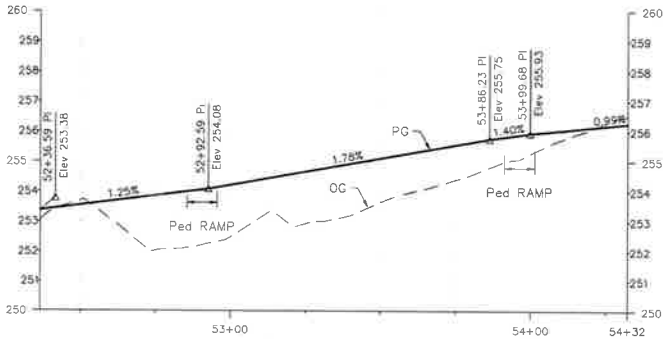
"L1" LINE PROFILE

SCALE: H: 1" = 30', V: 1" = 3'



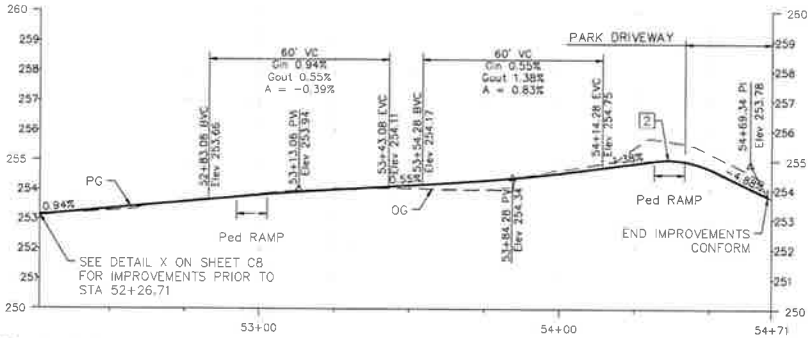
"L2" LINE PROFILE

SCALE: H: 1" = 20', V: 1" = 2'



"L3" LINE PROFILE

SCALE: H: 1" = 20', V: 1" = 2'



"L4" LINE PROFILE

SCALE: H: 1" = 20', V: 1" = 2'

100% SUBMITTAL
PRELIMINARY, NOT FOR CONSTRUCTION

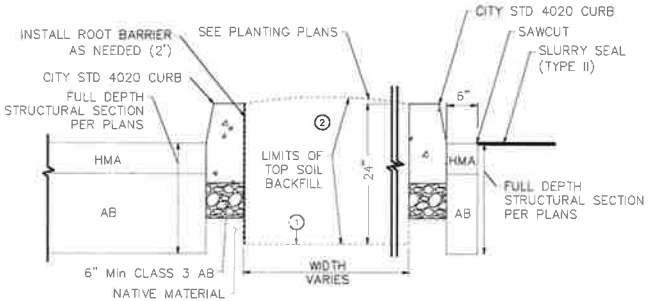
P3

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

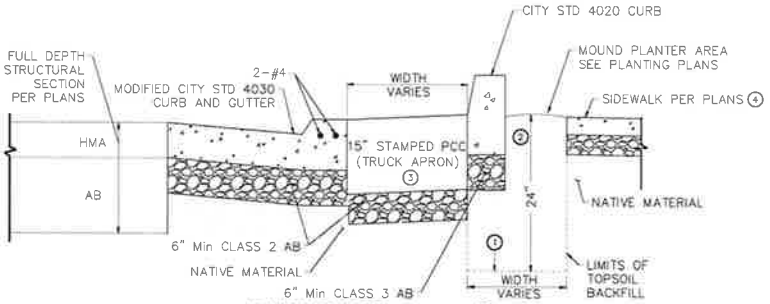
LIP OF GUTTER PROFILES

REGISTERED PROFESSIONAL ENGINEER — No. C53769 — Exp. 06/30/21 — CIVIL — STATE OF CALIFORNIA

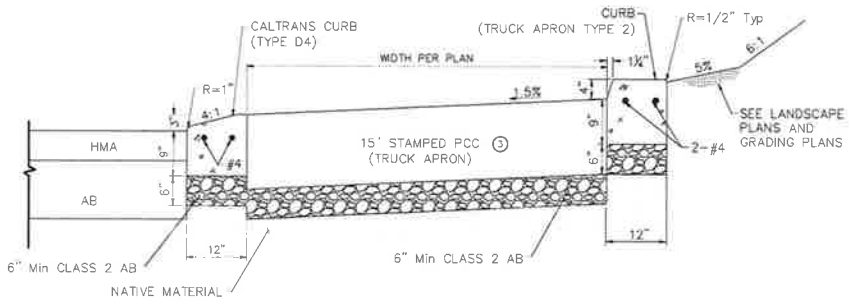
DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	AS NOTED
DATE:	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	246OP001.dwg
SHEET NO.	13 of 67



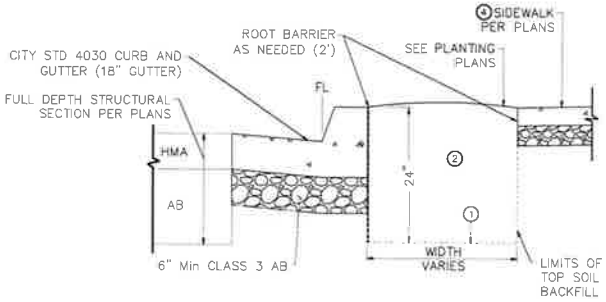
MEDIAN CURB NTS (A)



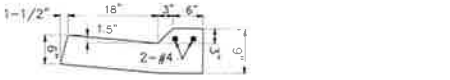
TRUCK BLISTER NTS (B)



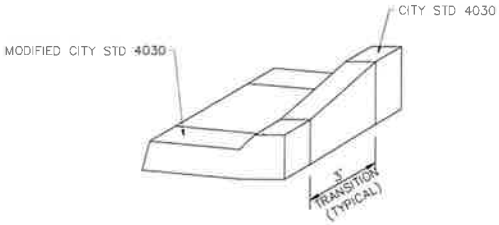
CURB (TRUCK APRON) AND TRUCK APRON NTS (C)



DETACHED SIDEWALK (CITY STD 4110) NTS (D)



MODIFIED CITY STD 4030 CURB AND GUTTER NTS (E)



CURB & GUTTER TRANSITION NTS (F)

NOTES:
1. EXCAVATE 24" (MINIMUM), SCARIFY 6" MINIMUM BELOW GRADE
2. 24" TOPSOIL BACKFILL, SEE PLANTING PLANS FOR MORE INFORMATION
3. STAMPED PCC. SEE DETAIL E (NOTES 1–3), DETAIL F ON SHEET C2, AND DETAIL C ON SHEET C3.
4. ADD #4 REBAR @ 24" E.W.

LEGEND:
- PCC
- CLASS 2 OR 3 AGGREGATE BASE (95% RELATIVE COMPACTION)
- NATIVE MATERIAL (95% RELATIVE COMPACTION)

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

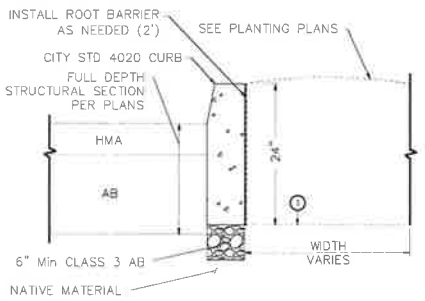
C1

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

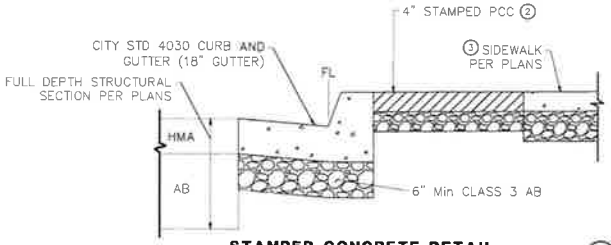
CONSTRUCTION DETAILS

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. HETLAND No. C53755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

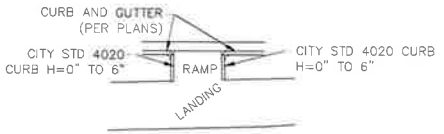
DESIGNED BY:	SKP
DRAWN BY:	SKP
CHECKED BY:	HD
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	01/27/2021
CITY SPECIFICATION NO.	1000184
PLAN FILE NO. / LOCATION	2460C002.dwg
SHEET NO.	14 of 67



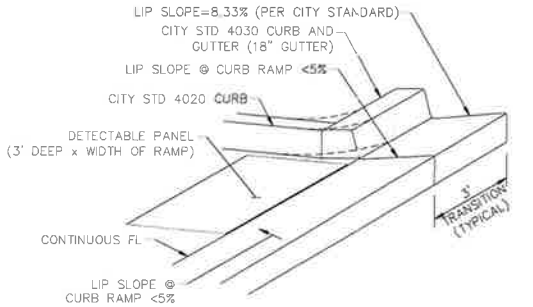
CURB (DEEP CITY) NTS (A)



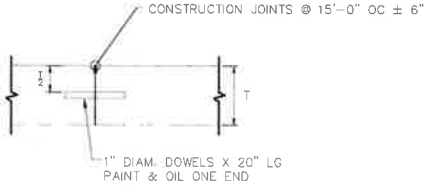
STAMPED CONCRETE DETAIL NTS (B)



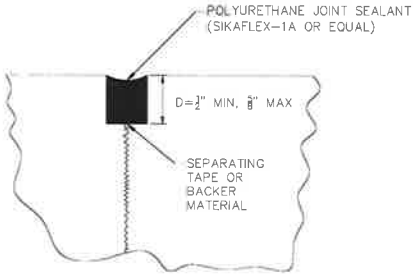
TYPICAL PEDESTRIAN RAMP NTS (C)



CURB AND GUTTER TRANSITION DETAIL NTS (D)

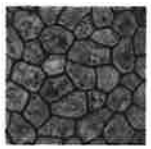


CONTRACTION JOINT



JOINT SEALANT DETAIL

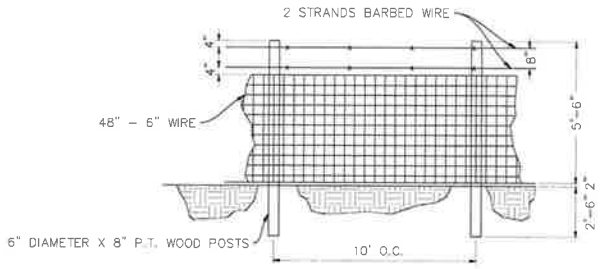
TRUCK APRON CONSTRUCTION JOINTS DETAIL NTS (F)



STAMPED CONCRETE NOTES:

1. 4" THICK STAMPED CONCRETE, COLORED BRICK RED.
2. RIVER ROCK PATTERN
3. INSTALL PER MANUFACTURER RECOMMENDATIONS
4. ADD #4 REBAR @ 24" E.W.

STAMPED CONCRETE PATTERN NTS (E)



FENCE DETAIL NTS (G)

NOTES:
1. SEE BIORETENTION PLANTER DETAILS ON SHEETS D3-D6 FOR EXCAVATION LIMITS.
2. STAMPED PCC, SEE DETAIL E ON THIS SHEET.
3. ADD #4 REBAR @ 24" E.W.

LEGEND:
- PCC
- CLASS 2 OR 3 AGGREGATE BASE (95% RELATIVE COMPACTION)
- NATIVE MATERIAL (95% RELATIVE COMPACTION)

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

CONSTRUCTION DETAILS

C2

DESIGNED BY: SKP
DRAWN BY: SKP
CHECKED BY: HD
APPROVED BY: JWW
SCALE: NO SCALE
DATE: 02/05/2021
CITY SPECIFICATION NO. 1000184
PLAN FILE NO. / LOCATION 2460C002.dwg
SHEET NO. 15 of 67

KEYED NOTES:

1. 6" VERTICAL CURB PER STANDARD DRAWING 4020
2. CURB (TRUCK APRON), SEE DETAIL B AND DETAIL C ON SHEET C1.
3. TRUCK APRON STAMPED PCC SHALL BE PER COLOR, PATTERN AND INSTALLATION RECOMMENDATIONS PER DETAIL E ON SHEET C2.
4. SEE DETAIL F, TRUCK APRON CONSTRUCTION JOINTS DETAIL, ON SHEET C2.

LEGEND:

TRUNCATED DOMES PER STANDARD DRAWING 4440

PLANTING AREA, SEE LANDSCAPE PLANS

STAMPED PCC. SEE DETAIL E ON SHEET C2.

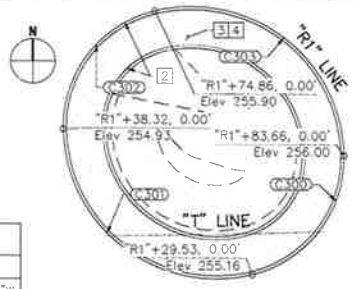
DETAIL A

CURVE DATA				
No.	R	Δ	T	L
C100	101.00'	009°24'11"	8.31'	16.58'
C101	585.00'	005°50'09"	29.82'	59.58'
C102	150.00'	013°47'23"	18.14'	36.10'
C103	3.00'	169°59'25"	34.26'	8.90'
C104	568.00'	015°52'36"	79.20'	157.39'
C105	5.00'	108°53'24"	7.00'	9.50'
C106	72.00'	015°18'32"	9.68'	19.24'
C107	2.00'	121°22'39"	3.56'	4.24'
C108	101.00'	011°57'08"	10.57'	21.07'

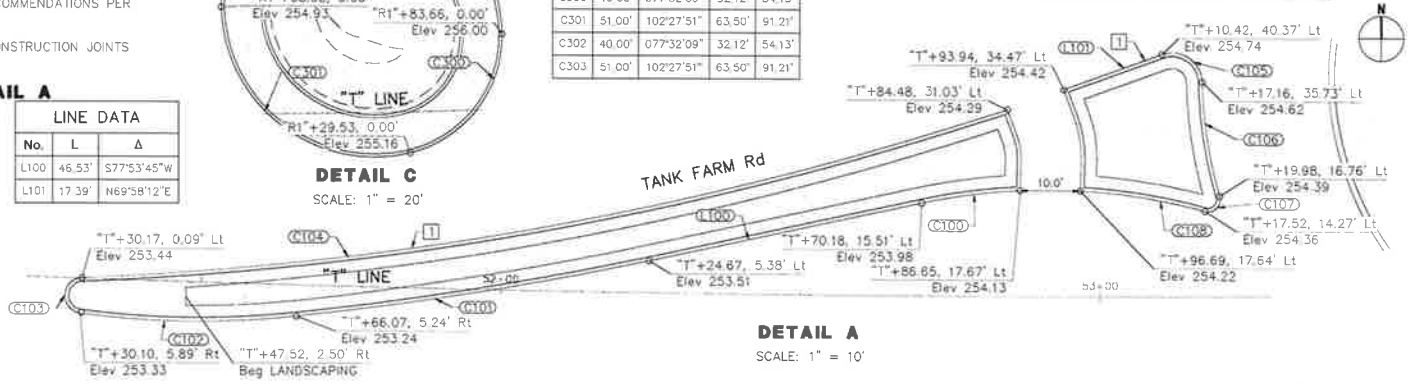
LINE DATA		
No.	L	Δ
L100	46.53'	S77°53'45"W
L101	17.39'	N69°58'12"E

DETAIL C

CURVE DATA				
No.	R	Δ	T	L
C300	40.00'	077°32'09"	32.12'	54.13'
C301	51.00'	102°27'51"	63.50'	91.21'
C302	40.00'	077°32'09"	32.12'	54.13'
C303	51.00'	102°27'51"	63.50'	91.21'



DETAIL C
SCALE: 1" = 20'

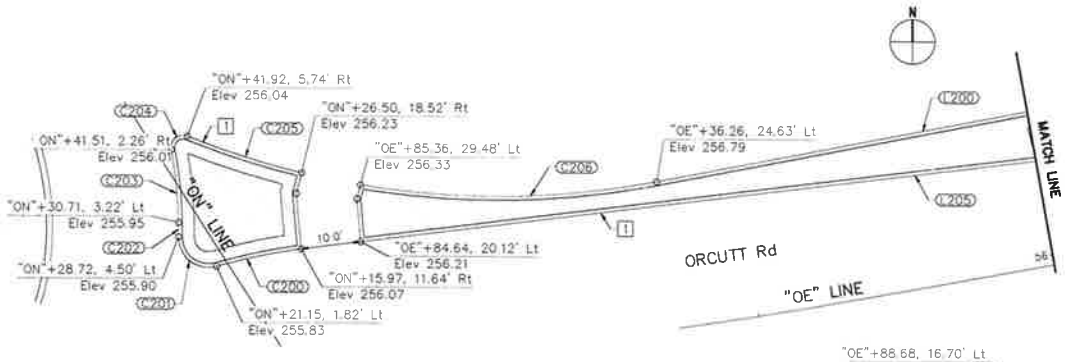


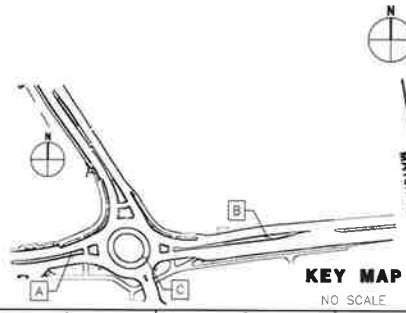
DETAIL A
SCALE: 1" = 10'

DETAIL B

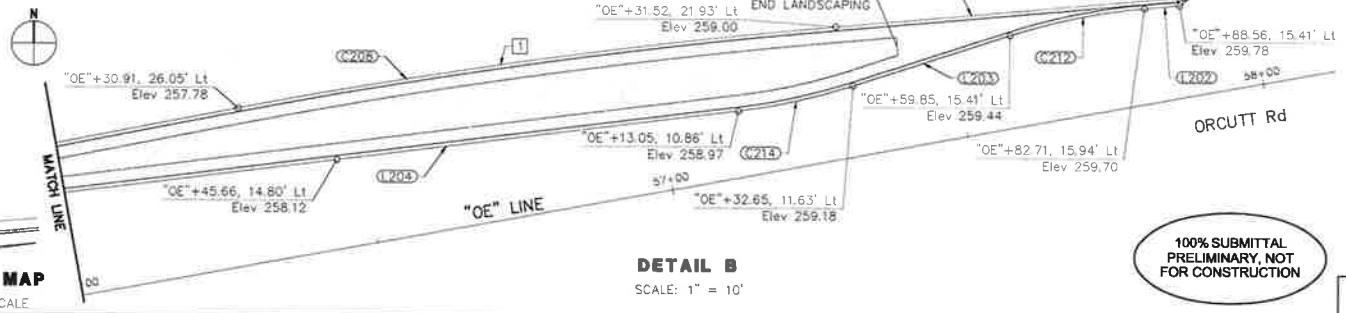
CURVE DATA				
No.	R	Δ	T	L
C200	105.00'	007°52'38"	7.23'	14.44'
C201	5.00'	106°50'07"	6.74'	9.32'
C202	61.00'	002°13'20"	1.18'	2.37'
C203	72.00'	009°39'00"	6.08'	12.13'
C204	2.00'	122°20'44"	3.63'	4.27'
C205	141.00'	008°08'40"	10.04'	20.04'
C206	141.00'	020°10'50"	25.09'	49.66'
C208	999.00'	005°46'39"	50.41'	100.74'
C210	0.65'	180°00'00"	INFINITY'	2.04'
C212	100.00'	013°07'54"	11.51'	22.92'
C214	100.00'	011°15'09"	9.85'	19.64'

LINE DATA		
No.	L	Δ
L200	93.75'	N79°02'19"E
L201	57.40'	N84°48'57"E
L202	5.88'	S84°48'57"W
L203	27.46'	S71°41'03"W
L204	67.51'	S82°56'12"W
L205	159.12'	S82°56'12"W





KEY MAP
NO SCALE



DETAIL B
SCALE: 1" = 10'

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

C3

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

CONSTRUCTION DETAILS ISLAND DETAILS

DESIGNED BY: HD
DRAWN BY: HD
CHECKED BY: SKP
APPROVED BY: JWW
SCALE: AS NOTED
DATE: 01/27/2021
CITY SPECIFICATION NO. 1000184
PLAN FILE NO./LOCATION: 2460C001.dwg
SHEET NO. 16 of 67

KEYED NOTES:

1 6" VERTICAL CURB PER STANDARD DRAWING 4020

LEGEND:

TRUNCATED DOMES PER STANDARD DRAWING 4440

STAMPED PCC, SEE DETAIL E ON SHEET C2

PLANTING AREA, SEE LANDSCAPE PLANS

RAISED COBBLESTONE MEDIAN (CITY Std Dwg 4940)

DETAIL E

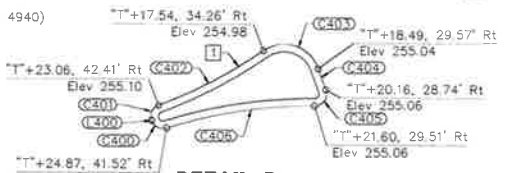
CURVE DATA				
No.	R	Δ	T	L
C500	2.00'	161°42'03"	12.42'	5.64'
C501	1204.00'	001°13'21"	12.84'	25.69'
C502	1204.00'	002°41'22"	28.25'	56.51'
C503	100.00'	010°30'36"	9.20'	18.34'
C504	3.25'	170°19'59"	38.47'	9.67'
C505	1196.00'	003°54'49"	40.86'	81.69'
C506	1196.00'	000°50'26"	8.77'	17.55'
C507	1201.00'	000°38'08"	6.66'	13.32'
C508	20.00'	009°08'42"	1.60'	3.19'
C509	100.00'	009°47'22"	8.56'	17.09'

LINE DATA		
No.	L	Δ
L500	83.71'	N84°48'57"E
L501	11.31'	N39°48'57"E
L502	11.31'	N39°48'57"E
L503	51.60'	N84°48'57"E
L504	9.56'	N40°54'56"E
L505	9.53'	N40°54'56"E
L506	59.58'	S84°48'57"W
L507	43.24'	S84°48'57"W

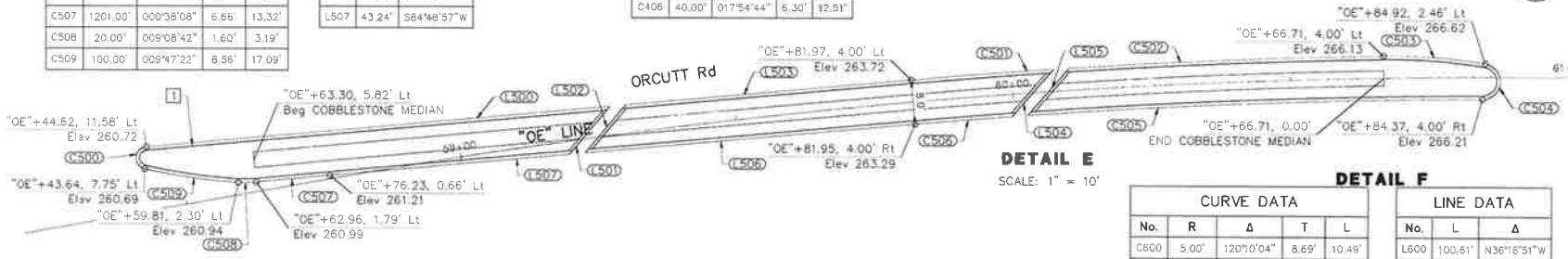
DETAIL D

CURVE DATA				
No.	R	Δ	T	L
C400	1.00'	089°10'55"	0.99'	1.56'
C401	1.00'	087°54'12"	0.96'	1.53'
C402	40.00'	014°09'49"	4.97'	9.89'
C403	3.00'	105°55'40"	3.98'	5.55'
C404	61.00'	001°45'24"	0.94'	1.87'
C405	1.00'	110°49'10"	1.45'	1.93'
C406	40.00'	017°54'44"	6.30'	12.51'

LINE DATA		
No.	L	Δ
L400	0.03'	N63°15'42"E



DETAIL D
SCALE: 1" = 5'

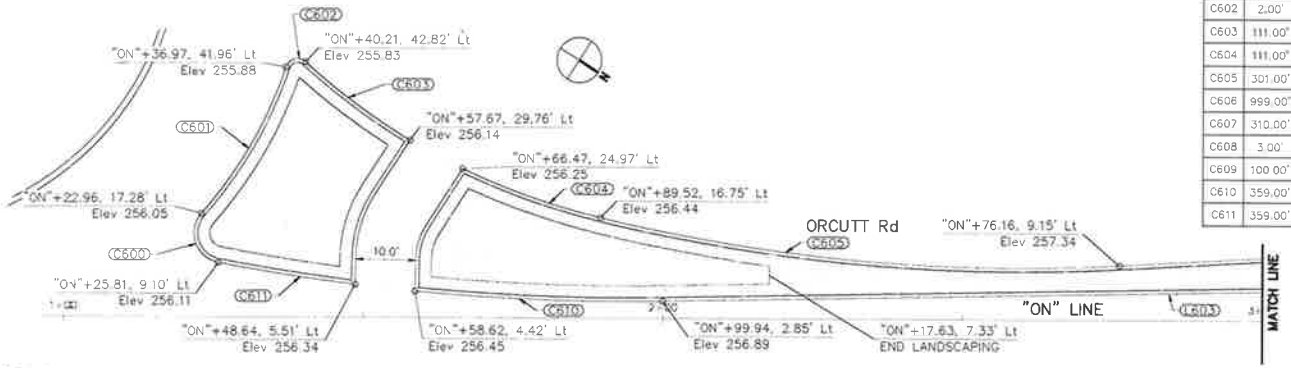


DETAIL E
SCALE: 1" = 10'

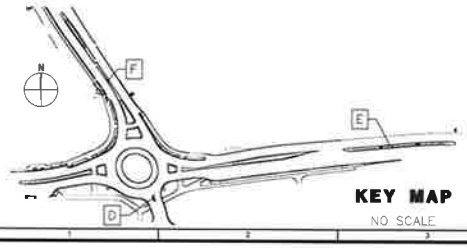
DETAIL F

CURVE DATA				
No.	R	Δ	T	L
C600	5.00'	120°10'04"	8.69'	10.49'
C601	72.00'	022°43'44"	14.47'	28.56'
C602	2.00'	114°12'54"	3.09'	3.99'
C603	111.00'	011°16'10"	10.95'	21.83'
C604	111.00'	012°39'18"	12.31'	24.52'
C605	301.00'	016°36'48"	43.95'	87.28'
C606	999.00'	002°17'18"	19.95'	39.90'
C607	310.00'	005°32'43"	15.01'	30.00'
C608	3.00'	170°31'00"	36.17'	8.93'
C609	100.00'	004°56'45"	4.32'	8.63'
C610	359.00'	006°36'15"	20.71'	41.38'
C611	359.00'	003°41'20"	11.56'	23.11'

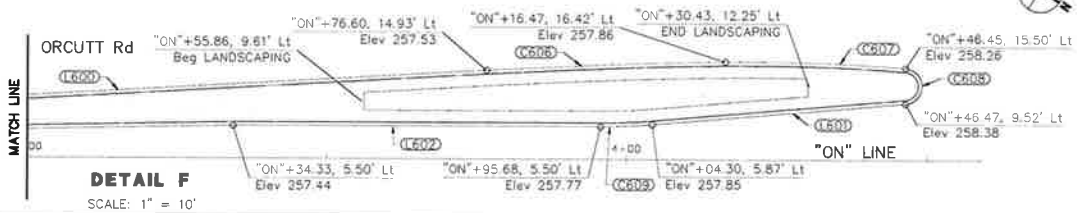
LINE DATA		
No.	L	Δ
L600	100.61'	N36°16'51"W
L601	42.35'	S37°55'50"E
L602	61.32'	S32°59'05"E
L603	134.41'	S34°07'02"E



100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION



KEY MAP
NO SCALE



DETAIL F
SCALE: 1" = 10'

C4

CITY OF THOUSAND OAKS

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

CONSTRUCION DETAILS ISLAND DETAILS

REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. WETLAUFER
No. C53755
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	AS NOTED
DATE:	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO / LOCATION	24600D01.dwg
SHEET NO.	17 of 67

KEYED NOTES:

[1] 6" VERTICAL CURB PER STANDARD DRAWING 4020

LEGEND:

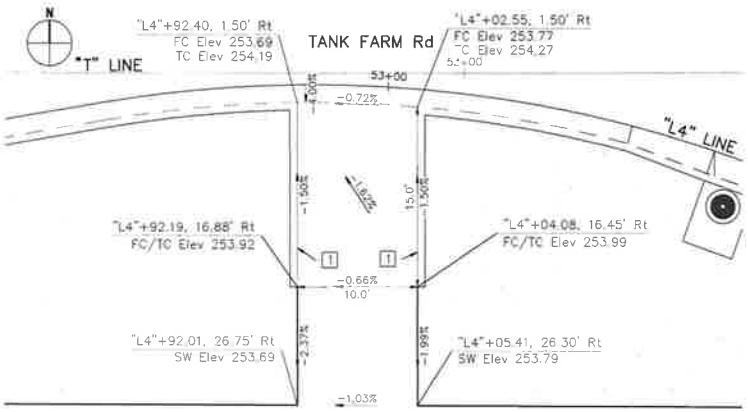
TRUNCATED DOMES PER STANDARD DRAWING 4440

PLANTING AREA, SEE LANDSCAPE PLANS

STAMPED PCC, SEE DETAIL E ON SHEET C2.

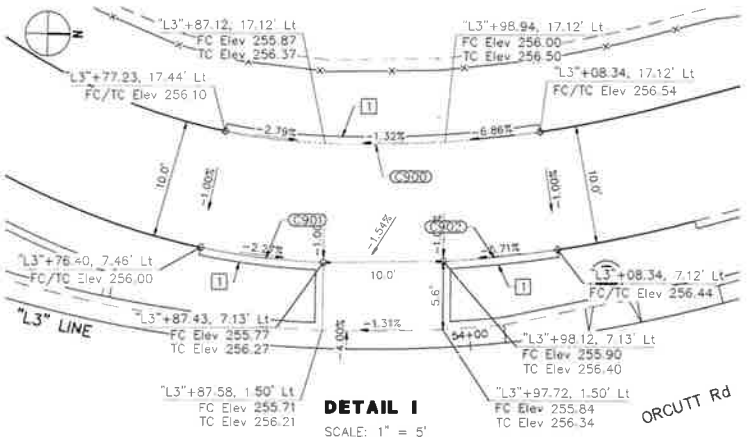
GENERAL NOTES (SHEETS C5–C7):

1. ALL RAMPS SHALL BE PER CITY STANDARD 4440



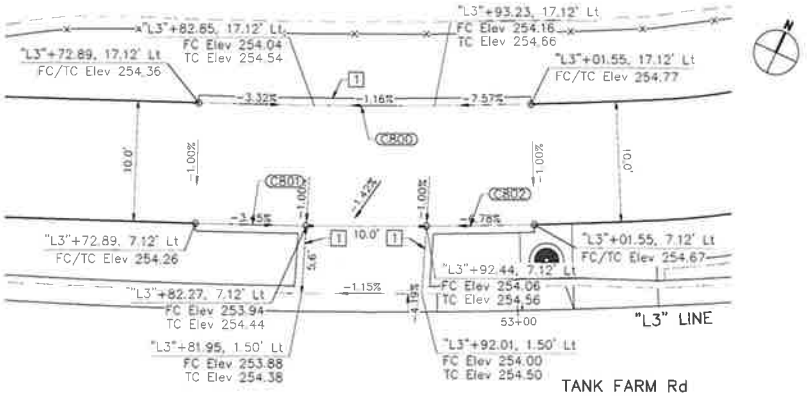
DETAIL G

SCALE: 1" = 5'



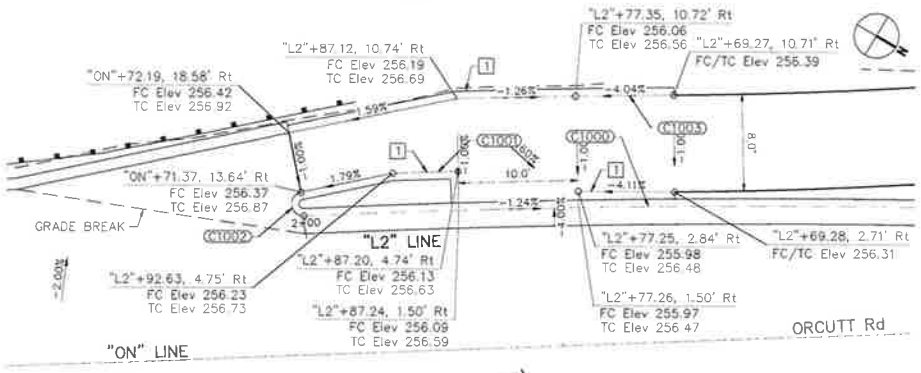
DETAIL I

SCALE: 1" = 5'



DETAIL H

SCALE: 1" = 5'



DETAIL J

SCALE: 1" = 5'

DETAIL H

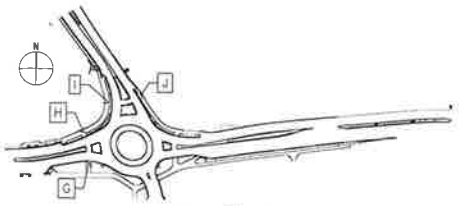
CURVE DATA				
No.	R	Δ	T	L
C800	490.88'	003°13'58"	13.85'	27.70'
C801	500.88'	001°03'29"	4.62'	9.25'
C802	500.88'	001°01'42"	4.49'	8.99'

DETAIL J

CURVE DATA				
No.	R	Δ	T	L
C1000	851.50'	005°13'55"	38.91'	77.76'
C1001	854.63'	000°21'58"	2.73'	5.46'
C1002	1.00'	170°56'05"	12.61'	2.98'
C1003	860.63'	001°12'12"	9.04'	18.07'

DETAIL I

CURVE DATA				
No.	R	Δ	T	L
C900	94.87'	011°01'06"	9.15'	18.24'
C901	60.00'	009°51'26"	5.17'	10.32'
C902	104.88'	005°13'55"	4.79'	9.58'



KEY MAP

NO SCALE

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

C5

CITY OF CHICO

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

CONSTRUCTION DETAILS RAMP DETAILS

REGISTERED PROFESSIONAL ENGINEER
No. 63755
Exp 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY: HD
DRAWN BY: HD
CHECKED BY: SKP
APPROVED BY: JWW
SCALE: AS NOTED
DATE: 01/27/2021
CITY SPECIFICATION NO.: 1000184
PLAN FILE NO. (LOCATION): 2460C001.dwg
SHEET NO.: 18 of 67

KEYED NOTES:

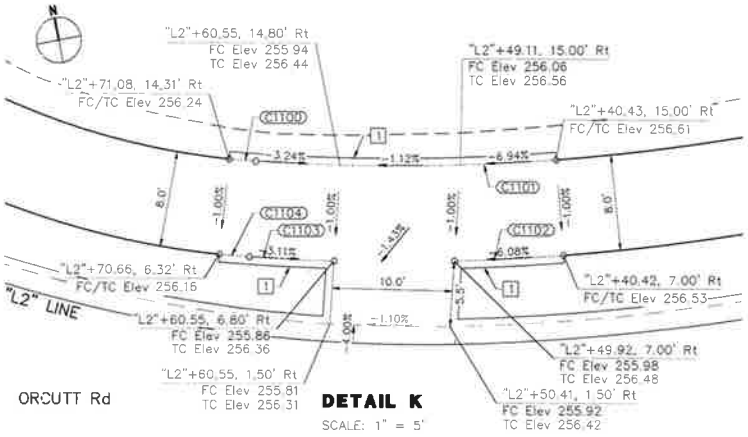
[1] 6" VERTICAL CURB PER STANDARD DRAWING 4020

LEGEND:

TRUNCATED DOMES PER STANDARD DRAWING 4440

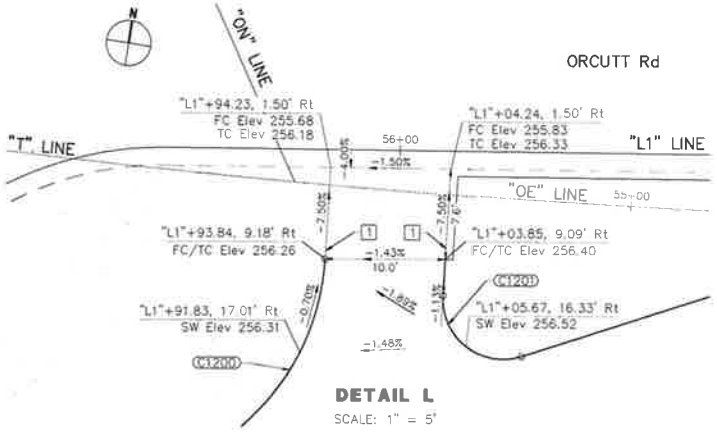
PLANTING AREA, SEE LANDSCAPE PLANS

STAMPED PCC, SEE DETAIL E ON SHEET C2



DETAIL K

SCALE: 1" = 5'

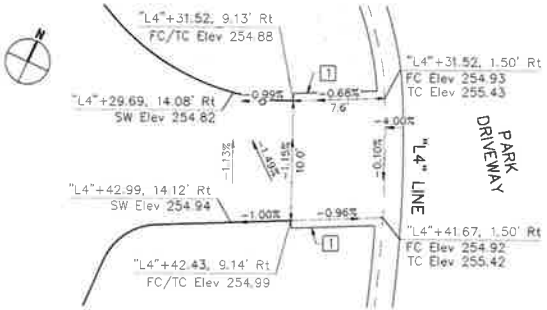


DETAIL L

SCALE: 1" = 5'

DETAIL M

SCALE: 1" = 5'



DETAIL N

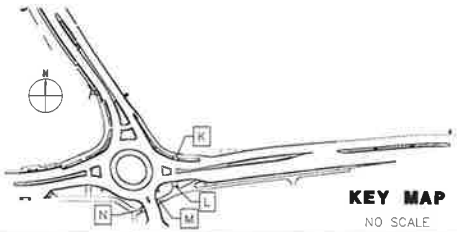
SCALE: 1" = 5'

DETAIL K

CURVE DATA				
No.	R	Δ	T	L
C1100	62.00'	002°04'07"	1.12'	2.24'
C1101	173.26'	008°16'42"	12.54'	25.03'
C1102	181.26'	002°53'10"	4.57'	9.13'
C1103	181.26'	002°13'28"	3.52'	7.04'
C1104	70.00'	002°04'07"	1.26'	2.53'

DETAIL L

CURVE DATA				
No.	R	Δ	T	L
C1200	20.00'	068°38'09"	13.65'	23.96'
C1201	5.00'	111°21'51"	7.32'	9.72'



KEY MAP

NO SCALE

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

C6

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

CONSTRUCION DETAILS RAMP DETAILS

REGISTERED PROFESSIONAL ENGINEER — No. C53755 — Exp 06/30/21 — CIVIL — STATE OF CALIFORNIA

DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	AS NOTED
DATE:	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460C001.dwg
SHEET NO.	19 of 67

KEYED NOTES:

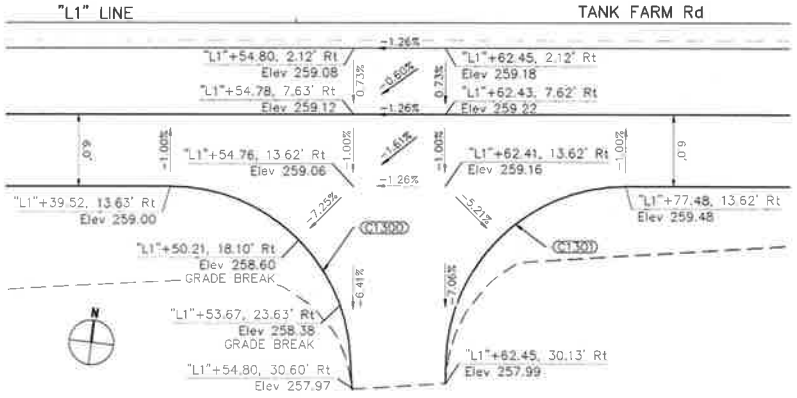
1 6' VERTICAL CURB PER STANDARD DRAWING 4020

LEGEND:

TRUNCATED DOMES PER STANDARD DRAWING 4440

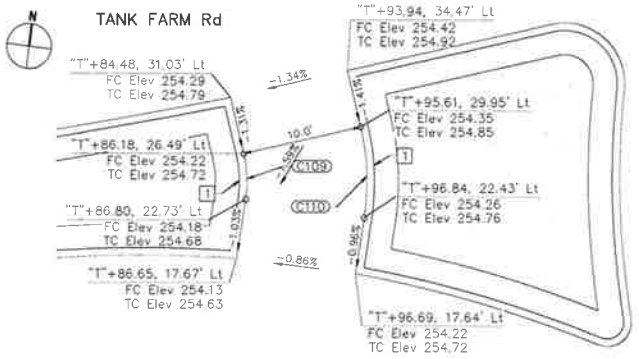
PLANTING AREA, SEE LANDSCAPE PLANS

STAMPED PCC. SEE DETAIL E ON SHEET C2.



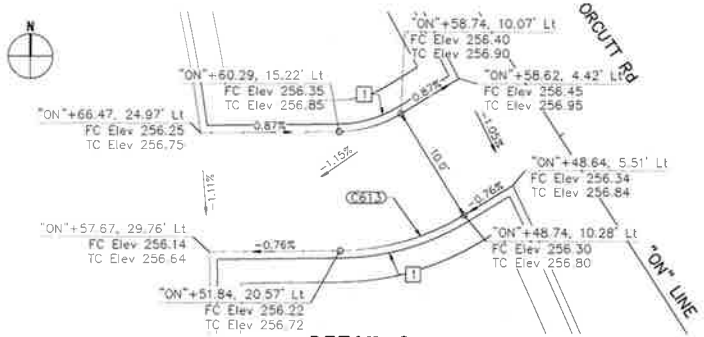
DETAIL O

SCALE: 1" = 5'



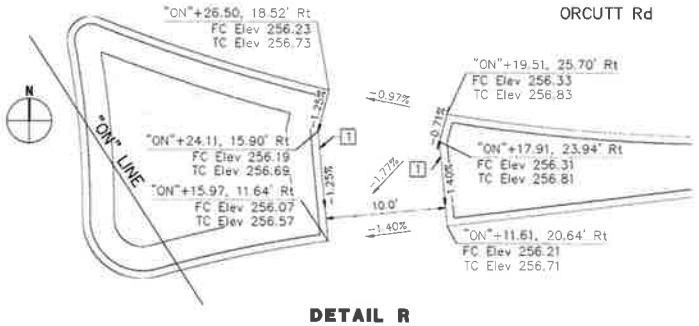
DETAIL P

SCALE: 1" = 5'



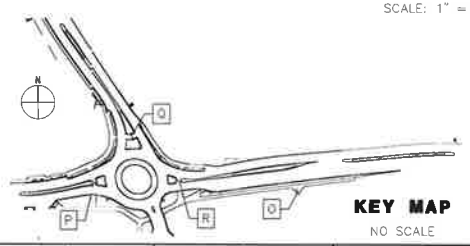
DETAIL Q

SCALE: 1" = 5'



DETAIL R

SCALE: 1" = 5'



KEY MAP

NO SCALE

DETAIL O

CURVE DATA				
No.	R	Δ	T	L
C1300	15.00'	086°28'58"	14.11'	22.64'
C1301	15.00'	088°55'48"	14.72'	23.28'

DETAIL P

CURVE DATA				
No.	R	Δ	T	L
C109	10.00'	021°56'51"	1.94'	3.83'
C110	20.00'	021°56'51"	3.88'	7.66'

DETAIL Q

CURVE DATA				
No.	R	Δ	T	L
C613	20.00'	031°10'01"	5.58'	10.88'

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

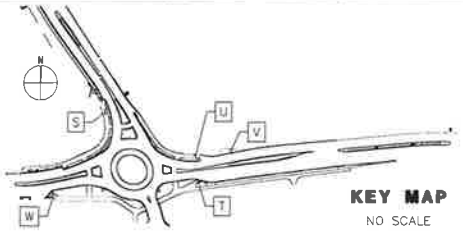
C7

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

CONSTRUCION DETAILS ISLAND DETAILS

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. WEILAND No. C53755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

DESIGNED BY: HD
DRAWN BY: HD
CHECKED BY: SKP
APPROVED BY: JWW
SCALE: AS NOTED
DATE: 01/27/2021
CITY SPECIFICATION NO.: 1000164
PLAN FILE NO./LOCATION: 2460C001.dwg
SHEET NO.: 20 of 67



KEY MAP
NO SCALE

KEYED NOTES:

[1] 6" VERTICAL CURB PER STANDARD DRAWING 4020

LEGEND:

TRUNCATED DOMES PER STANDARD DRAWING 4440

PLANTING AREA, SEE LANDSCAPE PLANS

STAMPED PCC, SEE DETAIL E ON SHEET C2,

DETAIL S

CURVE DATA				
No.	R	Δ	T	L
C1800	94.87'	006°23'40"	5.30'	10.59'
C1803	104.88'	006°23'40"	5.86'	11.70'
C1804	104.88'	006°23'40"	5.86'	11.70'

DETAIL T

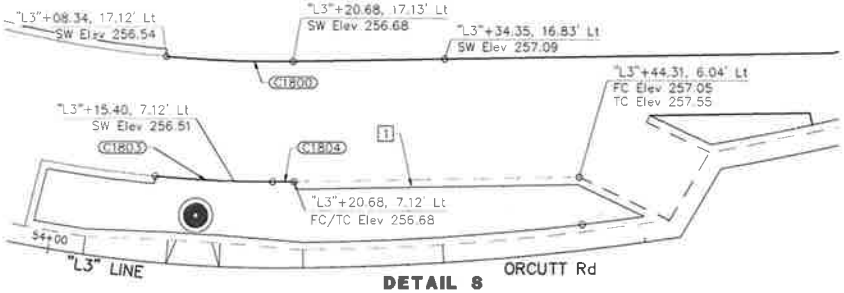
CURVE DATA				
No.	R	Δ	T	L
C1900	5.00'	161°32'37"	30.78'	14.10'

DETAIL U

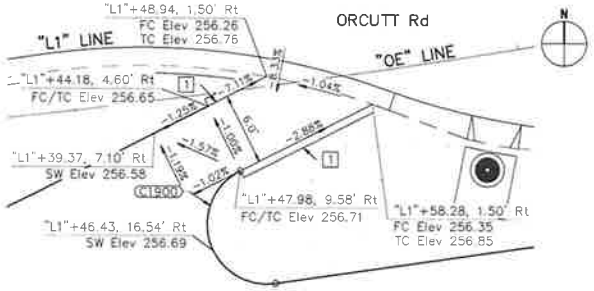
CURVE DATA				
No.	R	Δ	T	L
C2000	173.26'	008°31'07"	12.90'	25.76'
C2001	50.00'	008°30'51"	3.72'	7.43'
C2002	181.26'	002°51'09"	4.51'	9.02'
C2003	181.26'	007°53'58"	12.51'	24.99'

DETAIL W

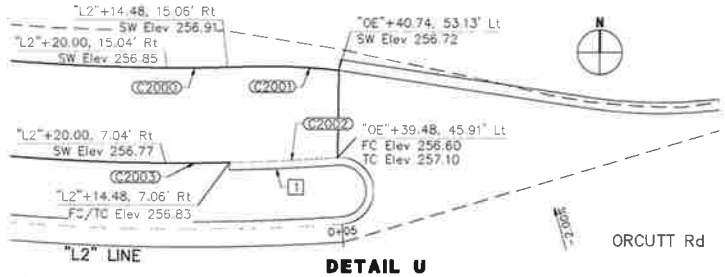
CURVE DATA				
No.	R	Δ	T	L
C3000	9.38'	055°13'10"	4.90'	9.04'
C3001	10.62'	044°44'01"	4.37'	8.30'



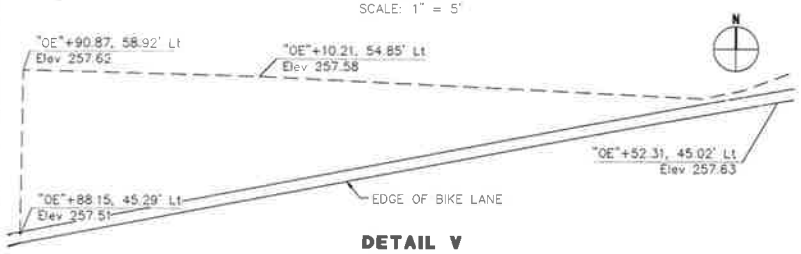
DETAIL S
SCALE: 1" = 5'



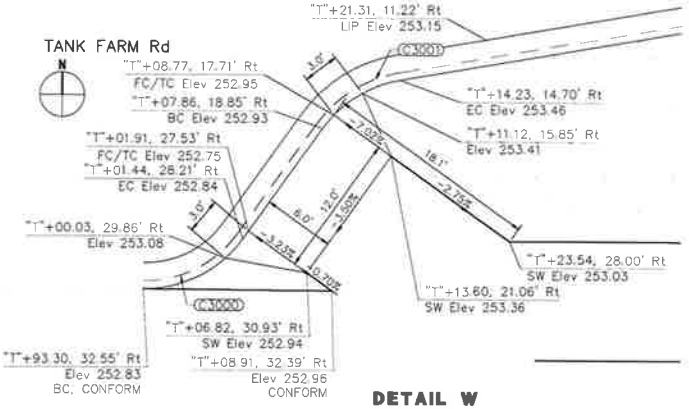
DETAIL T
SCALE: 1" = 5'



DETAIL U
SCALE: 1" = 5'



DETAIL V
SCALE: 1" = 5'



DETAIL W
SCALE: 1" = 5'

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

C8

CITY OF SAN LUIS OBISPO

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

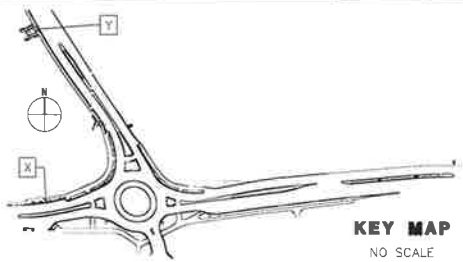
CONSTRUCION DETAILS ISLAND DETAILS

PROJECT TITLE

SHEET TITLE

REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. HETLAND
No. C83755
Exp 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	AS NOTED
DATE:	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460C001.dwg
SHEET NO.	21 of 67



KEY MAP
NO SCALE

KEYED NOTES:

1. 6" VERTICAL CURB PER STANDARD DRAWING 4020
2. 2" HMA OVER 6" CLASS II AB, 90% COMPACTED SUBGRADE

LEGEND:

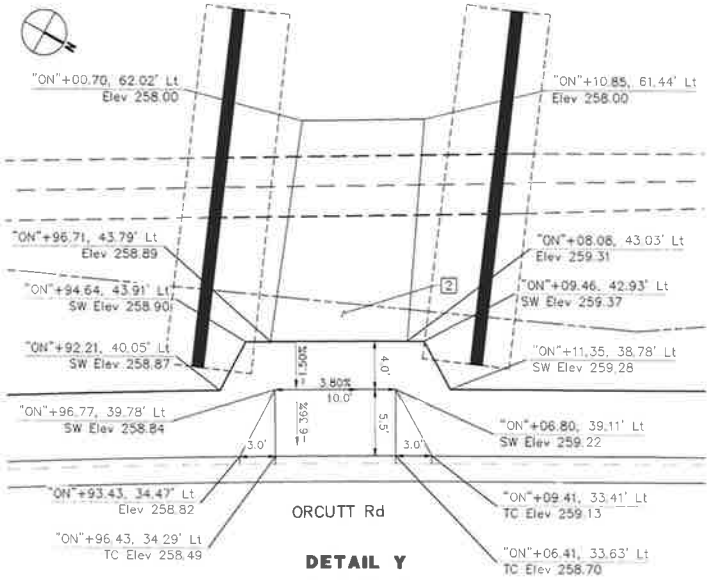
TRUNCATED DOMES PER STANDARD DRAWING 4440

PLANTING AREA, SEE LANDSCAPE PLANS

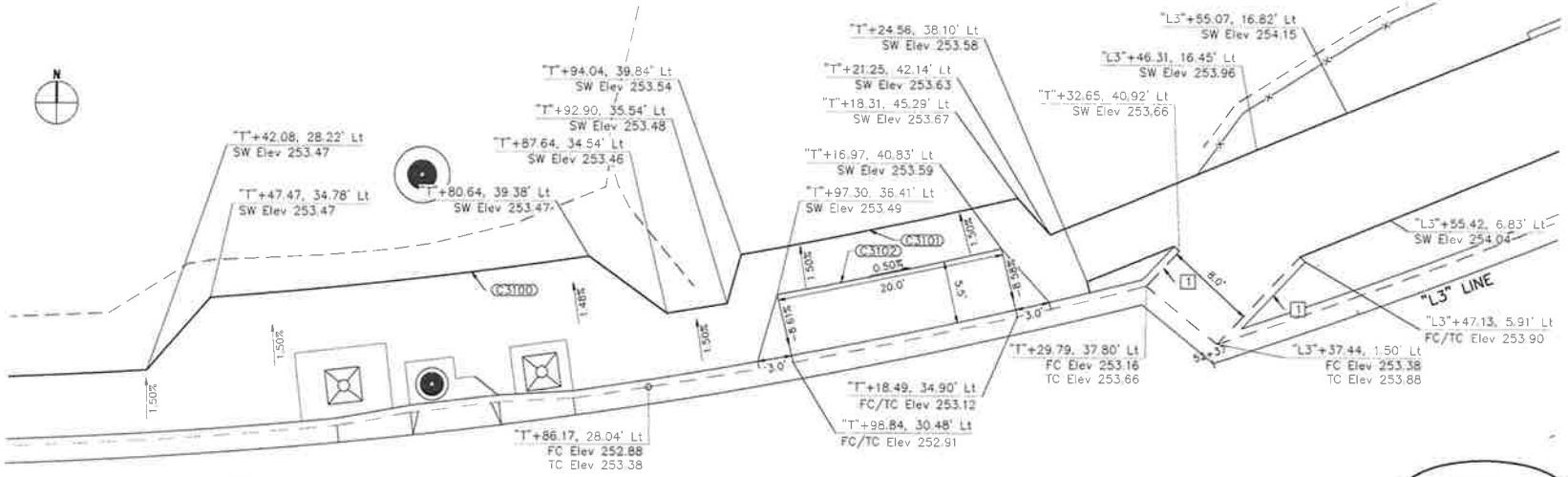
STAMPED PCC, SEE DETAIL E ON SHEET C2

DETAIL X

CURVE DATA				
No.	R	Δ	T	L
C3100	453.21'	004°12'11"	16.63'	33.25'
C3101	455.21'	003°06'17"	12.34'	24.67'
C3102	459.21'	002°29'48"	10.01'	20.01'



DETAIL Y
SCALE: 1" = 5'



DETAIL X
SCALE: 1" = 5'

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

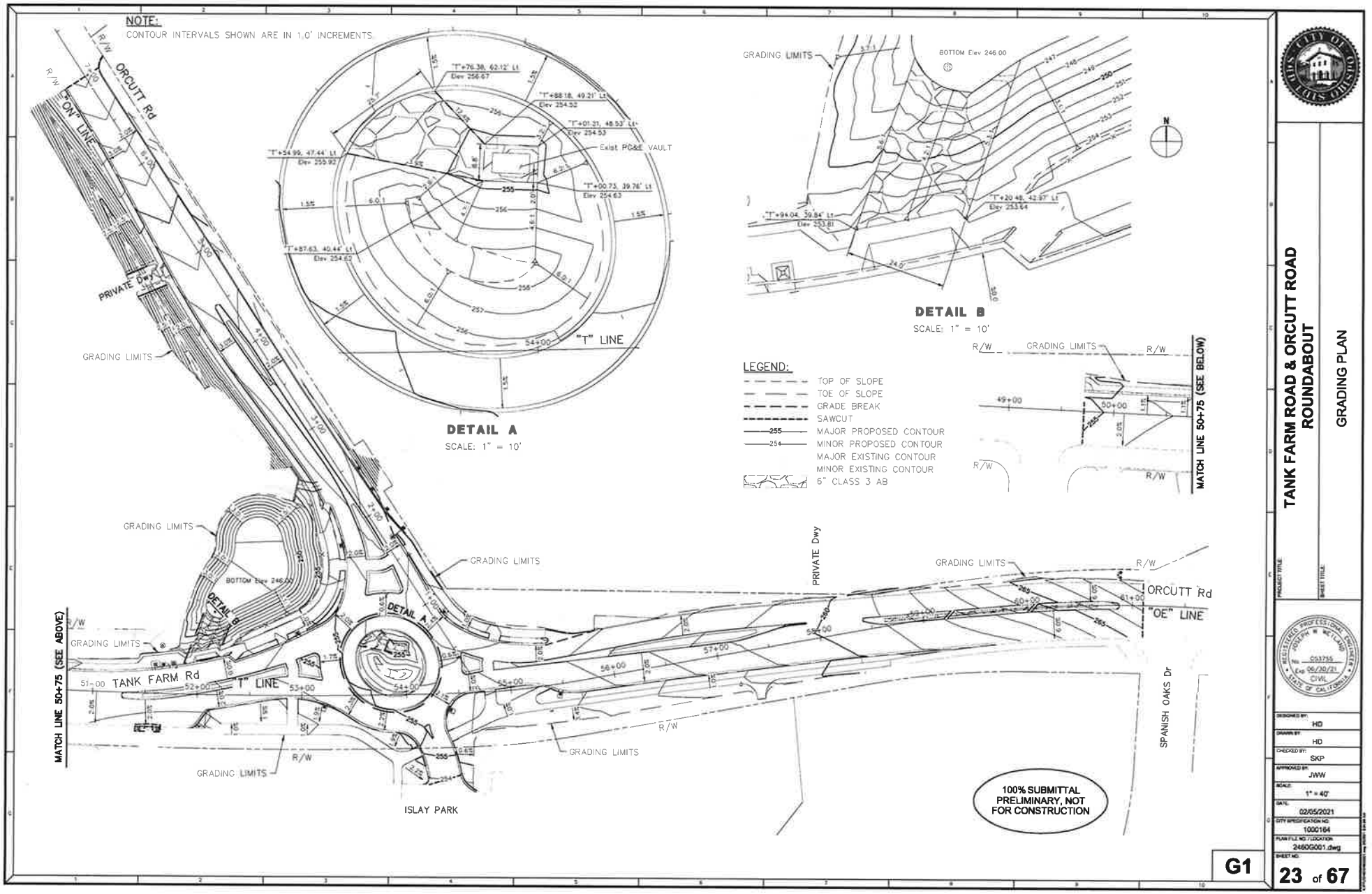
C9

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

CONSTRUCTION DETAILS ISLAND DETAILS

REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. METCALF
No. C52755
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

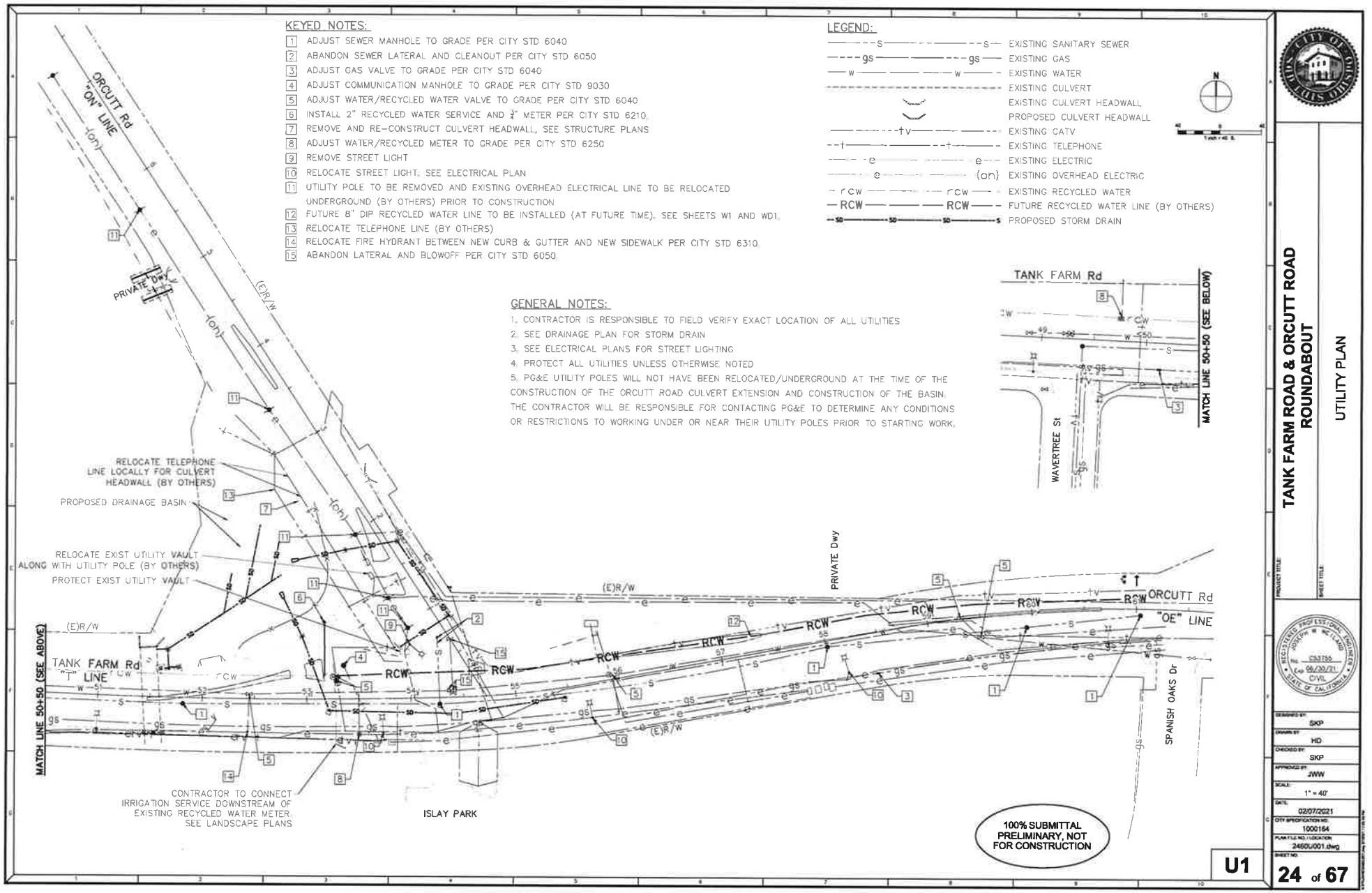
DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	AS NOTED
DATE:	02/05/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460C001.dwg
SHEET NO.	22 of 67



TANK FARM ROAD & ORCUTT ROAD
ROUNDABOUT

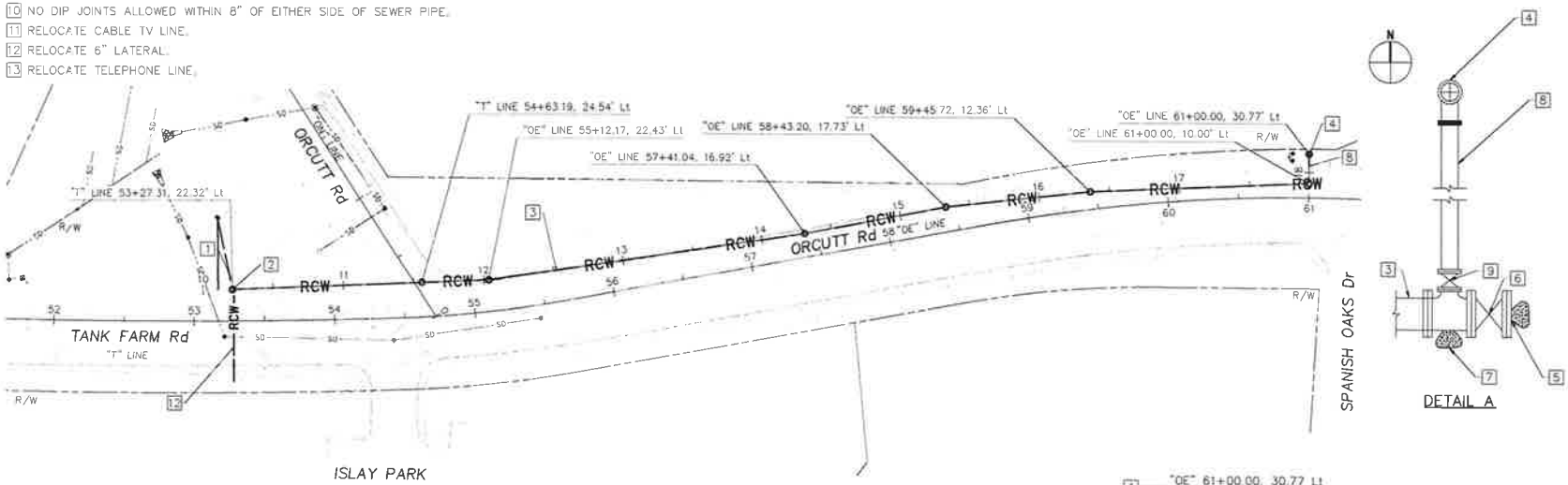
GRADING PLAN

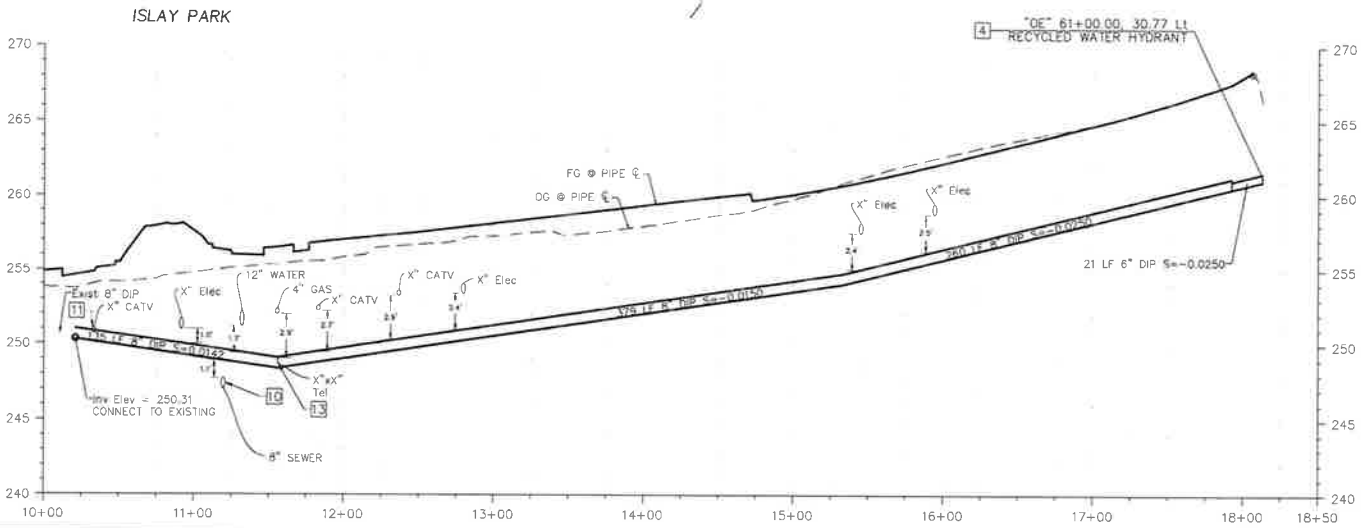
DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	1" = 40'
DATE:	02/05/2021
CITY SPECIFICATION NO:	1000164
PLAN FILE NO. / LOCATION:	2460G001.dwg
SHEET NO:	23 of 67


KEYED NOTES:
1 ADJUST SEWER MANHOLE TO GRADE PER CITY STD 6040
2 ABANDON SEWER LATERAL AND CLEANOUT PER CITY STD 6050
3 ADJUST GAS VALVE TO GRADE PER CITY STD 6040
4 ADJUST COMMUNICATION MANHOLE TO GRADE PER CITY STD 9030
5 ADJUST WATER/RECYCLED WATER VALVE TO GRADE PER CITY STD 6040
6 INSTALL 2" RECYCLED WATER SERVICE AND ¾" METER PER CITY STD 6210.
7 REMOVE AND RE-CONSTRUCT CULVERT HEADWALL, SEE STRUCTURE PLANS
8 ADJUST WATER/RECYCLED METER TO GRADE PER CITY STD 6250
9 REMOVE STREET LIGHT
10 RELOCATE STREET LIGHT, SEE ELECTRICAL PLAN
11 UTILITY POLE TO BE REMOVED AND EXISTING OVERHEAD ELECTRICAL LINE TO BE RELOCATED UNDERGROUND (BY OTHERS) PRIOR TO CONSTRUCTION
12 FUTURE 8" DIP RECYCLED WATER LINE TO BE INSTALLED (AT FUTURE TIME), SEE SHEETS W1 AND WD1.
13 RELOCATE TELEPHONE LINE (BY OTHERS)
14 RELOCATE FIRE HYDRANT BETWEEN NEW CURB & GUTTER AND NEW SIDEWALK PER CITY STD 6310.
15 ABANDON LATERAL AND BLOWOFF PER CITY STD 6050.
LEGEND:
EXISTING SANITARY SEWER
EXISTING GAS
EXISTING WATER
EXISTING CULVERT
EXISTING CULVERT HEADWALL
PROPOSED CULVERT HEADWALL
EXISTING CATV
EXISTING TELEPHONE
EXISTING ELECTRIC
EXISTING OVERHEAD ELECTRIC
EXISTING RECYCLED WATER
FUTURE RECYCLED WATER LINE (BY OTHERS)
PROPOSED STORM DRAIN
GENERAL NOTES:
1. CONTRACTOR IS RESPONSIBLE TO FIELD VERIFY EXACT LOCATION OF ALL UTILITIES
2. SEE DRAINAGE PLAN FOR STORM DRAIN
3. SEE ELECTRICAL PLANS FOR STREET LIGHTING
4. PROTECT ALL UTILITIES UNLESS OTHERWISE NOTED
5. PG&E UTILITY POLES WILL NOT HAVE BEEN RELOCATED/UNDERGROUND AT THE TIME OF THE CONSTRUCTION OF THE ORCUTT ROAD CULVERT EXTENSION AND CONSTRUCTION OF THE BASIN. THE CONTRACTOR WILL BE RESPONSIBLE FOR CONTACTING PG&E TO DETERMINE ANY CONDITIONS OR RESTRICTIONS TO WORKING UNDER OR NEAR THEIR UTILITY POLES PRIOR TO STARTING WORK.
TANK FARM Rd
MATCH LINE 50+50 (SEE BELOW)
WAVERTREE St
ORCUTT Rd "ON" LINE
PRIVATE Dwy
(E)R/W
RELOCATE TELEPHONE LINE LOCALLY FOR CULVERT HEADWALL (BY OTHERS)
PROPOSED DRAINAGE BASIN
RELOCATE EXIST UTILITY VAULT ALONG WITH UTILITY POLE (BY OTHERS)
PROTECT EXIST UTILITY VAULT
MATCH LINE 50+50 (SEE ABOVE)
TANK FARM Rd "T" LINE
ORCUTT Rd "OE" LINE
SPANISH OAKS Dr
CONTRACTOR TO CONNECT IRRIGATION SERVICE DOWNSTREAM OF EXISTING RECYCLED WATER METER. SEE LANDSCAPE PLANS
ISLAY PARK
100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION
U1
TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT
UTILITY PLAN
CITY OF SAN LUIS OBISPO
C63755
06/30/21
CIVIL
STATE OF CALIFORNIA
DESIGNED BY: SKP
DRAWN BY: HD
CHECKED BY: SKP
APPROVED BY: JWW
SCALE: 1" = 40'
DATE: 02/07/2021
CITY SPECIFICATION NO.: 1000164
PLAN FILE NO. / LOCATION: 2460U001.dwg
SHEET NO.: 24 of 67

CONSTRUCTION NOTES:

1. REMOVE RECYCLED WATER HYDRANT ASSEMBLY.
2. REMOVE BLIND FLANGE AND THRUST BLOCK.
3. INSTALL 8" DIP PER CITY STD 6020 or 6030, IN ADDITION TO 6110 AND 6140.
4. INSTALL RECYCLED WATER HYDRANT ASSEMBLY PER CITY STD 6315.
5. INSTALL 8" DIP BLIND FLANGE WITH THRUST BLOCK PER DETAIL A ON THIS SHEET AND DETAIL A ON SHEET WD1.
6. INSTALL 8" GATE VALVE PER CITY STD 6320 AND 6340.
7. INSTALL DIP TEE WITH THRUST BLOCK PER DETAIL A ON THIS SHEET AND DETAIL A ON SHEET WD1.
8. INSTALL 6" DIP LATERAL PER CITY STD 6020 or 6030, IN ADDITION TO 6110 AND 6140.
9. INSTALL 6" GATE VALVE PER CITY STD 6320 AND 6340.
10. NO DIP JOINTS ALLOWED WITHIN 8" OF EITHER SIDE OF SEWER PIPE.
11. RELOCATE CABLE TV LINE.
12. RELOCATE 6" LATERAL.
13. RELOCATE TELEPHONE LINE.





100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

W1

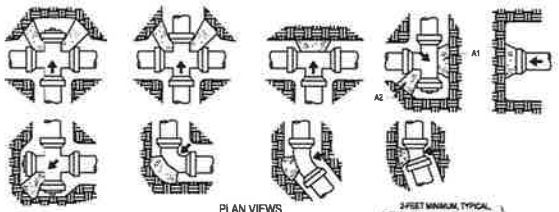
CITY OF SAN LUIS OBISPO

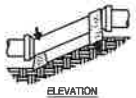
PROJECT TITLE: TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

SHEET TITLE: RECYCLED WATER PLAN AND PROFILE

REGISTERED PROFESSIONAL ENGINEER — No. C63755 Exp 06/30/21 CIVIL — STATE OF CALIFORNIA

DESIGNED BY:	JAV
DRAWN BY:	JAV
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	H: 1"=40'; V: 1"=4'
DATE:	02/07/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460W001.dwg
SHEET NO.	25 of 67




ELEVATION

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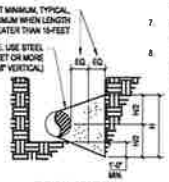


TYPICAL SECTION

NOTES:

1. CONCRETE THRUST BLOCKS ARE TO BE POURED AGAINST UNDISTURBED EARTH OR STRUCTURAL BACKFILL.
2. KEEP CONCRETE CLEAR OF JOINTS AND ACCESSORIES.
3. VOLUMES AND SPECIAL BLOCKING DETAILS SHOWN ON THE PLANS TAKE PRECEDENCE OVER VOLUMES AND BLOCKING DETAILS SHOWN ON THIS STANDARD DETAIL.
4. ALL BURIED PIPE EXCEPT FLANGED, SCREWED, SOLVENT WELDED PVC OR WELDED STEEL PIPE SPECIFIED TO BE PRESSURE TESTED SHALL BE PROVIDED WITH CONCRETE THRUST BLOCKS AT ALL DIRECTIONAL CHANGES UNLESS OTHERWISE NOTED.
5. THRUST BLOCKS SHALL NOT BE LOCATED OR SIZED TO ENCASE ADJACENT PIPES OR FITTINGS.
6. THE SIZE AND WEIGHT OF ALL UPLIFT THRUST BLOCKS SHALL BE AS DETERMINED BY ENGINEER.
7. A FRICTION COEFFICIENT OF 0.20 SHALL BE USED BETWEEN THE BEDDING MATERIAL AND PIPE.
8. THE BEARING AREAS SHOWN IN THE TABLE ARE BASED ON TEST PRESSURE OF 200 PSI AND ALLOWABLE SOIL BEARING STRESS OF 2000 POUNDS PER SQUARE FOOT. TO COMPUTE BEARING AREAS FOR SPECIFIC TEST PRESSURES AND SOIL BEARING STRESSES, USE THE FOLLOWING EQUATION:

BEARING AREA = (TEST PRESSURE / 200) X (2000/SOIL BEARING STRESS) X (TABLE VALUE)

FITTING SIZE	ROD SIZE	EMBEDMENT
12" AND LESS	#6	30"
14" TO 16"	#6	36"

BEARING AREA OF THRUST BLOCK IN SQUARE FEET (HORIZONTAL BENDS)

FITTING SIZE	TEE, WYE, PLUG, CAP, OR VALVE	90° BEND, PLUGGED CROSS	TEE PLUGGED		45° BEND	22 1/2° BEND	11 1/4° BEND
			A1	A2			
4	1.5	2	2	1.5	1.5	1	1
6	3	4.5	4.5	3	2.5	1.5	1
8	5	7	7	5	4	2	1
10	8	12	12	8	7	3	2
12	12	17	17	12	10	5	3
14	17	24	17	24	13	6.6	3.4
16	23	32	23	32	17	8.8	4.4
24	23	32	23	32	17	8.8	4.4

VOLUME OF THRUST BLOCK IN CUBIC YARDS (VERTICAL BENDS)

FITTING SIZE	BEND ANGLE					
	45°		22°		11°	
	V (CY)	A1 (SF)	V (CY)	A1 (SF)	V (CY)	A1 (SF)
4	0.3	1.0	0.3	1.0	0.1	1.0
6	1.1	1.0	0.6	1.0	0.3	1.0
8	2.0	1.7	1.1	1.0	0.5	1.0
10	3.1	2.8	1.7	1.0	0.8	1.0
12	4.4	3.7	2.4	1.0	1.2	1.0
14	6.0	5.1	3.3	1.3	1.7	1.0
16	7.8	6.6	4.3	1.7	2.2	1.0
24	7.8	6.6	4.3	1.7	2.2	1.0

(A) STANDARD THRUST BLOCK

NOT TO SCALE

100% SUBMITTAL
PRELIMINARY, NOT FOR CONSTRUCTION

WD1

CITY OF SAN LUIS OBISPO

PROJECT TITLE: TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

SHEET TITLE: RECYCLED WATER DETAILS

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. WELLAND No. C53755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

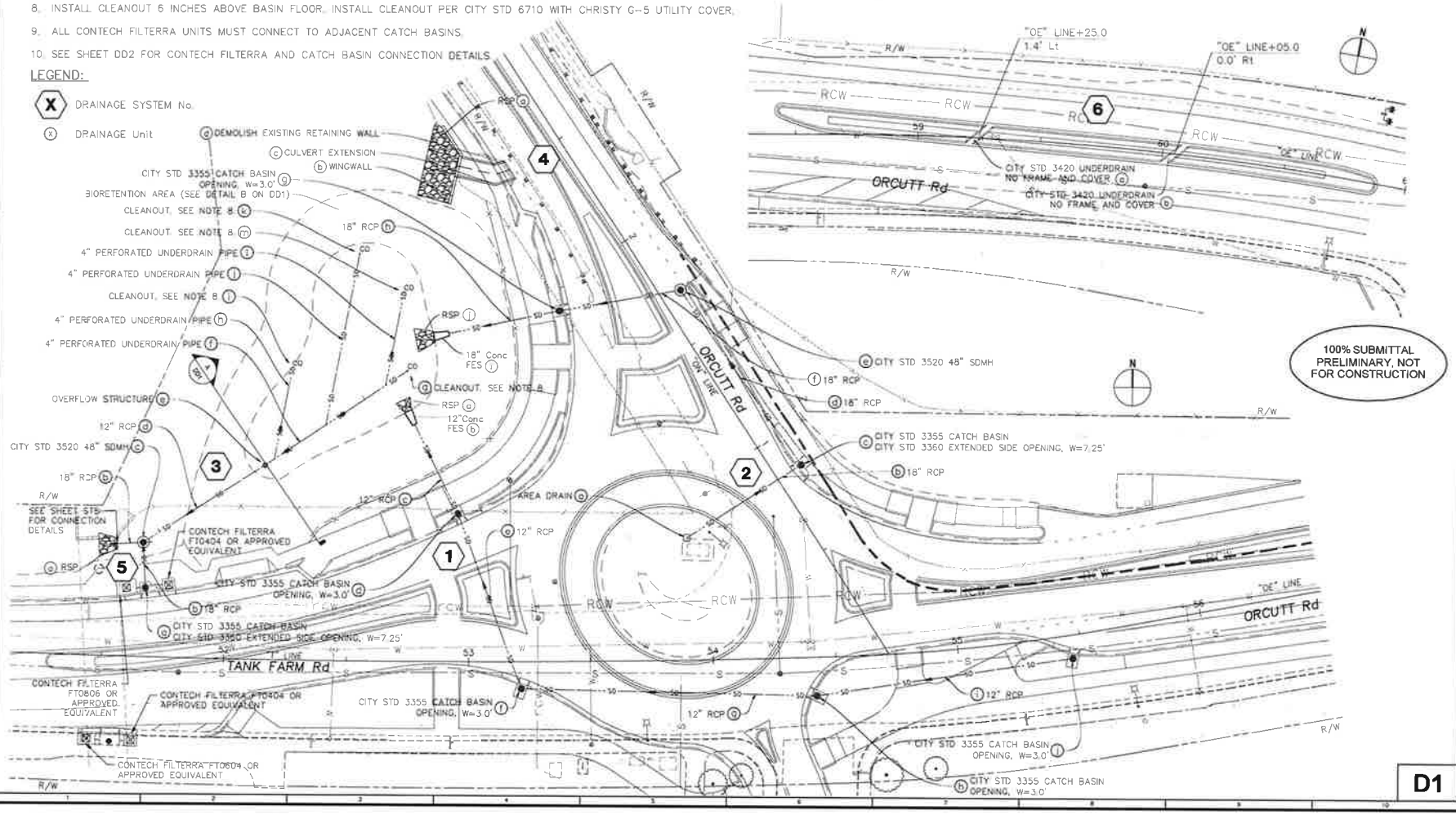
DESIGNED BY:	JAV
DRAWN BY:	JAV
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	H: 1"=40'; V: 1"=4'
DATE:	02/07/2021
CITY SPECIFICATION NO.	1000184
PLAN FILE NO. / LOCATION	2460W001.dwg
SHEET NO.	26 of 67

NOTES:

1. THE LOCATIONS AND SIZES OF BURIED AND OVERHEAD UTILITIES SHOWN ON THESE DRAWINGS ARE BASED ON THE BEST AVAILABLE INFORMATION FROM THE UTILITY OWNERS, AND SHOULD BE CONSIDERED APPROXIMATE. COMPLETE RECORD DRAWINGS OF THE EXISTING SITE UTILITIES ARE UNAVAILABLE AND THEREFORE UNDERGROUND UTILITY LOCATIONS SHOULD BE VERIFIED BY THE CONTRACTOR. EXACT LOCATION AND COMPLETENESS ARE NOT GUARANTEED. CONTRACTOR SHALL NOTIFY CITY OF ANY DEVIATIONS FROM UTILITIES SHOWN ON PLANS WITHIN 24 HOURS
2. THE EXISTING UTILITIES STRUCTURES LOCATIONS AT SURFACE SHOWN ARE BASED ON GROUND SURVEY AND BEST AVAILABLE INFORMATION FROM THE UTILITY OWNERS. EXACT IDENTIFICATION OF THE UTILITY STRUCTURE IS NOT GUARANTEED.
3. CONTRACTOR SHALL REPAIR OR REPLACE-IN-KIND ALL EXISTING UTILITIES, SITE FURNISHINGS, TREE WELLS, CURB AND GUTTER, RAMPS, UTILITY BOXES, LIGHT POLES, SIGNS, AND OTHER ITEMS DAMAGED DURING CONSTRUCTION BY CONTRACTOR.
4. PROTECT IN PLACE EXISTING STRUCTURES AND UTILITIES ADJACENT TO SITE TO REMAIN IN PLACE PRIOR TO START OF DEMOLITION.
5. CONTRACTOR TO COORDINATE DEMOLITION AND SITE IMPROVEMENT WORK WITH CITY, PG&E, AND OTHER UTILITY OWNERS TO MAINTAIN SERVICE CONTINUITY AND MINIMIZE SERVICE INTERRUPTION.
6. STORM DRAIN PIPE 18"AND LARGER SHALL BE CENTRIFUGALLY SPUN REINFORCED CONCRETE PIPE (RCP), ASTM C76, CLASS III, , OR VERTICALLY CAST RCP, ASTM C76, CLASS III. STORM DRAIN PIPE LESS THAN 18"SHALL BE VERTCALLY CAST RCP, RCP ASTM C361, CLASS III. ALL RCP SHALL HAVE BELL AND SPIGOT JOINTS WITH NEOPRENE RUBBER GASKETS.
7. FOR TRENCH DETAILS, REFER TO CITY STANDARD PLANS 6020 (FOR PAVED/UNPAVED STREETS) AND 6030 (FOR UNPAVED SURFACE, NON-TRAFFIC AREA).
8. INSTALL CLEANOUT 6 INCHES ABOVE BASIN FLOOR. INSTALL CLEANOUT PER CITY STD 6710 WITH CHRISTY G-5 UTILITY COVER.
9. ALL CONTECH FILTERRA UNITS MUST CONNECT TO ADJACENT CATCH BASINS.
10. SEE SHEET DD2 FOR CONTECH FILTERRA AND CATCH BASIN CONNECTION DETAILS

LEGEND:

- (X) DRAINAGE SYSTEM No.
- (x) DRAINAGE Unit
- (a) DEMOLISH EXISTING RETAINING WALL
- (c) CULVERT EXTENSION
- (b) WINGWALL
- CITY STD 3355 CATCH BASIN OPENING, W=3.0' (g)
- BIORETENTION AREA (SEE DETAIL B ON DD1)
- CLEANOUT, SEE NOTE 8 (k)
- CLEANOUT, SEE NOTE 8 (m)
- 4" PERFORATED UNDERDRAIN PIPE (i)
- 4" PERFORATED UNDERDRAIN PIPE (j)
- CLEANOUT, SEE NOTE 8 (l)
- 4" PERFORATED UNDERDRAIN PIPE (h)
- 4" PERFORATED UNDERDRAIN PIPE (f)
- OVERFLOW STRUCTURE (e)
- 12" RCP (d)
- CITY STD 3520 48" SDMH (c)
- 18" RCP (b)



100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

D1

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

DRAINAGE PLAN

DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	STS
APPROVED BY	JWW
SCALE	1"=20'
DATE	02/07/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO FLOCATION	24600005.dwg
SHEET NO	27 of 67

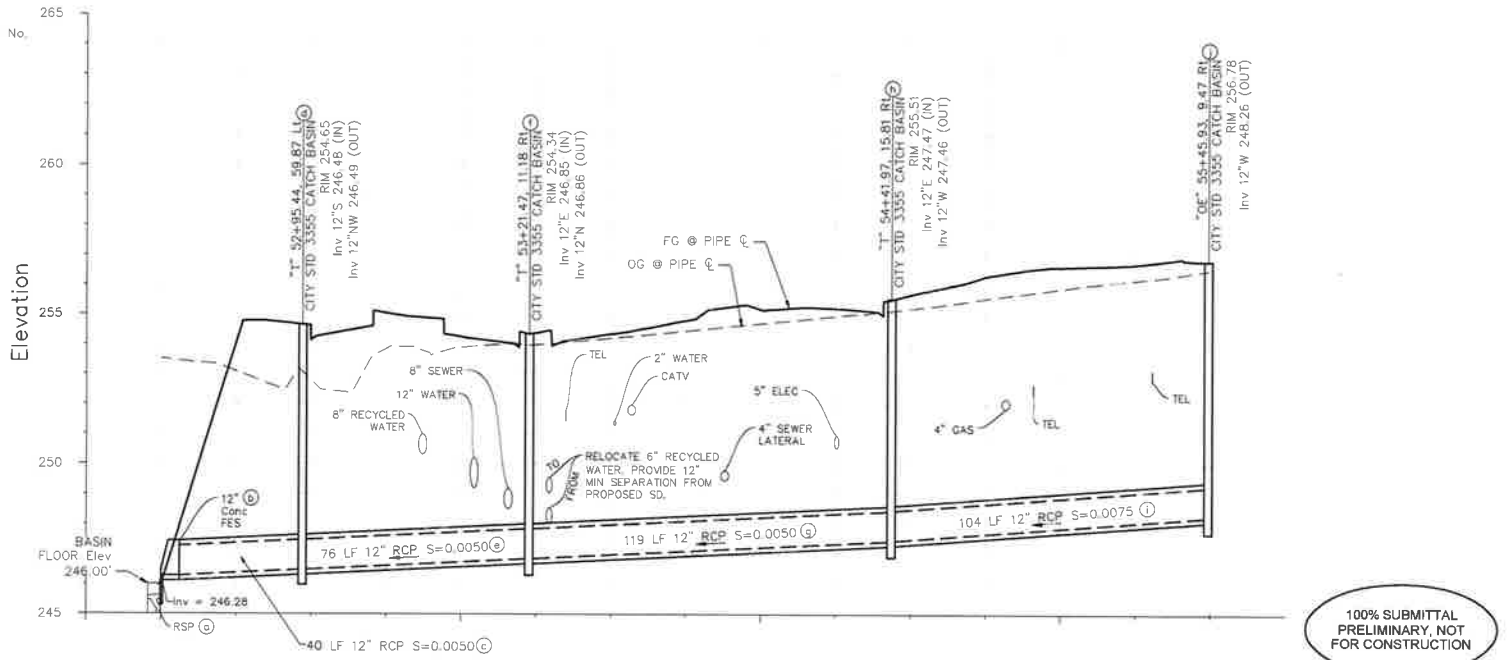
NOTES:

1. THE LOCATIONS AND SIZES OF BURIED AND OVERHEAD UTILITIES SHOWN ON THESE DRAWINGS ARE BASED ON THE BEST AVAILABLE INFORMATION FROM THE UTILITY OWNERS, AND SHOULD BE CONSIDERED APPROXIMATE. COMPLETE RECORD DRAWINGS OF THE EXISTING SITE UTILITIES ARE UNAVAILABLE AND THEREFORE UNDERGROUND UTILITY LOCATIONS SHOULD BE VERIFIED BY THE CONTRACTOR. EXACT LOCATION AND COMPLETENESS ARE NOT GUARANTEED. CONTRACTOR SHALL NOTIFY CITY OF ANY DEVIATIONS FROM UTILITIES SHOWN ON PLANS WITHIN 24 HOURS
2. DEPTHS OF SEWER, WATER AND RECYCLED WATER UTILITIES SHOWN ON THE PROFILE ARE BASED ON AVAILABLE AS-BUILT INFORMATION. DEPTHS OF OTHER EXISITNG UTILITIES ARE ASSUMED BASED ON SLO CITY MINIMUM COVER REQUIREMENTS.
3. DIMENSIONS OF EXISTING UTILTIES ARE DISPLAYED ON THE PROFILE WHERE KNOWN. UTILITIES OF UNKNOWN DIMENSION ARE DISPLAYED FOR REFERENCE ONLY.
4. THE EXISTING UTILITIES STRUCTURES LOCATIONS AT SURFACE SHOWN ARE BASED ON GROUND SURVEY AND BEST AVAILABLE INFORMATION FROM THE UTILITY OWNERS. EXACT IDENTIFICATION OF THE UTILITY STRUCTURE IS NOT GUARANTEED.
5. CONTRACTOR SHALL REPAIR OR REPLACE-IN-KIND ALL EXISTING UTILITIES, SITE FURNISHINGS, TREE WELLS, CURB AND GUTTER, RAMPS, UTILITY BOXES, LIGHT POLES, SIGNS, AND OTHER ITEMS DAMAGED DURING CONSTRUCTION BY CONTRACTOR.
6. PROTECT IN PLACE EXISTING STRUCTURES AND UTILITIES ADJACENT TO SITE TO REMAIN IN PLACE PRIOR TO START OF DEMOLITION.
7. CONTRACTOR TO COORDINATE DEMOLITION AND SITE IMPROVEMENT WORK WITH CITY, PG&E, AND OTHER UTILITY OWNERS TO MAINTAIN SERVICE CONTINUITY AND MINIMIZE SERVICE INTERRUPTION.
8. STORM DRAIN PIPE 18"AND LARGER SHALL BE CENTRIFUGALLY SPUN REINFORCED CONCRETE PIPE (RCP), ASTM C76, CLASS III, OR VERTICALLY CAST RCP, ASTM C76, CLASS III. STORM DRAIN PIPE LESS THAN 18"SHALL BE VERTCALLY CAST RCP, RCP ASTM C361, CLASS III. ALL RCP SHALL HAVE BELL AND SPIGOT JOINTS WITH NEOPRENE RUBBER GASKETS.
9. MINIMUM PIPE CLEARANCES SHALL CONFORM WITH CITY STANDARDS 6010, 6110, AND 6140.

LEGEND:

(X) DRAINAGE SYSTEM No.

(X) DRAINAGE Unit



DRAINAGE SYSTEM No. 1

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

DP1

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

DRAINAGE PROFILES

DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	STS
APPROVED BY	JWW
SCALE	H: 1" = 20', V: 1" = 2'
DATE	02/05/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460D005.dwg
SHEET NO.	28 of 67

NOTES:

1. THE LOCATIONS AND SIZES OF BURIED AND OVERHEAD UTILITIES SHOWN ON THESE DRAWINGS ARE BASED ON THE BEST AVAILABLE INFORMATION FROM THE UTILITY OWNERS, AND SHOULD BE CONSIDERED APPROXIMATE. COMPLETE RECORD DRAWINGS OF THE EXISTING SITE UTILITIES ARE UNAVAILABLE AND THEREFORE UNDERGROUND UTILITY LOCATIONS SHOULD BE VERIFIED BY THE CONTRACTOR. EXACT LOCATION AND COMPLETENESS ARE NOT GUARANTEED. CONTRACTOR SHALL NOTIFY CITY OF ANY DEVIATIONS FROM UTILITIES SHOWN ON PLANS WITHIN 24 HOURS
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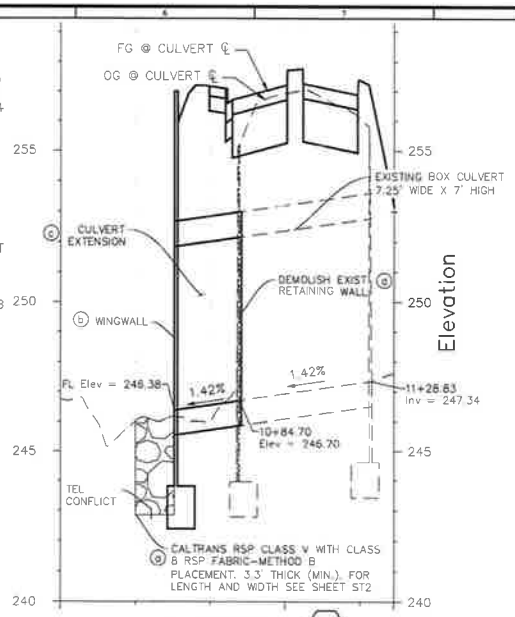
9. MINIMUM PIPE CLEARANCES SHALL CONFORM WITH CITY STANDARDS 6010, 6110, AND 6140.

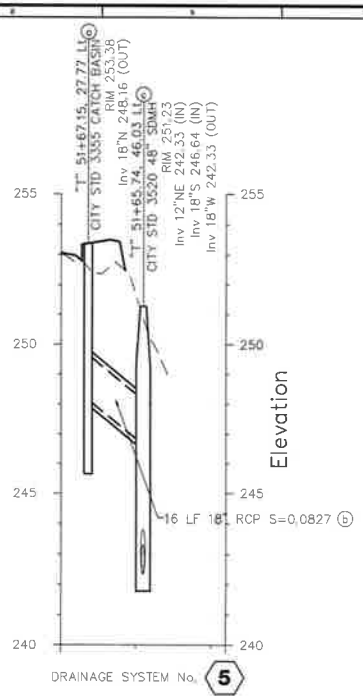
LEGEND:

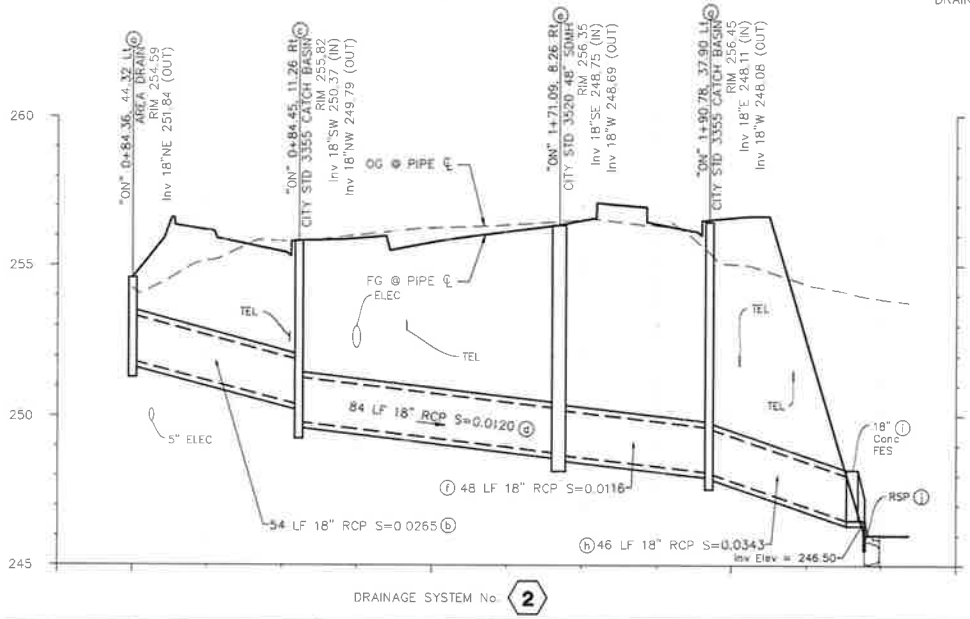
(X) DRAINAGE SYSTEM No.

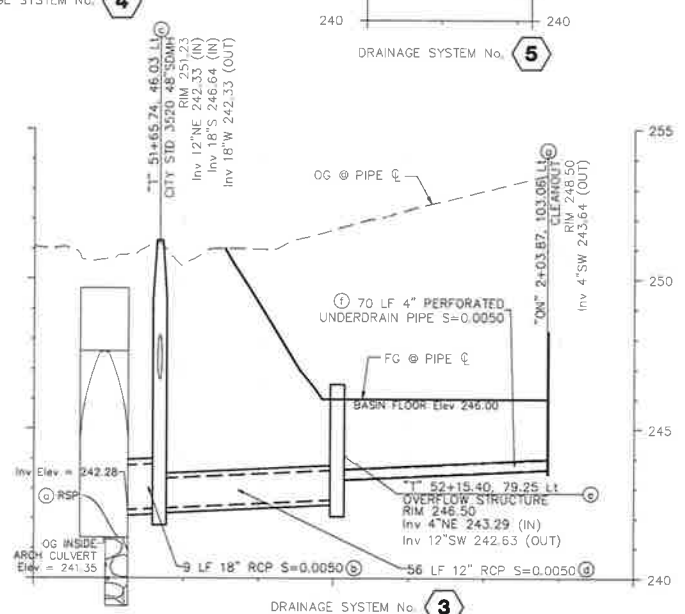
(X) DRAINAGE Unit

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION









DP2

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

DRAINAGE PROFILES

JAV | JAV | STS | JWW | H: 1" = 20', V: 1" = 2' | 02/05/2021 | 1000164 | 2460D005.dwg

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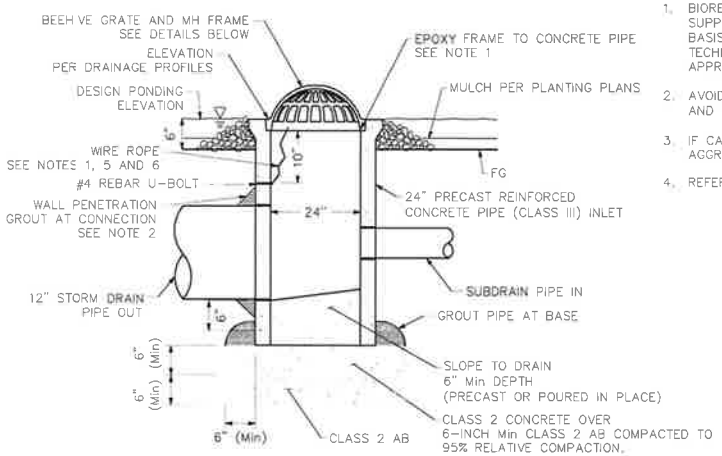
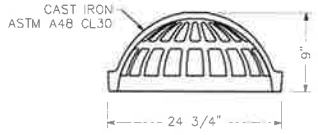
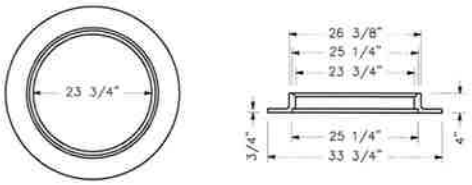
NOTES:

1. BIORETENTION SOIL MEDIA SHALL ACHIEVE A LONG-TERM, IN-PLACE INFILTRATION RATE OF 5 INCHES/HOUR AND HAVE SUFFICIENT MOISTURE RETENTION TO SUPPORT VIGOROUS VEGETATION GROWTH. THE MEDIA SHALL CONSIST OF THE FOLLOWING MIXTURE OF FINE SAND AND COMPOST, MEASURED ON A VOLUME BASIS: 60%-70% SAND AND 30%-40% COMPOST. MEDIA SHALL MEET THE SPECIFICATIONS OF THE BAY AREA STORMWATER MANAGEMENT AGENCIES (BASMA) TECHNICAL MEMORANDUM, REGIONAL BIORETENTION SOIL GUIDANCE & MODEL SPECIFICATION BAY AREA STORMWATER MANAGEMENT AGENCIES ASSOCIATION, AS APPROVED BY THE CENTRAL COAST REGIONAL WATER QUALITY CONTROL BOARD AND CENTRAL COAST LID INSTITUTE.
2. AVOID COMPACTION OF EXISTING SUBGRADE BELOW BASIN. SCARIFY SUBGRADE TO A Min 3" DEPTH IMMEDIATELY PRIOR TO PLACEMENT OF AGGREGATE STORAGE AND BIORETENTION SOIL MATERIALS.
3. IF CALTRANS CLASS 2 PERMEABLE IS NOT AVAILABLE, SUBSTITUTE CLASS 3 PERMEABLE WITH AN OVERLYING 3" DEEP LAYER OF ¾" (NO. 4) OPEN-GRADED AGGREGATE.
4. REFER TO SAN LUIS OBISPO COUNTY LOW IMPACT DEVELOPMENT STORMWATER MANAGEMENT TYPICAL DETAILS FOR ADDITIONAL NOTES.





BEEHIVE GRATE

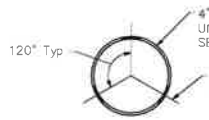


MH FRAME

NOTES:

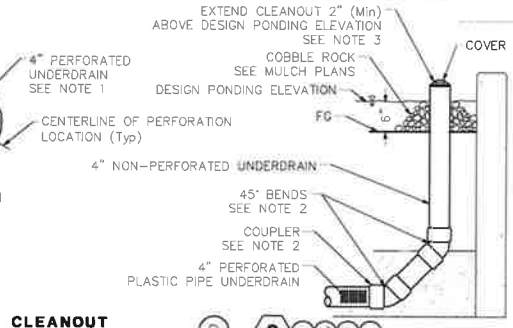
1. WIRE ROPE AND EPOXY INCLUDED IN PAYMENT FOR 24" PRECAST CONCRETE PIPE INLET.
2. INCLUDED IN PAYMENT OF OUTFALL PIPE.
3. COVER LOCKING MECHANISM SHALL BE TAMPER RESISTANT AND FLUSH OR RECESSED IN LID.
4. IRRIGATION SLEEVE QUANTITY INCLUDES NON-SHRINK GROUT.
5. SECURE BEEHIVE GRATE IN PLACE WITH 54" OF WIRE ROPE. LOOP ENDS OF WIRE ROPE AROUND #4 REBAR U-BOLT AND BEEHIVE GRATE. CRIMP EACH END OF WIRE ROPE WITH 3" OVERLAP.
6. DRILL 2" DEEP HOLES INTO 24" PRECAST CONCRETE PIPE AND EPOXY #4 REBAR U-BOLT (2" x 4") IN HOLES.

OVERFLOW STRUCTURE (A) (3)(e)
NTS

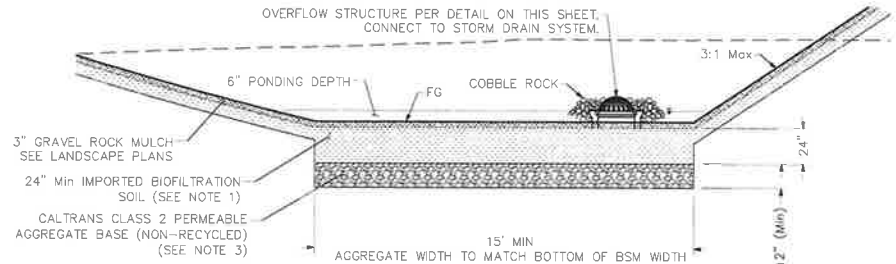


UNDERDRAIN

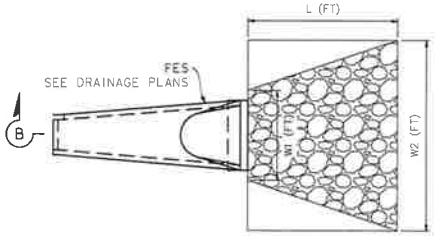
100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION



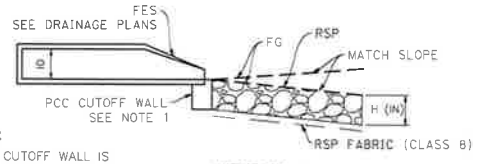
CLEANOUT (D) (3)(g)(i)(k)(m)
NTS



SECTION A-A (B)
SCALE H:1"=2'; V:1"=1'



PLAN



NOTES:

1. PCC CUTOFF WALL IS INCLUDED IN PAYMENT OF FES.

SECTION B-B
NTS

DRAINAGE SYSTEM	DRAINAGE UNIT	PIPE DIAMETER D (IN)	CALTRANS RIP-RAP CLASS	RIP-RAP D_{50} (IN)	H (IN)	L (FT)	W_1 (FT)	W_2 (FT)
1	a	12	FACING	10	27.5	5.0	3.0	6.3
2	j	18	FACING	10	27.5	7.5	4.5	9.5
3	a	18	FACING	10	27.5	7.5	4.5	9.5

ROCK SLOPE PROTECTION (C)

NOTES:

1. LONGITUDINAL SLOPE OF UNDERDRAIN PIPE SHALL BE 0.5% MINIMUM.
2. 4" NON-PERFORATED PLASTIC PIPE UNDERDRAIN PIPE SHALL BE SLOTTED HDPE SDR 17 OR SLOTTED PVC SDR 35 PERFORATED PIPE. SINGLE AND DUAL WALL CORRUGATED HDPE PIPE ARE NOT ACCEPTABLE SUBSTITUTES. QUANTITY INCLUDES BENDS, COUPLERS AND COVERS.
3. COVER LOCKING MECHANISM SHALL BE TAMPER RESISTANT AND FLUSH OR RECESSED IN LID.
4. INSTALL UNDERDRAIN WITH HOLES FACING DOWN. UNDERDRAIN DISCHARGE ELEVATION SHALL BE WITHIN 2" OF THE BOTTOM OF THE BIORETENTION PERMEABLE AGGREGATE BASE LAYER.
5. PERFORATIONS SHALL BE SLOTTED TYPE, MEASURING 0.032 INCH WIDE (Max), SPACED AT 0.25 INCHES (Min), AND PROVIDE A Min INLET AREA OF 5 IN^2/LF OF PIPE. SLOTS SHALL BE ORIENTED PERPENDICULAR TO LONG AXIS OF PIPE.
6. ALL FITTINGS SHALL BE SOIL TIGHT.

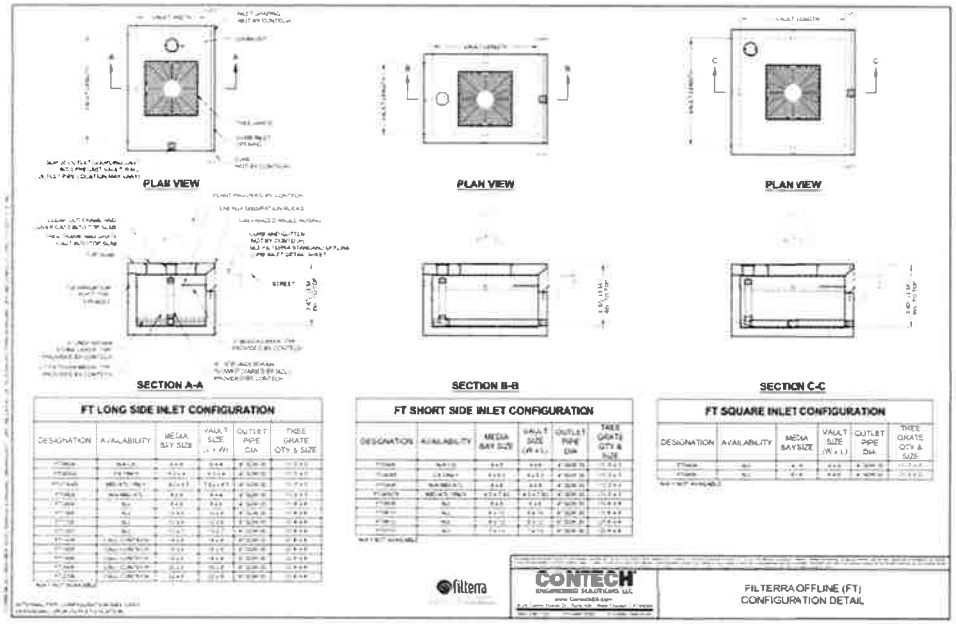
DD1

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

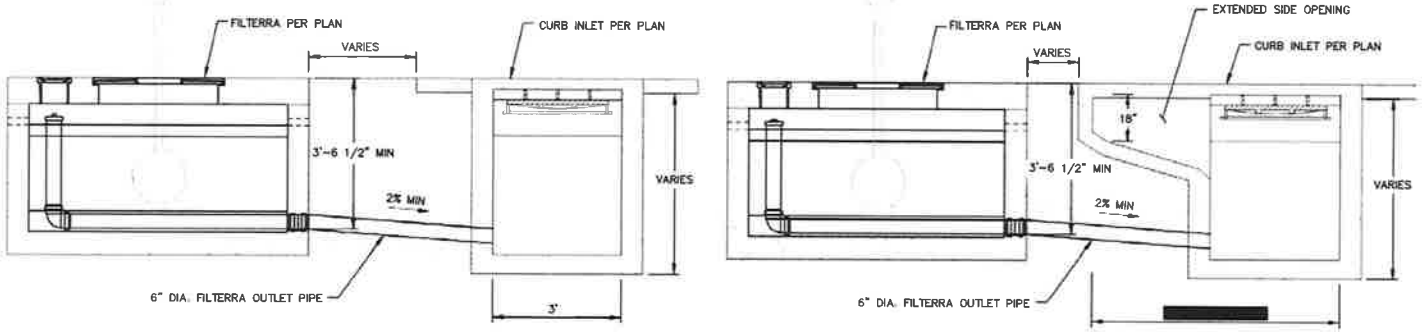
DRAINAGE DETAILS

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. WETLAND No. C53795 Exp. 09/30/21 CIVIL STATE OF CALIFORNIA

DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	STS
APPROVED BY	JWW
SCALE	AS NOTED
DATE	02/04/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	Z:\4600005.dwg
SHEET NO	30 of 67



100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION



NOTE: CONTRACTOR TO REFER TO APPROVED DRAINAGE PLANS FOR EXACT CONNECTION CHARACTERISTICS, INLET TYPE, AND FILTERRA SIZE.

FILTERRA TO CATCH BASIN CONNECTION (E)
NTS

DD2

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

DRAINAGE DETAILS

REGISTERED PROFESSIONAL ENGINEER
JOSEPH V. WILLIAMS
No. C53755
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY	JAV
DRAWN BY	JM
CHECKED BY	STS
APPROVED BY	JWW
SCALE	AS NOTED
DATE	02/04/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	24600005.dwg
SHEET NO	31 of 67

KEYED NOTES:

1. TEMPORARY DRAINAGE INLET PROTECTION PER DETAIL 1, SHEET EC3.
2. TEMPORARY FIBER ROLL PER DETAIL 2, SHEET EC2.
3. TEMPORARY SILT FENCE PER DETAIL 4, SHEET EC2.
4. TEMPORARY CONCRETE WASHOUT PER DETAIL 1, SHEET EC2.
5. SOIL STABILIZATION – DRY SEED, HYDROMULCH – SEE SEQUENCE NOTES.
6. SOIL STABILIZATION – HYDROSEED, HYDROMULCH – SEE SEQUENCE NOTES. BEGIN HYDROSEED AT SLOPE HINGE, MIN. 3 FT. FROM FROM EDGE OF PAVEMENT.
7. SOIL STABILIZATION – COMPOST, HYDROSEED, ROLLED EROSION CONTROL PRODUCT (DETAIL 2, SHEET EC3) – SEE SEQUENCE NOTES.
8. STABILIZED CONSTRUCTION ENTRANCE/EXIT PER DETAIL 3, SHEET EC2.

EROSION CONTROL SEQUENCE KEYNOTE 5:

1. BACKFILL EXCAVATION WITH BIORETENTION SOIL MEDIA, SEE DRAINAGE SHEET D1. HARROW FG TO A DEPTH OF 2" TO CREATE LOOSE, FRIABLE SURFACE.
2. DRY SEED WITH SEED MIX IN TABLE 2.
3. HARROW ENTIRE SEEDED AREA TO A DEPTH OF 1"–2" TO ENSURE SEED TO SOIL CONTACT.
4. HYDROMULCH SEEDED AREA WITH WOOD FIBER MULCH (2,000 LBS/AC), GREEN DYED CELLULOSE FIBER (500 LB/AC), ORGANIC TACKIFIER (125 LB/AC), AND CLEAN WATER NEEDED FOR HYDRAULIC APPLICATION.

EROSION CONTROL SEQUENCE KEYNOTE 6:

1. ROUGHEN SURFACE: HARROW FG TO A DEPTH OF 2" TO CREATE LOOSE, FRIABLE SURFACE.
2. HYDROSEED WITH SEED MIX IN TABLE 1, 12.5 LBS/1000SF FERTILIZER, 500 LB/AC GREEN DYED WOOD OR CELLULOSE FIBER, AND CLEAN WATER NEEDED FOR HYDRAULIC APPLICATION.
3. HYDROMULCH SEEDED AREA WITH WOOD FIBER MULCH (2,000 LBS/AC), GREEN DYED CELLULOSE FIBER (500 LB/AC), ORGANIC TACKIFIER (125 LB/AC), AND CLEAN WATER NEEDED FOR HYDRAULIC APPLICATION.

EROSION CONTROL SEQUENCE KEYNOTE 7:

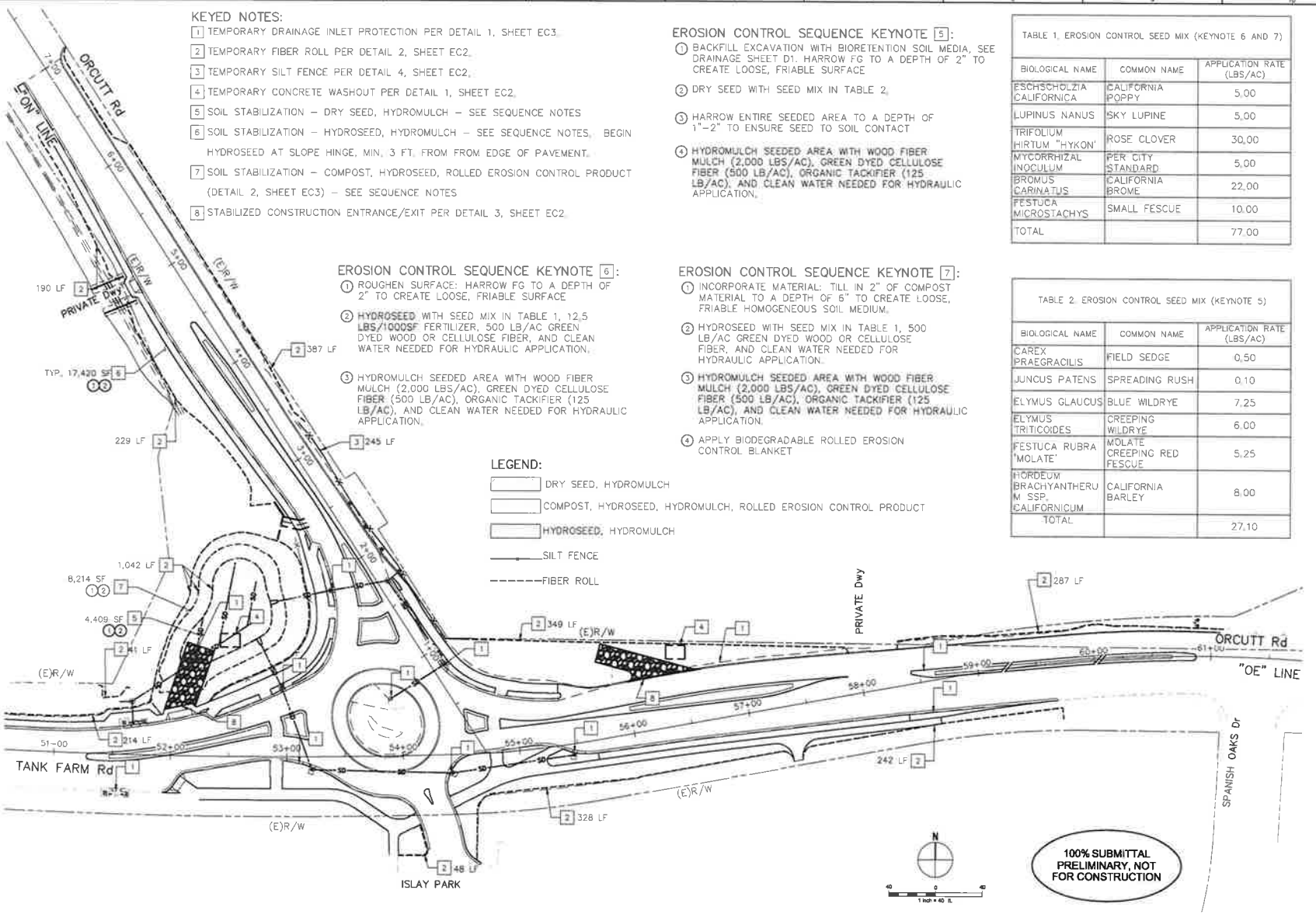
1. INCORPORATE MATERIAL: TILL IN 2" OF COMPOST MATERIAL TO A DEPTH OF 6" TO CREATE LOOSE, FRIABLE HOMOGENEOUS SOIL MEDIUM.
2. HYDROSEED WITH SEED MIX IN TABLE 1, 500 LB/AC GREEN DYED WOOD OR CELLULOSE FIBER, AND CLEAN WATER NEEDED FOR HYDRAULIC APPLICATION.
3. HYDROMULCH SEEDED AREA WITH WOOD FIBER MULCH (2,000 LBS/AC), GREEN DYED CELLULOSE FIBER (500 LB/AC), ORGANIC TACKIFIER (125 LB/AC), AND CLEAN WATER NEEDED FOR HYDRAULIC APPLICATION.
4. APPLY BIODEGRADABLE ROLLED EROSION CONTROL BLANKET

TABLE 1. EROSION CONTROL SEED MIX (KEYNOTE 6 AND 7)

BIOLOGICAL NAME	COMMON NAME	APPLICATION RATE (LBS/AC)
ESCHSCHOLZIA CALIFORNICA	CALIFORNIA POPPY	5.00
LUPINUS NANUS	SKY LUPINE	5.00
TRIFOLIUM HIRTUM "HYKON'	ROSE CLOVER	30.00
MYCORRHIZAL INOCULUM	PER CITY STANDARD	5.00
BROMUS CARINATUS	CALIFORNIA BROME	22.00
FESTUCA MICROSTACHYS	SMALL FESCUE	10.00
TOTAL		77.00

TABLE 2. EROSION CONTROL SEED MIX (KEYNOTE 5)

BIOLOGICAL NAME	COMMON NAME	APPLICATION RATE (LBS/AC)
CAREX PRAEGRACILIS	FIELD SEDGE	0.50
JUNCUS PATENS	SPREADING RUSH	0.10
ELYMUS GLAUCUS	BLUE WILDRYE	7.25
ELYMUS TRITICOIDES	CREEPING WILDRYE	6.00
FESTUCA RUBRA 'MOLATE'	MOLATE CREEPING RED FESCUE	5.25
HORDEUM BRACHYANTHERUM SSP. CALIFORNICUM	CALIFORNIA BARLEY	8.00
TOTAL		27.10



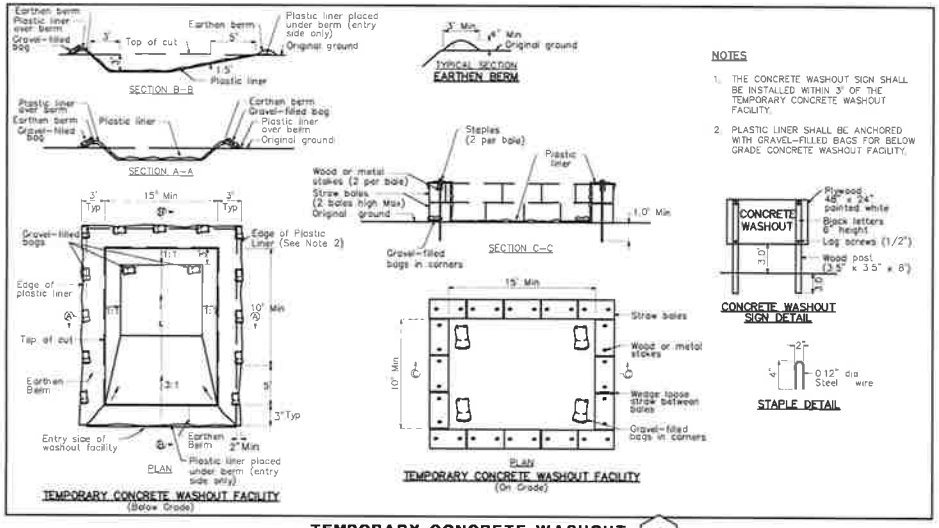
TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

EROSION CONTROL

JOSEPH M. MCLAND C53755 Exp 06/30/21 CIVIL STATE OF CALIFORNIA REGISTERED PROFESSIONAL ENGINEER

DESIGNED BY:	GH
DRAWN BY:	GH
CHECKED BY:	LP
APPROVED BY:	JWW
SCALE:	1" = 40'
DATE:	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO./LOCATION	2460EC001.dwg
SHEET NO.	32 of 67

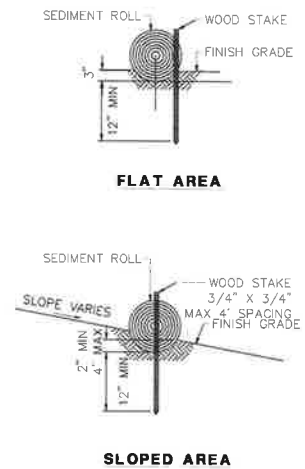
EC1



NOTES

1. THE CONCRETE WASHOUT SIGN SHALL BE INSTALLED WITHIN 3' OF THE TEMPORARY CONCRETE WASHOUT FACILITY.
2. PLASTIC LINER SHALL BE ANCHORED WITH GRAVEL-FILLED BAGS FOR BELOW GRADE CONCRETE WASHOUT FACILITY.

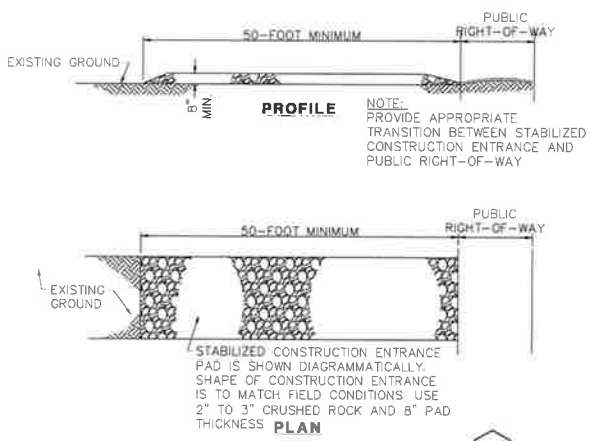
TEMPORARY CONCRETE WASHOUT (1)
NTS



NOTES:

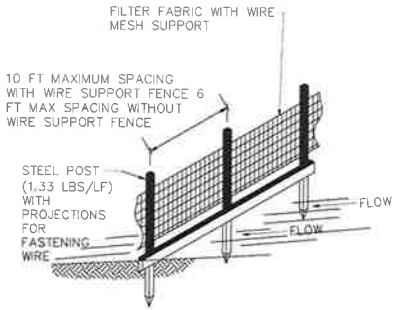
1. STRAW FIBER ROLLS WRAPPED IN TUBULAR, BIODEGRADABLE NETTING SUPPLIED IN 20'-25' ROLLS.
2. FIBER ROLL INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAKING OF THE FIBER ROLL IN A TRENCH, 2" TO 4" DEEP, DUG ON A CONTOUR. RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND FIBER ROLL.

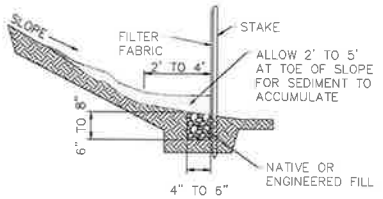
FIBER ROLL ENTRENCHMENT IN SLOPED AREA (2)
NOT TO SCALE



NOTE:
PROVIDE APPROPRIATE TRANSITION BETWEEN STABILIZED CONSTRUCTION ENTRANCE AND PUBLIC RIGHT-OF-WAY

STABILIZED ACCESS ROAD ENTRANCE (3)
NOT TO SCALE





SILT FENCE PROFILE

NOTE:

KEY IN FILTER FABRIC A MINIMUM OF 6" BELOW THE GROUND SURFACE AND 6" ACROSS, THEN BACKFILL WITH DIRT OR GRAVEL.

SILT FENCE INSTALLATION (4)
NOT TO SCALE

100% SUBMITTAL
PRELIMINARY, NOT FOR CONSTRUCTION

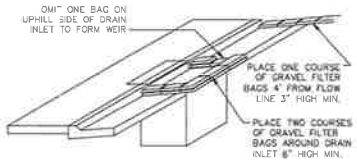
EC2

PROJECT TITLE: TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

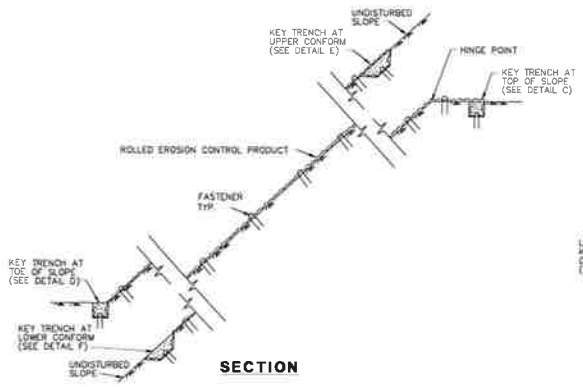
SHEET TITLE: EROSION CONTROL DETAILS

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. WEILAND No. C53755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

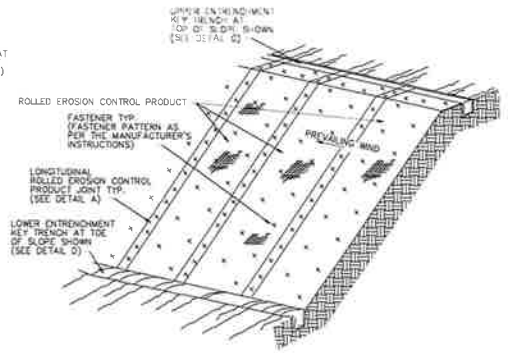
DESIGNED BY:	GH
DRAWN BY:	GH
CHECKED BY:	LP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO./LOCATION	2460EC001.dwg
SHEET NO.	33 of 67



TEMPORARY DRAINAGE INLET PROTECTION (1)
NTS

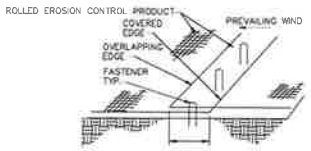


SECTION



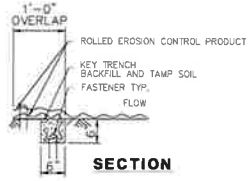
ISOMETRIC

ROLLED EROSION CONTROL PRODUCT ON SLOPE WITH VARIOUS KEY ENTRENCHMENTS (2)
NOT TO SCALE



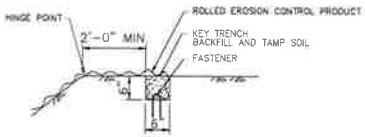
PERSPECTIVE

LONGITUDINAL ROLLED EROSION CONTROL PRODUCT JOINT (A)
NOT TO SCALE



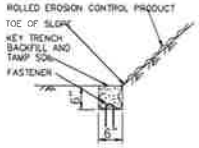
SECTION

TRANSVERSE ROLLED EROSION CONTROL PRODUCT JOINT (B)
NOT TO SCALE



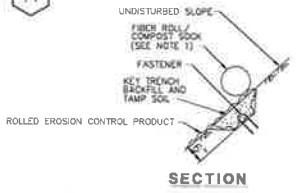
SECTION

KEY TRENCH AT TOP OF SLOPE (C)
NOT TO SCALE



SECTION

KEY TRENCH AT TOE OF SLOPE (D)
NOT TO SCALE

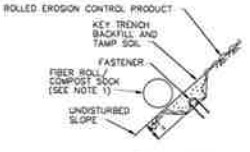


SECTION

NOTES:

1. FIBER ROLL/COMPOST SOCK SHOWN FOR REFERENCE PURPOSES ONLY.
2. IF TRANSVERSE ROLLED EROSION CONTROL PRODUCT JOINTS ARE REQUIRED ON SLOPES, SEE DETAIL B.

KEY TRENCH UPPER CONFORM (E)
NOT TO SCALE



SECTION

NOTES:

1. FIBER ROLL/COMPOST SOCK SHOWN FOR REFERENCE PURPOSES ONLY.
2. IF TRANSVERSE ROLLED EROSION CONTROL PRODUCT JOINTS ARE REQUIRED ON SLOPES, SEE DETAIL B.

KEY TRENCH AT LOWER CONFORM (F)
NOT TO SCALE

100% SUBMITTAL
PRELIMINARY, NOT FOR CONSTRUCTION

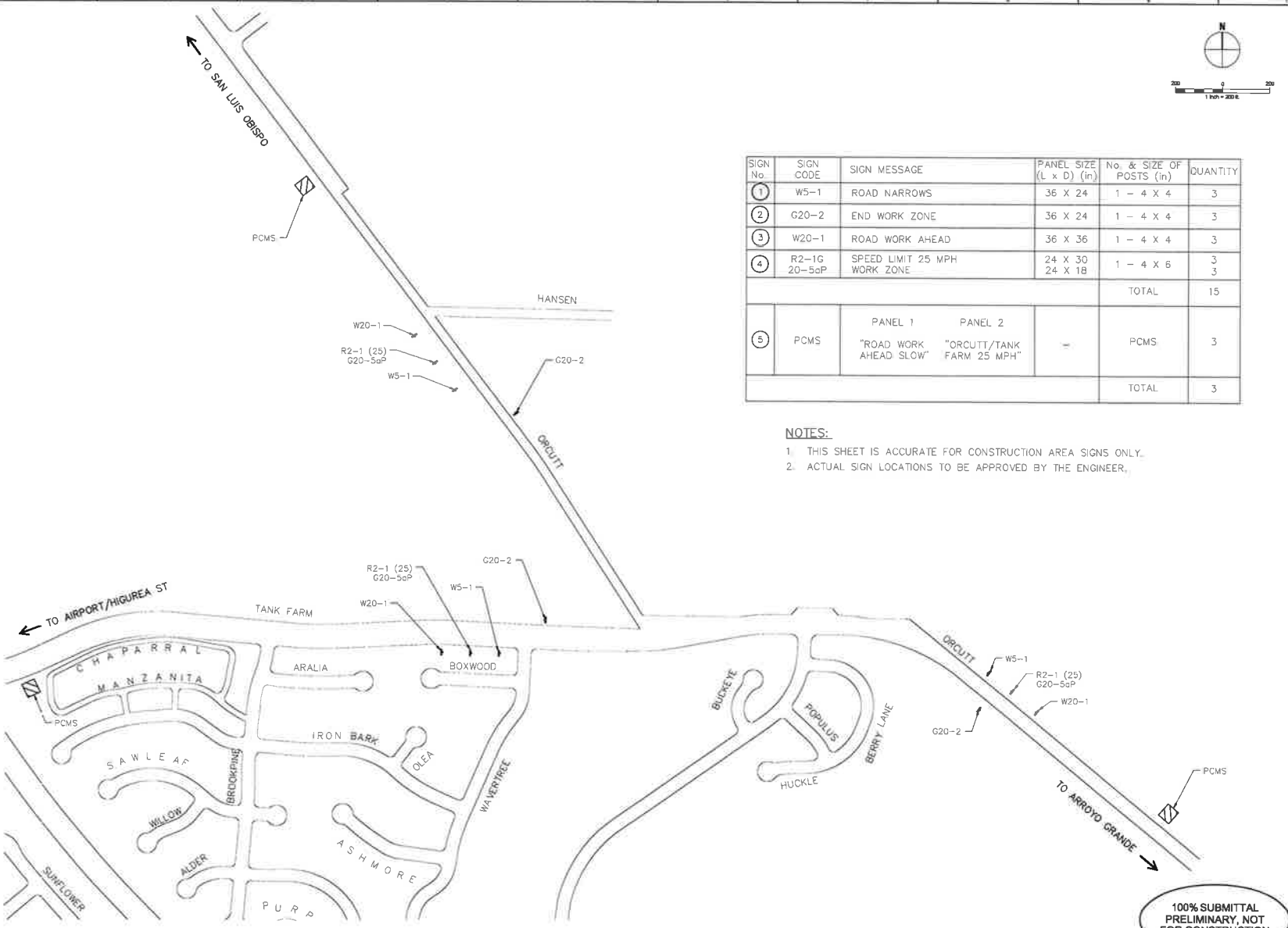
TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

EROSION CONTROL DETAILS

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. HEILAND No. C53755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	LP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2466EC001.dwg
SHEET NO.	34 of 67

EC3



SIGN No.	SIGN CODE	SIGN MESSAGE	PANEL SIZE (L x D) (in)	No. & SIZE OF POSTS (in)	QUANTITY
1	W5-1	ROAD NARROWS	36 X 24	1 - 4 X 4	3
2	G20-2	END WORK ZONE	36 X 24	1 - 4 X 4	3
3	W20-1	ROAD WORK AHEAD	36 X 36	1 - 4 X 4	3
4	R2-1G 20-5aP	SPEED LIMIT 25 MPH WORK ZONE	24 X 30 24 X 18	1 - 4 X 6	3 3
				TOTAL	15
5	PCMS	PANEL 1 "ROAD WORK AHEAD SLOW" PANEL 2 "ORCUTT/TANK FARM 25 MPH"	-	PCMS	3
				TOTAL	3

NOTES:

1. THIS SHEET IS ACCURATE FOR CONSTRUCTION AREA SIGNS ONLY.
2. ACTUAL SIGN LOCATIONS TO BE APPROVED BY THE ENGINEER.

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

CS1

PROJECT TITLE: TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

SHEET TITLE: CONSTRUCTION AREA SIGN PLAN

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. WETLAND No. C53755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

DESIGNED BY: ECS
DRAWN BY: ECS
CHECKED BY: DK
APPROVED BY: JWW
SCALE: 1" = 200'
DATE: 02/03/2021
CITY SPECIFICATION NO.: 1000184
PLAN FILE NO. / LOCATION: 2460C5001.dwg
SHEET NO.: 35 of 67

NOTES:

1. CONTRACTOR TO MAINTAIN DRIVEWAY AND PEDESTRIAN ACCESS DURING CONSTRUCTION.
2. REMOVE ALL CONFLICTING SIGNING AND STRIPING PRIOR TO TEMPORARY DELINEATION.
3. ALL TEMPORARY RAILING (TYPE K) SHALL BE STAKED PER CALTRANS STANDARD T3B.
4. WORK HOURS SHALL BE 7AM TO 7PM MONDAY THROUGH FRIDAY AND 8AM TO 6PM SATURDAY PER CITY OF SAN LUIS OBISPO NOISE ORDINANCE. NIGHTWORK ALLOWED FROM 8PM TO 5AM MONDAY THROUGH SATURDAY UPON APPROVAL OF THE ENGINEER

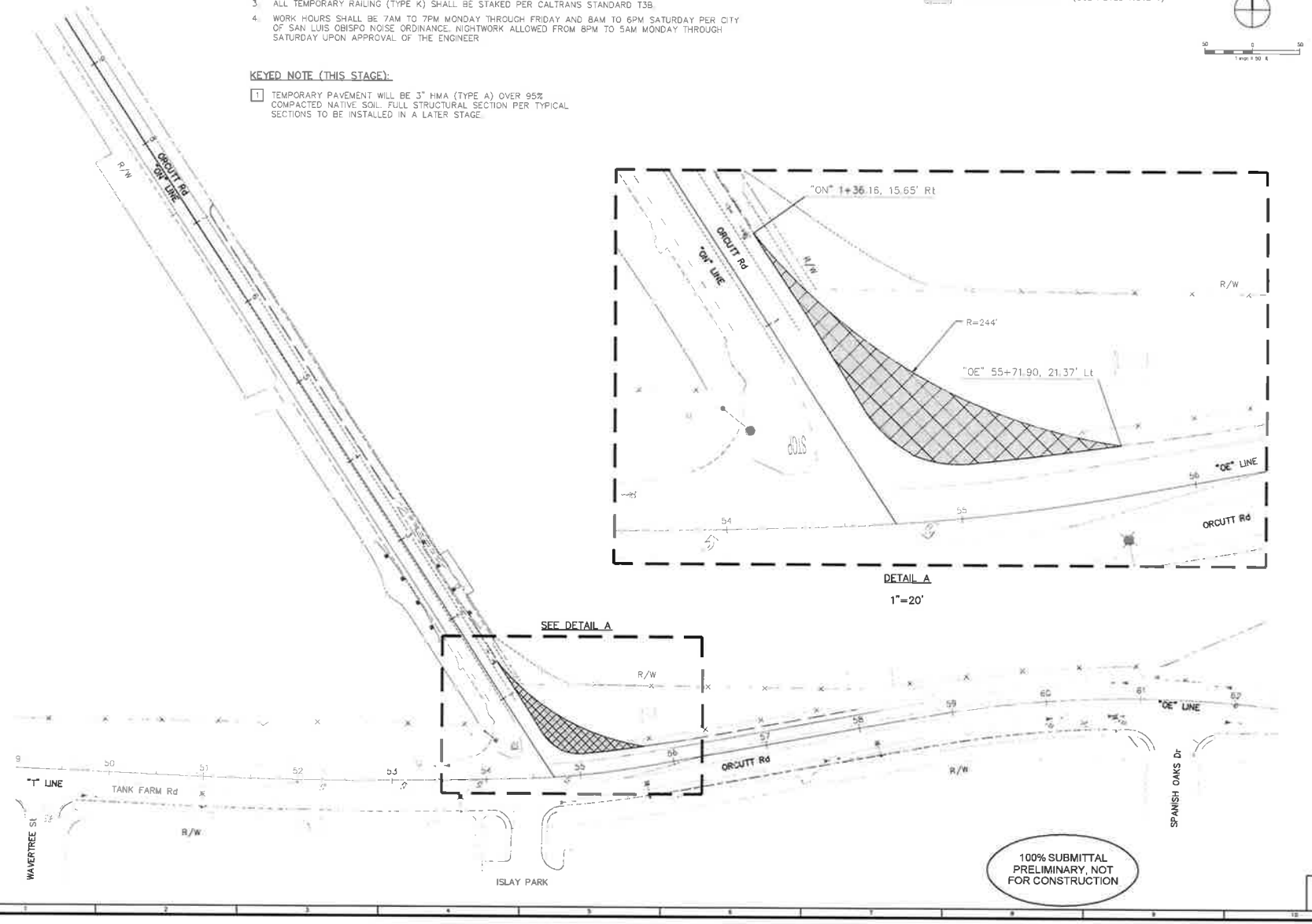
KEYED NOTE (THIS STAGE):

[1] TEMPORARY PAVEMENT WILL BE 3" HMA (TYPE A) OVER 95% COMPACTED NATIVE SOIL. FULL STRUCTURAL SECTION PER TYPICAL SECTIONS TO BE INSTALLED IN A LATER STAGE.

LEGEND:

CONSTRUCT THIS STAGE

TEMPORARY PAVEMENT (SEE KEYED NOTE 1)



DETAIL A

1"=20'

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

SC1

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

STAGE CONSTRUCTION (STAGE 1)

DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	JWW
APPROVED BY	JWW
SCALE	1" = 50'
DATE	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460SC004.dwg
SHEET NO.	36 of 67

NOTES:

1. CONTRACTOR TO MAINTAIN DRIVEWAY AND PEDESTRIAN ACCESS DURING CONSTRUCTION.
2. REMOVE ALL CONFLICTING SIGNING AND STRIPING PRIOR TO TEMPORARY DELINEATION.
3. ALL TEMPORARY RAILING (TYPE K) SHALL BE STAKED PER CALTRANS STANDARD T3B.
4. WORK HOURS SHALL BE 7AM TO 7PM MONDAY THROUGH FRIDAY AND 8AM TO 6PM SATURDAY PER CITY OF SAN LUIS OBISPO NOISE ORDINANCE. NIGHTWORK ALLOWED FROM 8PM TO 5AM MONDAY THROUGH SATURDAY UPON APPROVAL OF THE ENGINEER.

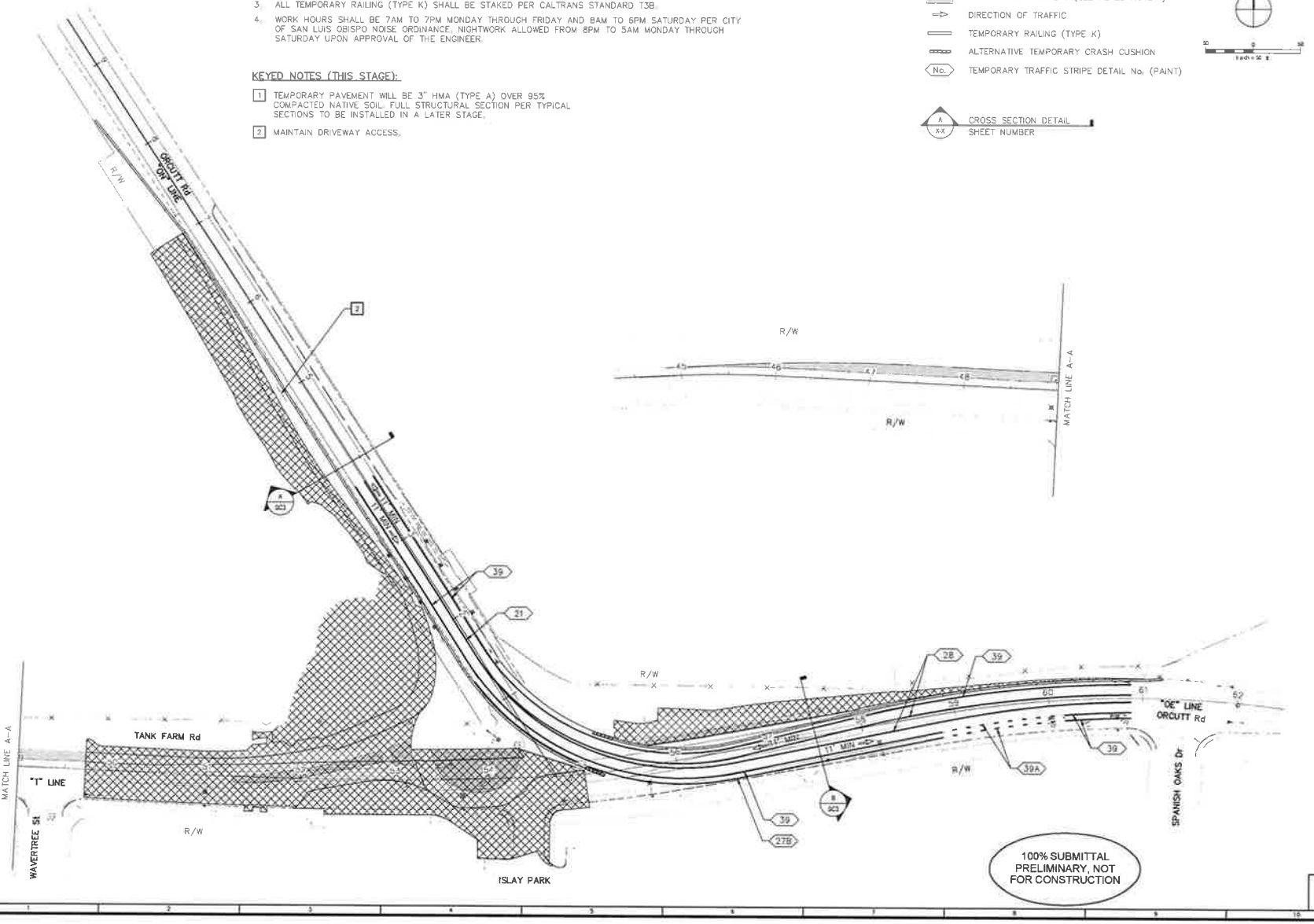
KEYED NOTES (THIS STAGE):

[1] TEMPORARY PAVEMENT WILL BE 3" HMA (TYPE A) OVER 95% COMPACTED NATIVE SOIL. FULL STRUCTURAL SECTION PER TYPICAL SECTIONS TO BE INSTALLED IN A LATER STAGE.

[2] MAINTAIN DRIVEWAY ACCESS.

LEGEND:

- CONSTRUCT THIS STAGE
- TEMPORARY PAVEMENT (SEE KEYED NOTE 1)
- DIRECTION OF TRAFFIC
- TEMPORARY RAILING (TYPE K)
- ALTERNATIVE TEMPORARY CRASH CUSHION
- No. TEMPORARY TRAFFIC STRIPE DETAIL No. (PAINT)
- A / X-X CROSS SECTION DETAIL / SHEET NUMBER



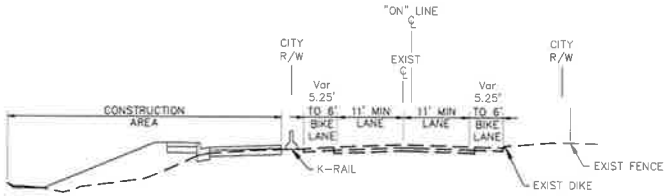
SC2

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

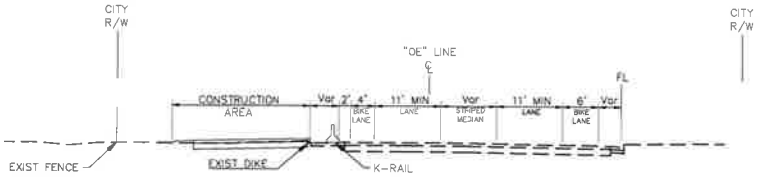
STAGE CONSTRUCTION (STAGE 2)

REGISTERED PROFESSIONAL ENGINEER — JOSEPH W. WELLAND — No. C53755 — Exp. 06/30/21 — CIVIL — STATE OF CALIFORNIA

DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	JWW
APPROVED BY	JWW
SCALE	1" = 50'
DATE	02/03/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	24600C004.dwg
SHEET NO	37 of 67



SECTION A
"ON" STA 4+00
NTS



SECTION B
"OE" STA 57+50
NTS

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

SC3

PROJECT TITLE
TANK FARM ROAD & ORCUTT ROAD
ROUNDABOUT

SHEET TITLE
STAGE 2 CROSS SECTIONS

REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. WETLAND
No. C53755
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	JWW
APPROVED BY	JWW
SCALE	1" = 50'
DATE	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460SC004.dwg
SHEET NO.	38 of 67

NOTES:

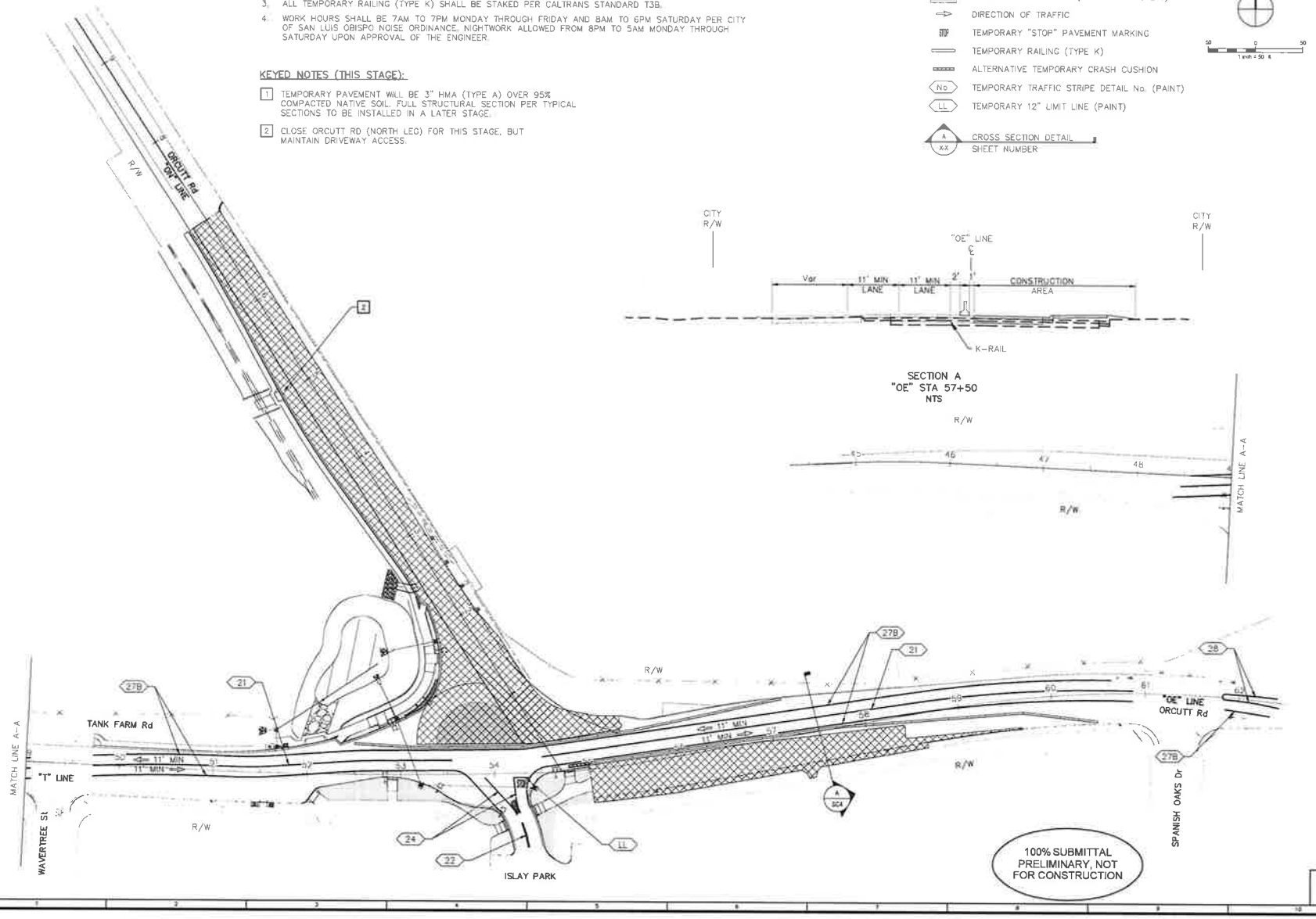
1. CONTRACTOR TO MAINTAIN DRIVEWAY AND PEDESTRIAN ACCESS DURING CONSTRUCTION.
2. REMOVE ALL CONFLICTING SIGNING AND STRIPING PRIOR TO TEMPORARY DELINEATION.
3. ALL TEMPORARY RAILING (TYPE K) SHALL BE STAKED PER CALTRANS STANDARD T3B.
4. WORK HOURS SHALL BE 7AM TO 7PM MONDAY THROUGH FRIDAY AND 8AM TO 6PM SATURDAY PER CITY OF SAN LUIS OBISPO NOISE ORDINANCE. NIGHTWORK ALLOWED FROM 8PM TO 5AM MONDAY THROUGH SATURDAY UPON APPROVAL OF THE ENGINEER.

KEYED NOTES (THIS STAGE):

1. TEMPORARY PAVEMENT WILL BE 3" HMA (TYPE A) OVER 95% COMPACTED NATIVE SOIL. FULL STRUCTURAL SECTION PER TYPICAL SECTIONS TO BE INSTALLED IN A LATER STAGE.
2. CLOSE ORCUTT RD (NORTH LEG) FOR THIS STAGE, BUT MAINTAIN DRIVEWAY ACCESS.

LEGEND:

- CONSTRUCT THIS STAGE
- TEMPORARY PAVEMENT (SEE KEYED NOTE 1)
- DIRECTION OF TRAFFIC
- STOP TEMPORARY "STOP" PAVEMENT MARKING
- TEMPORARY RAILING (TYPE K)
- ALTERNATIVE TEMPORARY CRASH CUSHION
- No TEMPORARY TRAFFIC STRIPE DETAIL No. (PAINT)
- LL TEMPORARY 12" LIMIT LINE (PAINT)
- A / X-X CROSS SECTION DETAIL / SHEET NUMBER



SC4

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

STAGE CONSTRUCTION (STAGE 3)

DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	JWW
APPROVED BY	JWW
SCALE	1" = 50'
DATE	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO./LOCATION	24505C004.dwg
SHEET NO.	39 of 67

NOTES:

1. CONTRACTOR TO MAINTAIN DRIVEWAY AND PEDESTRIAN ACCESS DURING CONSTRUCTION.
2. REMOVE ALL CONFLICTING SIGNING AND STRIPING PRIOR TO TEMPORARY DELINEATION.
3. ALL TEMPORARY RAILING (TYPE K) SHALL BE STAKED PER CALTRANS STANDARD T3B.
4. WORK HOURS SHALL BE 7AM TO 7PM MONDAY THROUGH FRIDAY AND 8AM TO 6PM SATURDAY PER CITY OF SAN LUIS OBISPO NOISE ORDINANCE. NIGHTWORK ALLOWED FROM 8PM TO 5AM MONDAY THROUGH SATURDAY UPON APPROVAL OF THE ENGINEER.

KEYED NOTE (THIS STAGE):

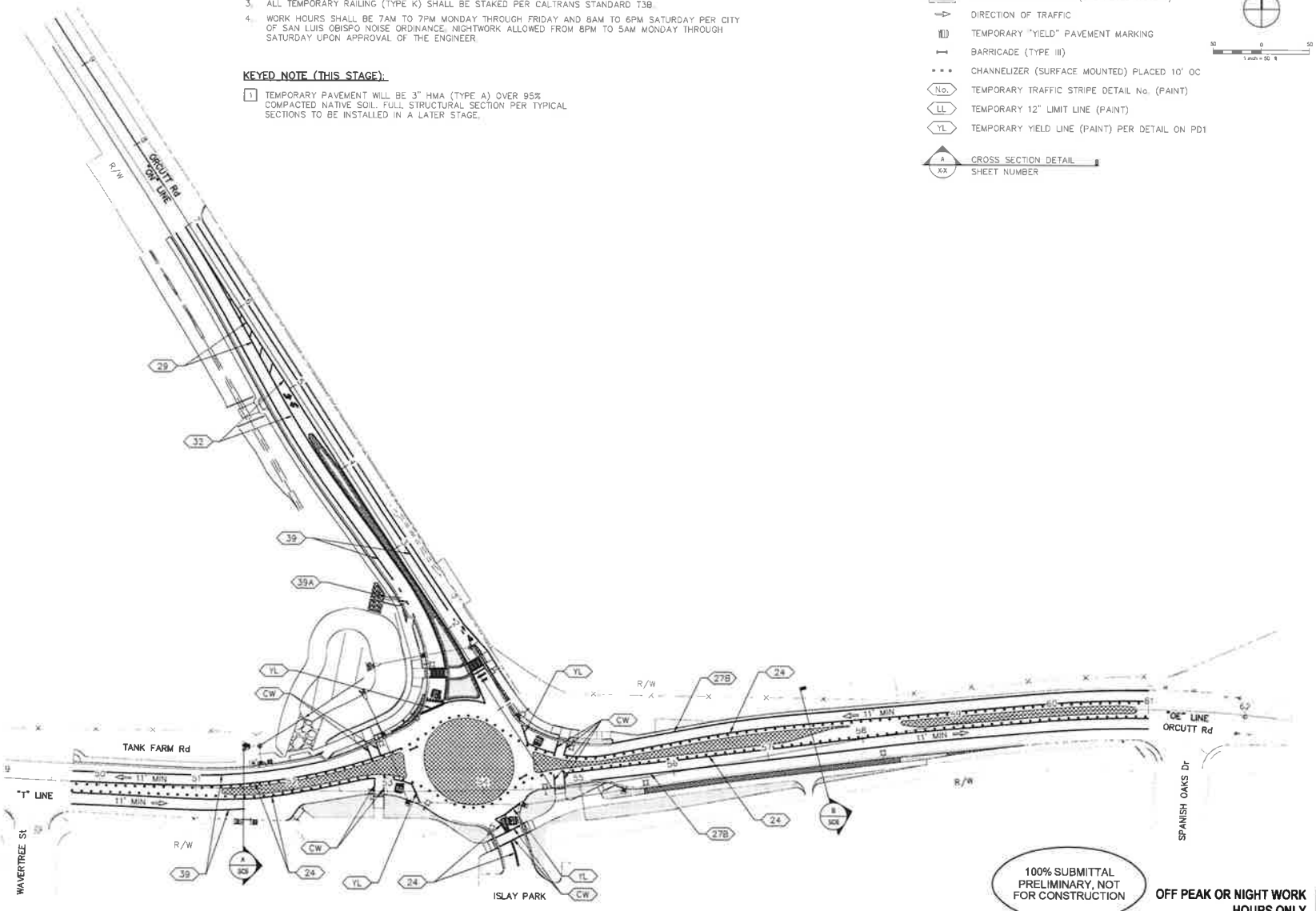
[1] TEMPORARY PAVEMENT WILL BE 3" HMA (TYPE A) OVER 95% COMPACTED NATIVE SOIL. FULL STRUCTURAL SECTION PER TYPICAL SECTIONS TO BE INSTALLED IN A LATER STAGE.

LEGEND:

- CONSTRUCT THIS STAGE
- TEMPORARY PAVEMENT (SEE KEYED NOTE 1)
- DIRECTION OF TRAFFIC
- TEMPORARY "YIELD" PAVEMENT MARKING
- BARRICADE (TYPE III)
- CHANNELIZER (SURFACE MOUNTED) PLACED 10' OC
- No. TEMPORARY TRAFFIC STRIPE DETAIL No. (PAINT)
- LL TEMPORARY 12" LIMIT LINE (PAINT)
- YL TEMPORARY YIELD LINE (PAINT) PER DETAIL ON PD1
- A / XX CROSS SECTION DETAIL / SHEET NUMBER

N

50 0 50
1 inch = 50 ft



100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

OFF PEAK OR NIGHT WORK HOURS ONLY

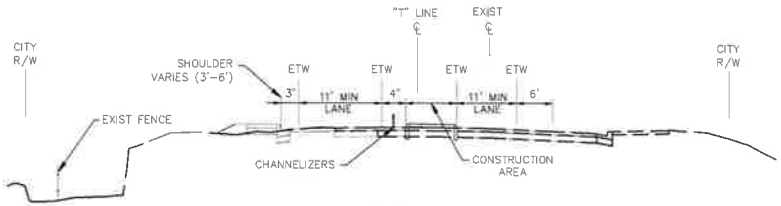
SC5

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

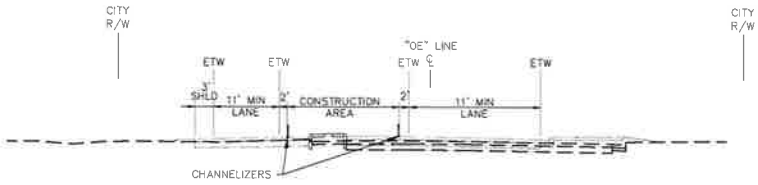
STAGE CONSTRUCTION (STAGE 4)

REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. WELLAND
No. C53756
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	JWW
APPROVED BY	JWW
SCALE	1" = 50'
DATE	02/03/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	24605C004.dwg
SHEET NO	40 of 67



SECTION A
"T" STA 51+50
NTS



SECTION B
"OE" STA 57+50
NTS

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

STAGE 4 CROSS SECTIONS

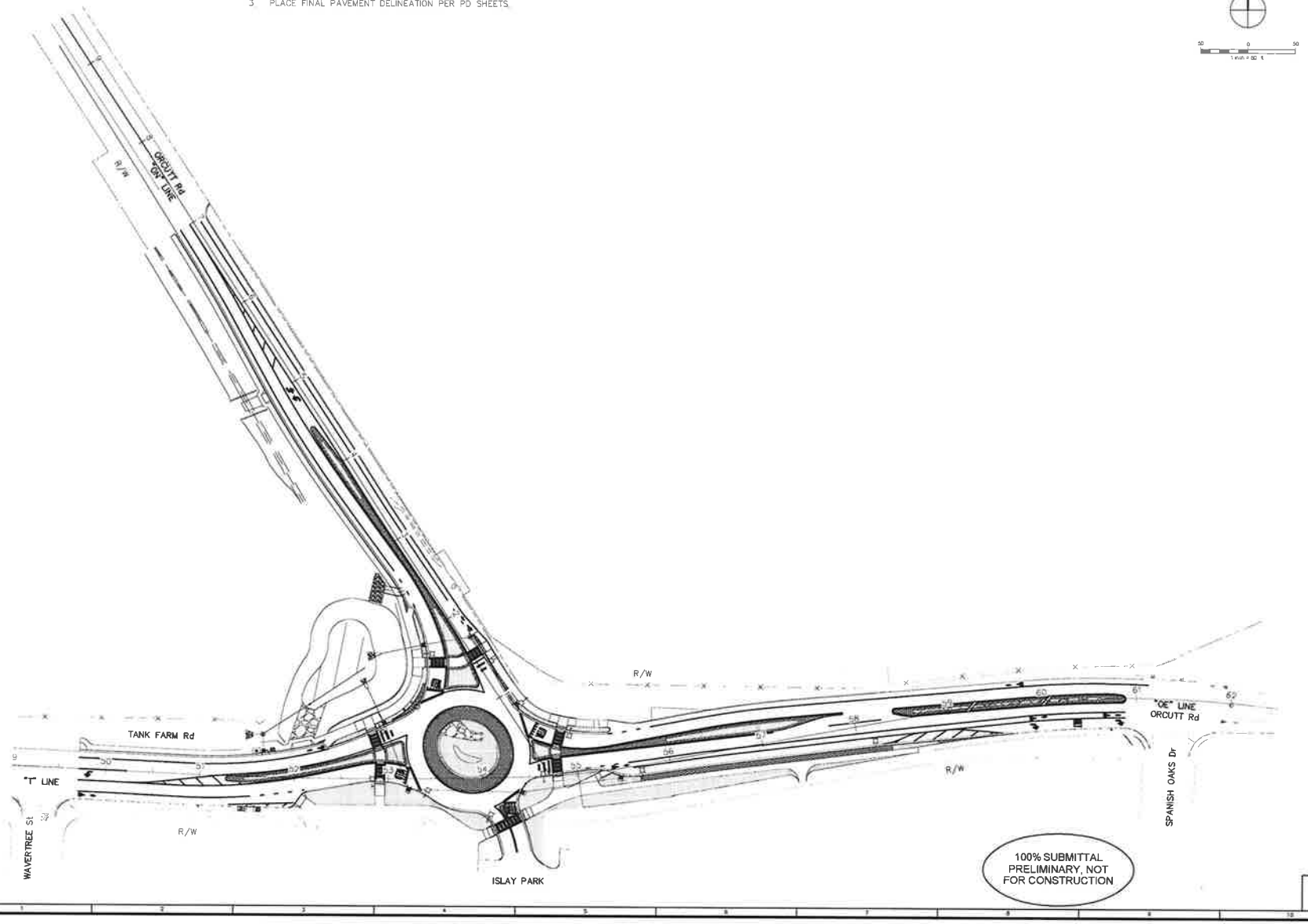
REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. WETLAND
No. C53750
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	JWW
APPROVED BY	JWW
SCALE	1" = 50'
DATE	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	24605C004.dwg
SHEET NO.	41 of 67

SC6

NOTES:

1. CONTRACTOR TO MAINTAIN DRIVEWAY AND PEDESTRIAN ACCESS DURING CONSTRUCTION.
2. REMOVE ALL CONFLICTING SIGNING AND STRIPING PRIOR TO TEMPORARY DELINEATION.
3. PLACE FINAL PAVEMENT DELINEATION PER PD SHEETS.



SC7

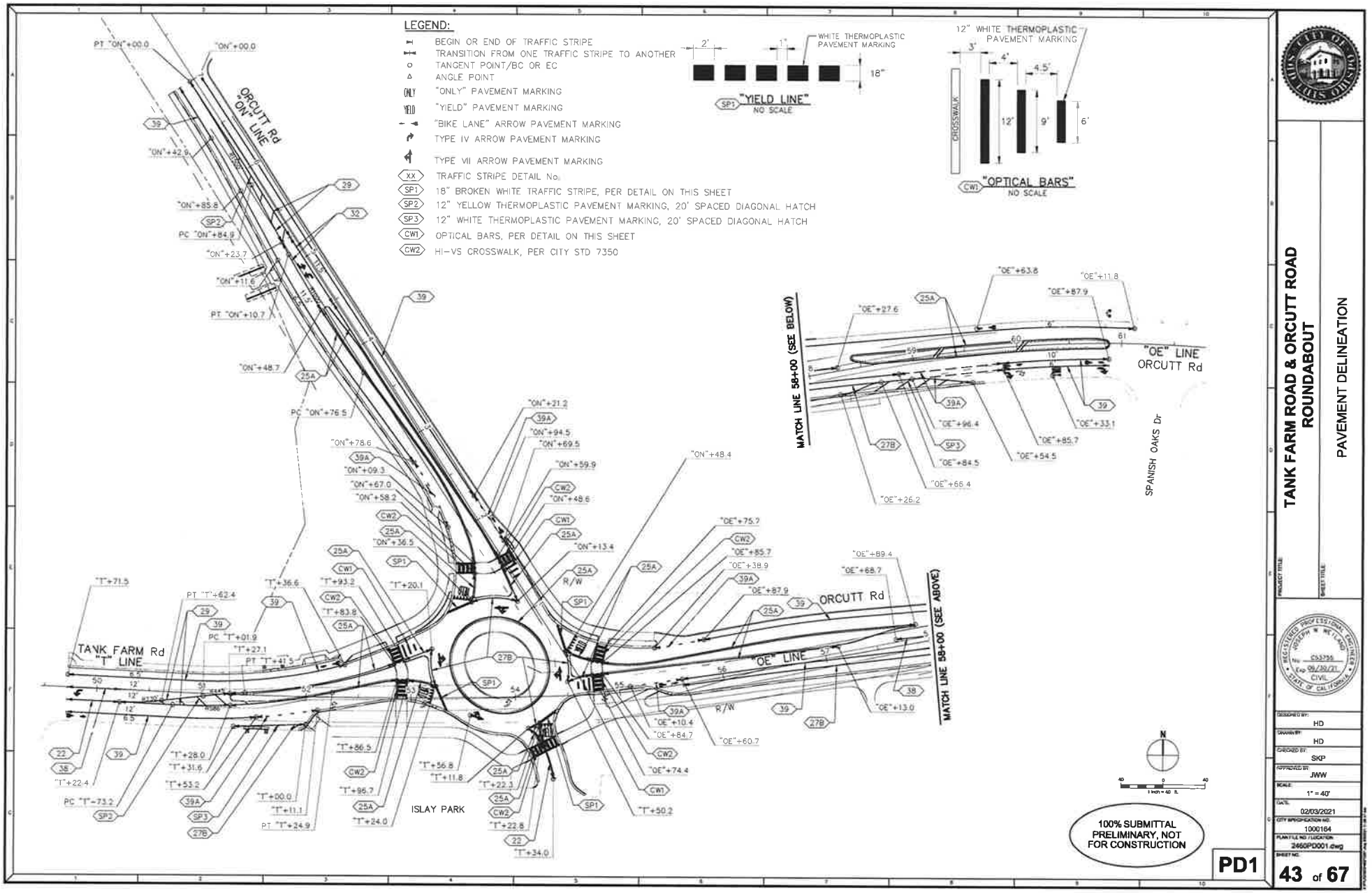
CITY OF SAN LUIS OBISPO

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

STAGE CONSTRUCTION (STAGE 5)

REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. WETLAND
No. CS3755
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

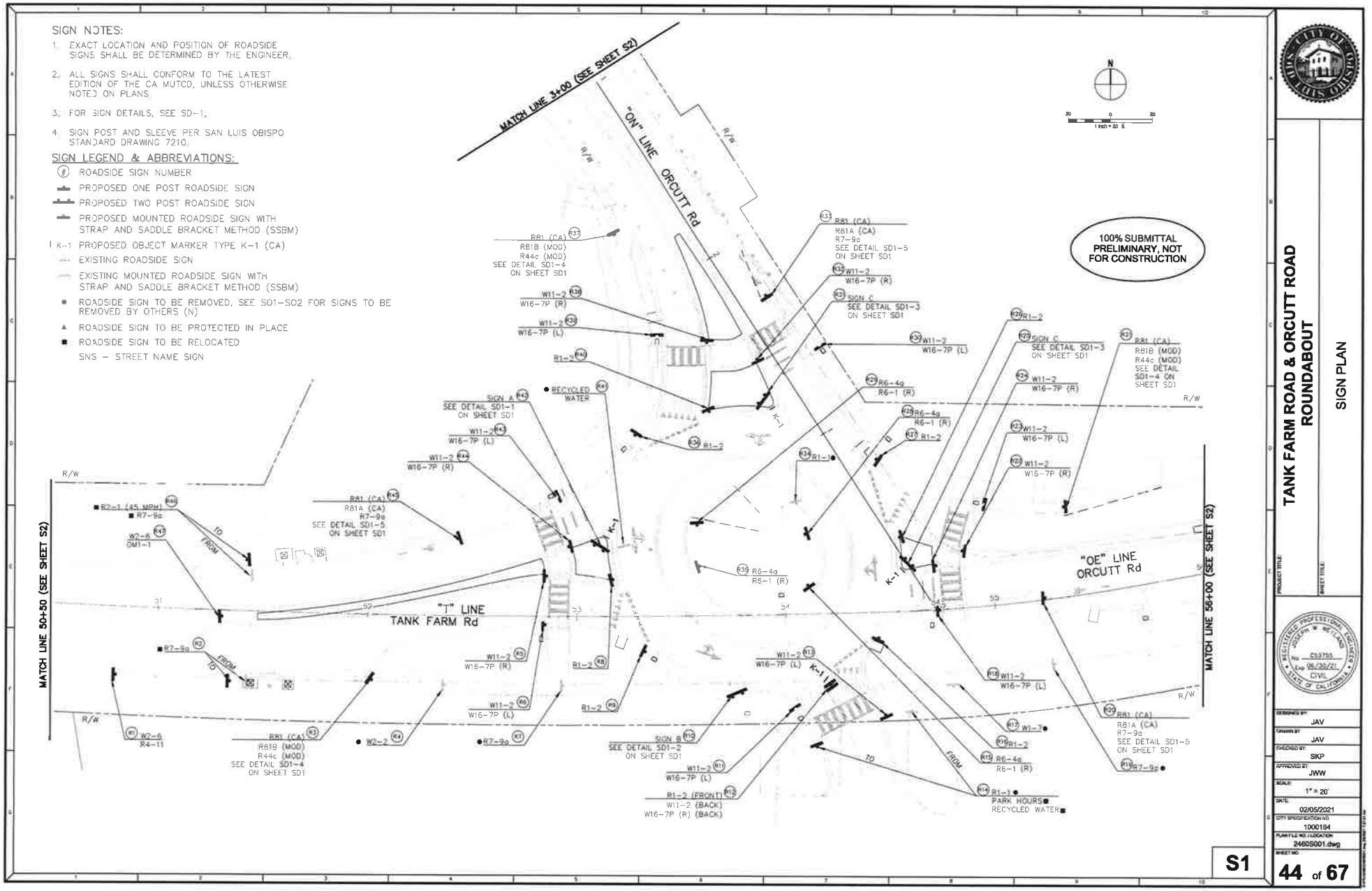
DESIGNED BY	JAV
DRAWN BY	JAV
CHECKED BY	JWW
APPROVED BY	JWW
SCALE	1" = 50'
DATE	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO./ LOCATION	24608C004.dwg
SHEET NO.	42 of 67



TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

PAVEMENT DELINEATION

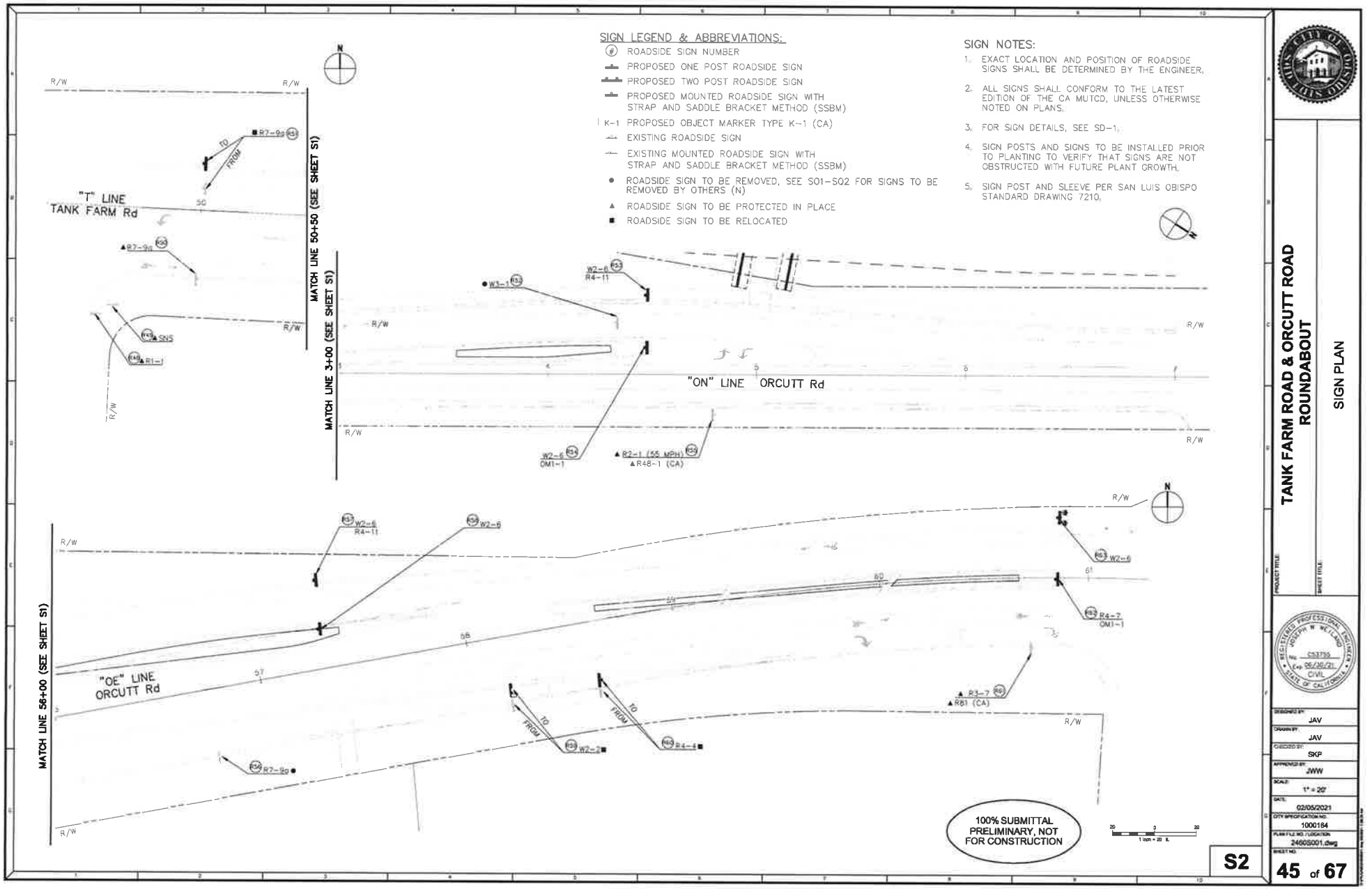
DESIGNED BY:	HD
DRAWN BY:	HD
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	1" = 40'
DATE:	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION:	2460PD001.dwg
SHEET NO.	43 of 67



TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

SIGN PLAN

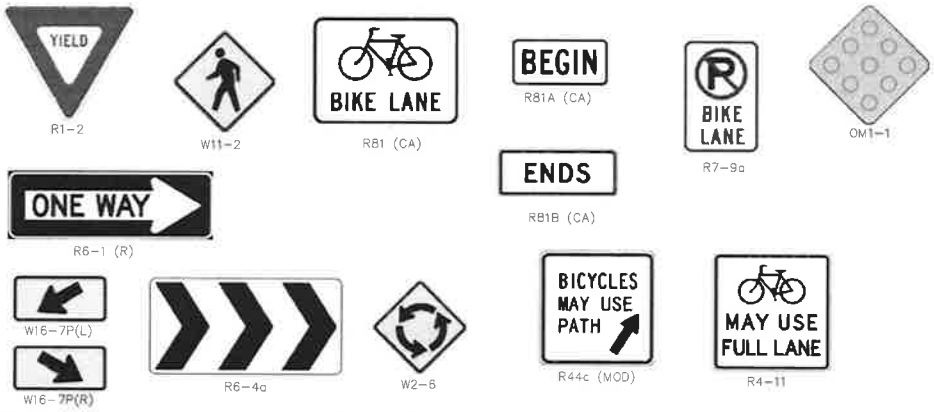
DESIGNED BY:	JAV
DRAWN BY:	JAV
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	1" = 20'
DATE:	02/05/2021
CITY SPECIFICATION NO.	1000184
PLAN FILE NO. / LOCATION	2460S001.dwg
SHEET NO.	44 of 67


SIGN LEGEND & ABBREVIATIONS:
(#) ROADSIDE SIGN NUMBER
PROPOSED ONE POST ROADSIDE SIGN
PROPOSED TWO POST ROADSIDE SIGN
PROPOSED MOUNTED ROADSIDE SIGN WITH STRAP AND SADDLE BRACKET METHOD (SSBM)
K-1 PROPOSED OBJECT MARKER TYPE K-1 (CA)
EXISTING ROADSIDE SIGN
EXISTING MOUNTED ROADSIDE SIGN WITH STRAP AND SADDLE BRACKET METHOD (SSBM)
ROADSIDE SIGN TO BE REMOVED, SEE SO1-SQ2 FOR SIGNS TO BE REMOVED BY OTHERS (N)
ROADSIDE SIGN TO BE PROTECTED IN PLACE
ROADSIDE SIGN TO BE RELOCATED
SIGN NOTES:
1. EXACT LOCATION AND POSITION OF ROADSIDE SIGNS SHALL BE DETERMINED BY THE ENGINEER.
2. ALL SIGNS SHALL CONFORM TO THE LATEST EDITION OF THE CA MUTCD, UNLESS OTHERWISE NOTED ON PLANS.
3. FOR SIGN DETAILS, SEE SD-1.
4. SIGN POSTS AND SIGNS TO BE INSTALLED PRIOR TO PLANTING TO VERIFY THAT SIGNS ARE NOT OBSTRUCTED WITH FUTURE PLANT GROWTH.
5. SIGN POST AND SLEEVE PER SAN LUIS OBISPO STANDARD DRAWING 7210.
"T" LINE
TANK FARM Rd
"ON" LINE ORCUTT Rd
"OE" LINE
ORCUTT Rd
MATCH LINE 50+50 (SEE SHEET S1)
MATCH LINE 3+00 (SEE SHEET S1)
MATCH LINE 56+00 (SEE SHEET S1)
R/W
TO
FROM
W2-6
R4-11
W3-1
R2-1 (55 MPH)
R48-1 (CA)
OM1-1
R7-9a
R1-1
SN5
W2-2
R4-4
R4-7
R81 (CA)
100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION
S2
TANK FARM ROAD & ORCUTT ROAD
ROUNDABOUT
SIGN PLAN
JAV
JAV
SKP
JWW
1" = 20'
02/05/2021
1000184
24605001.dwg
45 of 67

SIGN NOTES:

1. ALL SIGNS SHALL CONFORM TO THE LATEST EDITION OF THE CA MUTCD EXCEPT AS NOTED ON THE PLANS.
2. SIGN PANEL DIMENSIONS ARE IN INCHES.
3. FOR SIGN PLACEMENT SEE CITY OF SAN LUIS OBISPO STANDARD DRAWING 7210.
4. SPECIAL SIGNS SHOWN IN DETAIL SD1-1, SD1-2, AND SD1-3 WILL BE PROVIDED BY THE CONTRACTOR AND SHALL BE INSTALL WITH 2-2" O.D. GALVANIZED METAL PUNCH POSTS, PER CITY STANDARD 7210, WITH A MOUNTING HEIGHT OF 5'. FOR ALL OTHER SIGNS, THE MOUNTING HEIGHT SHALL BE AS SHOWN IN THE SIGN QUANTITIES TABLES. ACTUAL LOCATIONS AND MOUNTING HEIGHTS TO BE DETERMINED IN THE FIELD AND APPROVED BY THE ENGINEER.

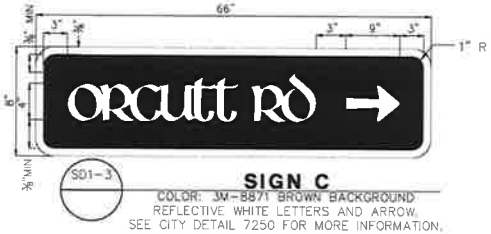
STANDARD SIGN LEGEND:



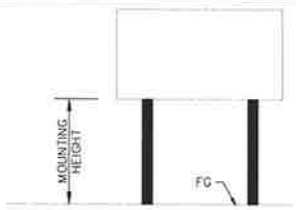
NOTE: ALL STANDARD SIGNS SHOWN ABOVE ARE NOT TO SCALE, FOR INFORMATION PURPOSES ONLY.

SIGN A
COLOR: 3M-8871 BROWN BACKGROUND
REFLECTIVE WHITE LETTERS AND ARROW.
SEE CITY DETAIL 7250 FOR MORE INFORMATION.
NOT TO SCALE

SIGN B
COLOR: 3M-8871 BROWN BACKGROUND
REFLECTIVE WHITE LETTERS AND ARROW.
SEE CITY DETAIL 7250 FOR MORE INFORMATION.
NOT TO SCALE



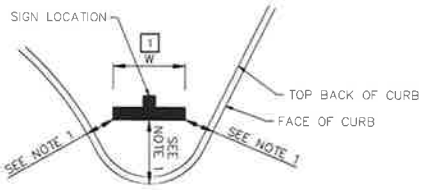
SIGN C
COLOR: 3M-8871 BROWN BACKGROUND
REFLECTIVE WHITE LETTERS AND ARROW.
SEE CITY DETAIL 7250 FOR MORE INFORMATION.
NOT TO SCALE



SIGN MOUNTING HEIGHT DETAIL
NO SCALE

NOTE:

1. THE MOUNTING HEIGHT ("C" DIM) IS MEASURED FROM THE BOTTOM OF THE SIGN PANEL TO THE PROJECTED ELEVATION AT ADJACENT EDGE OF TRAVELED WAY. WHEN THERE ARE MORE THAN ONE PANEL, IT'S MEASURED FROM THE BOTTOM OF THE BOTTOM PANEL.



SIGN PLACEMENT AT ISLAND NOSE DETAIL
NO SCALE

NOTES:

1. FOR SIGN PLACEMENT AND INSTALLATION SEE CITY OF SAN LUIS OBISPO STANDARD DRAWING 7210, UNLESS RESTRICTIVE CONDITIONS HAVE BEEN IDENTIFIED OR AS DIRECTED BY THE ENGINEER.

KEYED NOTE:

[1] SIGN PANEL WIDTH VARIES, SEE SIGN QUANTITIES TABLES FOR WIDTHS OF INDIVIDUAL PANELS.

SD1-4 **BIKE LANE ENDS SIGN ASSEMBLY**
NOT TO SCALE

SD1-5 **BIKE LANE BEGINS SIGN ASSEMBLY**
NOT TO SCALE

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

SIGN DETAILS

JOSEPH W. WETLAND No. C63755 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

DESIGNED BY:	JAV
DRAWN BY:	JAV
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	02/03/2021
CITY SPECIFICATION NO.	1000184
PLAN FILE NO. / LOCATION	24605002.dwg
SHEET NO.	46 of 67

SD1

SIGN NO.	SIGN CODE	SIGN MESSAGE OR DESCRIPTION	OBJECT MARKER (OM1-1)	PANEL SIZE			OM1	BACKGROUND		LEGEND		PROTECTIVE OVERLAY		FURNISH SINGLE SHEET ALUMINUM SIGN				ROADSIDE SIGN-ONE POST	ROADSIDE SIGN-TWO POST	INSTALL ROADSIDE SIGN (STRAP & BACKUP BRACKET)	REMOVE ROADSIDE SIGN	RELOCATE ROADSIDE SIGN (ONE POST)	EXISTING SIGN TO REMAIN (E)	REMARKS
				L	D			SHEETING COLOR	RETROFLECTIVITY ASTM TYPE	SHEETING COLOR	RETROFLECTIVITY ASTM TYPE	STANDARD	PREMIUM	0.063"-UNFRAMED	0.080"-UNFRAMED	0.063"-FRAMED	0.080"-FRAMED							
			EA	IN	IN	FT								SQFT	SQFT	SQFT	SQFT	EA	EA	EA	EA	EA	EA (N)	
R1	W2-6	CIRCULAR INTERSECTION WARNING		30	30	4		YELLOW	XI	BLACK			X	6.25				1						
	R4-11	BICYCLES MAY USE FULL LANE		30	30			WHITE	IX	BLACK			X	6.25										
R2	R7-8a	NO PARKING BIKE LANE																					1	PROTECT IN PLACE
R3	R81 (CA)	BIKE LANE		12	8	4		WHITE	IX	BLACK			X	0.67				1						SEE DETAIL SD1-4 ON SHEET SD1
	R81B (MOD)	ENDS		8	5			WHITE	IX	BLACK			X	0.28										
	R44c (MOD)	BICYCLES MAY USE PATH		30	30			WHITE	IX	BLACK			X	6.25										
R4	W2-2	SIDE ROAD																			1			TO BE REMOVED BY OTHERS (N)
R5	W11-2	PEDESTRIAN CROSSING		30	30	4		YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (R)	DIAGONAL DOWNWARD POINTING ARROW (RIGHT)		24	12			YELLOW	XI	BLACK			X	2.00										
R6	W11-2	PEDESTRIAN CROSSING		30	30	4		YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (L)	DIAGONAL DOWNWARD POINTING ARROW (LEFT)		24	12			YELLOW	XI	BLACK			X	2.00										
R7	R7-8a	NO PARKING BIKE LANE																			1			TO BE REMOVED BY OTHERS (N)
R8	R1-2	YIELD		36	36	7		RED	XI	WHITE			X	9.00				1						
R9	R1-2	YIELD		36	36	7		RED	XI	WHITE			X	9.00				1						
R10	SIGN B	IRLAY HILL PARK		78	8	5		BROWN		WHITE	IX		X			4.33			1					SEE DETAIL SD1-2 ON SHEET SD1
R11	W11-2	PEDESTRIAN CROSSING		30	30	4		YELLOW	XI	BLACK			X	6.25						1				
	W16-7P (L)	DIAGONAL DOWNWARD POINTING ARROW (LEFT)		24	12			YELLOW	XI	BLACK			X	2.00										
R12	W11-2	PEDESTRIAN CROSSING (BACK)		30	30	4		YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (R)	DIAGONAL DOWNWARD POINTING ARROW (RIGHT) (BACK)		24	12			YELLOW	XI	BLACK			X	2.00										
	R1-2	YIELD (FRONT)		36	36			RED	XI	WHITE			X	9.00										
R13	W11-2	PEDESTRIAN CROSSING		30	30	4		YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (L)	DIAGONAL DOWNWARD POINTING ARROW (LEFT)		24	12			YELLOW	XI	BLACK			X	2.00										
R14	R1-1	STOP																			1			TO BE REMOVED BY OTHERS (N)
	SPECIAL	PARK HOURS																						
	SPECIAL	RECYCLED WATER																				1		RELOCATE SIGN
R15	R8-4a	ROUNDABOUT DIRECTIONAL (3 CHEVRONS)		48	24	4		WHITE	IX	BLACK			X		8.00			1						
	R6-1 (R)	ONE WAY (RIGHT)		36	12			BLACK	XI	WHITE			X	3.00										
R16	R1-2	YIELD		36	36	7		RED	XI	WHITE			X	9.00				1						
R17	W1-7	TWO-DIRECTIONAL LARGE ARROW																			1			TO BE REMOVED BY OTHERS (N)
R18	W11-2	PEDESTRIAN CROSSING		30	30	4		YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (L)	DIAGONAL DOWNWARD POINTING ARROW (LEFT)		24	12			YELLOW	XI	BLACK			X	2.00										
R19	R7-8a	NO PARKING BIKE LANE																			1			TO BE REMOVED BY OTHERS (N)
R20	R81 (CA)	BIKE LANE		12	8	4		WHITE	IX	BLACK			X	0.67				1						SEE DETAILS SD1-5 ON SHEET SD1
	R81A (CA)	BEGIN		12	5			WHITE	IX	BLACK			X	0.42										
	R7-8a	NO PARKING BIKE LANE		12	18			WHITE	IX	BLACK			X	1.50										
R21	R81 (CA)	BIKE LANE		12	8	4		WHITE	IX	BLACK			X	0.67				1						SEE DETAILS SD1-4 ON SHEET SD1
	R81B (MOD)	ENDS		8	5			WHITE	IX	BLACK			X	0.28										
	R44c (MOD)	BICYCLES MAY USE PATH		30	30			WHITE	IX	BLACK			X	6.25										
R22	W11-2	PEDESTRIAN CROSSING		30	30	4		YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (R)	DIAGONAL DOWNWARD POINTING ARROW (RIGHT)		24	12			YELLOW	XI	BLACK			X	2.00										
R23	W11-2	PEDESTRIAN CROSSING		30	30	4		YELLOW	XI	BLACK			X	6.25						1				
	W16-7P (L)	DIAGONAL DOWNWARD POINTING ARROW (LEFT)		24	12			YELLOW	XI	BLACK			X	2.00										
R24	W11-2	PEDESTRIAN CROSSING		30	30	4		YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (R)	DIAGONAL DOWNWARD POINTING ARROW (RIGHT)		24	12			YELLOW	XI	BLACK			X	2.00										
R25	SIGN C	CRCUTT ROAD		66	8	5		BROWN		WHITE	IX		X			3.67			1					SEE DETAIL SD1-3 ON SHEET SD1
R26	R1-2	YIELD		36	36	7		RED	XI	WHITE			X	9.00				1						
R27	R1-2	YIELD		36	36	7		RED	XI	WHITE			X	9.00				1						
R28	R8-4a	ROUNDABOUT DIRECTIONAL (3 CHEVRONS)		48	24	4		WHITE	IX	BLACK			X		8.00			1						
	R6-1 (R)	ONE WAY (RIGHT)		36	12			BLACK	XI	WHITE			X	3.00										
R29	R8-4a	ROUNDABOUT DIRECTIONAL (3 CHEVRONS)		48	24	4		WHITE	IX	BLACK			X		8.00			1						
	R6-1 (R)	ONE WAY (RIGHT)		36	12			BLACK	XI	WHITE			X	3.00										
R30	W11-2	PEDESTRIAN CROSSING		30	30	4		YELLOW	XI	BLACK			X	6.25						1				
	W16-7P (L)	DIAGONAL DOWNWARD POINTING ARROW (LEFT)		24	12			YELLOW	XI	BLACK			X	2.00										
R31	SIGN C	CRCUTT ROAD		66	8	5		BROWN		WHITE	IX		X			3.67			1					SEE DETAIL SD1-3 ON SHEET SD1
SUBTOTAL THIS SHEET			0											174.97	24	11.67	0	18	3	3	5	1	1	

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

SQ1

CITY OF SAN LUIS OBISPO

TANK FARM ROAD & ORCUTT ROAD
ROUNDABOUT

SIGN QUANTITIES

PROJECT TITLE:

SHEET TITLE:

REGISTERED PROFESSIONAL ENGINEER
JOSEPH W. WELLAND
No. C53755
Exp. 06/30/21
CIVIL
STATE OF CALIFORNIA

DESIGNED BY:	JAV
DRAWN BY:	JAV
CHECKED BY:	SKP
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION:	24605002.dwg
SHEET NO.	47 of 67

SIGN NO	SIGN CODE	SIGN MESSAGE OR DESCRIPTION	OBJECT MARKER (OM1-1)	PANEL SIZE		DIM	BACKGROUND		LEGEND		PROTECTIVE OVERLAY		FURNISH SINGLE SHEET ALUMINUM SIGN				ROADSIDE SIGN-ONE POST	ROADSIDE SIGN-TWO POST	INSTALL ROADSIDE SIGN (STRAP & SADDLE BRACKET)	REMOVE ROADSIDE SIGN	RELOCATE ROADSIDE SIGN (ONE POST)	EXISTING SIGN TO REMAIN (N)	REMARKS
				L	D		SHEETING COLOR	RETROFLECTIVITY ASTM TYPE	SHEETING COLOR	RETROFLECTIVITY ASTM TYPE	STANDARD	PREMIUM	0.063"-UNFRAMED	0.080"-UNFRAMED	0.063"-FRAMED	0.080"-FRAMED							
			EA	IN	IN	FT							SQFT	SQFT	SQFT	SQFT	EA	EA	EA	EA	EA	EA (N)	
R32	W11-2	PEDESTRIAN CROSSING		30	30	4	YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (R)	DIAGONAL DOWNWARD POINTING ARROW (RIGHT)		24	12		YELLOW	XI	BLACK			X	2.00										
R33	R81 (CA)	BIKE LANE		12	6	4	WHITE	IX	BLACK			X	0.67				1						SEE DETAILS SD1-5 ON SHEET SD1
	R81A (CA)	BEGIN		12	5		WHITE	IX	BLACK			X	0.42										
	R7-8e	NO PARKING BIKE LANE		12	18		WHITE	IX	BLACK			X	1.50										
R34	R1-1	STOP																		1			TO BE REMOVED BY OTHERS (N)
R35	R8-4a	ROUNDABOUT DIRECTIONAL (3 CHEVRONS)		48	24	4	WHITE	IX	BLACK			X		8.00			1						
	R6-1 (R)	ONE WAY (RIGHT)		36	12		BLACK	XI	WHITE			X	3.00										
R36	R1-2	YIELD		36	36	7	RED	XI	WHITE			X	9.00				1						
R37	R81 (CA)	BIKE LANE		12	6	4	WHITE	IX	BLACK			X	0.67				1						SEE DETAILS SD1-4 ON SHEET SD1
	R81B (MOD)	ENDS		6	5		WHITE	IX	BLACK			X	0.28										
	R44(MOD)	BICYCLES MAY USE PATH		30	30		WHITE	IX	BLACK			X	6.25										
R38	W11-2	PEDESTRIAN CROSSING		30	30	4	YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (R)	DIAGONAL DOWNWARD POINTING ARROW (RIGHT)		24	12		YELLOW	XI	BLACK			X	2.00										
R39	W11-2	PEDESTRIAN CROSSING		30	30	4	YELLOW	XI	BLACK			X	6.25						1				
	W16-7P (L)	DIAGONAL DOWNWARD POINTING ARROW (LEFT)		24	12		YELLOW	XI	BLACK			X	2.00										
R40	R1-2	YIELD		36	36	7	RED	XI	WHITE			X	9.00				1						
R41	SPECIAL	RECYCLED WATER																		1			TO BE REMOVED BY OTHERS (N)
R42	SIGN A	TANK FARM ROAD		78	6	5	BROWN		WHITE	IX		X			4.33			1					SEE DETAIL SD1-1 ON SHEET SD1
R43	W11-2	PEDESTRIAN CROSSING		30	30	4	YELLOW	XI	BLACK			X	6.25						1				
	W16-7P (L)	DIAGONAL DOWNWARD POINTING ARROW (LEFT)		24	12		YELLOW	XI	BLACK			X	2.00										
R44	W11-2	PEDESTRIAN CROSSING		30	30	4	YELLOW	XI	BLACK			X	6.25				1						
	W16-7P (R)	DIAGONAL DOWNWARD POINTING ARROW (RIGHT)		24	12		YELLOW	XI	BLACK			X	2.00										
R45	R81 (CA)	BIKE LANE		12	6	4	WHITE	IX	BLACK			X	0.67				1						SEE DETAILS SD1-6 ON SHEET SD1
	R81A (CA)	BEGIN		12	5		WHITE	IX	BLACK			X	0.42										
	R7-8e	NO PARKING BIKE LANE		12	18		WHITE	IX	BLACK			X	1.50										
R46	R2-1	SPEED LIMIT (45 MPH)																			1		RELOCATE SIGN
	R7-8e	NO PARKING BIKE LANE																					
R47	W3-6	CIRCULAR INTERSECTION WARNING		30	30	4	YELLOW	XI	BLACK			X	6.25				1						
	OM1-1	OBJECT MARKER	1																				
R48	R1-1	STOP																				1	PROTECT IN PLACE
R49	SNS	STREET NAME SIGN																				1	PROTECT IN PLACE
R50	R7-8e	NO PARKING BIKE LANE																				1	PROTECT IN PLACE
R51	R7-8e	NO PARKING BIKE LANE																			1		RELOCATE SIGN
R52	W3-1	STOP AHEAD																		1			TO BE REMOVED BY OTHERS (N)
R53	W2-6	CIRCULAR INTERSECTION WARNING		30	30	4	YELLOW	XI	BLACK			X	6.25				1						
	R4-11	BICYCLES MAY USE FULL LANE		30	30		WHITE	IX	BLACK			X	5.25										
R54	W2-6	CIRCULAR INTERSECTION WARNING		30	30	4	YELLOW	XI	BLACK			X	6.25				1						
	OM1-1	OBJECT MARKER	1																				
R55	R2-1	SPEED LIMIT (55 MPH)																				1	PROTECT IN PLACE
	R48-1	RADAR INFORCED																					
R56	R7-8e	NO PARKING BIKE LANE																		1			TO BE REMOVED BY OTHERS (N)
R57	W2-6	CIRCULAR INTERSECTION WARNING		30	30	4	YELLOW	XI	BLACK			X	6.25				1						
	R4-11	BICYCLES MAY USE FULL LANE		30	30		WHITE	IX	BLACK			X	6.25										
R58	W2-6	CIRCULAR INTERSECTION WARNING		30	30	4	YELLOW	XI	BLACK			X	6.25				1						
R59	W2-2	SIDE ROAD																	1				RELOCATE SIGN AND INSTALL BY STRAP AND SADLE BRACKET METHOD
R60	R4-4	BEGIN RIGHT TURN LANE, YIELD TO BIKES																			1		RELOCATE SIGN
R61	R3-7	RIGHT LANE MUST TURN RIGHT																				1	PROTECT IN PLACE
	R81 (CA)	BIKE LANE																					
R62	R4-7	KEEP RIGHT (SYMBOL)		24	30	4	WHITE	IX	BLACK			X	5.00				1						
	OM1-1	OBJECT MARKER	1																				
R63	W2-6	CIRCULAR INTERSECTION WARNING		30	30	4	YELLOW	XI	BLACK			X	6.25				1						INSTALL ON FLASHING BEACON
SUBTOTAL THIS SHEET			3										123.36	8	4.333	0	14	1	3	4	3	4	
TOTAL			3										296.33	33	18	0	33	4	8	8	4	5	

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

SQ2

CITY OF SAN LUIS OBISPO

PROJECT TITLE: TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

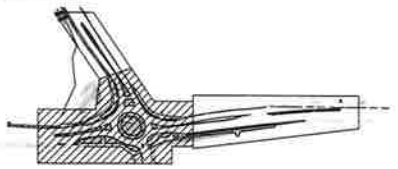
SHEET TITLE: SIGN QUANTITIES

REGISTERED PROFESSIONAL ENGINEER — JOSEPH W. WETLAND — No. C53755 — Exp. 06/30/21 — CIVIL — STATE OF CALIFORNIA

DESIGNED BY:	JAV
DRAWN BY:	JAV
CHECKED BY:	SPK
APPROVED BY:	JWW
SCALE:	NO SCALE
DATE:	02/03/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	24505002.dwg
SHEET NO.	48 of 67

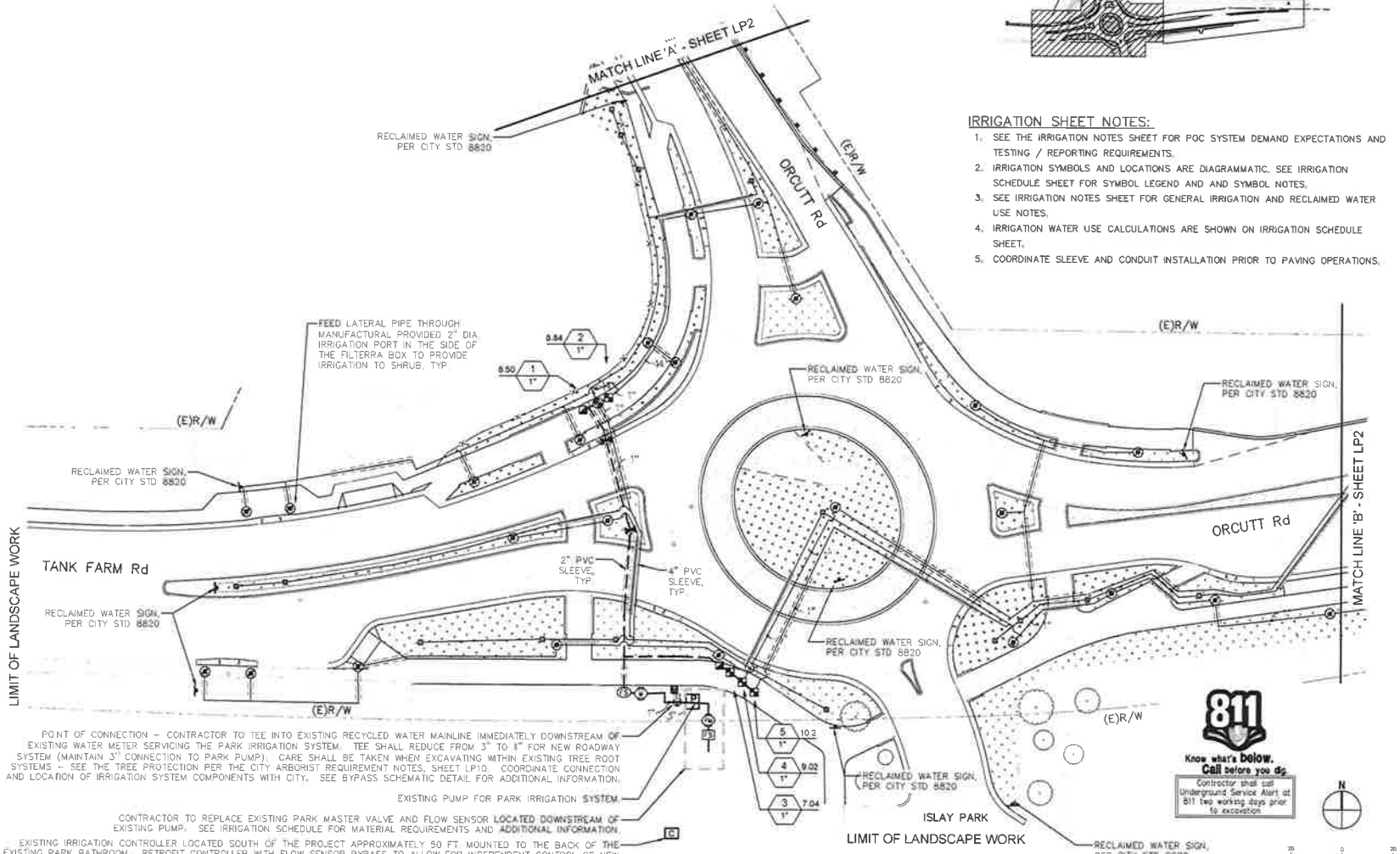
100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

KEY MAP:



IRRIGATION SHEET NOTES:

1. SEE THE IRRIGATION NOTES SHEET FOR POC SYSTEM DEMAND EXPECTATIONS AND TESTING / REPORTING REQUIREMENTS.
2. IRRIGATION SYMBOLS AND LOCATIONS ARE DIAGRAMMATIC. SEE IRRIGATION SCHEDULE SHEET FOR SYMBOL LEGEND AND AND SYMBOL NOTES.
3. SEE IRRIGATION NOTES SHEET FOR GENERAL IRRIGATION AND RECLAIMED WATER USE NOTES.
4. IRRIGATION WATER USE CALCULATIONS ARE SHOWN ON IRRIGATION SCHEDULE SHEET.
5. COORDINATE SLEEVE AND CONDUIT INSTALLATION PRIOR TO PAVING OPERATIONS.



POINT OF CONNECTION – CONTRACTOR TO TEE INTO EXISTING RECYCLED WATER MAINLINE IMMEDIATELY DOWNSTREAM OF EXISTING WATER METER SERVICING THE PARK IRRIGATION SYSTEM. TEE SHALL REDUCE FROM 3" TO 1" FOR NEW ROADWAY SYSTEM (MAINTAIN 3" CONNECTION TO PARK PUMP). CARE SHALL BE TAKEN WHEN EXCAVATING WITHIN EXISTING TREE ROOT SYSTEMS – SEE THE TREE PROTECTION PER THE CITY ARBORIST REQUIREMENT NOTES, SHEET LP10. COORDINATE CONNECTION AND LOCATION OF IRRIGATION SYSTEM COMPONENTS WITH CITY. SEE BYPASS SCHEMATIC DETAIL FOR ADDITIONAL INFORMATION.

EXISTING PUMP FOR PARK IRRIGATION SYSTEM.

CONTRACTOR TO REPLACE EXISTING PARK MASTER VALVE AND FLOW SENSOR LOCATED DOWNSTREAM OF EXISTING PUMP. SEE IRRIGATION SCHEDULE FOR MATERIAL REQUIREMENTS AND ADDITIONAL INFORMATION.

EXISTING IRRIGATION CONTROLLER LOCATED SOUTH OF THE PROJECT APPROXIMATELY 50 FT. MOUNTED TO THE BACK OF THE EXISTING PARK BATHROOM. RETROFIT CONTROLLER WITH FLOW SENSOR BYPASS TO ALLOW FOR INDEPENDENT CONTROL OF NEW FLOW METERS FOR THE PARK AND ROADWAY PROJECT. CONTRACTOR TO UTILIZE OPEN PORTS TO INSTALL NEW CONTROL AND NEUTRAL CONDUCTOR WIRES TO ROADWAY VALVES AND FLOW SENSOR. NEW WIRES SHALL BE HOUSED IN A 1" GREY PVC CONDUIT 24" BELOW GRADE IN THE SAME TRENCH AS OTHER CONDUIT / SLEEVES. ALL GROUND DISTURBANCE THROUGH EXISTING PARK LANDSCAPE FOR THE INSTALLATION OF NEW WIRE SHALL BE REPLACED "IN-KIND" TO THE SATISFACTION OF THE CITY.

LP1

CITY OF SAN LUIS OBISPO

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

IRRIGATION PLAN

LICENSED LANDSCAPE ARCHITECT LUCAS R. PIPER No. 5985 STATE OF CALIFORNIA

DESIGNED BY	LP
DRAWN BY	LP
CHECKED BY	SR
APPROVED BY	JWW
SCALE	1" = 20'
DATE	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460LSP001.dwg
SHEET NO.	49 of 67

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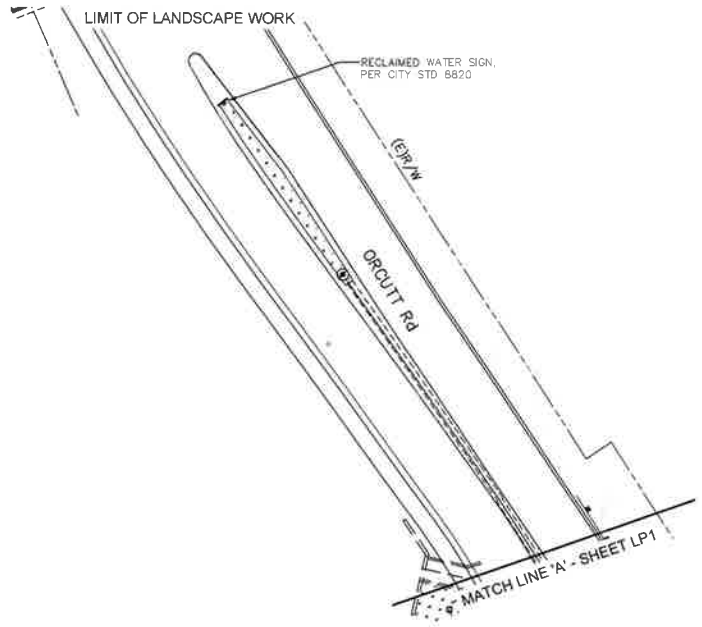
PRELIMINARY, NOT
FOR CONSTRUCTION



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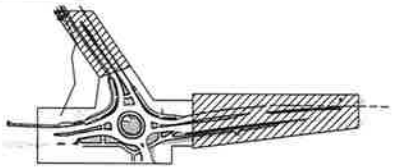
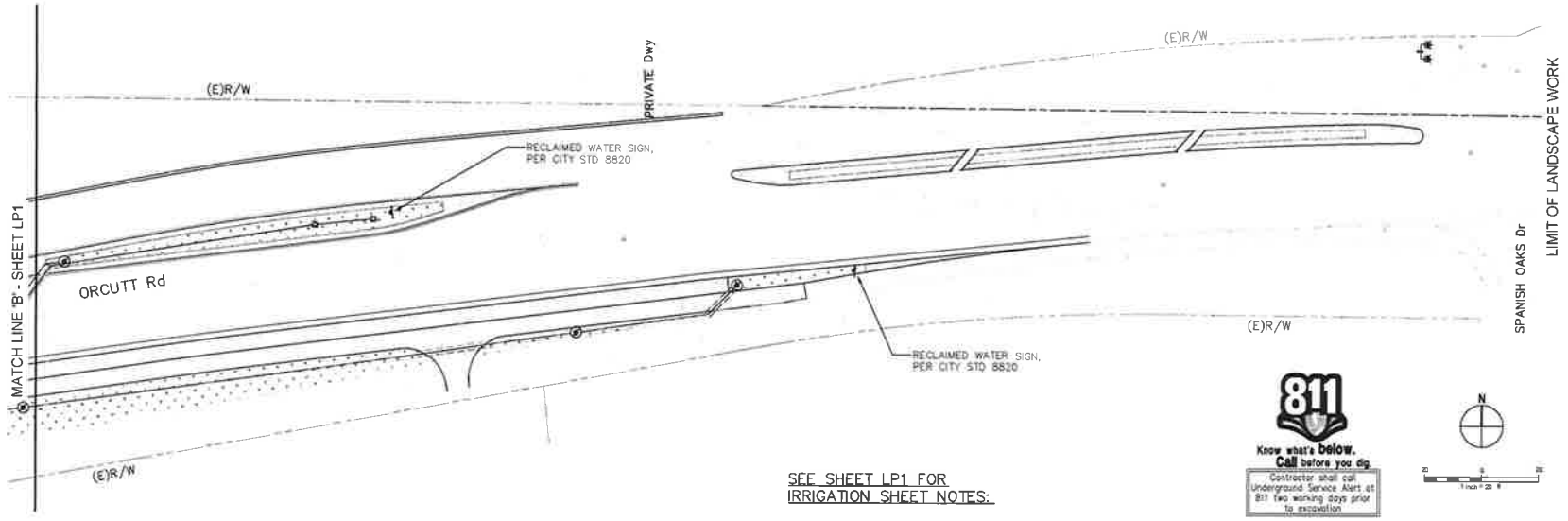




811
Know what's below.
Call before you dig.
Contractor shall call Underground Service Alert at 811 two working days prior to excavation

N

1 inch = 20 ft

SEE SHEET LP1 FOR
IRRIGATION SHEET NOTES:

LP2

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

IRRIGATION PLAN

DESIGNED BY	LP
DRAWN BY	LP
CHECKED BY	SR
APPROVED BY	JWW
SCALE	1" = 20'
DATE	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO./LOCATION	2460LSP001.dwg
SHEET NO.	50 of 67

SHRUB SCHEDULE

SHRUBS	BOTANICAL NAME	CONT
	Anigozanthos flavidus "Tequila Sunrise"	5 gal
	Cistus x purpureus	5 gal
	Cistus x skanbergii	5 gal
	Dietes iridioides	5 gal
	Muhlenbergia rigens	5 gal
	Nandina domestica	5 gal
	Nandina domestica "Moon Bay" TM	5 gal
	Phormium x "Black Adder"	5 gal
	Rhaphiolepis indica "Ballerina"	5 gal
	Rhaphiolepis indica "Pink Lady"	5 gal

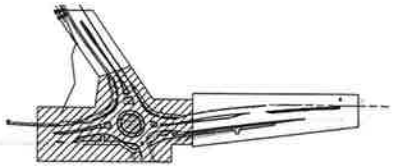
G.C. / LOW SHRUB	BOTANICAL NAME	CONT
	Ceanothus gloriosus "Anchor Bay"	5 gal
	Ceanothus gloriosus "Heart's Desire"	5 gal
	Epilobium canum "Calistoga"	1 gal
	Lantana camara "Dwarf Yellow"	1 gal
	Lantana montevidensis "Purple"	1 gal
	Lomandra longifolia "Breeze"	1 gal
	Salvia spathacea	1 gal
	Teucrium chamaedrys	1 gal
	Tulbaghia violacea "Silver Lace"	1 gal

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

PLANTING SHEET NOTES:

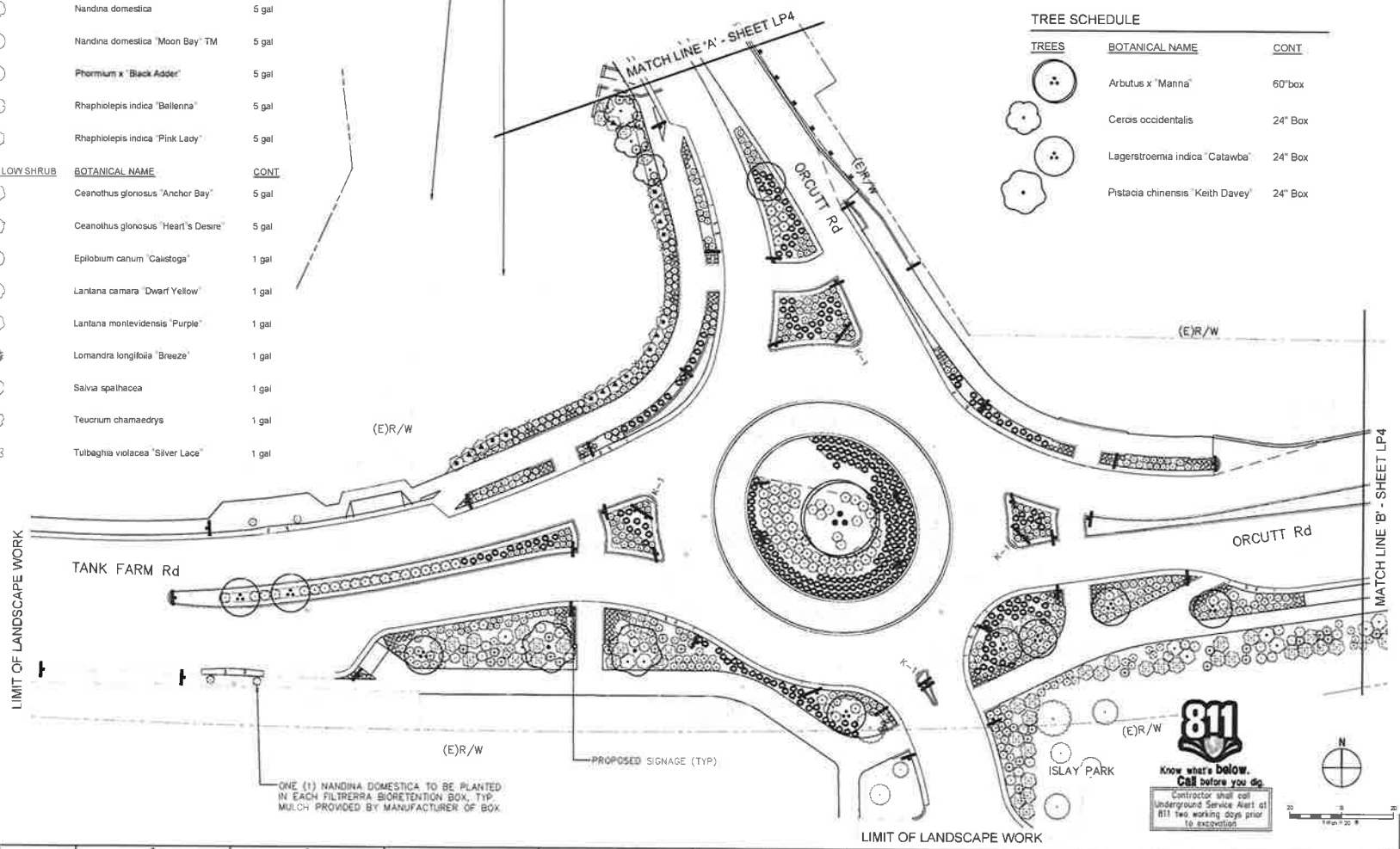
1. SEE PLANT SCHEDULE SHEET FOR TOPSOIL BACKFILL SPECIFICATIONS. ALL PLANTING AREAS SHALL BE BACKFILLED WITH A 24" DEEP LAYER OF TOPSOIL.
2. ALL PLANTER AREAS (EXCEPT FOR FILTERRA BIORETENTION BOXES) SHALL BE MULCHED WITH A 3" LAYER OF WOOD MULCH. SEE PLANT SCHEDULE SHEET FOR MULCH SPECIFICATION.
3. SEE PLANTING SCHEDULE SHEET FOR COMPLETE PLANT SCHEDULE AND PLANTING NOTES.

KEY MAP:



TREE SCHEDULE

TREES	BOTANICAL NAME	CONT
	Arbutus x "Marina"	60"box
	Cercis occidentalis	24" Box
	Lagerstroemia indica "Catawba"	24" Box
	Pistacia chinensis "Keith Davey"	24" Box



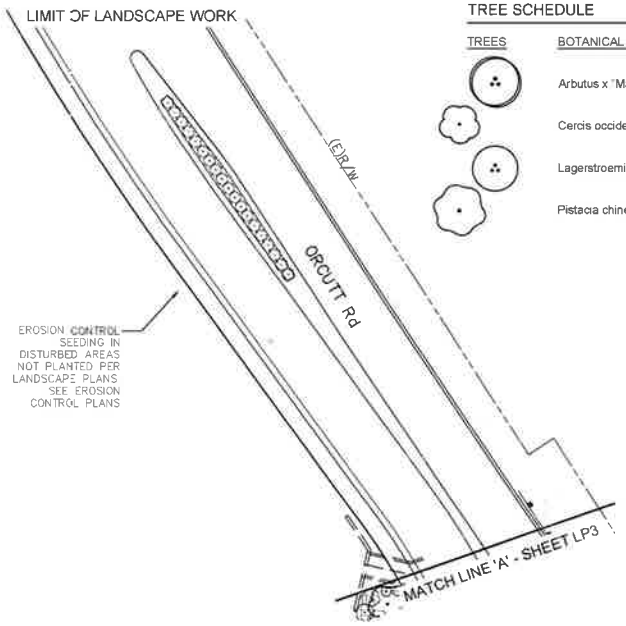
LP3

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

PLANTING PLAN

LICENSED LANDSCAPE ARCHITECT LUCAS R. PIPER No. 5673 STATE OF CALIFORNIA

DESIGNED BY	LP
DRAWN BY	LP
CHECKED BY	SR
APPROVED BY	JWW
SCALE	1" = 20'
DATE	01/27/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	2460LSP001.dwg
SHEET NO	51 of 67



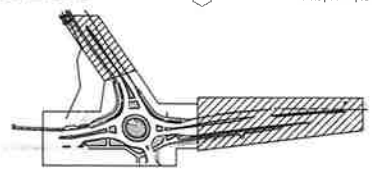
TREE SCHEDULE

TREES	BOTANICAL NAME	CONT
	Arbutus x "Marina"	60"box
	Cercis occidentalis	24" Box
	Lagerstroemia indica "Catawba"	24" Box
	Pistacia chinensis "Keith Davey"	24" Box

SHRUB SCHEDULE

SHRUBS	BOTANICAL NAME	CONT	G.C. / LOW SHRUB	BOTANICAL NAME	CONT
	Anigozanthos flavidus "Tequila Sunrise"	5 gal		Ceanothus gloriosus "Anchor Bay"	5 gal
	Cistus x purpureus	5 gal		Ceanothus gloriosus "Heart's Desire"	5 gal
	Cistus x skanbergii	5 gal		Epilobium canum "Calistoga"	1 gal
	Dietes iridioides	5 gal		Lantana camara "Dwarf Yellow"	1 gal
	Muhlenbergia rigens	5 gal		Lantana montevidensis "Purple"	1 gal
	Nandina domestica	5 gal		Lomandra longifolia "Breeze"	1 gal
	Nandina domestica "Moon Bay" TM	5 gal		Salvia spathacea	1 gal
	Phormium x "Black Adder"	5 gal		Teucrium chamaedrys	1 gal
	Rhaphiolepis indica "Ballerina"	5 gal		Tulbaghia violacea "Silver Lace"	1 gal
	Rhaphiolepis indica "Pink Lady"	5 gal			

KEY MAP:



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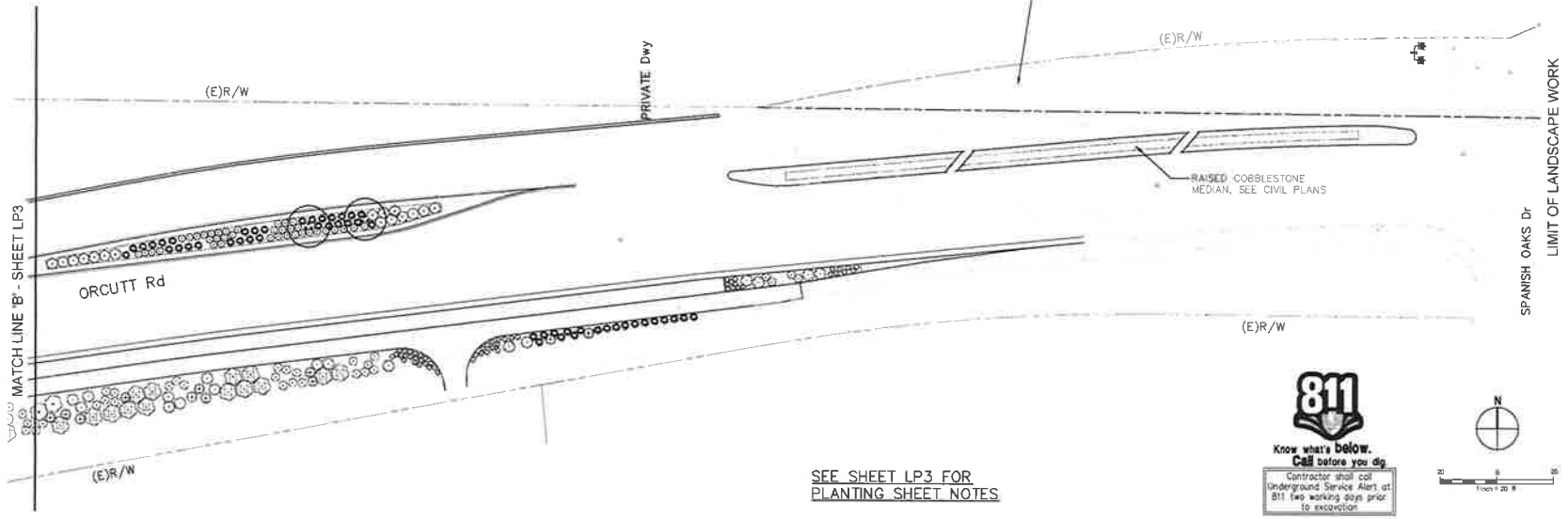


SEE SHEET LP3 FOR PLANTING SHEET NOTES

LP4

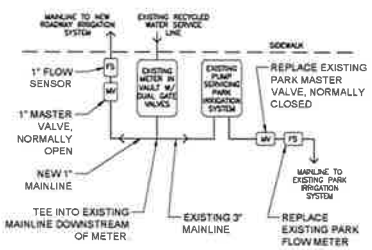
TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

PLANTING PLAN

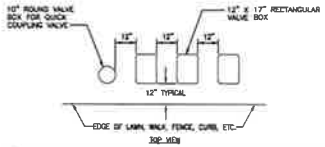
LICENSED LANDSCAPE ARCHITECT LUCAS R. PIPER No. 5973 STATE OF CALIFORNIA

DESIGNED BY	LP
DRAWN BY	LP
CHECKED BY	SR
APPROVED BY	JWW
SCALE	1" = 20'
DATE	01/27/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	2460LSP001.dwg
SHEET NO	52 of 67

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

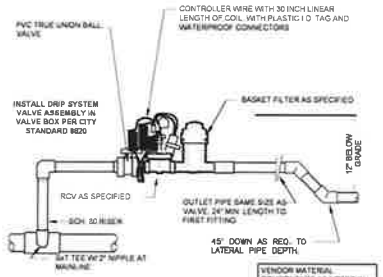


1 BYPASS SCHEMATIC LAYOUT
NOT TO SCALE

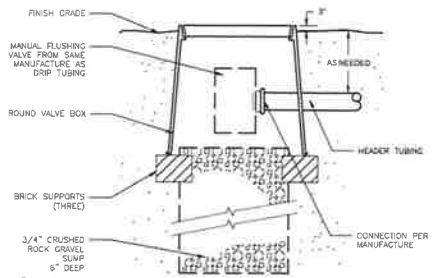


1. CENTER VALVE BOX OVER REMOTE CONTROL VALVE TO FACILITATE SERVICING VALVE.
2. SET BOXES 1" ABOVE FINISH GRADE OR MULCH COVER IN GROUND COVER/SHRUB AREA AND FINISH GRADE IN TURF AREA.
3. SET RCV AND VALVE BOX ASSEMBLY IN GROUND COVER/SHRUB AREA WHERE POSSIBLE. INSTALL IN LAWN ONLY IF GROUND COVER DOES NOT EXIST ADJACENT TO LAWN.
4. SET BOXES PARALLEL TO EACH OTHER AND PERPENDICULAR TO EDGE OF LAWN, WALK, FENCE, CURB, ETC.
5. AVOID HEAVILY COMPACTING SOIL AROUND VALVE BOXES TO PREVENT COLLAPSE AND DEFORMATION OF VALVE BOX SIDES.
6. INSTALL EXTENSION BY VALVE BOX MANUFACTURER AS REQUIRED TO COMPLETELY ENCLOSE ASSEMBLY FOR EASY ACCESS.

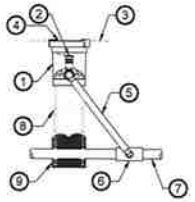
2 VALVE BOX LAYOUT
NOT TO SCALE



3 1" DRIP VALVE W/BASKET FILTER
1 1/2" = 1'-0"
P-1A-12



4 MANUAL FLUSH VALVE FOR DRIP TUBING
NOT TO SCALE



1. RAIN BIRD RWS-M-B-C-P-1402 (INCLUDES RETAINER, 16 (45.7 cm) TUBE, 0.5 GPM (1.9 L/M) BUBBLER & INTEGRATED CHECK VALVE, 4 (10.2 cm) GRATE, 1/2 (1.3 cm) M NPT INLET (SWIVEL BARB ELBOW)
2. BUBBLER, RAIN BIRD 1402 0.5 GPM (1.9 L/M) (INCLUDED)
3. FINISH GRADE/TOP OF MULCH
4. 4" (10.2 cm) LOCKING GRATE (PURPLE IN COLOR)
5. 1/2" (1.3 cm) SWING ASSEMBLY RAIN BIRD SA-12SS2
   OR
   1/2" (1.3 cm) SWING PIPE RAIN BIRD SP SERIES WITH 1/2" (1.3 cm) MALE NPT x 0.490" BARB ELBOW RAIN BIRD SBE-050
6. PVC OR POLYETHYLENE LATERAL PIPE
7. PVC OR POLYETHYLENE LATERAL PIPE
8. 4" (10.2 cm) WIDE x 18" (45.7 cm) LONG RIGID BASKET WEAVE CANISTER (INCLUDED)
9. OPTIONAL SCIEK I RWS-SOC(6) FOR SANDY SOILS

NOTES:
1. INSTALL PRODUCT SO THAT THE GRATE IS EVEN WITH FINISH GRADE OR TOP OF MULCH.
2. OPTIONAL SAND SOCK CRBS-SOC(6) IS 24" (60.9 CM) IN LENGTH, CUT TO LENGTH NEEDED TO COVER MESH BASKET AREA.
3. WHEN INSTALLING IN EXTREMELY HARD OR CLAY SOILS, ADD 3/4" (1.9 CM) GRAVEL UNDER AND AROUND THE UNIT TO ALLOW FASTER WATER INFILTRATION AND ROOT PENETRATION.
4. ONCE RWS-M HAS BEEN INSTALLED FILL THE BASKET WITH PEA GRAVEL BEFORE LOCKING LID.

5 ROOT WATERING SYSTEM
NOT TO SCALE
P-1A-22

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

IRRIGATION DETAILS

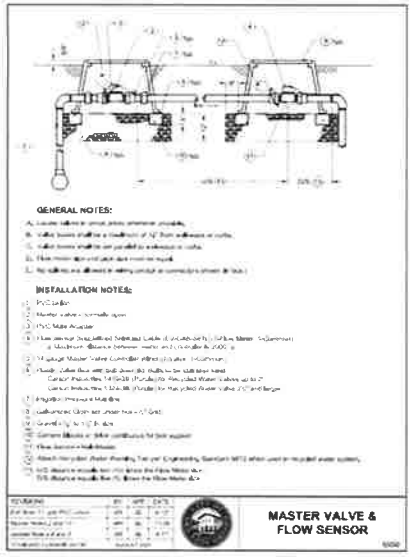
PROJECT TITLE

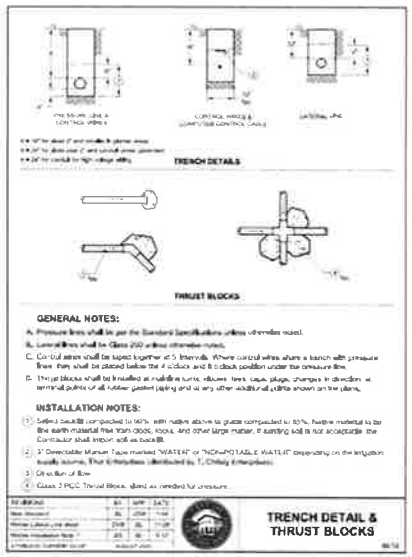
SHEET TITLE

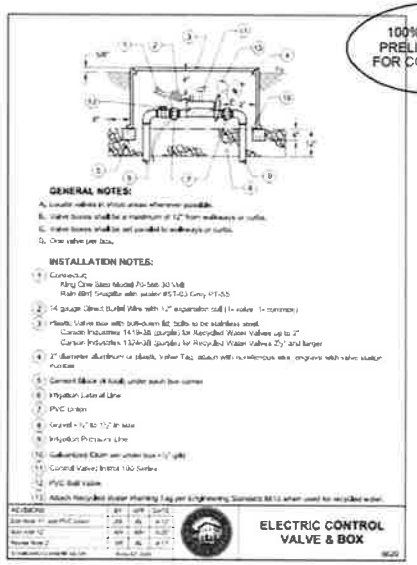
LICENSED LANDSCAPE ARCHITECT
LUCAS R. PIPER
No. 6385
STATE OF CALIFORNIA

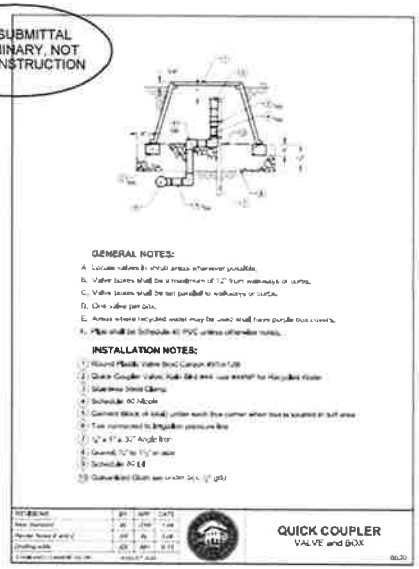
DESIGNED BY	LP
DRAWN BY	LP
CHECKED BY	SR
APPROVED BY	JWW
SCALE	NO SCALE
DATE	01/27/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION	2460LSP001.dwg
SHEET NO.	53 of 67

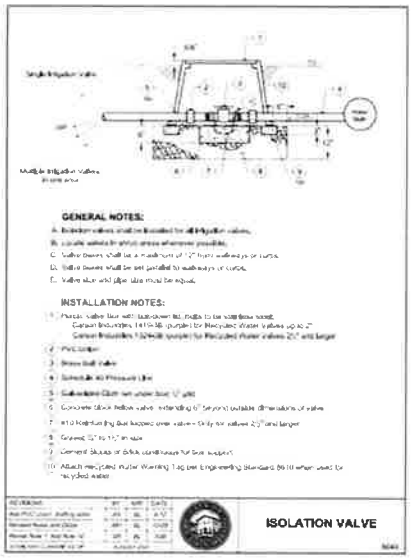
LP5

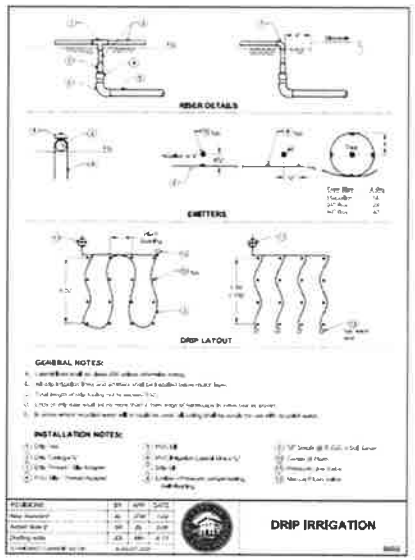


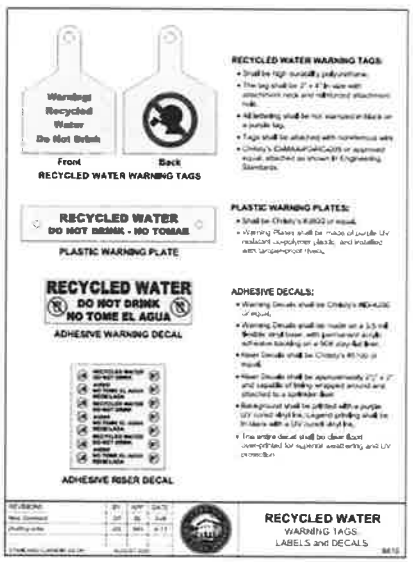


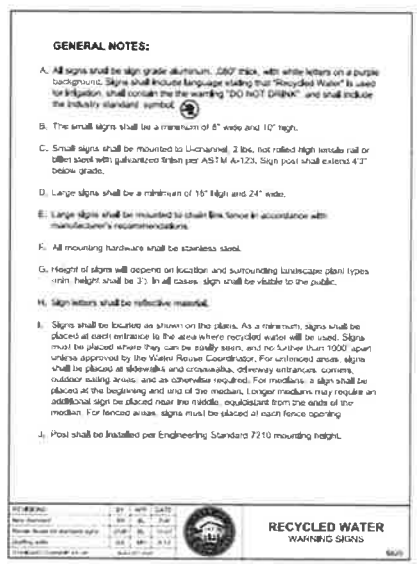












LP6

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

IRRIGATION CITY STANDARDS

PROJECT TITLE

SHEET TITLE

LICENSED LANDSCAPE ARCHITECT
LUCAS R. PIPER No. 5
STATE OF CALIFORNIA

DESIGNED BY	LP
DRAWN BY	LP
CHECKED BY	SR
APPROVED BY	JWW
SCALE	NO SCALE
DATE	01/27/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	2460LSP001.dwg
SHEET NO	54 of 67

IRRIGATION NOTES

GENERAL

1. PUBLICLY MAINTAINED IRRIGATED AREAS SHALL ABIDE BY THE MOST RECENT VERSION OF THE CITY OF SAN LUIS OBISPO STANDARD SPECIFICATIONS AND ENGINEERING STANDARDS, AND THE PROCEDURES FOR RECYCLED WATER USE.
2. THE IRRIGATION DRAWINGS ARE DIAGRAMMATIC AND INDICATIVE OF THE WORK TO BE INSTALLED. ALL PIPING, VALVES, ETC. SHOWN WITHIN PAVED AREAS IS FOR CLARITY ONLY AND ARE TO BE INSTALLED WITHIN PLANTING AREAS WHERE POSSIBLE. THE CONTRACTOR IS ALSO REQUIRED TO NOTIFY AND COORDINATE IRRIGATION CONTRACT WORK WITH ALL APPLICABLE CONTRACTORS FOR THE LOCATION AND INSTALLATION OF PIPE, CONDUIT OR SLEEVES THROUGH OR UNDER WALLS, ROADWAYS, PAVING, STRUCTURE, ETC., BEFORE CONSTRUCTION. IN THE EVENT THESE NOTIFICATIONS ARE NOT PERFORMED, THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL REQUIRED REVISIONS.
3. CONTRACTOR SHALL FAMILIARIZE HIMSELF WITH THE PLANS AND SITE CONDITIONS PRIOR TO BEGINNING WORK. THE CONTRACTOR SHALL NOT WILLFULLY INSTALL THE IRRIGATION SYSTEM AS SHOWN ON THE DRAWINGS WHEN IT IS OBVIOUS IN THE FIELD THAT OBSTRUCTIONS, GRADE DIFFERENCES, DIFFERENCES IN THE AREA, AND/OR DIFFERENCES IN DIMENSIONS EXISTING THAT MIGHT NOT HAVE BEEN KNOWN DURING THE TIME THE PLANS WHERE CREATED. SHOULD CONFLICTS ARISE BETWEEN THE PLANS AND SITE CONDITIONS, THE CONTRACTOR SHALL NOTIFY THE PROJECT LANDSCAPE ARCHITECT AND CITY PRIOR TO PROCEEDING WITH THE WORK IN QUESTION.
4. THIS IRRIGATION SYSTEM POINT OF CONNECTION SHALL TAP INTO AN EXISTING RECLAIMED WATER CONNECTION SERVICE AT THE LOCATION SHOWN ON PLANS, DOWNSTREAM OF THE EXISTING RECYCLED WATER METER. THE LANDSCAPE CONTRACTOR SHALL COORDINATE WITH THE CITY TO VERIFY LOCATION OF EXISTING RECYCLED WATER FACILITIES AND OBTAIN APPROVAL OF CONNECTION LOCATION AND LOCATION OF DOWNSTREAM COMPONENTS.
5. THE CONTRACTOR SHALL MAINTAIN FUNCTION OF THE EXISTING PARK IRRIGATION SYSTEM DURING AND AFTER WORK COMPLETION. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING THE EXISTING PARK MASTER VALVE AND FLOW METER AS SHOWN ON THE PLANS AND SCHEDULE TO THE SATISFACTION OF THE CITY.
6. THE LOCATION OF EXISTING UNDERGROUND UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE AND INCOMPLETE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO "POTHOLE" ALL EXISTING FACILITIES AS NEEDED TO DETERMINE THE DEPTH AND DIRECTION OF UNDERGROUND FACILITIES. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO "POTHOLE" ALL EXISTING FACILITIES FAR ENOUGH AHEAD OF CONSTRUCTION (300 FT. MIN.) TO ALLOW FOR VERTICAL ADJUSTMENTS IN GRADE TO AVOID CONFLICTS WITH EXISTING FACILITIES. ALL FIELD ADJUSTMENTS SHALL BE ACCOMPLISHED AT THE SOLE EXPENSE OF THE CONTRACTOR. CONTRACTOR SHALL ALSO NOTIFY UNDERGROUND SERVICE ALERT PRIOR TO BEGINNING ANY WORK ON SITE.
7. CONTRACTOR SHALL PROVIDE MANUFACTURERS' CUT SHEETS FOR ALL COMPONENTS SPECIFIED. ALL IRRIGATION EQUIPMENT SHALL BE INSTALLED ACCORDING TO MANUFACTURERS' RECOMMENDATIONS, SPECIFICATIONS, ACCORDING TO PLANS AND DETAILS, AND AT THE DIRECTION AND DISCRETION OF THE CITY.
8. CONTRACTOR SHALL SLEEVE UNDER PAVING PER PLANS AND SPECIFICATIONS. SLEEVES UNDER PAVING SHALL BE COORDINATED WITH THE CIVIL PLANS AND INSTALLED PRIOR TO PAVING OPERATIONS. SLEEVES SHALL BE 2X THE SIZE OF THE LINE(S) PROTECTED, AT LOCATIONS SHOWN ON THE PLANS, AND EXTEND 18" BEYOND EDGE OF PAVING.
9. ALL CONTROL WIRE SHALL BE THE TYPE AND SIZE PER CITY STANDARDS AND SPECIFICATIONS. WIRE SHALL BE INSTALLED IN A COMMON TRENCH WITH MAINLINE PIPING WHERE POSSIBLE. TWO "SPARE" WIRES SHALL RUN FROM THE CONTROLLER TO THE FARTHEST IRRIGATION VALVE(S). LOOP WIRES INTO VALVE BANKS ALONG THE RUN.
10. PLACE FLOW SENSOR DATA CABLE FROM CONTROLLER TO MASTER VALVE / FLOW SENSOR IN ITS OWN 1" DIAMETER SCH. 40 GREY ELECTRICAL CONDUIT.

CONTROLLER

1. CONTRACTOR SHALL UTILIZE AN EXISTING CITY IRRIGATION CONTROLLER LOCATED ON THE BACKSIDE OF THE ISLAY PARK RESTROOM. THE EXISTING CONTROLLER SHALL BE RETROFITTED AS DESCRIBED ON THE PLANS AND IRRIGATION SCHEDULE. NEW CONTROL AND NEUTRAL WIRES SHALL CONNECT FROM OPEN PORTS ON THE EXISTING CONTROLLER TO NEW VALVES.
2. CONTRACTOR SHALL PROGRAM THE EXISTING IRRIGATION CONTROLLER TO PROVIDE IRRIGATION TO ALL PLANTING WITHIN THE ALLOWED WATERING WINDOW OF TIME AS REQUIRED BY THE CITY. THE CONTRACTOR SHALL CREATE CONTROLLER PROGRAMING THAT WILL OPERATE ONE VALVE AT A TIME AS TO NOT EXCEED THE MAXIMUM GALLONS PER MINUTE FLOW RATE STATED ON THE DRAWINGS. COORDINATE WITH CITY PARKS TO VERIFY NEW SCHEDULES WITH EXISTING PARK IRRIGATION SCHEDULE.

SYSTEM DEMAND EXPECTATIONS

1. IRRIGATION POC REQUIREMENTS: IRRIGATION SYSTEM IS DESIGNED TO FUNCTION AT MINIMUM 12 GPM AND 85 PSI STATIC PRESSURE AT IRRIGATION POINT OF CONNECTION. CONTRACTOR TO VERIFY STATIC PRESSURE AT POC PRIOR TO COMMENCEMENT OF WORK. IF EXISTING STATIC PRESSURE IS MORE THAN 10 PSI LOWER THAN SYSTEM DESIGN LIMIT AS SPECIFIED, OR GPM IS LOWER THAN 15 GPM, THE CONTRACTOR SHALL NOTIFY THE CITY PRIOR TO PROCEEDING WITH IRRIGATION INSTALLATION.

COMPLETION

1. CONTRACTOR SHALL KEEP A DETAILED REDLINE PLAN RECORDING INSTALLATION OF IRRIGATION SYSTEM. RECORD PLAN SHALL BE DRAFTED WITH AS-BUILT DRAWINGS SHOWING LOCATIONS OF PIPING, VALVES, HEADS, WIRING, ETC. FOR APPROVAL BY CITY ENGINEER.
2. THREE LAMINATED, DETAILED IRRIGATION SCHEDULES SHOWING STATION PROGRAMMING AND RUN TIMES SHALL BE PROVIDED FOR THE CONTROLLER AND APPROVED BY CITY – ONE WARM SEASON, ONE COOL SEASON, AND ONE FOR PLANT ESTABLISHMENT PERIOD. EACH SCHEDULE SHALL BE ACCOMPANIED BY REDUCED "AS-BUILT" PLAN (11"X17") PERMANENTLY MOUNTED IN OR NEAR CONTROLLER. THESE SHALL BE SUBMITTED PRIOR TO ACCEPTANCE OF THE WORK AND AS A CONDITION OF COMMENCEMENT OF MAINTENANCE PERIOD, AFTER FINAL ACCEPTANCE OF THE PROJECT BY THE CITY. INCLUDE A WIRE COLOR ID AND DESIGNATION, WIRE COLOR, VALVE NO. AND LOCATION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF THE LANDSCAPE IRRIGATION SYSTEM FOR THE DURATION OF THE PLANT ESTABLISHMENT PERIOD. THIS INCLUDES PROGRAMMING THE MINIMUM AMOUNT OF WATER NEEDED TO SUSTAIN GOOD PLANT HEALTH. DUTIES SHALL ALSO INCLUDE CHECKING AND REPAIRING IRRIGATION SYSTEM TO MAINTAIN PEAK PERFORMANCE.
4. CONTRACTOR RESPONSIBLE TO COMPLETE STATE REQUIRED "CERTIFICATION OF INSTALLATION" AND COORDINATE A "LANDSCAPE IRRIGATION AUDIT REPORT" PER SECTION 492.11 OF THE STATE MODEL WATER EFFICIENT LANDSCAPE ORDINANCE.

CITY STANDARDS

UNLESS OTHERWISE SPECIFICALLY STATED IN THESE DRAWINGS, THE CONTRACTOR SHALL ADHERE TO THE CITY OF SAN LUIS OBISPO STANDARD SPECIFICATION AND ENGINEERING STANDARDS. REFER TO THE FOLLOWING CITY IRRIGATION STANDARD DETAILS:

- MASTER VALVE AND FLOW SENSOR STANDARD 8550
- TRENCH DETAIL AND THRUST BLOCKS STANDARD 8610
- ELECTRIC CONTROL VALVE AND BOX STANDARD 8620 (USE FOR ROOT ZONE WATER SYSTEM VALVES)
- QUICK COUPLER VALVE AND BOX STANDARD 8630
- ISOLATION VALVE STANDARD 8640
- DRIP IRRIGATION STANDARD 8660
- RECYCLED WATER WARNING TAGS, LABELS, AND DECALS STANDARD 8810
- RECYCLED WATER WARNING SIGNS STANDARD 8820

ADDITIONAL DETAILS NOT COVERED BY, OR DIFFERING FROM, THE ENGINEERING STANDARDS ARE SHOWN ON THE IRRIGATION DETAILS SHEET.

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

GENERAL SITE INFORMATION FOR RECYCLED WATER USE

1. LANDSCAPE RECYCLED WATER IRRIGATION USE AREA: 15,668 SF
2. PUBLIC ACCESS TO SITE GROUND IS: OPEN
3. OWNER: CITY OF SAN LUIS OBISPO
4. PROPERTY MANAGER CONTACT: CITY OF SAN LUIS OBISPO PUBLIC WORKS
5. TENANTS: NOT APPLICABLE
6. ON-SITE WELL LOCATIONS: NONE
7. WELLS ON ADJACENT SITES LOCATED WITHIN 50 FT OF RECYCLED WATER APPROVED USE AREA OR WITHIN IN 100 FT OF ANY RECYCLED WATER IMPOUNDMENT: NOT KNOWN
8. OUTDOOR DRINKING FOUNTAINS IN/NEAR THE RECYCLED WATER USE AREA: NONE
9. OUTDOOR EATING AREAS IN/NEAR THE RECYCLED WATER USE AREA: NONE
10. WATER FEATURES ON SITE: NONE

CITY STANDARD NOTES FOR RECLAIMED WATER USE:

1. THE CITY MUST INSPECT AND/OR VERIFY:
   - PRESENCE OF PROPER BACKFLOW PREVENTION DEVICE AT ALL POTABLE WATER POINTS OF CONNECTION.
   - NEW UNDERGROUND PIPING (MATERIALS, BURIAL DEPTH, CLEARANCES, LABELING, SLEEVING).
   - INSTALLATION OF SIGNS, TAGS AND CONTROLLER DECALS.
   - REQUIRED TEMPORARY CONNECTION TO POTABLE WATER IN ORDER TO CONDUCT REQUIRED CROSS-CONNECTION TEST.
2. SITE MUST PASS A REQUIRED CROSS-CONNECTION TEST PERFORMED BY A CERTIFIED AWWA CROSS-CONNECTION SPECIALIST. IF POTABLE WATER IS NOT PRESENT AND/OR USED AT THE SITE, THE CROSS-CONNECTION TEST MAY BE WAIVED. CONTACT THE CITY UTILITIES DEPARTMENT TO DISCUSS TESTING REQUIREMENTS AT (805) 781-7239.
3. NEW METER INSTALLATION – PRIOR TO RECEIVING RECYCLED WATER, THE CITY MUST INSPECT THE DISCONNECTION OF THE SITE'S IRRIGATION SYSTEM FROM THE TEMPORARY POTABLE WATER SUPPLY, AND THEN INSPECT THE CONNECTION OF THE SYSTEM TO THE RECYCLED WATER SUPPLY.
4. ALL ON-SITE BURIED RECYCLED WATER PIPING SHALL BE IDENTIFIED BY ONE OF THE FOLLOWING METHODS:
   - USING PURPLE-COLORED PVC PIPE WITH CONTINUOUS WORDING: "CAUTION – RECYCLED WATER" OR "CAUTION – RECLAIMED WATER" PRINTED ON OPPOSITE SIDES OF THE PIPE. PIPE SHALL BE LAID WITH WORDING FACING UPWARDS.
   - USING PURPLE-COLORED POLYWRAP SLEEVE OVER THE PIPE. POLYWRAP SLEEVE SHALL HAVE CONTINUALLY REPEATING WORDING: "CAUTION – RECYCLED WATER" OR "CAUTION – RECLAIMED WATER" PRINTED ON OPPOSITE SIDES.
   - WARNING TAPE WITH A MINIMUM WIDTH OF THREE INCHES (3") READING, "CAUTION – RECYCLED WATER" OR "CAUTION – RECLAIMED WATER" (IN BLACK OR WHITE LETTERING ON PURPLE BACKGROUND) SHALL RUN CONTINUOUSLY ON TOP OF PIPING AN SHALL BE ATTACHED TO PIPING WITH PLASTIC TAPE BANDED AROUND THE WARNING TAPE AND THE PIPE EVERY FIVE (5') ON CENTER.
5. ALL ON-SITE RECYCLED WATER PIPING SHALL BE BURIED TO A MINIMUM DEPTH FROM FINISHED GRADE TO TOP OF PIPE (MINIMUM COVER) OF:
   - PRESSURIZED LINES 3 INCHES AND LARGER – 24 INCHES
   - PRESSURIZED LINES 2 1/2 INCHES AND SMALLER – 18 INCHES
   - INTERMITTENT PRESSURE LINES – 12 INCHES
6. ALL RECYCLED WATER PIPING OTHER THAN PVC PIPING WITH SOLVENT WELDED JOINTS SHALL BE PROTECTED AGAINST MOVEMENT WITH THRUST BLOCKS OR RESTRAINED JOINTS OR OTHER APPROVED METHOD PER THE CITY OF SAN LUIS OBISPO REQUIREMENTS.
7. MAINTAIN A 10-FOOT HORIZONTAL SEPARATION BETWEEN BURIED PRESSURIZED RECYCLED WATER IRRIGATION PIPING AND BURIED POTABLE WATER PIPING UNLESS OTHERWISE NOTED. AT PIPE CROSSINGS, BURIED PRESSURIZED RECYCLED WATER IRRIGATION PIPING MUST BE 12 INCHES BELOW POTABLE WATER LINES. PRESSURIZED RECYCLED WATER PIPELINES ARE ALLOWED OVER POTABLE WATER PIPELINED WITH A MINIMUM OF 12 INCHES OF VERTICAL SEPARATION IF A FULL STANDARD PIPE LENGTH IS CENTERED OVER THE CROSSING, OF THE RECYCLED WATER PIPELINE IS INSTALLED IN A PIPE SLEEVE WHICH EXTENDS A MINIMUM OF 10 FEET ON EITHER SIDE OF THE POTABLE WATER PIPING. INTERMITTENTLY PRESSURIZED IRRIGATION LINES MAY BE LOCATED A MINIMUM OF 12 INCHES ABOVE POTABLE WATER PIPELINES WITHOUT SLEEVING.
8. ALL RECYCLED WATER SYSTEM REMOTE CONTROL VALVES, ISOLATION VALVES, QUICK COUPLING VALVES, STRAINERS, AND PRESSURE-REGULATING VALVES SHALL BE INSTALLED BELOW GRADE IN VALVE BOXES (WITH PURPLE-COLORES BOXES AND LIDS). VALVE BOXES SHALL HAVE A WARNING LABEL OR NAMEPLATE PERMANENTLY MOLDED INTO OR ATTACHED ONTO THE LID WITH RIVETS, SCREWS, OR BOLTS. WARNING LABELS SHALL BE PER CITY OF SAN LUIS OBISPO STANDARD DETAILS.
9. NO HOSE BIBS ARE ALLOWED ON THE RECYCLED WATER IRRIGATION SYSTEM.
10. ALL RECYCLED WATER METERS, DEVICES AND VALVES (E.G. ISOLATION VALVES, IRRIGATION CONTROLLERS, REMOTE CONTROL VALVES, PRESSURE REGULATING VALVES, QUICK COUPLING VALVES, ETC.) SHALL BE TAGGED PER CITY OF SAN LUIS OBISPO STANDARD DETAILS.
11. RECYCLED WATER ADVISORY SIGNS CONFORMING TO THE DETAILS AND SPECIFICATIONS ON THE CITY OF SAN LUIS OBISPO-APPROVED IRRIGATION PLANS SHALL BE POSTED PER LOCATIONS SHOWN ON THOSE IRRIGATION PLANS.
12. INSTALLATION OF DIRECT INJECTION SYSTEMS ON THE RECYCLED WATER IRRIGATION SYSTEM IS NOT PERMITTED.
13. NO DRINKING FOUNTAINS OR EATING AREAS ARE ALLOWED IN THE APPROVED RECYCLED WATER USE AREA UNLESS ADEQUATELY PROTECTED FROM OVERSPRAY.
14. ALL RECYCLED WATER METERS WILL BE SET BY THE CITY AFTER THE SITE'S OWNER, DEVELOPER, OR CONTRACTOR HAS APPLIED FOR RECYCLED WATER SERVICE WITH THE CITY. THE WATER SERVICE AGREEMENT HAS BEEN APPROVED (IF APPLICABLE), AND ALL APPLICABLE FEES HAVE BEEN PAID.
15. NO OVERSPRAY OR RUNOFF OF RECYCLED WATER IS ALLOWED ON ANY NON-APPROVED USE AREA. PONDING OF RECYCLED WATER DUE TO IRRIGATION IS NOT ALLOWED IN ANY AREA. UPON RECEIVING RECYCLED WATER, THE ON-SITE RECYCLED WATER IRRIGATION SYSTEM MUST PASS A COVERAGE TEST CONDUCTED BY THE CITY OF SAN LUIS OBISPO INSPECTOR OR DESIGNEE.
16. CONTRACTOR SHALL SUBMIT AS-BUILT IRRIGATION PLANS TO THE CITY OF SAN LUIS OBISPO INSPECTOR WITHIN 90 DAYS OF SITE RECEIVING RECYCLED WATER.
17. IRRIGATION HEADS SHALL BE LOCATED NO CLOSER THAN 24" FROM HARDSCAPE EDGES WHEN HARDSCAPE DRAINS AWAY FROM LANDSCAPE AREAS PER WATER EFFICIENT LANDSCAPE ORDINANCE.

LP7

CITY OF SAN LUIS OBISPO

PROJECT TITLE: TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

SHEET TITLE: IRRIGATION NOTES

LICENSED LANDSCAPE ARCHITECT — LUCAS R. PIPER — STATE OF CALIFORNIA

DESIGNED BY	LP
DRAWN BY	LP
CHECKED BY	SR
APPROVED BY	JWW
SCALE	NO SCALE
DATE	01/27/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	2460LSP001.dwg
SHEET NO	55 of 67

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
	Electric Control Valve 1". Rain Bird PESBR-PRS-D Valves for Reclaimed Water Applications. With Scrubber Mechanism Technology, Purple Flow Control Handle, and Pressure Regulator Module. Set pressure regulation to 30psi.	1
	Quick Coupler 1" Rain Bird 44-NP Brass Quick-Coupling Valve, with Corrosion-Resistant Stainless Steel Spring, Locking Non-Potable Purple Rubber Cover, and 2-Piece Body. See City Standard detail.	2
	Isolation Valve Nibco T-113 Class 125 bronze gate shut off valve with wheel handle, same size as mainline pipe diameter at valve location. See City Standard detail.	2
PM	Park Master Valve 3" 3" Buckner-Superior 3200-RW Master Valve. Normally Closed Brass Master Valve to replace existing Master Valve Sevicing Park Irrigation System. Purple Cross Handle for Reclaimed Water Use.	1
M	Roadway Master Valve 1" 1" Buckner-Superior 3100-RW Master Valve. Normally Open Brass Master Valve Sevicing New Roadway Irrigation System. Purple Cross Handle for Reclaimed Water Use.	1
C	Existing Irrigation Controller Contractor to use existing irrigation Controller located approximately 50' to the south at the rear of the park restroom. Contractor to provide new control and neutral conductors from existing controller to new valve and flow sensor locations. Contractor to retrofit existing irrigaiton controller with Calsense Transient Protection Board (TP-1) and Flow Sensor Bypass Interface (F-RETRO) to allow for existing controller to read new flow meters and operate separate master valves independently.	1
FM	Park Flow Sensor Calsense 3" Flow Sensor (FM-3) to Replace Flow Sensor for Existing Park Irrigation System. Verify use of existing wires from old sensor for direct communication with existing controller in the field. See City Standard detail.	1
FS	Roadway Flow Sensor Calsense 1" Flow Sensor (FM-1B) for New Roadway Project. Wire directly to controller using flow sensing cable (ev-cab-sen) for communicaiton shutoff with master vaive. See City Standard detail.	1
	Point of Connection 1" Existing Recycled Water City Meter. See Civil Plans	1
	Irrigation Lateral Line: PVC Schedule 40 Recycled Water Warning, Purple in Color	2,984 l.f.
	Irrigation Mainline: PVC Schedule 40 1" Mainline, Recycled Water Warning, Purple in Color	238.6 l.f.
	Pipe Sleeve: 2" PVC Schedule 40 Sleeve Sleeves shall be 2x pipe diameter, extend sleeves 18" beyond edges of paving. Install sleeves per City Standards.	633.5 l.f.
	Pipe Sleeve: 4" PVC Schedule 40 Sleeve Max 2 pipes per Sleeve. Sleeve shall be 2x total diameter of pipes serviced. Extend sleeves 18" beyond edges of paving. Install sleeves per City Standards.	260.6 l.f.

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
1402	Mini Root Watering System Rain Bird RWS-M-B-C-P with 4.0" diameter x 18.0" long with locking grate, semi-rigid mesh tube and Rain Bird 1402 0.5 gpm bubbler as indicated. With Check Valve and Purple Grate.	17

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
	Drip Zone Valve Assembly Rain Bird XCZ-100-PRB-R Wide Flow Drip Control Kit. Purple Cap designates for Reclaimed Water, Non-Potable Use. 1" PESBR Valve and 1" Pressure Regulating 40psi Basket Filter. 0.3gpm to 20gpm. Install per detail.	4
	Pipe Transition Point Pipe transition from PVC laterai line to on-grade drip tubing.	28
	Area to Receive Drip Emitters Drip Irrigation Rain Bird XB-PC, Pressure Compensating Drip Emitters. Flow rates of 0.5gph=blue, 1.0gph=black, and 2.0gph=red. Comes with a self-piercing barb inlet x barb outlet. All tubing shall be purple in color. See City Standard detail. Emitter Notes: 1.0 GPH emitters (1 assigned to each 1 gal plant) 1,035 1.0 GPH emitters (2 assigned to each 5 gal plant) 718	15,423 s.f.

CRITICAL ANALYSIS

Generated:	2020-03-31 14:27
P.O.C. NUMBER: 01	
Water Source Information:	Existing Recycled Water City Meter. See Civil Plans
FLOW AVAILABLE	
Point of Connection Size:	1"
Flow Available:	20.24 gpm
PRESSURE AVAILABLE	
Static Pressure at POC:	85.00 psi
Pressure Available:	85.00 psi
DESIGN ANALYSIS	
Maximum Station Flow:	10.16 gpm
Flow Available at POC:	20.24 gpm
Residual Flow Available:	10.08 gpm
Critical Station:	5
Design Pressure:	40.00 psi
Friction Loss:	6.70 psi
Fittings Loss:	0.67 psi
Elevation Loss:	0.00 psi
Loss through Valve:	7.48 psi
Pressure Req. at Critical Station:	54.86 psi
Loss for Fittings:	0.25 psi
Loss for Main Line:	2.53 psi
Loss for POC to Valve Elevation:	0.00 psi
Loss for Backflow:	0.00 psi
Loss for Master Valve:	0.77 psi
Critical Station Pressure at POC:	58.41 psi
Pressure Available:	85.00 psi
Residual Pressure Available:	26.59 psi

SCH 40 LATERAL SIZING CHART

GPM	PIPE SIZE
0–8	3/4"
8–15	1"
15–25	1.25"
25–35	1.5"
35–56	2"

LANDSCAPE DOCUMENTATION PACKAGE

PROJECT INFORMATION:

1. PROJECT LOCATION IS AS SHOWN ON TITLE SHEET
2. TOTAL LANDSCAPE AREA: 15,423 SF
3. PROJECT TYPE: PUBLIC CITY ROUNDABOUT
4. WATER PURVEYOR: CITY OF SAN LUIS OBISPO UTILITY SERVICES WATER DIVISION
5. WATER SUPPLY TYPE: RECLAIMED WATER
6. DOCUMENTS IN THIS PACKAGE INCLUDE:
   - IRRIGATION PLANS / DETAILS
   - PLANTING PLANS / DETAILS
   - MAWA WATER BUDGET CALCULATIONS
   - ETWU WATER BUDGET CALCULATIONS
7. SOIL MANAGEMENT REPORT: NOT PREPARED – ALL PLANTING SOIL SHALL BE IMPORTED TOPSOIL FOR BACKFILL IN OVER-EXCAVATED PLANTER AREAS. SOIL SHALL CONFORM TO PLAN NOTES, DETAILS, AND CALTRANS STANDARD FOR IMPORTED TOPSOIL.
8. SEE CONTOUR GRADING SHEETS FOR GRADING INFORMATION

DESIGNER'S STATEMENT

I HAVE COMPLIED WITH THE CRITERIA OF THE STATE OF CALIFORNIA ASSOCIATED WITH THE MODEL WATER EFFICIENT LANDSCAPE ORDINANCE AND APPLIED THEM ACCORDINGLY FOR THE EFFICIENT USE OF WATER IN THE IRRIGATION DESIGN PLAN.

STATEMENT PREPARED BY:

LUCAS RAPPER, CA LLA 5873
LANDSCAPE ARCHITECT

GHD, INC.
916-782-8688
lucas.piper@ghd.com

Orcutt and Tank Farm Roundabout, SLO, CA

Based on landscape areas to be maintained
(per the State Model as of November 2017)

MAWA (Maximum Applied Water Allowance) Calculation

Formula per State = (Eto)(0.62)((ETAF*LA) + ((1-ETAF)*SLA))

Annual Gallons Allowed = 418,826.99

MAWA Criteria

ETo =	43.80
ETAF =	0.45
LA =	15,423.00
SLA =	15,423.00

Orcutt and Tank Farm Roundabout, SLO, CA

Based on landscape areas to be maintained

ETWU (Estimated Total Water Use) Calculation (ETo x 0.62 x ((PF x HA)/IE) + SLA)

Hydro Zone	Valve Zones	PF	Irr. Method	IE	Hydrozone Area (HA)	PF x HA/IE
Low	NA	0.3	DRIP	0.81	0.00	0.00
Medium	NA	0.5	DRIP	0.81	0.00	0.00
High	NA	0.9	DRIP	0.81	0.00	0.00
TOTAL HYDROZONE AREA					0.00	
TOTAL SPECIAL LANDSCAPE AREA - ALL VALVES USE RECLAIMED WATER						15423
TOTAL LANDSCAPE AREA INCLUDING SPECIAL LANDSCAPE AREA						15,423.00
ETWU Total						418,826.99
MAWA						418,826.99

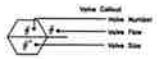
(ETWU should be less than MAWA)

REFERENCE FACTORS

ET o Ratio	(Evapotranspiration rate for area)	43.80 in/yr
ETAF	(factor from table for non-residential - used for MAWA)	0.45
CF (Conversion Factor)	(used to convert acre-inches/year to gallons per year)	0.62
IE (Irrigation Efficiency)	(from table - efficiency for drip)	0.81
PF (Plant Factor) High	(factor from table or jurisdiction)	.7-1.0
PF (Plant Factor) Medium	(factor from table or jurisdiction)	.4-.6
PF (Plant Factor) Low	(factor from table or jurisdiction)	.1-.3
PF (Plant Factor) Very Low	(factor from table or jurisdiction)	0-.1

VALVE SCHEDULE

NUMBER	MODEL	SIZE	TYPE	GPM	WIRE	PSI	PSI @ POC	PRECIP
1	Electric Control Valve	1"	Bubbler	8.50	211.2	38.16	41.77	1.70 in/h
2	Drip Zone Valve Assembly	1"	Area for Drip Emitters	8.84	216.0	49.21	53.20	0.44 in/h
3	Drip Zone Valve Assembly	1"	Area for Drip Emitters	7.04	149.4	47.00	48.63	0.42 in/h
4	Drip Zone Valve Assembly	1"	Area for Drip Emitters	9.02	155.8	50.61	53.33	0.37 in/h
5	Drip Zone Valve Assembly	1"	Area for Drip Emitters	10.16	161.8	54.86	58.41	0.34 in/h
	Common Wire				238.6			



100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

LP8

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

IRRIGATION SCHEDULE

DESIGNED BY: LP
DRAWN BY: LP
CHECKED BY: SR
APPROVED BY: JWW
SCALE: NO SCALE
DATE: 01/27/2021
CITY SPECIFICATION NO: 1000164
PLAN FILE NO / LOCATION: 2450LSP001.dwg
SHEET NO: 56 of 67

STREET TREE PLANTING INSTRUCTIONS AND REQUIREMENTS

A. INSPECTION:
Inspection of tree planting by the City Engineering Inspector or Building Inspector is required.
1. Engineering Inspector or Building Inspector shall approve the hole dimensions prior to planting.
2. City Arborist shall perform inspection of planting and tree quality after the tree planting is complete.

Appointments for inspections may be made by calling (805) 781-7220 at least 48 hours in advance of the inspection.

B. TREE QUALITY:
Tree quality must conform to the requirements of guideline specifications for nursery tree quality included in Appendix L.

C. BACKFILL MATERIAL:
The backfill material shall be free of construction spoils/debris and composed of:
- 75% Native Soil (The soil removed from the planting hole)
- 15% Compost Material
- 10% Sand (see Note)

Note: The sand component of the backfill may be deleted if the Arborist determines that the existing native soil will provide adequate aeration for the root system.

D. PLANTING:
Partially fill the bottom of the excavated hole with backfill material, while tamping and watering, to an elevation equal to the bottom of the root ball. Root crown (top of root ball) shall extend one (1) inch above finish grade when planting is completed and 4 inches below the bottom of grade. Place the tree to be planted in the center of the hole on tamped backfill. Continue adding backfill while tamping and watering.

Continue adding backfill around root ball to finish grade, while tamping lightly, and add additional water to thoroughly wet root ball and backfill material.

For Street Tree Well installations, finish grade shall be 4" below the sidewalk grade.

E. TREE SIZE and TYPE:
Standard tree size shall be #15. A larger sized 24", 36" or 48" box may be required for some installations. New trees planted in the downtown (within the boundary of the Downtown Association) shall be a minimum of a 24" box.

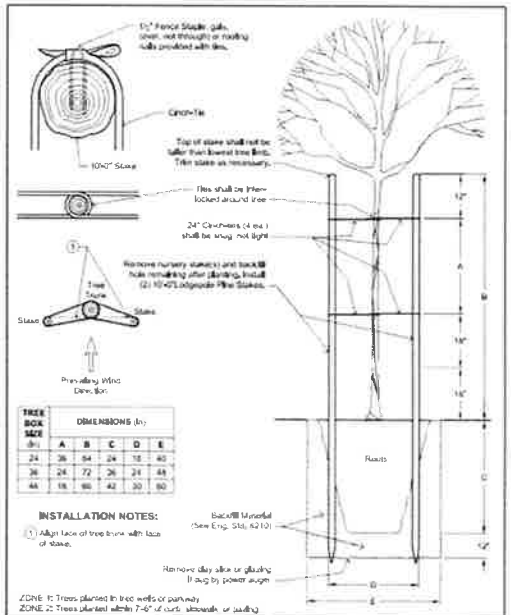
Tree type shall be from the Master Street Tree list and (if applicable) be in accordance with the selections for major streets.

F. STAKING:
All newly planted street trees shall be staked.

G. GUARDS:
Trees planted within the Mission Style Sidewalk District shall include installation of a tree guard of the same manufacturer as the tree grate, see Engineering Standard 8130.

REVISIONS	BY	APP	DATE
Revised Notes 4, 5 & 6	MH	BL	11-08
Modified 4, 5, C, D	KH	MH	1-10
Drafting edits	JDS	MH	3-10
STANDARD CURRENT AS OF:	AUGUST 2020		

STREET TREE
PLANTING NOTES
8210

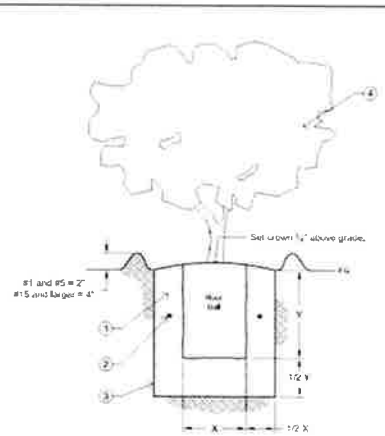


TREE BOX SIZE (in)	DIMENSIONS (in)				
	A	B	C	D	E
24	36	84	24	18	40
36	24	72	26	24	44
48	18	66	42	30	60

INSTALLATION NOTES:
1. Align face of tree trunk with face of stake.

REVISIONS	BY	APP	DATE
Removed Linear Barrier	KH	MH	01-10
Revised Tube Length	MH	BL	11-20
Drafting edits	JDS	MH	5-12
STANDARD CURRENT AS OF:	AUGUST 2020		

TREE PLANTING and STAKING
ZONES 1 and 2
24" Box and Larger
8250

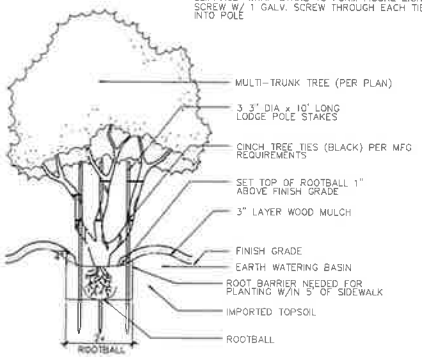


NOTES:
1. Backfill per Standard Specifications.
2. Fertilizer tablets per Standard Specifications. Place tablet halfway up root ball and approximately 1 inch from root tips, equally spaced around the root ball.
3. Plant pit to have vertical sides. Pit shall be twice the width of root ball or container and one and a half times the height of the root ball or container. Sides and bottom of plant pit are to be scarified to remove glazed surfaces.
4. Place plant in pit so that it is plumb and straight with best side facing the most viewed angle.

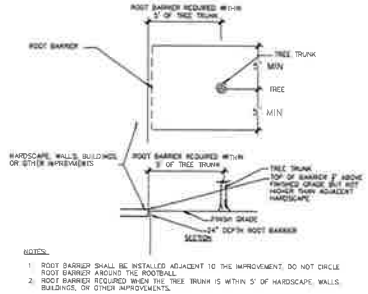
REVISIONS	BY	APP	DATE
New Standard	BL	JDS	7-04
Revised Note 2, Add Notes 3 and 4	JDS	BL	3-10
Drafting edits	JDS	MH	5-12
STANDARD CURRENT AS OF:	AUGUST 2020		

SHRUB PLANTING
8410

NOTE:
MINIMUM (2) TIES (TOP & BOTTOM) REQUIRED. USE A THIRD TIE WHEN NECESSARY TO KEEP TREE UPRIGHT POSITION. TIES TO BE SECURED TO AVOID SLIPPAGE. WRAP STAKE TO FORM FIGURE EIGHT. SCREW W/ 1 GALV. SCREW THROUGH EACH TIE INTO POLE



1 MULTI-TRUNK TREE PLANTING



NOTES:
1. ROOT BARRIER SHALL BE INSTALLED ADJACENT TO THE IMPROVEMENT. DO NOT CIRCLE ROOT BARRIER AROUND THE ROOTBALL.
2. ROOT BARRIER REQUIRED WHEN THE TREE TRUNK IS WITHIN 5' OF HARDSCAPE, WALLS, BUILDINGS, OR OTHER IMPROVEMENTS.

2 LINEAR ROOT BARRIER

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

PROJECT TITLE

PLANTING CITY STANDARDS

SHEET TITLE

LICENSED LANDSCAPE ARCHITECT — LINDA R. PIPER — No. 5385 — STATE OF CALIFORNIA

DESIGNED BY	LP
DRAWN BY	LP
CHECKED BY	SR
APPROVED BY	JWW
SCALE	NO SCALE
DATE	01/27/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	2460LSP001.dwg
SHEET NO	57 of 67

LP9

PLANT SCHEDULE

TREES	BOTANICAL / COMMON NAME	CONT	QTY
	Arbutus x 'Marina' / Multi-Trunk Arbutus Low Water Use - WUCOLS Specimen Tree, Multi-trunk, See Photo & Notes	60"box	1
	Cercis occidentalis / Western Redbud Low Water Use - WUCOLS	24" Box	3
	Lagerstroemia indica 'Catawba' / Catawba Crape Myrtle Multi-trunk Low Water Use - WUCOLS	24" Box	11
	Pistacia chinensis 'Keith Davey' / Chinese Pistache Low Water Use - WUCOLS	24" Box	2

SHRUBS	BOTANICAL / COMMON NAME	CONT	QTY
	Anigozanthos flavidus 'Tequila Sunrise' / Kangaroo Paw Low Water Use - WUCOLS	5 gal	7
	Cistus x purpureus / Orchid Rockrose Low Water Use - WUCOLS	5 gal	8
	Cistus x skanbergii / Coral Rockrose Low Water Use - WUCOLS	5 gal	37
	Dietes iridioides / Fortnight Lily Low Water Use - WUCOLS	5 gal	46
	Muhlenbergia rigens / Deer Grass Low Water Use - WUCOLS	5 gal	46
	Nandina domestica / Heavenly Bamboo Low Water Use - WUCOLS Use in Filterra Bioretention Boxes	5 gal	4
	Nandina domestica 'Moon Bay' TM / Moon Bay Heavenly Bamboo Low Water Use - WUCOLS	5 gal	10
	Phormium x 'Black Adder' / New Zealand Flax Low Water Use - WUCOLS	5 gal	5
	Rhaphiolepis indica 'Ballerina' / Ballerina Indian Hawthorn Low Water Use - WUCOLS	5 gal	25
	Rhaphiolepis indica 'Pink Lady' / Pink Lady Indian Hawthorn Low Water Use - WUCOLS	5 gal	9

G.C. / LOW SHRUB	BOTANICAL / COMMON NAME	CONT	QTY
	Ceanothus gloriosus 'Anchor Bay' / Anchor Bay Lilac Low Water Use - WUCOLS	5 gal	58
	Ceanothus gloriosus 'Heart's Desire' / Heart's Desire Lilac Low Water Use - WUCOLS	5 gal	104
	Epilobium canum 'Calistoga' / California Fuchsia Low Water Use - WUCOLS	1 gal	150
	Lantana camara 'Dwarf Yellow' / Yellow Bush Lantana Low Water Use - WUCOLS	1 gal	57
	Lantana montevidensis 'Purple' / Trailing Lantana Low Water Use - WUCOLS	1 gal	11
	Lomandra longifolia 'Breeze' / Dwarf Mat Rush Low Water Use - WUCOLS	1 gal	365
	Salvia spathacea / Hummingbird Sage Low Water Use - WUCOLS	1 gal	69
	Teucrium chamaedrys / Germander Low Water Use - WUCOLS	1 gal	127
	Tulbaghia violacea 'Silver Lace' / Silver Lace Society Garlic Low Water Use - WUCOLS	1 gal	256

GENERAL PLANTING NOTES

1. CONFORMITY: IF CONSTRUCTED SITE CONDITIONS DIFFER FROM DESIGN PLANS, CONTRACTOR SHALL NOTIFY THE CIVIL AND ENGINEER PRIOR TO PROCEEDING WITH INSTALLATION.
2. COORDINATION WITH EXISTING UTILITIES: THE LOCATION OF UNDERGROUND UTILITIES SHOWN ON THESE PLANS IS APPROXIMATE. THE CONTRACTOR SHALL COORDINATE WITH CIVIL PLANS AND UTILITY PROVIDERS TO DETERMINE THE EXACT LOCATION OF ANY EXISTING OR NEWLY FURNISHED UTILITIES BEFORE COMMENCING WORK. THE CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT (usa/DIGALERT) MINIMUM 48 HOURS PRIOR TO BEGINNING ANY WORK ON SITE.
3. QUANTITIES: THE PLANT QUANTITIES ARE PROVIDED FOR THE CONVENIENCE OF THE OWNER. THE CONTRACTOR SHALL VERIFY ALL PLANT COUNTS LISTED AND SHOWN ON PLANS. IF A DISCREPANCY EXISTS, THE PLANS SHALL GOVERN. NOTIFY LANDSCAPE ARCHITECT IF MATERIALS ARE NOT AVAILABLE AS SPECIFIED. ALL SUBSTITUTIONS ARE SUBJECT TO THE WRITTEN APPROVAL OF THE PROJECT LANDSCAPE ARCHITECT.
4. PRE-EMERGENT: A PRE-EMERGENT HERBICIDE SHALL BE APPLIED TO ALL LANDSCAPED AREAS BEFORE APPLYING SURFACE MULCH. THE LANDSCAPE CONTRACTOR SHALL OBTAIN A PEST CONTROL ADVISOR (PCA) WRITTEN RECOMMENDATION PRIOR TO APPLICATION. ALL HERBICIDES SHALL BE APPLIED BY A QUALIFIED APPLICATOR.
5. PLANT LOCATIONS AND SPACING: PLANTS SHALL BE INSTALLED AT LOCATIONS SHOWN. PLANT LOCATIONS ADJACENT TO CURBS AND SIDEWALKS SHALL BE PLANTED AT A DISTANCE OF NO CLOSER THAN ½ THE FULL GROWN WIDTH OF THE SPECIES INSTALLED. REFER TO THE PLANT SCHEDULE FOR REMARKS ON PLANT DIMENSIONS.
6. LINEAR ROOT BARRIERS: ROOT BARRIERS SHALL BE PROVIDED FOR ALL TREES THAT ARE WITHIN FIVE (5) FEET OF PAVING, NEW CONCRETE, AND WATER METERS / JOINT TRENCH. THE CONTRACTOR SHALL FURNISH AND INSTALL THE ROOT BARRIER AT A MIN. DEPTH OF 19.5".
7. SPECIFICATION HIERARCHY OF ADHERENCE: CONTRACTOR SHALL FOLLOW THE GOVERNING HIERARCHY FOR DESIGN ADHERENCE:
   - PROJECT SPECIFIC DRAWINGS AND NOTES
   - MAY 2018 SAN LUIS OBISPO CITY ENGINEERING STANDARDS AND STANDARD SPECIFICATIONS;
   - CALTRANS 2010 STANDARD SPECIFICATIONS AND PLANS.
7. CITY STANDARDS: UNLESS OTHERWISE SPECIFICALLY STATED IN THESE DRAWINGS, THE CONTRACTOR SHALL ADHERE TO THE CITY OF SAN LUIS OBISPO STANDARD SPECIFICATION AND ENGINEERING STANDARDS. REFER TO THE FOLLOWING ENGINEERING STANDARD PLANTING DETAILS:
   - STREET TREE PLANTING NOTES STANDARD 8210
   - TREE PLANTING AND STAKING STANDARD 8250
   - SHRUB PLANTING STANDARD 8410

SOIL AND MULCH NOTES:

1. IMPORTED SOILS: AT MINIMUM, A 24-INCH DEEP LAYER OF IMPORTED TOPSOIL SHALL BE PLACED IN 12" LIFTS (COMPACTED) AT ALL PLANTING LOCATIONS THAT MEETS THE FOLLOWING REQUIREMENTS*:
   - AMENDED USDA CATEGORIZED LOAM, SANDY CLAY LOAM, OR SANDY LOAM CONTAINING BETWEEN 15% AND 25% CLAY WITH A COMBINED CLAY/SILT CONTENT OF MAX. 55%
   - SOIL PH BETWEEN 6.0 AND 7.0
   - LESS THAN 3 MMHO/CM SOLUBLE SALT
   - SOIL SHALL BE AMENDED WITH ORGANIC, WEED-FREE COMPOST TO ENSURE 5% MINIMUM ORGANIC MATTER BY DRY WEIGHT (SOIL WILL BE MADE UP OF 20% – 30% COMPOST, TYP.
   - SOIL SHALL CONTAIN SUFFICIENT PORE SPACE TO PERMIT ADEQUATE SPACE FOR ROOT PENETRATION AND ALLOW FOR ADEQUATE PERCOLATION
   - COMPACTED TO 80% RELATIVE COMPACTION
   - * BACKFILL SOILS ASSOCIATED WITH THE STORM WATER TREATMENT BASIN AREAS SHALL ADHERE TO SEPARATE BACKFILL REQUIREMENTS – SEE DRAINAGE PLANS FOR SOIL REQUIREMENTS
   - SOILS TEST: PRIOR TO ACCEPTANCE OF FINISH GRADE CONDITIONS, THE LANDSCAPE CONTRACTOR SHALL OBTAIN A SOILS TEST (SOIL MANAGEMENT REPORT) FOR THE IMPORTED SOIL. IF NO DOCUMENTATION IS AVAILABLE, THE CONTRACTOR SHALL OBTAIN SAMPLES FROM AT LEAST FOUR DIFFERENT LOCATIONS WITHIN THE PROJECT AREA AFTER SITE DEVELOPMENT GRADING IS COMPLETE. SOIL TESTS SHALL PROVIDE ANALYSIS REPORTS ON TEXTURE, PHYSICAL, AND CHEMICAL PROPERTIES INCLUDING CHARACTERISTICS REGARDING COMPOSITION, NUTRIENTS/FERTILITY, AND MOISTURE HOLDING CAPACITY. SOIL TEST RESULTS SHALL BE PROVIDED TO THE LANDSCAPE ARCHITECT AND OWNER FOR THEIR RECORDS. SOIL AMENDMENTS MAY BE RECOMMENDED BY THE SOILS REPORT TO CORRECT SOIL DEFICIENCIES. IMPORTED SOILS SHALL, AT MINIMUM MEET CITY ENGINEERING STANDARD PLANTING BACKFILL MATERIAL REQUIREMENTS (STANDARD 8210) AND REQUIREMENTS LISTED ABOVE.
   - FINISH GRADE: FINISH GRADE ALL PLANTER AREAS TO ESTABLISH A SMOOTH, EVEN FINISH VOID OF ALL ROCKS OR DEBRIS LARGER THAN 1-INCH IN DIAMETER (BY CIVIL). PLANTER SOIL SHALL BE 3-INCHES BELOW THE CURB / SIDEWALK HEIGHT TO ALLOW FOR PLACEMENT OF A 3-INCH LAYER OF WOOD CHIP MULCH. THE LANDSCAPE CONTRACTOR SHALL VERIFY FINISH GRADE CONDITIONS AND IMPORTED TOPSOIL CONSTITUENT REQUIREMENTS LISTED ABOVE PRIOR TO START OF WORK.
   - WOOD MULCH: WOOD MULCH SHALL CONSIST OF WOOD CHIPS DERIVED FROM CLEAN WOOD. MULCH SHALL NOT CONTAIN LEAVES OR SMALL TWIGS AND CONTAIN AT LEAST 95 PERCENT WOOD CHIPS BY VOLUME WITH AN AVERAGE THICKNESS OF ⅛ TO ½ IN ANY DIRECTION AND ½ TO 3 INCHES IN LENGTH. WOOD MULCH SHALL BE SPREAD EVENLY AT A DEPTH OF 3 INCHES ACROSS ALL PLANTING AREAS THAT ARE NOT SUBJECT TO GRAVEL OR COBBLE ROCK MULCH PLACEMENT. SUBMIT SAMPLE FOR APPROVAL BY THE PROJECT LANDSCAPE ARCHITECT PRIOR TO DELIVERY ON SITE.

ARBUTUS X 'MARINA' SPECIMEN TREE

1. THE CENTRAL ISLAND TREE SHALL BE A WELL FORMED, 60" BOX, MULTI-TRUNK, ARBUTUS X 'MARINA'. PRIOR TO PURCHASE CONTRACTOR SHALL PROVIDE PICTURES AND MEASUREMENTS OF THE TREE THAT WILL BE INSTALLED TO THE CITY REPRESENTATIVE AND LANDSCAPE ARCHITECT. MINIMUM SIZE OF 15' x 8'-10'.
2. THE TREE SHALL HAVE A SIMILAR APPEARANCE TO THE EXAMPLE PHOTO PROVIDED. FOR ADDITIONAL INFORMATION ON THE TREE IN THE PHOTO, CONTACT ALLYSON LANDRY AT JIMENEZ NURSERY AND LANDSCAPES (T: 1-805-684-7955)

CITY ARBORIST REQUIREMENTS:

1. CONTRACTOR SHALL ADHERE TO CITY PLANTING STANDARDS.
2. QUALITY NURSERY STOCK FOR ALL TREES SHALL ADHERE TO THE "GUIDELINE SPECIFICATIONS FOR NURSERY TREE QUALITY", PUBLISHED BY THE URBAN TREE FOUNDATION, 2009 REVISION.
3. TREE PROTECTION MEASURES DURING THE DEMOLITION / CONSTRUCTION, SPECIFICALLY FOR THE EXISTING TREES ALONG TANK FARM ROAD NEAR/AT THE ENTRANCE OF ISLAY PARK ENTRANCE.
4. CONTRACTOR SHALL ADHERE TO THE PROTECTION OF TREES 12.24.150 WITHIN THE CITY'S TREE ORDINANCE.
5. CONTRACTOR SHALL ADHERE TO TREE PROTECTION MEASURES 77-1.03A(2) WITHIN THE CITY'S STANDARD SPECIFICATIONS.

100% SUBMITTAL
PRELIMINARY, NOT FOR CONSTRUCTION

LP10

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

PLANTING SCHEDULE

LICENSED LANDSCAPE ARCHITECT LUCAS R. PIPER No. 6385 STATE OF CALIFORNIA

DESIGNED BY	LP
DRAWN BY	LP
CHECKED BY	SR
APPROVED BY	JWW
SCALE	NO SCALE
DATE	01/27/2021
CITY SPEC/STATION NO	1000164
PLAN FILE NO / LOCATION	2460LSP001.dwg
SHEET NO	58 of 67

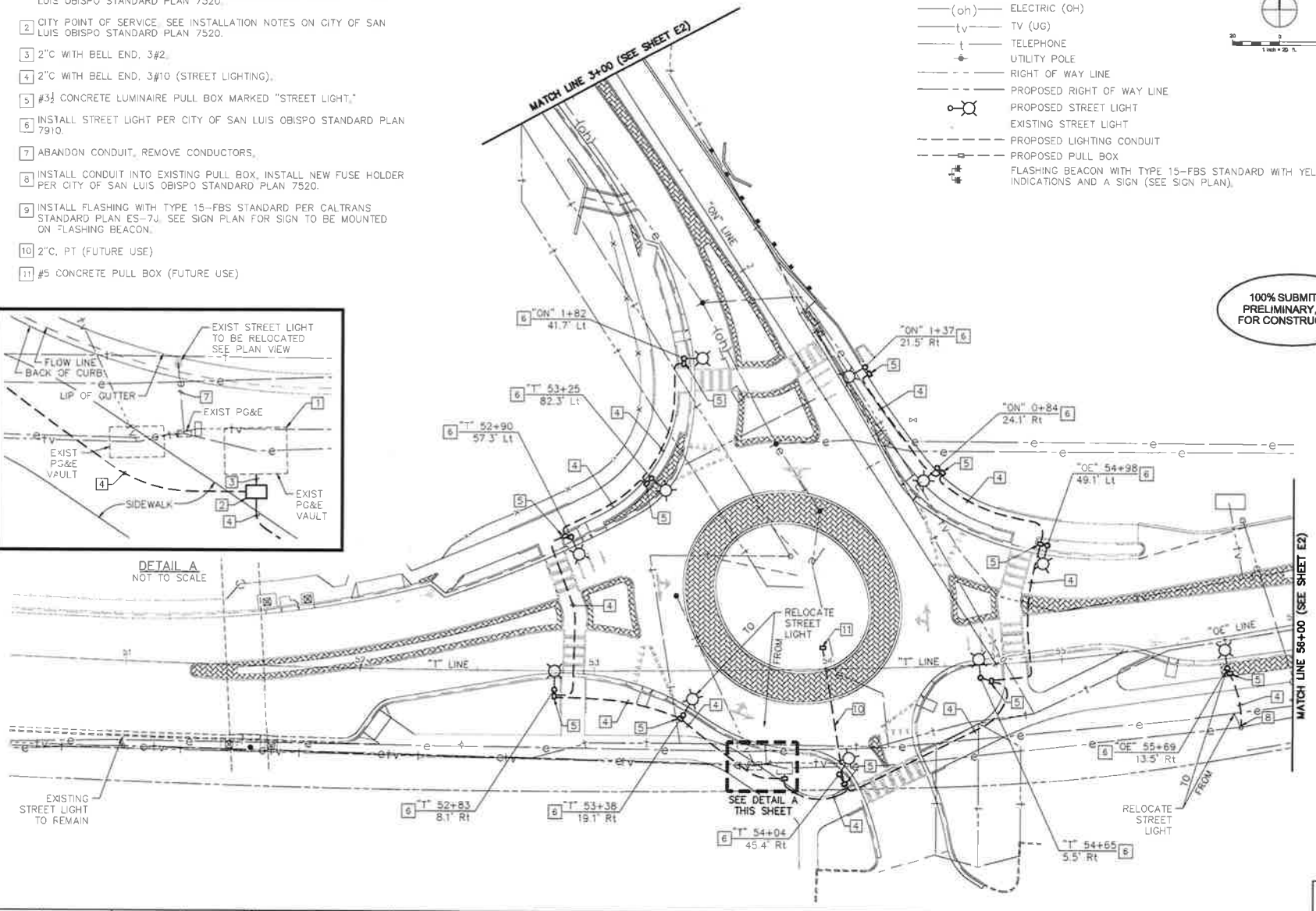
KEYED NOTES: (SHEETS E1 AND E2)

1. PG&E CONNECTION BOX. SEE INSTALLATION NOTES ON CITY OF SAN LUIS OBISPO STANDARD PLAN 7520.
2. CITY POINT OF SERVICE. SEE INSTALLATION NOTES ON CITY OF SAN LUIS OBISPO STANDARD PLAN 7520.
3. 2"C WITH BELL END, 3#2.
4. 2"C WITH BELL END, 3#10 (STREET LIGHTING).
5. #3½ CONCRETE LUMINAIRE PULL BOX MARKED "STREET LIGHT."
6. INSTALL STREET LIGHT PER CITY OF SAN LUIS OBISPO STANDARD PLAN 7910.
7. ABANDON CONDUIT. REMOVE CONDUCTORS.
8. INSTALL CONDUIT INTO EXISTING PULL BOX. INSTALL NEW FUSE HOLDER PER CITY OF SAN LUIS OBISPO STANDARD PLAN 7520.
9. INSTALL FLASHING WITH TYPE 15-FBS STANDARD PER CALTRANS STANDARD PLAN ES-7J. SEE SIGN PLAN FOR SIGN TO BE MOUNTED ON FLASHING BEACON.
10. 2"C, PT (FUTURE USE)
11. #5 CONCRETE PULL BOX (FUTURE USE)

LEGEND: (SHEETS E1 AND E2)

- e — ELECTRIC (UG)
- (oh) — ELECTRIC (OH)
- tv — TV (UG)
- t — TELEPHONE
- UTILITY POLE
- RIGHT OF WAY LINE
- PROPOSED RIGHT OF WAY LINE
- PROPOSED STREET LIGHT
- EXISTING STREET LIGHT
- PROPOSED LIGHTING CONDUIT
- PROPOSED PULL BOX
- FLASHING BEACON WITH TYPE 15-FBS STANDARD WITH YELLOW INDICATIONS AND A SIGN (SEE SIGN PLAN).

DETAIL A
NOT TO SCALE



100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

CITY OF SAN LUIS OBISPO

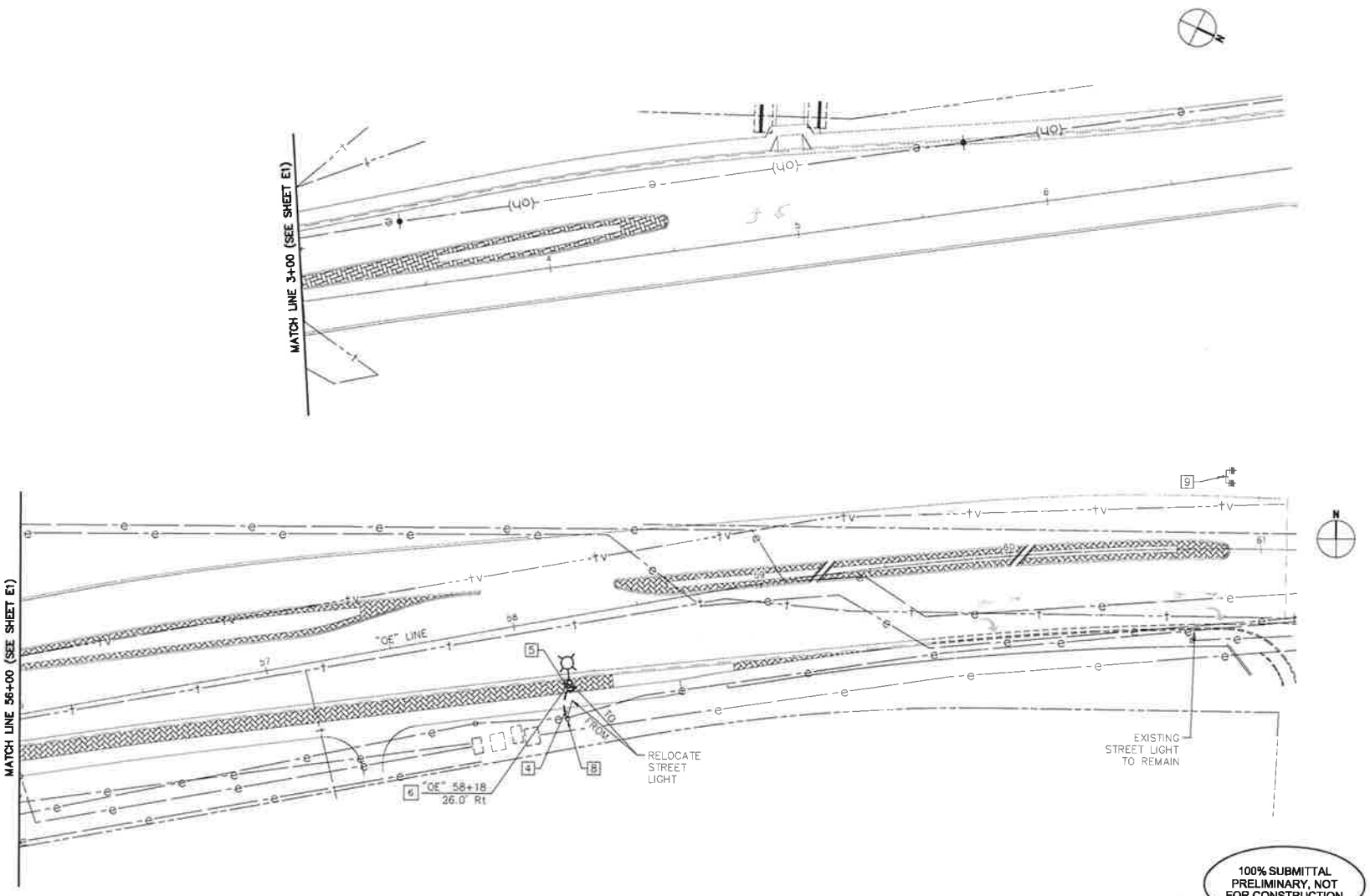
PROJECT TITLE: TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

SHEET TITLE: ELECTRICAL PLAN (STREET LIGHTING)

REGISTERED PROFESSIONAL ENGINEER — JOSEPH W. WETTLAND — No. C53755 — Exp. 06/30/21 — CIVIL — STATE OF CALIFORNIA

DESIGNED BY:	EM
DRAWN BY:	EM
CHECKED BY:	JWW
APPROVED BY:	JWW
SCALE:	1" = 20'
DATE:	02/03/2021
CITY SPECIFICATION NO.	1000154
PLAN FILE NO. / LOCATION:	2460E001.dwg
SHEET NO.	59 of 67

E1



100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

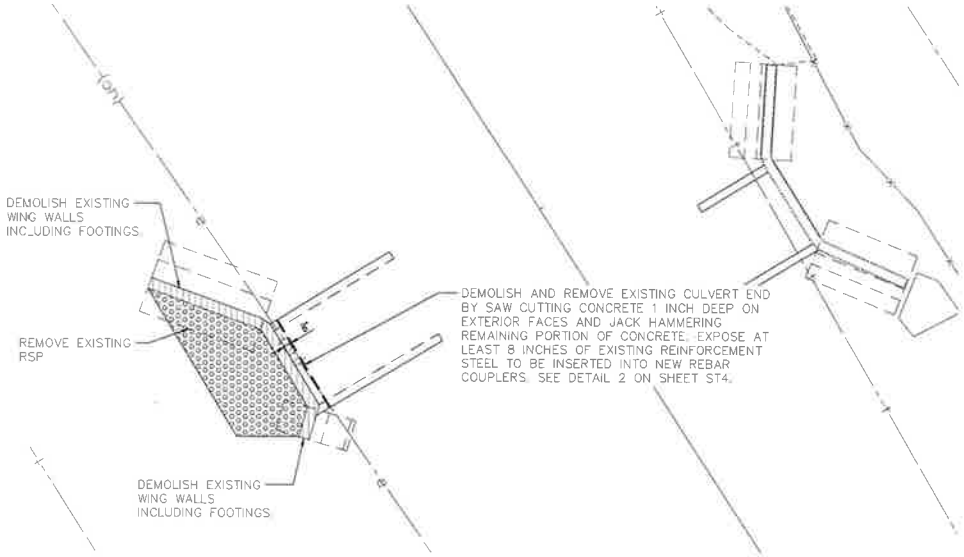
E2

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

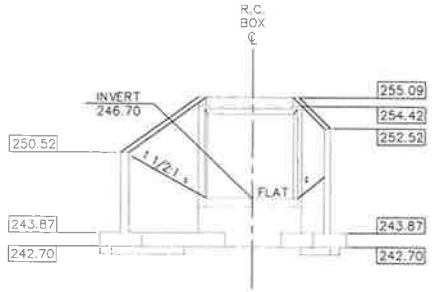
ELECTRICAL PLAN (STREET LIGHTING)

REGISTERED PROFESSIONAL ENGINEER JOSEPH W. WETLAND No. C93750 Exp. 06/30/21 CIVIL STATE OF CALIFORNIA

DESIGNED BY:	EM
DRAWN BY:	EM
CHECKED BY:	JWW
APPROVED BY:	JWW
SCALE:	1" = 20'
DATE:	02/03/2021
CITY SPECIFICATION NO:	1000164
PLAN FILE NO. / LOCATION:	2460E001.dwg
SHEET NO.	60 of 67



A BOX CULVERT DEMOLITION PLAN
SCALE: 1"=5'



1 EXISTING WINGWALLS TO BE DEMOLISHED
SCALE: NTS

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

ST1

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

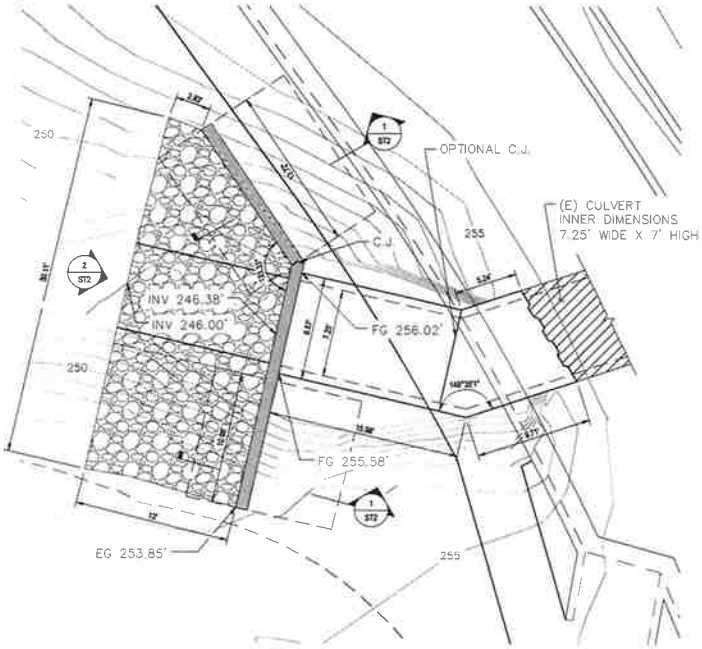
BOX CULVERT DEMOLITION PLAN

REGISTERED PROFESSIONAL ENGINEER MANUEL R. FCO No. C65128 CIVIL STATE OF CALIFORNIA

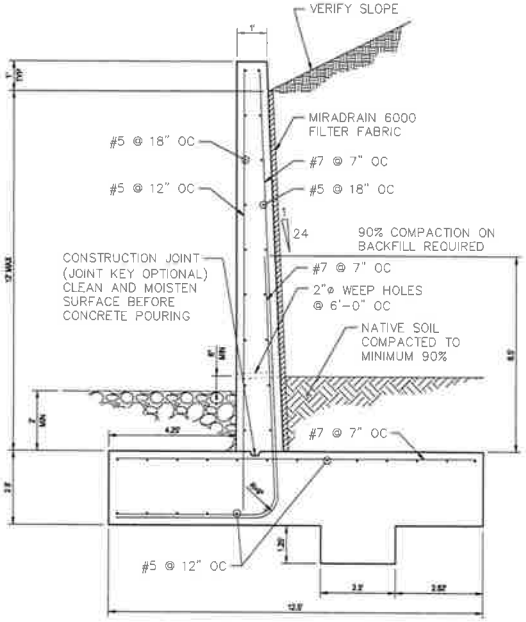
DESIGNED BY	CM
DRAWN BY	TS
CHECKED BY	MY
APPROVED BY	JWW
SCALE	AS NOTED
DATE	01/2/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	11151202:ST1.dwg
SHEET NO	61 of 67

NOTES:

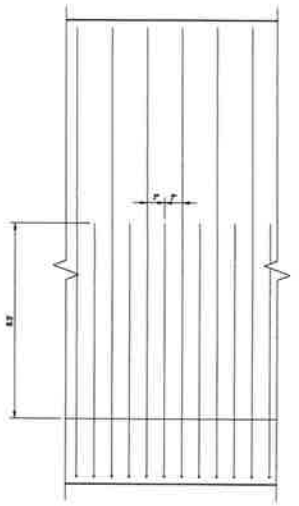
1. FOR BOX CULVERT PROFILE VIEW, SEE SHEET DP2 (DRAINAGE SYSTEM No. 4)
2. CONCRETE – 28 DAY CONCRETE STRENGTH = 4,000 PSI.
3. REINFORCING STEEL SHALL CONFORM TO ASTM A615 GRADE 60.
4. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS SHOWING LOCATIONS AND DETAILS OF CONSTRUCTION JOINTS FOR APPROVAL PRIOR TO CONSTRUCTION.



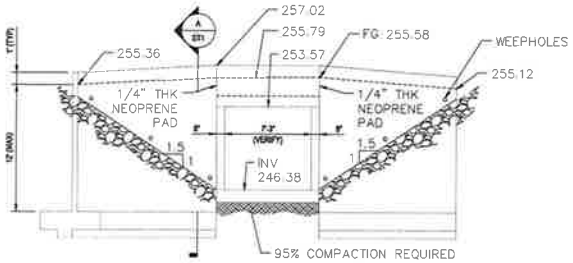
A **BOX CULVERT STRUCTURAL PLAN**
SCALE: 1" = 5'



1 **TYPICAL WINGWALL SECTION**
SCALE: NTS



3 **TYPICAL WINGWALL REINF ELEVATION**
SCALE: NTS



2 **BOX CULVERT ELEVATION**
SCALE: NTS

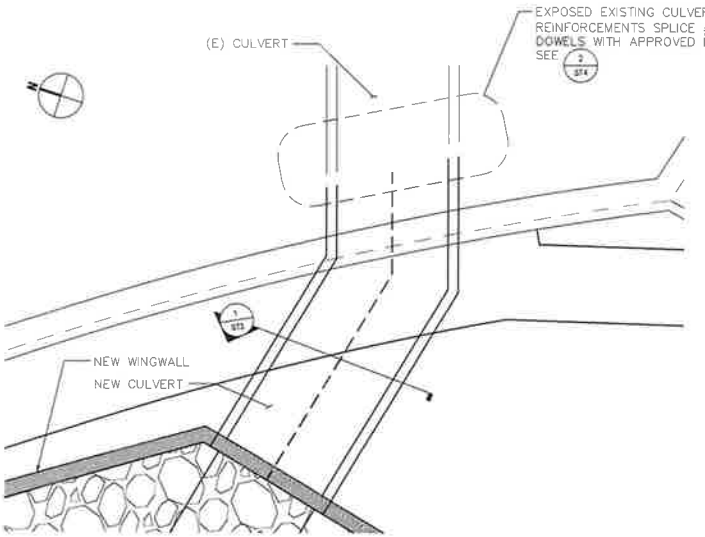
100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

ST2

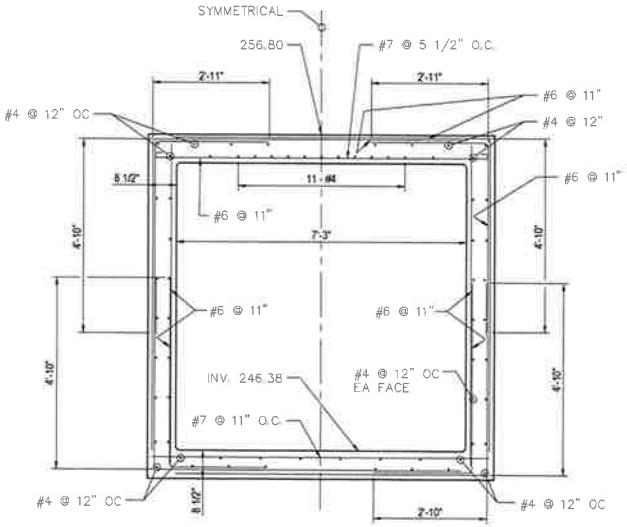
TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

PROPOSED BOX CULVERT PLAN

DESIGNED BY:	CM
DRAWN BY:	TS
CHECKED BY:	MY
APPROVED BY:	JWW
SCALE:	AS NOTED
DATE:	02/05/2021
CITY SPECIFICATION NO.	1000164
PLAN FILE NO. / LOCATION:	11151202-ST2.dwg
SHEET NO.	62 of 67



A ENLARGED CULVERT EXTENSION TOP SLAB REINF PLAN
SCALE: NTS



1 SECTION
SCALE: NTS

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

ST3

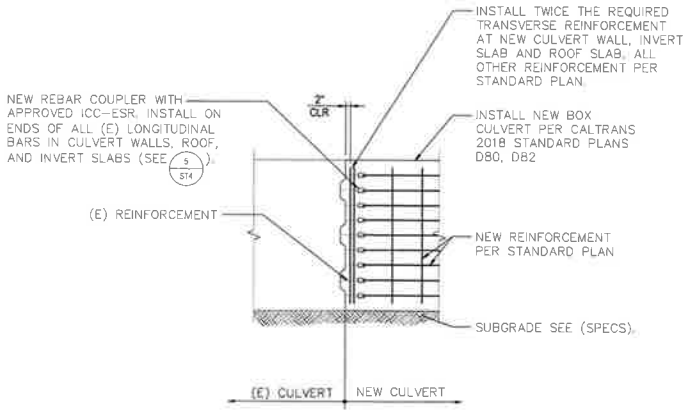
CITY OF SAN LUIS OBISPO

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

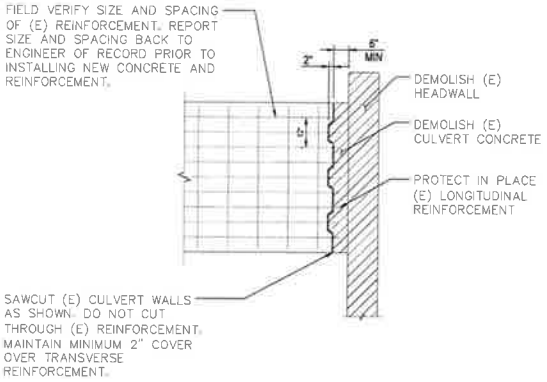
BO□ CULVERT ENLARGED PLAN AND SECTION

REGISTERED PROFESSIONAL ENGINEER
No. C58128
CIVIL
STATE OF CALIFORNIA

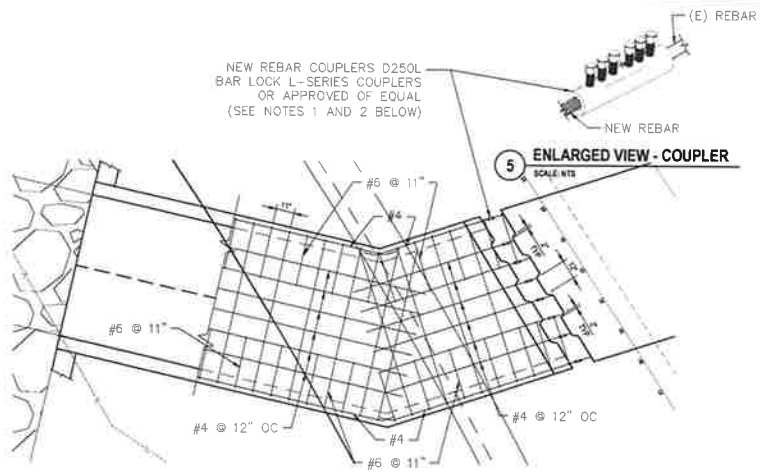
DESIGNED BY	CM
DRAWN BY	TS
CHECKED BY	MY
APPROVED BY	JWW
SCALE	AS NOTED
DATE	01/20/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	11151202:ST3.dwg
SHEET NO	63 of 67



2 EXISTING CULVERT WALL TO NEW CULVERT WALL CONNECTION
SCALE: 6" = 1'-0"



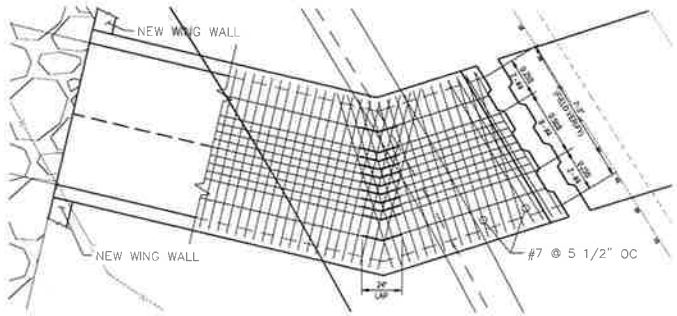
1 EXISTING HEADWALL DEMOLITION
SCALE: 6" = 1'-0"



5 ENLARGED VIEW - COUPLER
SCALE: NTS

NOTES:
1. REBAR SIZES AND QUANTITIES SHOWN ON THESE DRAWINGS ARE BASED ON CALTRANS STANDARD DRAWING (D80) FOR CAST-IN-PLACE SINGLE BOX CULVERTS.
2. CONTRACTOR SHALL EXPOSE EXISTING BOX CULVERT REINFORCEMENTS TO BE SPLICED TO NEW BOX CULVERT EXTENSION AND DETERMINE IF REBAR SIZES ON THE EXISTING BOX CULVERT ARE THE SAME AS THOSE INDICATED ON THESE DRAWINGS.
3. WHERE REBAR SIZES AND SPACING SHOWN ON THESE DRAWINGS DO NOT MATCH EXISTING CULVERT HORIZONTAL REBARS, THE OWNER SHALL BE NOTIFIED AND REBAR AND COUPLER SIZES AND SPACING INDICATED ON THESE DRAWINGS SHALL BE MODIFIED TO MATCH THE SIZES AND SPACING OF EXISTING REINFORCING.
4. NEW CULVERT BOTTOM SLAB SHALL BE CONNECTED TO EXISTING IN THE SIMILAR MANNER AS SHOWN ON DETAILS 3 AND 4 ON THIS SHEET.

3 PLAN VIEW - REINFORCEMENT TOP BARS TOP SLAB
SCALE: NTS



4 PLAN VIEW - REINFORCEMENT BOTTOM BARS TOP SLAB
SCALE: NTS

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

ST4

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

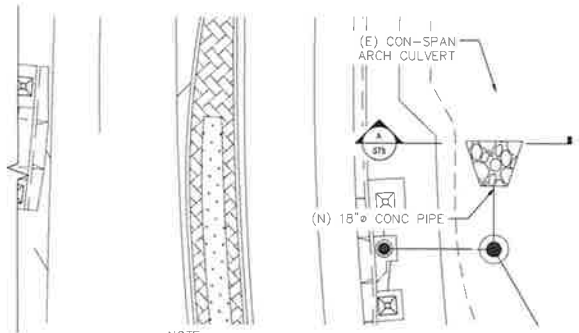
BOX CULVERT DETAILS

PROJECT TYPE

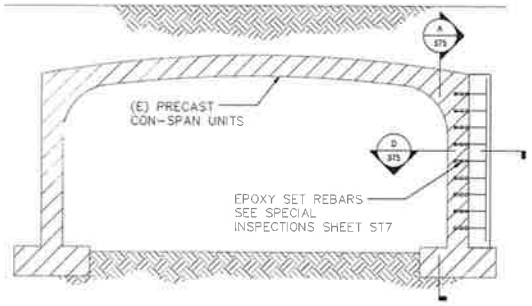
SHEET TYPE

REGISTERED PROFESSIONAL ENGINEER — No. C85128 — STATE OF CALIFORNIA

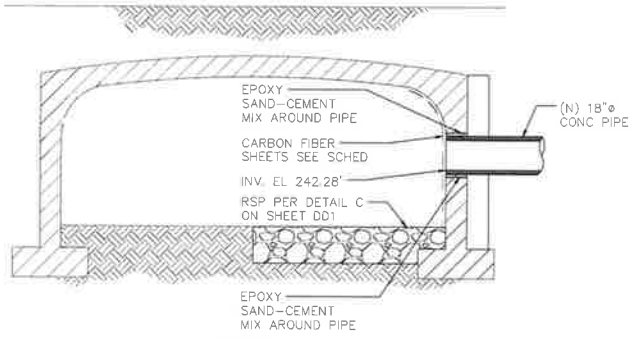
DESIGNED BY	CM
DRAWN BY	TS
CHECKED BY	MY
APPROVED BY	JWW
SCALE	AS NOTED
DATE	01/21/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	111512021ST4.dwg
SHEET NO	64 of 67



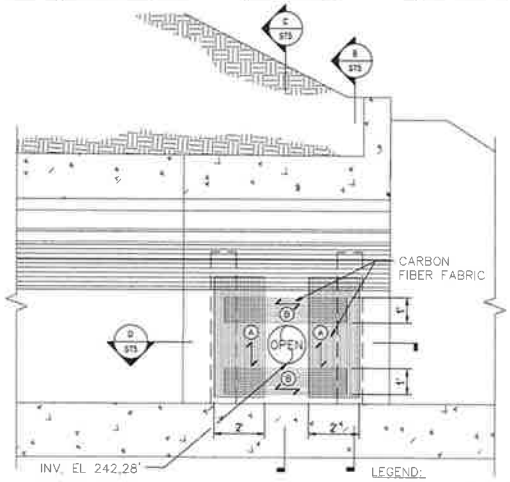
1 PLAN VIEW
SCALE: 1:10



B SECTION
SCALE: NTS

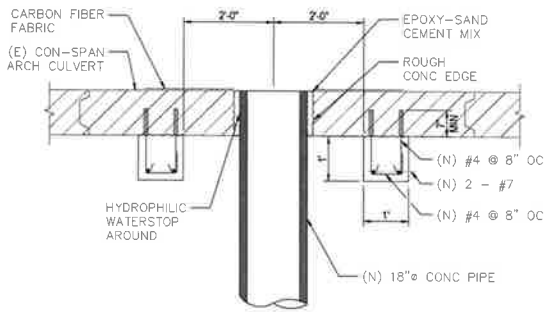


C SECTION
SCALE: NTS



A SECTION
SCALE: NTS

LEGEND:
(A),(B) CARBON FIBER SHEETS (SEE SCHEDULE)
CARBON FIBER DIRECTION



D SECTION

CARBON FIBER FABRIC SCHEDULE

MARK	THICK	WIDTH	LENGTH
A	0.16" (2.03 mm)	2'-0"	5'-0"
B	0.16" (2.03 mm)	2'-0"	5'-0"

CARBON FIBER FABRIC SPECIFICATIONS:

V-WRAP C400HM (HIGH MODULUS CARBON FIBER FABRIC) OR APPROVED EQUIVALENT

PRIMARY FIBER DIRECTION: 0 DEG. (UNIDIRECTIONAL)

WEIGHT: 38 OZ./SQ. YD.

TENSILE STRENGTH: 790,000 PSI

ELONGATION: 1.9%

CURED LAMINATE PROPERTIES:

TENSILE STRENGTH:	155,000 PSI
MODULUS OF ELASTICITY	14.0 X 106 PSI
ELONGATION AT BREAK	1.1%
THICKNESS	0.08 IN.
STRENGTH PER UNIT WIDTH	12,400 LBS/IN.

SURFACE PREPARATION FOR CARBON FIBER FABRIC INSTALLATION:

INSTALLATION OF THE V-WRAP C400HM STRENGTHENING SYSTEM SHOULD BE PERFORMED ONLY BY SPECIALLY TRAINED, APPROVED CONTRACTOR.SURFACES TO RECEIVE CARBON FIBER FABRIC MUST BE CLEAN, DRY AND SOUND. ALL DUST, LAITANCE, GREASE, CURING COMPOUNDS, WAXES, AND OTHER BOND INHIBITING MATERIALS MUST BE REMOVED FROM THE SURFACE PRIOR TO APPLICATION. UNEVEN SURFACES MUST BE FILLED WITH APPROPRIATE EPOXY PUTTY. USE ABRASIVE BLASTING PRESSURE WASH, SHOTBLAST, GRIND OR OTHER APPROVED MECHANICAL MEANS TO ACHIEVE AN OPEN-PORE TEXTURE WITH A CONCRETE SURFACE PROFILE OF CSP-3 OR BETTER. ALL CORNERS MUST BE ROUNDED TO 1/2" RADIUS MINIMUM. A MINIMUM OVERLAP OF 12" IS REQUIRED TO ACHIEVE CONTINUITY. ADHESIVE STRENGTH OF THE CONCRETE AFTER SURFACE PREPARATION SHALL BE DETERMINED BY ASTM D7522 WITH A MINIMUM STRENGTH OF 200 PSI.

APPLICATION:

FOLLOW MANUFACTURERS INSTALLATION PROCEDURE.

CONCRETE:

ALL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH

FC' = 4,000 PSI AT 28 DAYS.

REINFORCING STEEL:

ALL REINFORCING STEEL SHALL CONFORM TO ASTM A 615 GRADE 40.

DEMOLITION PROCEDURE NOTES:

1. CLEAN WALL SURFACE TO REMOVE DUST, LAITANCE, GREASE, WAXES, CURING COMPOUNDS OR OTHER BOND INHIBITING MATERIALS.
2. INSTALL CARBON FIBER FABRIC A & B.
3. DISK CUT EXISTING CONCRETE WALL. CUT HOLE SHALL HAVE A DIAMETER APPROX. 1 IN. LARGER THAN SIZE OF NEW CONCRETE PIPE.
4. AIR PRESSURE CLEAN EDGE OF CUT CONCRETE.
5. APPLY EPOXY-SAND-CEMENT MIX AND PLASTER AROUND THE CONCRETE CUT EDGE TO OBTAIN AN EVEN SURFACE TO RECEIVE NEW CONCRETE PIPE.
6. INSTALL CARBON FABRIC A & B. SEE CARBON FABRIC NOTES BELOW.
7. CLEAN WALL SURFACE TO RECEIVE NEW 12" X 12" CONCRETE COLUMNS. ROUGHEN WALL SURFACE TO A MINIMUM 1/4" AMPLITUDE.
8. DRILL HOLES FOR #4 BARS, USING A ROTARY-HAMMER DRILL WITH CARBIDE BIT. RELOCATE DRILL HOLE LOCATION WHERE EXISTING REINFORCEMENT ARE ENCOUNTERED.
9. BLOW DRILLED HOLE WITH COMPRESSED AIR TO REMOVE DEBRIS AND WATER, AND USE A WIRE BRUSH TO MECHANICALLY SCOUR THE HOLE.
10. INSTALL REINFORCING BARS INTO DRILLED HOLES USING HILTI HIT-RE 500 V3 SYSTEM OR APPROVED EQUAL.
11. INSTALL REMAINING COLUMN REINFORCEMENTS AS SHOWN ON DRAWING.
12. FORM AND POUR CONCRETE COLUMNS.

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

ST5

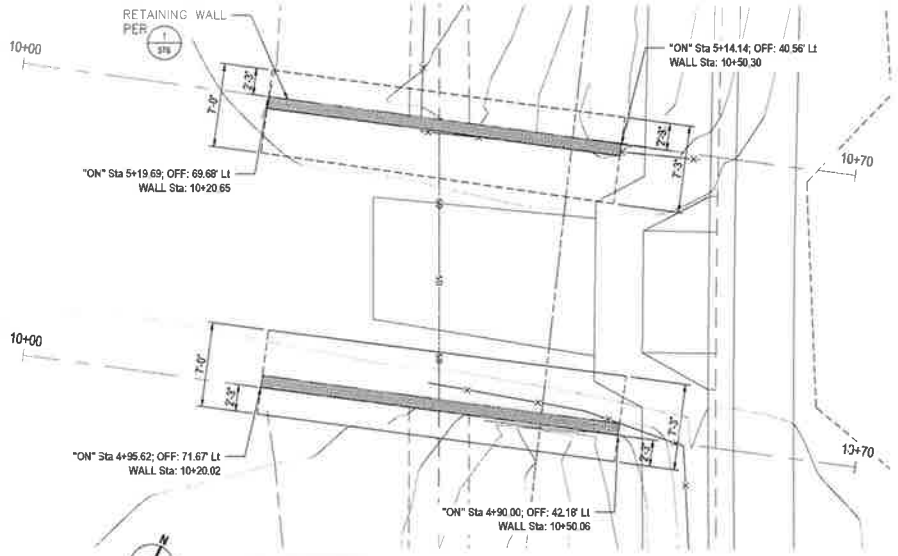
CITY OF LOS OSOS

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

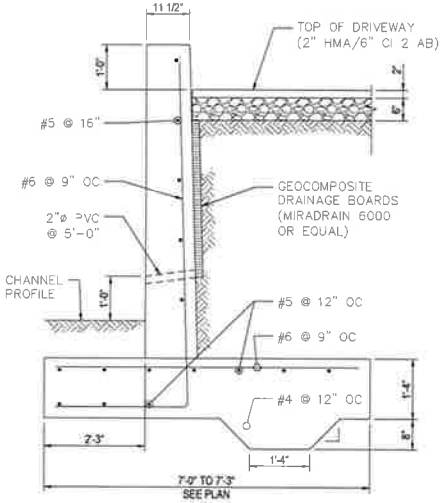
BOC CULVERT SECTIONS

REGISTERED PROFESSIONAL ENGINEER
MANUEL A. YU
No. C85128
CIVIL
STATE OF CALIFORNIA

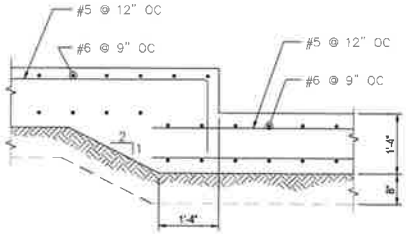
DESIGNED BY	CM
DRAWN BY	TS
CHECKED BY	MY
APPROVED BY	JWW
SCALE	AS NOTED
DATE	01/27/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	11151202.ST5.dwg
SHEET NO	65 of 67



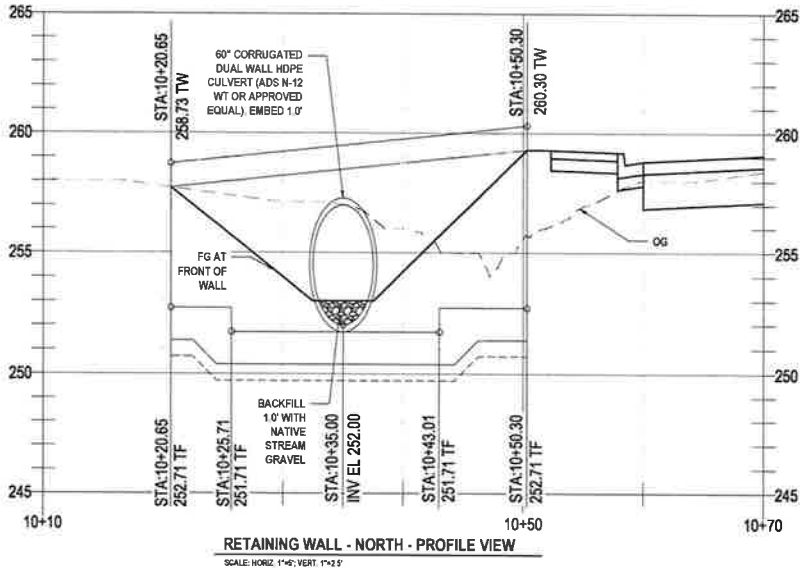
1 PLAN VIEW
SCALE: 1:1



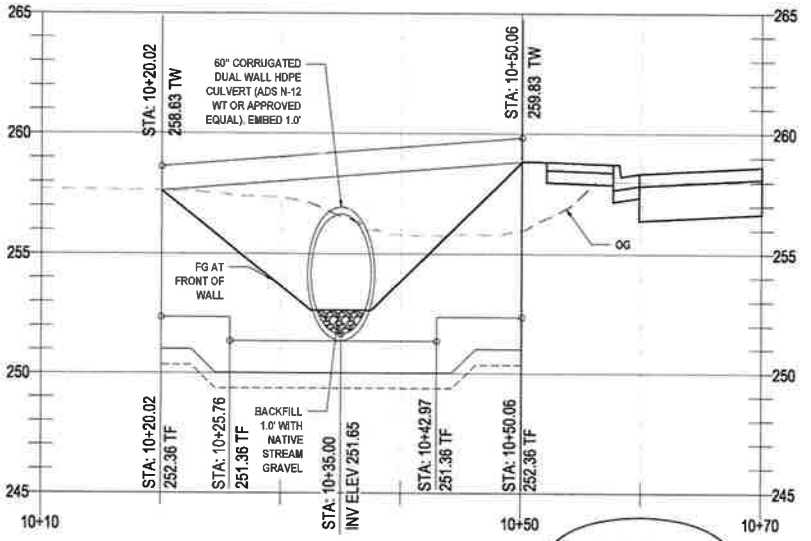
1 TYPICAL RETAINING WALL SECTION
SCALE: NTS



2 TYPICAL STEPPED FOOTING DETAIL
SCALE: NTS



RETAINING WALL - NORTH - PROFILE VIEW
SCALE: HORIZ. 1"=5'; VERT. 1"=2.5'



RETAINING WALL - SOUTH - PROFILE VIEW
SCALE: HORIZ. 1"=5'; VERT. 1"=2.5'

100% SUBMITTAL
PRELIMINARY, NOT
FOR CONSTRUCTION

ST6

CITY OF SAN LUIS OBISPO

TANK FARM ROAD & ORCUTT ROAD
ROUNDABOUT

RETAINING WALL PLAN, ELEVATION AND SECTION

REGISTERED PROFESSIONAL ENGINEER
MANUEL M. TSO
No. 065128
Civil
STATE OF CALIFORNIA

DESIGNED BY	CM
DRAWN BY	TS
CHECKED BY	MY
APPROVED BY	JWW
SCALE	AS NOTED
DATE	01/21/2021
CITY SPECIFICATION NO	1000164
PLAN FILE NO / LOCATION	11151203\ST6.dwg
SHEET NO	66 of 67

STATEMENT OF SPECIAL INSPECTIONS

THIS STATEMENT OF SPECIAL INSPECTIONS IS SUBMITTED AS A CONDITION FOR PERMIT ISSUANCE IN ACCORDANCE WITH THE SPECIAL INSPECTION AND STRUCTURAL TESTING REQUIREMENTS OF THE BUILDING CODE SECTIONS 1704 AND 1705.

THIS STATEMENT OF SPECIAL INSPECTIONS ENCOMPASSES THE FOLLOWING DISCIPLINES:

STRUCTURAL SPECIAL INSPECTIONS PER 1704 AND 1705
STRUCTURAL SPECIAL INSPECTIONS FOR SEISMIC RESISTANCE
STRUCTURAL SPECIAL INSPECTIONS FOR WIND RESISTANCE

THE SCHEDULE OF SPECIAL INSPECTIONS SUMMARIZES THE SPECIAL INSPECTIONS AND TESTS REQUIRED. SPECIAL INSPECTORS WILL REFER TO THE APPROVED PLANS AND SPECIFICATIONS FOR DETAILED SPECIAL INSPECTION REQUIREMENTS. ANY ADDITIONAL TESTS AND INSPECTIONS REQUIRED BY THE APPROVED PLANS AND SPECIFICATIONS WILL ALSO BE PERFORMED.

THE SPECIAL INSPECTIONS IDENTIFIED ARE IN ADDITION TO THOSE REQUIRED BY OTHER SECTIONS OF THE BUILDING CODE. SPECIAL INSPECTION IS NOT A SUBSTITUTE FOR INSPECTION BY THE BUILDING OFFICIAL/CONTRACTING OFFICER HAVING JURISDICTION OR CONTRACTING OFFICER.

THE SPECIAL INSPECTION COORDINATOR SHALL KEEP RECORDS OF ALL INSPECTIONS AND SHALL FURNISH INSPECTION REPORTS TO THE BUILDING OFFICIAL AND THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE. DISCOVERED DISCREPANCIES SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE CONTRACTOR FOR CORRECTION. IF SUCH DISCREPANCIES ARE NOT CORRECTED, THE DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE BUILDING OFFICIAL/CONTRACTING OFFICER AND THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE. THE SPECIAL INSPECTION PROGRAM DOES NOT RELIEVE THE CONTRACTOR OF HIS OR HER RESPONSIBILITIES.

INTERIM REPORTS SHALL BE SUBMITTED TO THE BUILDING OFFICIAL OR CONTRACTING OFFICER AND THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE IN ACCORDANCE WITH SECTION 1704.1.2.

A FINAL REPORT OF SPECIAL INSPECTIONS DOCUMENTING COMPLETION OF ALL REQUIRED SPECIAL INSPECTIONS, TESTING AND CORRECTION OF ANY DISCREPANCIES NOTED IN THE INSPECTIONS SHALL BE SUBMITTED PRIOR TO ISSUANCE OF A CERTIFICATE OF USE AND OCCUPANCY PER SECTION 1704.1.2. THE FINAL REPORT WILL DOCUMENT THE REQUIRED SPECIAL INSPECTIONS AND CORRECTION OF DISCREPANCIES NOTED IN INSPECTIONS.

JOB SITE SAFETY AND MEANS AND METHODS OF CONSTRUCTION ARE SOLELY THE RESPONSIBILITY OF THE CONTRACTOR.

THE CONTRACTOR IS REQUIRED TO COORDINATE ALL INSPECTIONS. THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE AND THE SPECIAL INSPECTOR A MINIMUM OF 2 WORKING DAYS PRIOR TO ANY SPECIAL INSPECTIONS THAT ARE REQUIRED. THE CONTRACTOR SHALL NOTIFY THE OWNER'S REPRESENTATIVE AND THE SPECIAL INSPECTOR A MINIMUM OF 2 WORKING DAYS PRIOR TO ANY CONCRETE TO BE POURED.

THE INSPECTORS AND TESTING AGENCIES SHALL BE ENGAGED BY THE OWNER OR THE OWNER'S AGENT, AND NOT BY THE CONTRACTOR OR SUBCONTRACTOR WHOSE WORK IS TO BE INSPECTED OR TESTED PER SECTION 1704.1. ANY CONFLICT OF INTEREST MUST BE DISCLOSED TO THE BUILDING OFFICIAL/CONTRACTING OFFICER, PRIOR TO COMMENCING WORK. IF APPROPRIATE AGENTS ARE NOTED AS "TO BE DETERMINED (TBD), THE OWNER IS RESPONSIBLE TO COORDINATE THE ASSEMBLY OF A SPECIAL INSPECTION TEAM. ALL SPECIAL INSPECTORS AND TESTING LABORATORIES SHALL BE SUBMITTED TO GHD INC. AND THE BUILDING OFFICIAL / CONTRACTING OFFICE FOR REVIEW.

SPECIALLY INSPECTED WORK THAT IS INSTALLED OR COVERED WITHOUT THE APPROVAL OF THE BUILDING OFFICIAL/CONTRACTING OFFICER IS SUBJECT TO REMOVAL OR EXPOSURE.

CONTINUOUS INSPECTION IS ALWAYS REQUIRED DURING THE PERFORMANCE OF THE WORK UNLESS OTHERWISE SPECIFIED. WHEN WORK IN MORE THAN ONE CATEGORY OF WORK REQUIRING SPECIAL INSPECTION IS TO BE PERFORMED SIMULTANEOUSLY, OR THE GEOGRAPHIC LOCATION OF THE WORK IS SUCH THAT IT CANNOT BE CONTINUOUSLY OBSERVED, IT IS THE AGENT'S RESPONSIBILITY TO EMPLOY A SUFFICIENT NUMBER OF INSPECTORS TO ASSURE THAT ALL THE WORK IS INSPECTED IN ACCORDANCE WITH THE PROVISIONS OF THE BUILDING CODE.

CONTRACTOR STATEMENT OF RESPONSIBILITY

EACH CONTRACTOR RESPONSIBLE FOR THE CONSTRUCTION OR FABRICATION OF A SYSTEM OR COMPONENT DESIGNATED ABOVE AS PART OF THE MAIN WIND FORCE OR MAIN SEISMIC FORCE RESISTING SYSTEMS ABOVE MUST SUBMIT A STATEMENT OF RESPONSIBILITY PER 1706.

QUALIFICATIONS OF INSPECTORS AND TESTING TECHNICIANS

THE QUALIFICATIONS OF ALL PERSONNEL PERFORMING SPECIAL INSPECTION AND TESTING ACTIVITIES ARE SUBJECT TO THE APPROVAL OF THE BUILDING OFFICIAL. THE CREDENTIALS OF ALL INSPECTORS AND TESTING TECHNICIANS SHALL BE PROVIDED IF REQUESTED.

KEY FOR MINIMUM QUALIFICATIONS OF INSPECTION AGENTS:

WHEN THE REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE DEEMS IT APPROPRIATE THAT THE INDIVIDUAL PERFORMING A STIPULATED TEST OR INSPECTION HAVE A SPECIFIC CERTIFICATION OR LICENSE AS INDICATED BELOW, SUCH DESIGNATION SHALL APPEAR BELOW THE AGENCY NUMBER ON THE SCHEDULE.

PE/SE — STRUCTURAL ENGINEER – A LICENSED SE OR PE SPECIALIZING IN THE DESIGN OF BUILDING STRUCTURES
PE/GE — GEOTECHNICAL ENGINEER – A LICENSED GE OR PE SPECIALIZING IN SOIL MECHANICS AND FOUNDATIONS
EIT — ENGINEER-IN-TRAINING – A GRADUATE ENGINEER WHO HAS PASSED THE FUNDAMENTALS OF ENGINEERING EXAMINATION

AMERICAN CONCRETE INSTITUTE (ACI) CERTIFICATION

ACI-CFTT — CONCRETE FIELD TESTING TECHNICIAN – GRADE 1
ACI-CCI — CONCRETE CONSTRUCTION INSPECTOR
ACI-LTT — LABORATORY TESTING TECHNICIAN – GRADE 1&2
ACI-STT — STRENGTH TESTING TECHNICIAN

AMERICAN WELDING SOCIETY (AWS) CERTIFICATION

AWS-CWI — CERTIFIED WELDING INSPECTOR

INTERNATIONAL CODE COUNCIL (ICC) CERTIFICATION

ICC-SFSI — SPRAY-APPLIED FIREPROOFING SPECIAL INSPECTOR
ICC-PCSI — PRESTRESSED CONCRETE SPECIAL INSPECTOR
ICC-RCSI — REINFORCED CONCRETE SPECIAL INSPECTOR

SCHEDULE OF INSPECTION AND TESTING AGENCIES

THIS STATEMENT OF SPECIAL INSPECTIONS / QUALITY ASSURANCE PLAN INCLUDES THE FOLLOWING BUILDING SYSTEMS:

- ☒ SOILS AND FOUNDATIONS
- ☒ CAST-IN-PLACE CONCRETE
- ☐ PRECAST CONCRETE
- ☐ MASONRY LEVEL 1
- ☐ MASONRY LEVEL 2
- ☐ WOOD CONSTRUCTION
- ☐ MECHANICAL & ELECTRICAL SYSTEMS
- ☐ ARCHITECTURAL SYSTEMS
- ☐ STRUCTURAL STEEL
- ☐ COLD-FORMED STEEL FRAMING

SPECIAL INSPECTION AGENCIES	FIRM AND CONTACT INFO
1. SPECIAL INSPECTION COORDINATOR	TBD
2. INSPECTOR	TBD
3. INSPECTOR	TBD
4. TESTING AGENCY	TBD
5. TESTING AGENCY	TBD
6. OTHER	TBD

TABLE 1704.4 – CONCRETE

ITEM 1: INSPECTION OF REINFORCING STEEL, INCLUDING PRESTRESSING TENDONS AND PLACEMENT. ☐ PERIODIC ☒ CONTINUOUS	AGENCY # (QUALIF.): ACI-CCI, ICC-RCSI
ITEM 2: INSPECTION OF REINFORCING STEEL WELDING IN ACCORDANCE WITH TABLE 1704.3, ITEM 5B. ☐ PERIODIC ☒ CONTINUOUS	AGENCY # (QUALIF.): AWS-CWI
ITEM 3: INSPECT BOLTS TO BE INSTALLED IN CONCRETE PRIOR TO AND DURING PLACEMENT OF CONCRETE. ☐ PERIODIC ☒ CONTINUOUS	AGENCY # (QUALIF.): ACI-CCI, ICC-RCSI
ITEM 4: VERIFYING USE OF REQUIRED DESIGN MIX. ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): ACI-CCI, ICC-RCSI
ITEM 5: AT TIME FRESH CONCRETE IS SAMPLED TO FABRICATE SPECIMENS FOR STRENGTH TESTS, PERFORM SLUMP AND AIR CONTENT TESTS AND DETERMINE THE TEMPERATURE OF THE CONCRETE. ☐ PERIODIC ☒ CONTINUOUS	AGENCY # (QUALIF.): ACI-CFTT, ACI-STT
ITEM 6: INSPECTION OF CONCRETE AND SHOTCRETE PLACEMENT FOR PROPER APPLICATION TECHNIQUES. ☐ PERIODIC ☒ CONTINUOUS	AGENCY # (QUALIF.): ACI-CCI, ICC-RCSI
ITEM 7: INSPECTION FOR MAINTENANCE OF SPECIFIED CURING TEMPERATURE AND TECHNIQUES. ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): ACI-CCI, ICC-RCSI
ITEM 8: INSPECTION FOR MAINTENANCE OF SPECIFIED CURING TEMPERATURE AND TECHNIQUES ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): ACI-CCI, ICC-RCSI
ITEM 9: INSPECT OF REBAR COUPLER TYPE AND CORRECT TORQUE APPLIED. ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): ACI-CCI, ICC-RCSI
ITEM 10: INSPECT CARBON FABRIC TYPE, SIZE AND PLACEMENT ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): ACI-CCI
ITEM 11: INSPECT FORMWORK FOR SHAPE, LOCATION, AND DIMENSIONS OF THE CONCRETE MEMBER BEING FORMED ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): ACI-CCI, ICC-RCSI

TABLE 1704.7 – INSPECTION OF SOILS

ITEM 1: VERIFY MATERIALS BELOW FOOTINGS ARE ADEQUATE TO ACHIEVE THE DESIRED BEARING CAPACITY. ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): PE/GE
ITEM 2: VERIFY EXCAVATIONS ARE EXTENDED TO PROPER DEPTH AND HAVE REACHED PROPER MATERIAL ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): PE/GE
ITEM 3: PERFORM CLASSIFICATION AND TESTING OF CONTROLLED FILL MATERIALS. PERFORM SIEVE TESTS (ASTM D422 & D1140); ATTERBERG LIMIT TEST (ASTM D4318) AND MODIFIED PROCTOR TESTS (ASTM D1557) OF EACH SOURCE OF FILL MATERIAL. ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): PE/GE
ITEM 4: VERIFY USE OF PROPER MATERIALS, DENSITIES AND LIFT THICKNESS DURING PLACEMENT AND COMPACTION OF CONTROLLED FILL. TEST DENSITY OF EACH LIFT OF FILL BY NUCLEAR METHODS (ASTM D6938) OR SAND CONE (ASTM D1556). VERIFY EXTENT AND SLOPE OF FILL PLACEMENT. VERIFY COMPACTION OF FILL AND BACKFILL MATERIAL TO 95 PERCENT OF ASTM D 1557. TEST EACH LIFT AT RANDOMLY SELECTED LOCATIONS EVERY 1000 SQUARE FEET OF FILL OR 50 LINEAR FOOT OF WALL OR CONTINUOUS FOOTING, WHICHEVER IS GREATER. PERFORM A MINIMUM OF ONE TEST PER ISOLATED FOOTING. PERFORM 3 TESTS MINIMUM PER LIFT. ☐ PERIODIC ☒ CONTINUOUS	AGENCY # (QUALIF.): PE/GE
ITEM 5: PRIOR TO PLACEMENT OF CONTROLLED FILL, OBSERVE SUBGRADE AND VERIFY THAT SITE HAS BEEN PREPARED PROPERLY. ☒ PERIODIC ☐ CONTINUOUS	AGENCY # (QUALIF.): PE/GE

VIII. STRUCTURAL OBSERVATION

1. THE DESIGN ENGINEER, OR ANOTHER ENGINEER DESIGNATED BY THE DESIGN ENGINEER SHALL PERFORM STRUCTURAL OBSERVATION AS REQUIRED BY CBC CHAPTER 17 SECTION 1709, AND AS DEFINED BY SECTION 220. STRUCTURAL OBSERVATION SHALL BE PROVIDED DURING VARIOUS STAGES OF CONSTRUCTION. IT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE AT LEAST 72 HOURS ADVANCE NOTICE TO THE CITY ENGINEER WHEN HIS WORK IS READY FOR STRUCTURAL INSPECTIONS.

100% SUBMITTAL PRELIMINARY, NOT FOR CONSTRUCTION

ST7

CITY OF SAN LUIS OBISPO

TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT

STRUCTURAL SPECIAL INSPECTIONS

PROJECT TITLE

SHEET TITLE

REGISTERED PROFESSIONAL ENGINEER MANUEL M. TS No. C85126 CIVIL STATE OF CALIFORNIA

DESIGNED BY	CM
DRAWN BY	TS
CHECKED BY	MY
APPROVED BY	JWW
SCALE	AS NOTED
DATE	01/21/2021
CITY SPEC/STANDARD NO	1000164
PLAN FILE NO / LOCATION	11151202 ST1.dwg
SHEET NO	67 of 67

100% SUBMITTAL

SPECIAL PROVISIONS

FOR

CITY OF SAN LUIS OBISPO

Tank Farm Road & Orcutt Road Roundabout

Specification No. 1000164

<<MONTH 2021>>

PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

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

100% SUBMITTAL

Tank Farm Road & Orcutt Road Roundabout

Specification No. 1000164

Approval Date: <<date of CM or CAR Report Authorizing Advertisement>>

<<Signature Date>>

<<Signature Date>>

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NOTICE TO BIDDERS
BID SUBMISSION

Sealed bids will be mailed to the following address: City of San Luis Obispo Public Works Department, 919 Palm Street, San Luis Obispo, CA 93401, Attn: Jennifer Rice.

Bids delivered in person will not be accepted. All mailed bids must be delivered and in possession of the Project Manager by

2:00 PM on MONTH DAY, 2021

at which time bids 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:

[PLACEHOLDER FOR LINK TO BE GENERATED]

Or join by phone with this number: 1 (209) 645-4165 with Conference ID number: [PLACEHOLDER FOR NUMBER TO BE GENERATED]

Sealed bids will be received by the City of San Luis Obispo at the Public Works Administration Office located at 919 Palm Street, California 93401, until

2:00 p.m. on <<Month, Day, Year>>

at which time they will be publicly opened and read aloud. Submit bid in a sealed envelope plainly marked:

Tank Farm Road & Orcutt Road Roundabout, Specification No. 1000164

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

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

A printed copy may be obtained at the office of the City Engineer by paying a non-refundable fee of:

1. $85.00 if picked up in person, or
2. $115.00 if by mailing to the office of the City Engineer

Request must include Specification Number. The office of the City Engineer is located at:

919 Palm Street
San Luis Obispo, CA 93401

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

A printed copy may be obtained by paying a non-refundable fee of:

1. $30.00 if picked up in person, or
2. $40.00 if by mailing to the office of the City Engineer

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, Jennifer Rice at (805) 781-7058 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:

www.slocity.org/government/department-directory/public-works/public-works-bids-proposals.

PROJECT INFORMATION

In general the project is to construct a four-leg, single-lane roundabout at the intersection of Tank Farm Road and Orcutt Road. Improvements include, but are not limited to, basin construction, culvert modifications, roadway excavation and paving, sidewalk, drainage improvements, lighting, and landscaping.

The project estimated construction cost is $2,972,365

Contract time is established as 165 working days.

The fixed liquidated damages amount is established at $3,000 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 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.

3 of the referenced projects must be for roadway excavation and paving including water and drainage facility improvements.

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
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 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 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 TANK FARM ROAD & ORCUTT ROAD ROUNDABOUT, SPECIFICATION NO. 1000164

Item No.	SS*	Item Description	Unit of Measure	Estimated Quantity	Item Price (in figures)	Total (in figures)
1	5	Jurisdictional Permits Compliance	LS	1		
2	8	Progress Schedule (Critial Path Method)	LS	1		
3	12	Temporary Traffic Control	LS	1		
4	12	Type III Barricade	EA	2		
5	12	Channelizer (Surface Mounted)	EA	229		
6	12	Temporary Traffic Stripe	LF	14,157		
7	12	Temporary Railing (Type K)	LF	2,500		
8	12	Alternative Temporary Crash Cushion	EA	3		
9	12	Construction Area Signs	LS	1		
10	12	Portable Changeable Message Sign	EA	3		
11	13	Prepare and Implement Storm Water Pollution Prevention Plan	LS	1		
12	13	Temporary Erosion Control	LS	1		
13	14	Pre-Construction Surveys (Bird and Monarch Butterfly)	LS	1		
14	15	Adjust Gas Valve to Grade (City Std 6040)	EA	2		
15	15	Adjust Communication Manhole to Grade (City Std 9030)	EA	1		
16	15	Modify Existing Tank Farm Road Culvert	LS	1		
17	19	Roadway Excavation (F)	CY	5,838		
18	19	Basin Excavation	CY	5,192		
19	19	Structure Backfill (Headwalls)	CY	345		
20	20	Planting	LS	1		
21	20	Plant Establishment Work	MONTH	3		
22	20	Wood Chip Mulch	CY	161		
23	20	Irrigation	LS	1		
24	20	Gravel Mulch (1.5" Diameter Gravel)	CY	2		
25	21	Topsoil Backfill	CY	1,300		
26	21	Hydroseed	SQFT	25,634		
27	21	Hydromulch	SQFT	30,043		
28	21	Imported Biofiltration Soil	CY	479		
29	21	Erosion Control (Dry Seed)	SQFT	4,409		
30	21	Rolled Erosion Control Product (blanket)	SQFT	8,214		
31	21	Compost	SQFT	8,214		
32	26	Class 3 Aggregate Base	CY	427		
33	26	Class 2 Aggregate Base	CY	3,826		
34	37	Slurry Seal (Type II)	SQFT	10,123		
35	39	Temporary Hot Mix Asphalt (Type A)	TON	300		
36	39	Hot Mix Asphalt (Type A)	TON	2,503		
37	39	6" Asphalt Berm (City Std 7120)	LF	845		
38	51	Structural Concrete - Box Culvert (Orcutt Road Box Culvert Extension)	CY	15		
39	51	Structural Concrete - Wingwall (Orcutt Road Box Culvert Extension)	CY	15		

40	51	Structural Concrete - Headwall (Orcutt Road Box Culvert Extension)	CY	2		
41	51	Structural Concrete - Retaining Wall (Orcutt Road Driveway Culvert Modification)	CY	62		
42	71	Remove Existing Orcutt Road Culvert Headwall	CY	8		
43	71	Partial Existing Orcutt Road Box Culvert Removal	LS	1		
44	72	Rock Slope Protection Fabric (Class 8)	SQYD	52		
45	72	Concreted - Rock Slope Protection (1/4 T, Method B)	CY	52		
46	73	Remove Concrete Curb	LF	187		
47	73	Remove Concrete Curb & Gutter	LF	719		
48	73	Remove Concrete Sidewalk (Full Structural Depth)	SQFT	4,764		
49	73	Raised Cobblestone Median (City Std 4940)	SQFT	561		
50	73	Minor Concrete (City Std 4020 Curb)	LF	2,847		
51	73	Minor Concrete (Caltrans Type D4 Curb)	LF	500		
52	73	Minor Concrete (Truck Apron Type 2 Curb)	LF	300		
53	73	Detectable Warning Surface (City Std 4440)	SQFT	425		
54	73	Minor Concrete (City Std 4030 Curb & Gutter)	LF	1,984		
55	73	Minor Concrete (Modified City Std 4030 Curb & Gutter)	LF	268		
56	73	Minor Concrete (Driveway)	SQFT	368		
57	73	Minor Concrete (Sidewalk)	SQFT	14,376		
58	73	Minor Concrete (Stamped PCC)	SQFT	6,499		
59	73	Minor Concrete (Textured Truck Apron / Truck Blister)	SQFT	3,112		
60	75	Beehive Grate	EA	1		
61	77	Reset Centerline Monuments	EA	6		
62	77	Clearing and Grubbing	LS	1		
63	77	Pavement Repair (Surface Restoration)	SQYD	113		
64	77	Remove Asphalt Berm	LF	850		
65	77	8" DIP Main (Recycled Water)	LF	771		
66	77	Relocate 6" Lateral	LF	62		
67	77	Remove Recycled Water Hydrant, Tee Connection and Lateral	EA	1		
68	77	Abandon Lateral and Blowoff (City Std 6050)	EA	3		
69	77	Adjust Water Meter	EA	3		
70	77	Adjust Water Valve to Grade	EA	10		
71	77	Relocate Fire Hydrant (City Std 6310)	EA	1		
72	77	Recycled Water Hydrant Assembly (City Std 6315)	LS	1		
73	77	Adjust Sewer Manhole to Grade	EA	5		
74	77	Abandon Sewer Lateral and Cleanout (City Std 6050)	EA	1		
75	77	18" HDPE Pipe	LF	16		
76	77	12" Reinforced Concrete Pipe (Class III)	LF	395		
77	77	18" Reinforced Concrete Pipe (Class III)	LF	241		
78	77	12" Concrete Flared End Section	EA	1		
79	77	18" Concrete Flared End Section	EA	1		
80	77	4" Perforated Plastic Pipe Underdrain, Cleanouts, and 45 Degree Wyes	LS	1		

81	77	48" Storm Drain Manhole (City Std 3520)	EA	3		
82	77	Catch Basin (City Std 3355)	EA	5		
83	77	Catch Basin with Extended Side Opening (City Std 3355 & 3360)	EA	2		
84	77	Drainage Inlet Marker	EA	7		
85	77	Utility Area Catch Basin, Medium Duty 24" X 10"	EA	1		
86	77	Filterra Offline System	LS	1		
87	80	Remove Wire Fence	LF	1,036		
88	80	Rail Fence (Basin)	LF	188		
89	81	Pavement Marker (Retroreflective)	EA	167		
90	82	Furnish Single Sheet Aluminum Sign (0.063"-Unframed)	SQFT	299		
91	82	Furnish Single Sheet Aluminum Sign (0.080"-Unframed)	SQFT	32		
92	82	Furnish Single Sheet Aluminum Sign (0.063"-Framed)	SQFT	16		
93	82	Roadside Sign - One Post (City Std 7210)	EA	33		
94	82	Roadside Sign - Two Post (City Std 7210)	EA	4		
95	82	Install Sign (Strap and Saddle Bracket Method)	EA	6		
96	82	Object Marker	EA	3		
97	82	Relocate Roadside Sign-One Post	EA	4		
98	82	Remove Roadside Sign	EA	9		
99	82	Reclaimed Water Sign	EA	12		
100	83	Midwest Guardrail System	LF	90		
101	83	Flared Terminal System End Treatment	EA	2		
102	83	Cable Railing	LF	60		
103	83	Remove Guardrail	LF	246		
104	84	6" Thermoplastic Traffic Stripe	LF	6,849		
105	84	8" Thermoplastic Traffic Stripe	LF	50		
106	84	Thermoplastic Pavement Marking	SQFT	1,528		
107	87	Lighting System	LS	1		
108	87	Flashing Beacon System	LS	1		

Bid Total **$**

Company Name:

SS* Refers to section in the Standard Specifications, with modifications in the Special Provisions, that describe required work.

(F) Final Pay Item per Section 9-1.02A

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 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.

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.

_____

(Signature and Title of Declarant)

(SEAL)

Subscribed and sworn to before me
this _____day of _____, 20_____

_____

Notary Public

Company Name:_____

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

Name Title

Name Title

Business Address

Street Address

Mailing Address

City, State, Zip Code

Phone Number

Fax Number

Email Address _____

Date _____

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 excavation, paving and utility activity? Yes □ No □	Describe the services provided and how this project is similar to that which is being bid:
Was this contract for a public agency? Yes □ No □	Date project completed:

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 excavation, paving and utility activity? Yes □ No □	Describe the services provided and how this project is similar to that which is being bid:
Was this contract for a public agency? Yes □ No □	Date project completed:

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 roadway excavation, paving and utility activity? Yes □ No □	Describe the services provided and how this project is similar to that which is being bid:
Was this contract for a public agency? Yes □ No □	Date project completed:

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. **Tank Farm Road & Orcutt Road Roundabout Special Provisions**
2. **Project Plans**
3. **City of San Luis Obispo Standard Specifications and Engineering Standards – 2020 edition**
4. **City of San Luis Obispo Grading Ordinance, Standard Specifications, and Details for Public Works Construction where applicable**
5. **State of California, Department of Transportation (Caltrans) Standard Specifications and Standard Plans – 2015 edition**
6. **Standards of the United States Department of Labor, Occupational Safety and Health Administration, Office of Standards and Rules of the State Division of Occupational Health and Safety**
7. **Recommendations of the Project Geotechnical Engineer as noted in the Project Soils Report**
8. **The requirements of all permits issued for work by the City of San Luis Obispo**

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

4 SCOPE OF WORK

Add to Section 4-1.03 WORK DESCRIPTION:

Comply with the provisions of Sections 5, 8, 9, 12-15, 19-22, 26, 37, 39, 47, 51, 71-73, 77, 80-84, 86 and 90 for general, material, construction, and payment specifics.

5 CONTROL OF WORK

Add to Section 5-1.20B(5) Comply with Local, State and Federal Regulations:

Jurisdictional permits that apply to this project are provided in Appendix B in the Appendices to these Special Provisions.

Replace Section 5-1.20H RESERVED with:

5-1.20H Payment

Payment for complying with the construction provisions of the jurisdictional permits shall be based on the contract lump sum (LS) price paid for "Jurisdictional Permits Compliance". No additional payment will be made therefor.

6 CONTROL OF MATERIALS

7 LEGAL RELATIONS AND RESPONSIBILITY TO THE PUBLIC

Replace last paragraph in Section 7-1.02K(3) LAWS, 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

Work hours are restricted to 7:00 a.m. to 4:00 p.m. Monday through Friday during Stage Construction Stage 1, Stage 2, Stage 3 and Stage 5 upon approval of the Engineer.

Off peak hours are restricted to 9:00 a.m. to 4:00 p.m. and night work only hours are restricted to 6:00 p.m. to 5:00 a.m. Monday through Friday during Stage Construction

Stage 4 upon approval of the Engineer. If night work, the Contractor will need to obtain a night work permit from the City

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

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

Replace the first paragraph in Section 8-1.02B SCHEDULE, General with:

This project will require a Level 2 Critical Path Method Schedule.

Add to the end of Section 8-1.02B (4) Payment:

Payment for preparing and submitting baseline, monthly updated, and final updated progress schedules shall be based on the contract lump sum (LS) price paid for "Progress Schedule (Critical Path Method)". No additional payment will be made therefor.

9 PAYMENT

Add to Section 9-1.03 Payment Scope:

Unless otherwise specified, payment for items of work identified in the Bid Item List shall be as specified in the City of San Luis Obispo Standard Specifications, Caltrans 2015 Standard Specifications, as identified on the Plans and in the project Special Provisions, and as directed by the Engineer. The contract unit prices paid for each bid item shall include full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to complete all of the work and no additional payment will be made therefor.

DIVISION II GENERAL CONSTRUCTION

12 TEMPORARY TRAFFIC CONTROL

Add to the end of Section 12-1.04 PAYMENT:

Unless otherwise specified on the Bid Item List, payment for furnishing, installing and maintaining temporary traffic control elements is included in the contract lump sum (LS) price paid for "Temporary Traffic Control" and shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work

in accordance with the Plans, Special Provisions and Specifications, and as directed by the Engineer. No additional payment will be made therefor.

13 WATER POLLUTION CONTROL

Replace Section 13-3.01, STORM WATER POLLUTION PREVENTION PLAN with:
The project's area of disturbance will be greater than one acre.

Within 10 days of Contract approval, submit 3 copies of your Storm Water Pollution Plan (SWPPP) for review. The Engineer provides comments and specifies the date when the review stopped if revisions are required. Change and resubmit a revised SWPPP within 5 days of receiving the Engineer's comments. The City's review resumes when a complete SWPPP has been resubmitted.

When the Engineer authorizes the SWPPP, submit an electronic copy and 4 printed copies of the authorized SWPPP. Within 5 days after the Engineer receives the authorized SWPPP, the City will electronically file a Notice of Intent on the RWQCB Storm Water Multiple Application and Reporting Tracking System (SMARTS) website and will pay the associated fee for the submittal. From the date the Notice of Intent is submitted to the RWQCB, it may take up to 30 days for the RWQCB to issue a WDID number. Do not begin work until a WDID number has been issued.

If the RWQCB requires review of the authorized SWPPP, the Engineer submits the authorized SWPPP to the RWQCB for its review and comment. If the Engineer requests changes to the SWPPP based on the RWQCB's comments, amend the SWPPP within 5 days.

14 ENVIRONMENTAL STEWARDSHIP

Replace Section 14-12.04 RESERVED with:

14-12.04 ORCUTT AREA SPECIFIC PLAN (SPECIFIC PLAN) REQUIREMENTS

14-12.04A Construction Requirements
Development under the Specific Plan shall abide by the requirements of the City Arborist for construction. Requirements shall include but not be limited to: the protection of trees with construction setbacks from trees; construction fencing around trees; grading limits around the base of trees as required.

14-12.04B Air Quality Requirements
14-12.04B(1) General
Specific Plan applicants shall be required to ensure that all construction equipment and portable engines are properly maintained and tuned according to manufacturer's specifications.

Specific Plan applicants shall be required to ensure that off-road and portable diesel powered equipment, including but not limited to bulldozers, graders, cranes, loaders, scrapers, backhoes, generator sets, compressors, auxiliary power units, shall be fueled exclusively with CARB motor vehicle diesel fuel (non-taxed off-road diesel is acceptable).

Specific Plan applicants shall be required to install a diesel oxidation catalyst on each of the two pieces of equipment projected to generate the greatest emissions.

14-12.04B(2) Dust Control
The following measures shall be implemented to reduce PM10 emissions during all Specific Plan construction:

1. Reduce the amount of the disturbed area where possible.
2. Use water trucks or sprinkler systems in sufficient quantities to prevent airborne dust from leaving the site. Water shall be applied as soon as possible whenever wind speeds exceed 15 miles per hour. Reclaimed (nonpotable) water should be used whenever possible.
3. All dirt- stock -pile areas shall be sprayed daily as needed.
4. Permanent dust control measures shall be identified in the approved Specific Plan revegetation and landscape plans and implemented as soon as possible following completion of any soil disturbing activities.
5. Exposed ground areas that are planned to be reworked at dates greater than one month after initial grading shall be sown with a fast - germinating native grass seed and watered until vegetation is established.
6. All disturbed soil areas not subject to revegetation shall be stabilized using approved chemical soil binders, jute netting, or other methods approved in advance by the APCD.
7. All roadways, driveways, sidewalks, etc., to be paved shall be completed as soon as possible. In addition, building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
8. Vehicle speed for all construction vehicles shall not exceed 15 mph on any unpaved surface at the construction site.
9. All trucks hauling dirt, sand, soil or other loose materials shall be covered or shall maintain at least two feet of freeboard (minimum vertical distance between top of load and top of trailer) in accordance with CVC Section 23114.
10. Install wheel washers where vehicles enter and exit unpaved roads onto streets, or wash off trucks and equipment leaving the site.
11. Sweep streets at the end of each day if visible soil material is carried onto adjacent paved roads. Water sweepers with reclaimed water shall be used where feasible.

14-12.04B(3) Cover Stockpiled Soils
If importation, exportation, or stockpiling of fill material is involved, soil stockpiled for more than two days shall be covered, kept moist, or treated with soil binders to prevent dust generation. Trucks transporting material shall be tarped from the point of origin.

14-12.04B(4) Dust Control Monitor
On all projects with an area of disturbance greater than 1 acre, the contractor or builder shall designate a person or persons to monitor the dust control program and to order increased watering as necessary to prevent transport of dust off site. Their duties shall include holiday and weekend periods when work may not be in progress.

14-12.04D Payment
Full compensation for compliance with Specific Plan Requirements is included in the payment for other bid items unless a bid item of work is shown on the bid list item.

15 EXISTING FACILITIES

DIVISION III EARTHWORK AND LANDSCAPE

19 EARTHWORK

Add to Section 19-2.03A General:
Subgrade excavations over existing gas facilities must be undertaken with extra caution. No heavy equipment shall be used for excavation within 2 feet from centerline of gas facilities. All excavation within two feet of gas facilities must use hand tools only unless otherwise allowed by the Engineer and utility owner.

Add to Section 19-5.03A General:
Compaction of subgrade within 2 feet from centerline of existing gas facilities must use vibratory plate compaction equipment unless otherwise allowed by the Engineer and utility owner.

20 LANDSCAPE

Add to Section 20-2.01D Payment:
Payment for furnishing and installing irrigation system shall be at the lump sum (LS) price paid for “Irrigation” and shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work in accordance with the Plans, Special Provisions and Specifications section 20.2, and as directed by the Engineer. No additional payment will be made therefor.

Replace Section 20-3.02D PAYMENT with:
Payment for furnishing and installing plants shall be at the lump sum (LS) price paid for “Planting” and shall include full compensation for furnishing all labor, materials, amend, tools, equipment and incidentals, and for doing all the work in accordance with the Plans, Special Provisions and Specifications section 20-3, and as directed by the Engineer. No additional payment will be made therefor.

Replace Section 20-5.03C(4) PAYMENT with:

The payment quantity for gravel mulch is the volume measured in the vehicle at the point of delivery.

21 EROSION CONTROL

22 FINISHING ROADWAY

Replace "Not Used" in Section 22-1.04 PAYMENT with:

Payment for finishing roadway is included in the various items of work involved and no separate payment will be made.

DIVISION IV SUBBASES AND BASES

26 AGGREGATE BASES

DIVISION V SURFACINGS AND PAVEMENTS

37 BITUMINOUS SEALS

Add to the end of Section 37-3.04 PAYMENT:

Payment for furnishing and applying slurry seal (Type II) shall be at the contract unit price paid per square foot.

39 ASPHALT CONCRETE

Add to Section 39-1.10 Spreading and Compacting Equipment:

When placed directly on subgrade, the first lift of HMA within 2 feet from centerline of existing gas facilities must be compacted utilizing a plate compactor or other equivalent lightweight equipment as approved by the Engineer and utility owner.

Replace Section 39-2.01C(9) Miscellaneous Areas and Dikes with:

39-2.01C(9) Miscellaneous Areas, Dikes and Asphalt Berms

Replace first paragraph in Section 39-2.01C(9) Miscellaneous Areas and Dikes with:

Prepare the area to receive HMA for miscellaneous areas, dikes, and asphalt berms including excavation and backfill as needed.

Replace "Not Used" in Section 39-2.02D Payment with:

The City does not adjust payment of HMA due to crude oil price index fluctuations.

Payment for tack coat, asphalt binder and asphaltic emulsion is included in the payment for type of HMA involved and no separate payment will be made.

DIVISION VI STRUCTURES

47 EARTH RETAINING SYSTEMS

Replace the sixth paragraph in Section 47-2.02A MATERIAL, General with:

Rock for rock slope protection at drainpipe outlets must be small-rock slope protection and must comply with the gradation specified for 7-inch-thick layer in section 72-4.02.

51 CONCRETE STRUCTURES

Add to List in 1st Paragraph, Section 51-1.04 PAYMENT:

5. Box Culvert (Orcutt Road Box Culvert Extension)
6. Wingwall (Orcutt Road Box Culvert Extension)
7. Headwall (Orcutt Road Box Culvert Extension)
8. Retaining Wall (Orcutt Road Driveway Modification)

Replace Section 51-2.02A(4) Payment with:

Payment for furnishing and installing joint sealant identified on the Plans is included in the payment for "Minor Concrete (Textured Truck Apron/Truck Blister)" and no separate payment will be made.

52 REINFORCEMENT

Add to Section 52-1.04 PAYMENT:

Payment for furnishing bar reinforcing streel identified on the Plans is included in the payment for the various bid items and no separate payment will be made.

DIVISION VII DRAINAGE FACILITIES

71 EXISTING DRAINAGE FACILITIES

Replaced "Not Used" in Section 71-1.04 PAYMENT with:

Payment for removing the existing Orcutt Road culvert headwall shall be at the contract unit price per cubic yard (CY) paid for "Remove Existing Orcutt Road Culvert Headwall" and shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work in accordance with the Plans, Special Provisions and Specifications, and as directed by the Engineer. No additional payment will be made therefor.

Payment for partial removal of the existing Orcutt Road box culvert shall be at the contract lump sum (LS) price paid for "Partial Orcutt Road Box Culvert Removal" and shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work in accordance with the Plans, Special Provisions and Specifications, and as directed by the Engineer. No additional payment will be made therefor.

DIVISION VIII MISCELLANEOUS CONSTRUCTION

72 SLOPE PROTECTION

73 CONCRETE CURBS AND SIDEWALKS

Add between the first and second paragraphs in Section 73-1.01 GENERAL:
Removal of concrete includes the removal of detectable warning surfaces.

Replace the first sentence in paragraph 6 in Section 73-1.04 PAYMENT with:
Detectable warning surface is paid for as a separate bid item.

77 LOCAL INFRASTRUCTURE

Add to the end of Section 77-4.04 PAYMENT:
Payment for furnishing and installing Filterra Offline drainage systems shall be at the contract lump sum (LS) price paid for “Filterra Offline System” and shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work in accordance with the Plans, Special Provisions and Specifications, and as directed by the Engineer. No additional payment will be made therefor.

80 FENCES

Replace Section 80-15.04 RESERVED with:
80-15.04 REMOVE FENCES

80-15.03A General
Section 80-15.04 includes specifications for removing fences.

80-15.03B Materials
Not Used

80-15.03C Construction
Not Used

80-15.04D Payment
Payment for removing existing wire fence shall be at the contract unit price per linear foot (LF) paid for “Remove Wire Fence” and shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals, and for doing all the work in accordance with the Plans, Special Provisions and Specifications, and as directed by the Engineer. No additional payment will be made therefor.

DIVISION IX TRAFFIC CONTROL DEVICES

81 MISCELLANEOUS TRAFFIC CONTROL DEVICES

82 SIGNS AND MARKERS

Add to the end of Section 82-3.04 PAYMENT:

Payment for furnishing sign panel is not included in the payment for roadside signs - one post. Sign post and sleeve shall be per City Std 7210.

Payment for furnishing sign panel is not included in the payment for roadside signs - two post. Sign post and sleeve shall be per City Std 7210.

83 RAILINGS AND BARRIERS

Replace the first paragraph in Section 83-2.02D PAYMENT with:

The payment quantity for Midwest guardrail systems is the length measured along the face of the element from end post to end post of the completed railing and includes buried post anchors. The point of measurement at the end post is the center of the bolt attaching the rail element to the end post. The payment quantity for flared terminal system end treatment is based on each terminal system end treatment required.

84 MARKINGS

DIVISION X ELECTRICAL WORK

86 ELECTRICAL SYSTEMS

DIVISION XI MATERIALS

90 CONCRETE

DIVISION XIII APPENDICES

Appendix A – Form of Agreement

Appendix B – Jurisdictional Permits

Joint seal material specifications not found or referenced.

Appendix C - PG&E Construction Exhibit

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

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

_____
J. Christine Dietrick
City Attorney

CONTRACTOR:

Name of Company

By:_____
Name of CAO/President
Its: CAO/PRESIDENT

(2nd signature required if Corporation):

By:_____
Name of Corporate Officer

Its: _____

APPENDIX B – JURISDICTIONAL PERMITS

Recording Requested by
and when recorded, return to:

City Clerk
City of San Luis Obispo
990 Palm Street
San Luis Obispo, CA 93401

IRREVOCABLE & PERPETUAL
OFFER TO DEDICATE STREET RIGHT OF WAY
(CORNER OF ORCUTT ROAD AND TANK FARM ROAD)

APN 004-706-024

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Barbara Parsons Trust, as OFFEROR, hereby OFFERS to the City of San Luis Obispo, a Municipal Corporation and charter City, as OFFEREE, an irrevocable easement for public street and utilities purposes upon, over, under and across a portion of certain property described as *OPEN SPACE & CONSERVATION EASEMENT PER DOCUMENT 2012-018090* in the Office of the County Recorder, City of San Luis Obispo, County of San Luis Obispo, State of California. Said irrevocable easement offer is described as follows:

See Exhibit A, attached hereto, for legal description and Exhibit B, attached hereto, for graphical depiction.

DRAFT

IN WITNESS WHEREOF, OFFEROR has hereunto caused its/their name(s) to be subscribed this

_____ day of _____, 20___.

OFFEROR:

Owner:
Barbara Parsons Trust under agreement dated
January 28, 2000.

By: _____

Print Name: Barbara Parsons, Trustee

By:
__
Jeanne Helphenstine

The Gary E. Esajian and Elene P. Esajian
Family Trust Under Declaration of Trust
dated June 29, 2006

By:
_____
Gary E. Esajian, Co-Trustee

By:
_____
Elene P. Esajian, Co-Trustee

OFFEREE:

THE CITY OF SAN LUIS OBISPO, a public
agency corporate and politic

NO SIGNATURE REQUIRED FOR CITY

DRAFT

(Attach Notary Certificate)
(Attach Beneficiary Subordination)

DRAFT

CONSENT OF BENEFICIARY TO SUBORDINATE

_____ is a Beneficiary under that certain Deed of Trust(s) dated _____, executed by _____, Trustor, and recorded _____ as Instrument Number(s) _____ of Official Records in the Office of the County Recorder, County of San Luis Obispo, State of California. The Deed of Trust(s) encumber(s) the real property described in the attached offer. As the Beneficiary of said Deed of Trust(s), the undersigned hereby consents (a) to the execution and recordation of the attached Irrevocable & Perpetual Offer to Dedicate Street Right of Way, (b) to the execution and recordation of an easement to the City of San Luis Obispo, if the offer is accepted by the City, and (c) to subordinate the undersigned's interest in the real property to the Irrevocable & Perpetual Offer to Dedicate Street Right of Way, and the easement.

Date: _____ _____
Beneficiary

Date: _____ _____
Beneficiary

[Signatures of Beneficiaries must be notarized.]

DRAFT

EXHIBIT "A"
RIGHT OF WAY

All that certain real property situate in the City of San Luis Obispo, County of San Luis Obispo, State of California, located in the Southwest one-quarter of Section 6, Township 31 South, Range 13 East, M.D.B. & M., described as follows:

BEGINNING at a rebar and cap shown as set per record of survey filed September 29, 1998 in Book 77 of Licensed Surveys at Page 43, San Luis Obispo County Records at the intersection of the northerly line of Tank Farm Road and the southwesterly line of Orcutt Road;

thence from said **POINT OF BEGINNING** along said northerly line North 89°22'42" West, 161.49 feet;

thence leaving said northerly line North 65°31'50" East, 47.05 feet;

thence northeasterly, along a tangent curve concave northwesterly having a radius of 44.00 feet, through a central angle of 77°56'48", an arc distance of 59.86 feet;

thence North 12°24'58" West, 58.58 feet;

thence North 73°46'55" East, 2.72 feet;

thence North 16°13'05" West, 1.66 feet;

thence North 29°09'04" West, 6.40 feet;

thence North 77°07'25" West, 10.15 feet;

thence South 12°52'35" West, 11.65 feet;

thence North 75°47'16" West, 14.00 feet;

thence North 13°19'45" East, 30.11 feet;

thence South 69°19'10" East, 2.93 feet;

thence North 56°12'10" East, 1.05 feet;

thence North 36°16'51" West, 95.05 feet;

thence northwesterly, along a tangent curve concave northeasterly having a radius of 1026.13 feet, through a central angle of 0°36'55", an arc distance of 11.02 feet;

thence non-tangent to last mentioned curve South 60°16'37" West, 23.70 feet to a point

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that bears South 23°20’31” East, 9.59 feet from an angle point in the northwesterly line of Lot 170 as shown on the map of Tract 3063-Phase 1, filed April 9, 2018 in Book 37 of Maps at Pages 59 through 71, San Luis Obispo County Records;

thence North 23°20’31” West, 9.59 feet to said angle point;

thence along the northwesterly line of said Lot 170 the following three (3) courses;

thence North 23°20’31” West, 161.50 feet;

thence North 31°16’47” West, 239.70 feet;

thence North 1°29’54” West, 20.00 feet to said southwesterly line of Orcutt Road;

thence along said southwesterly line South 32°59’11” East 732.98 feet to the **TRUE POINT OF BEGINNING**;

Containing 20,258 square feet or 0.47 acres more or less.

The basis of bearings for this legal description is identical to that of the map of Tract 3063-Phase 1, filed April 9, 2018 in Book 37 of Maps at Pages 59 through 71, San Luis Obispo County Records.

5-19-21

Brian R. Howard PLS 7250 Date

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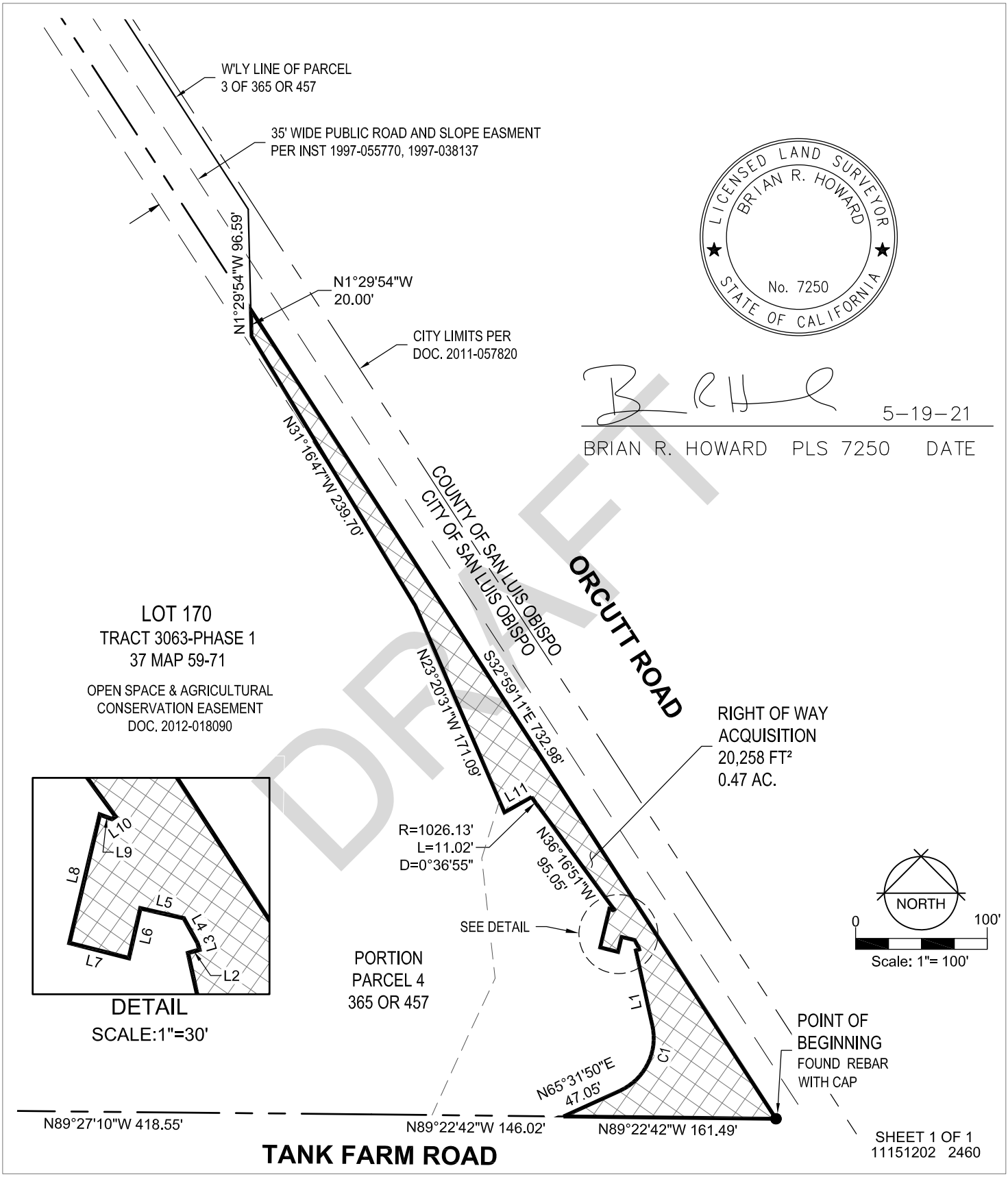
EXHIBIT "B"



LICENSED LAND SURVEYOR
BRIAN R. HOWARD
No. 7250
STATE OF CALIFORNIA

5-19-21

BRIAN R. HOWARD PLS 7250 DATE

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RIGHT OF WAY

CITY OF SAN LUIS OBISPO, CA

GHD Inc.
330 Hartnell Avenue, Suite B
Redding, CA 96002 USA
T 1 530 242 1700 W www.ghd.com

May 19, 2021
2460LG003.dwg

EXHIBIT "B"

Line Table		
Line #	Direction	Length
L1	N12°24'58"W	58.58'
L2	N73°46'55"E	2.72'
L3	N16°13'05"W	1.66'
L4	N29°09'04"W	6.40'
L5	N77°07'25"W	10.15'
L6	S12°52'35"W	11.65'
L7	N75°47'16"W	14.00'
L8	N13°19'45"E	30.11'
L9	S69°19'10"E	2.93'
L10	N56°12'10"E	1.05'
L11	S60°16'37"W	23.70'

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Curve Table			
Curve #	Delta	Radius	Length
C1	77°56'48"	44.00'	59.86'

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SHEET 2 OF 2
11151202 2460

RIGHT OF WAY

CITY OF SAN LUIS OBISPO, CA

GHD Inc.
330 Hartnell Avenue, Suite B
Redding, CA 96002 USA
T 1 530 242 1700 W www.ghd.com

May 19, 2021
2460LG003.dwg

Recording Requested by
and when recorded, return to:

City Clerk
City of San Luis Obispo
990 Palm Street
San Luis Obispo, CA 93401

DRAINAGE EASEMENT AGREEMENT (FOR MAINTENANCE)

APN 004-706-024

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Barbara Parsons Trust, as GRANTOR, hereby GRANTS to the City of San Luis Obispo, a Municipal Corporation and charter City, as GRANTEE, an irrevocable easement for drainage and maintenance purposes upon, over, under and across a portion of certain property described as *OPEN SPACE & CONSERVATION EASEMENT PER DOCUMENT 2012-018090* in the Office of the County Recorder, City of San Luis Obispo, County of San Luis Obispo, State of California. Said irrevocable easement offer is described as follows:

See Exhibit A, attached hereto, for legal description and Exhibit B, attached hereto, for graphical depiction.

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This Drainage Easement Agreement ("Agreement"), dated for reference purposes as of _____, 2021, is hereby made by and between Barbara Parsons Trust ("Grantor") and THE CITY OF SAN LUIS OBISPO, a public agency corporate and politic ("Grantee").

Recitals

WHEREAS, Grantor is the owner of certain real property located in the City of San Luis Obispo, County of San Luis Obispo, State of California, described as OPEN SPACE AND AGRICULTUAL CONSERVATION EASEMENT (Doc. 2012018090).

WHEREAS, Grantor and Grantee enter into this Agreement for the purpose of Grantee's receiving an easement for the purposes described below in this Agreement in that portion of OPEN SPACE AND AGRICULTUAL CONSERVATION EASEMENT (Doc. 2012018090) described in Exhibit A attached hereto ("Drainage Easement"). The Easement Area is graphically depicted in Exhibit B attached hereto.

NOW, THEREFORE, with regard to the foregoing Recitals and for good and sufficient consideration, the adequacy of which is acknowledged, Grantor and Grantee agree as follows:

1. **Grant of Easement.** Grantor hereby grants a nonexclusive easement to Grantee "THE CITY OF SAN LUIS OBISPO" to use the Easement Area for maintenance purposes as described herein. The easement granted herein consists of the following rights: (a) a right to maintain and repair the Easement Area in order to allow surface water drainage from private property, open space property, and public roadway to flow across the Easement Area; and (b) a right of access across property lines for the purpose of maintaining, inspecting and/or repairing the Easement Area.

2. **Restrictions on Grantor's Use of Easement Area.** Grantor shall not: (a) cause or allow any obstructions, improvements, planting or other material to be placed within the Easement Area that would interfere with Grantee's use thereof for drainage purposes or otherwise alter the direction of surface water flow through the Easement Area; (b) cause or allow a change in the slope of the surface of the ground within the Easement Area in a manner that would interfere with Grantee's use thereof for drainage purposes or otherwise alter the direction of surface water flow through the Easement Area; or (c) cause or allow any other activity to take place that would interfere with Grantee's use of the Easement Area for drainage purposes or otherwise alter the direction of surface water flow through the Easement Area.

3. **Entire Agreement**. This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed.

4. **Attorneys' Fees**. In the event of any controversy, claim or dispute relating to or arising out of this Agreement or breach thereof, the prevailing party in any civil action shall be entitled to recover its reasonable expenses, including attorneys' fees and costs.

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5. **Covenants Running with the Land.** The easement and covenants herein contained shall be equitable servitudes and covenants running with the land in perpetuity.

6. **Successors and Assigns.** All of the provisions, agreements, rights, powers, covenants and obligations contained in this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs, successors, assigns, devisees, administrators, representatives, lessees and all other persons acquiring any interest in the property described by which this easement is created, whether by operation of law or any manner whatsoever.

7. **Amendment or Termination.** This Agreement may only be amended or terminated by an agreement in writing signed by all parties to this Agreement, or their successors in interest, and recorded in the Official Records of San Luis Obispo County, California. Any amendment or termination of this Agreement must also be approved in writing by the City of San Luis Obispo in order to be effective.

8. **Recitals and Exhibits**. The foregoing recitals and all exhibits attached hereto are hereby incorporated by reference into this Agreement as though they were fully set forth herein.

9. **Authority.** The undersigned, by their signatures below, represent and warrant that they are duly authorized to execute this Agreement.

10. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all taken together, shall constitute one and the same instrument.

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IN WITNESS WHEREOF, Grantor and Grantee have executed this Drainage Easement Agreement effective as of the date first written above.

GRANTOR:

Owner:
Barbara Parsons Trust under agreement dated January 28, 2000.

By: _____

Print Name: Barbara Parsons, Trustee

By:
__
Jeanne Helphenstine

The Gary E. Esajian and Elene P. Esajian Family Trust Under Declaration of Trust dated June 29, 2006

By:
_____
Gary E. Esajian, Co-Trustee

By:
_____
Elene P. Esajian, Co-Trustee

GRANTEE:

THE CITY OF SAN LUIS OBISPO, a public agency corporate and politic

By: _____

Print Name: _____

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EXHIBIT "A"
DRAINAGE EASEMENT

All that certain real property situate in the City of San Luis Obispo, County of San Luis Obispo, State of California, located in the Southwest one-quarter of Section 6, Township 31 South, Range 13 East, M.D.B. & M., described as follows:

COMMENCING at a rebar and cap shown as set per record of survey filed September 29, 1998 in Book 77 of Licensed Surveys at Page 43, San Luis Obispo County Records at the intersection of the northerly line of Tank Farm Road and the southwesterly line of Orcutt Road;

thence from said **POINT OF COMMENCEMENT** along said northerly line North 89°22'42" West, 161.49 feet to the **TRUE POINT OF BEGINNING**;

thence from said **TRUE POINT OF BEGINNING** leaving said northerly line North 65°31'50" East, 47.05 feet;

thence northeasterly, along a tangent curve concave northwesterly having a radius of 44.00 feet, through a central angle of 77°56'48", an arc distance of 59.86 feet;

thence North 12°24'58" West, 58.58 feet;

thence North 73°46'55" East, 2.72 feet;

thence North 16°13'05" West, 1.66 feet;

thence North 29°09'04" West, 6.40 feet;

thence North 77°07'25" West, 10.15 feet;

thence South 12°52'35" West, 11.65 feet;

thence North 75°47'16" West, 22.44 feet;

thence southwesterly, along a tangent curve concave southeasterly having a radius of 44.56 feet, through a central angle of 106°32'40", an arc distance of 82.87 feet to a reverse curve;

thence southwesterly, along said reverse curve concave northwesterly having a radius of 25.00 feet, through a central angle of 34°01'34", an arc distance of 14.85 feet to a reverse curve;

thence southwesterly, along said reverse curve concave southeasterly having a radius of 204.05 feet, through a central angle of 21°23'02", an arc distance of 76.16 feet to the northerly line of said Tank Farm Road;

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thence along said northerly line South 89°22’42” East, 66.56 feet to the **TRUE POINT OF BEGINNING.**

Containing 12,986 square feet or 0.30 acres more or less.

The basis of bearings for this legal description is identical to that of the map of Tract 3063-Phase 1, filed April 9, 2018 in Book 37 of Maps at Pages 59 through 71, San Luis Obispo County Records.

5-19-21

Brian R. Howard PLS 7250 Date

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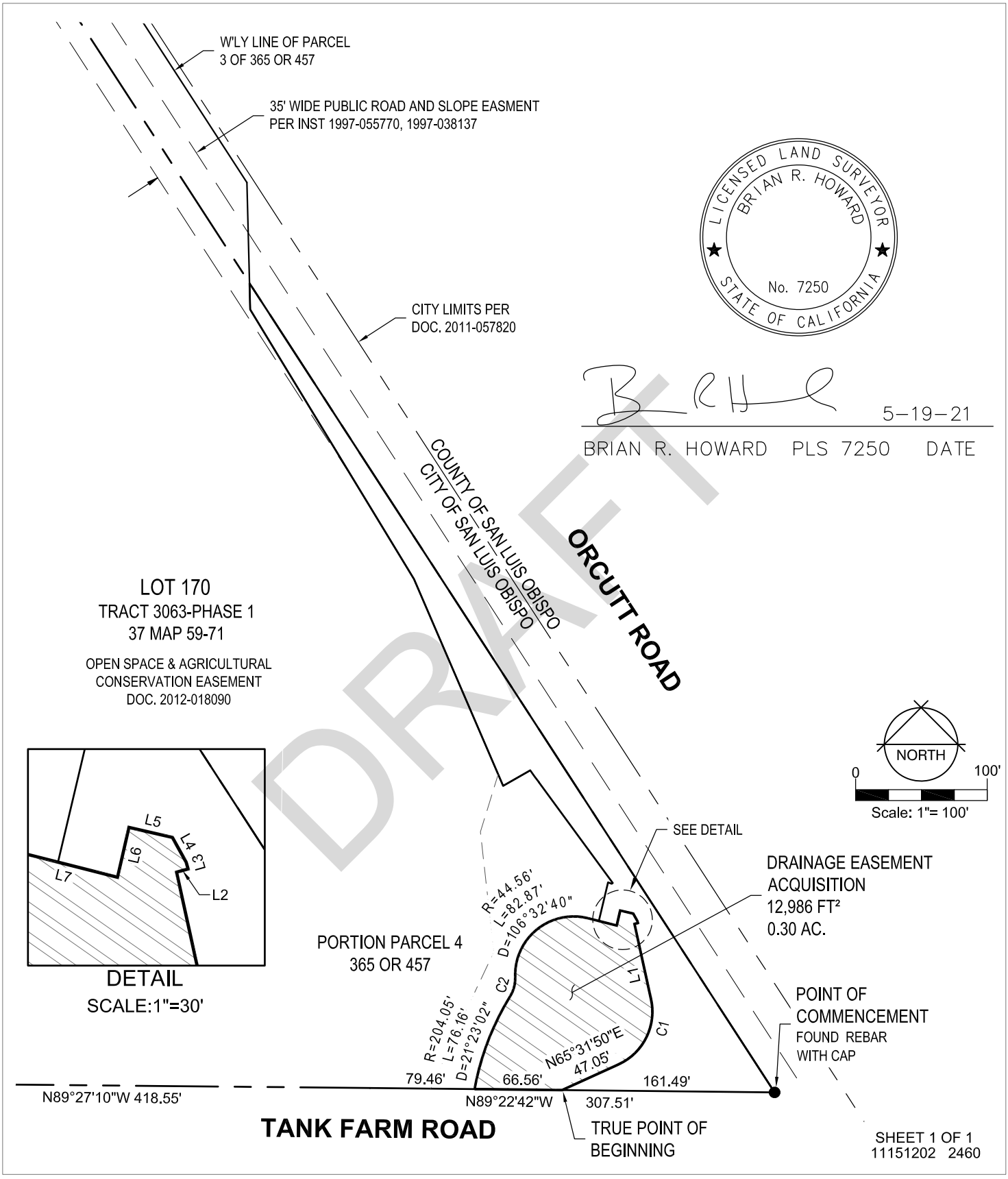
EXHIBIT "B"



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DRAINAGE EASEMENT

CITY OF SAN LUIS OBISPO, CA

GHD Inc.
330 Hartnell Avenue, Suite B
Redding, CA 96002 USA
T 1 530 242 1700 W www.ghd.com

May 19, 2021
2460LG004.dwg

EXHIBIT "B"

Line Table		
Line #	Direction	Length
L1	N12°24'58"W	58.58'
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L7	N75°47'16"W	22.44'

Curve Table			
Curve #	Delta	Radius	Length
C1	77°56'48"	44.00'	59.86'
C2	34°01'34"	25.00'	14.85'

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SHEET 2 OF 2
11151202 2460

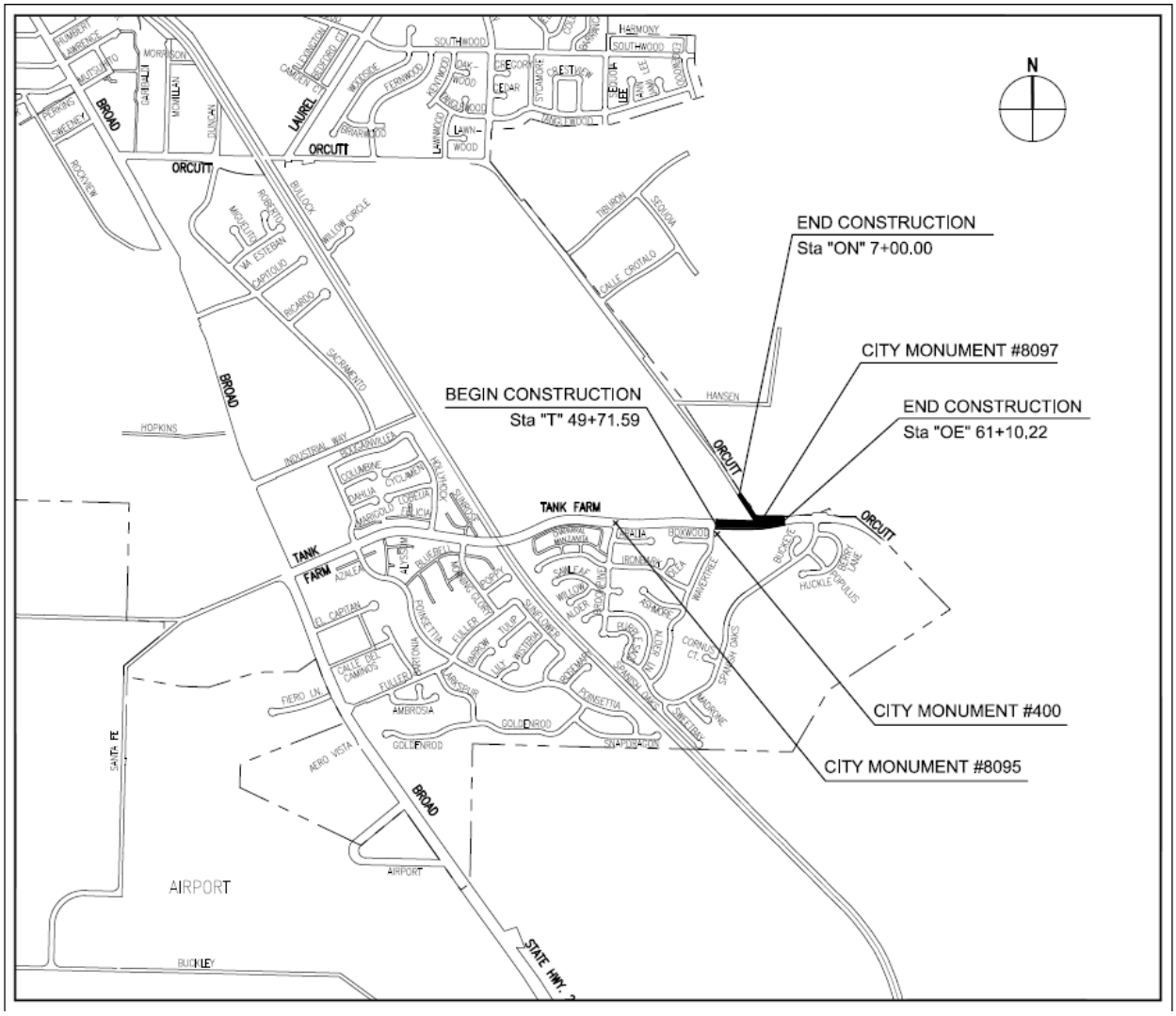
DRAINAGE EASEMENT

CITY OF SAN LUIS OBISPO, CA

GHD Inc.
330 Hartnell Avenue, Suite B
Redding, CA 96002 USA
T 1 530 242 1700 W www.ghd.com

May 19, 2021
2460LG004.dwg

Project Vicinity Map



Construction Detour
Closure of Tank Farm Through Traffic
70 days

Construction Detour
Closure of Orcutt Through Traffic
40 days

Council Agenda Report

Department Name: Public Works
Cost Center: 5010
For Agenda of: October 20, 2020
Placement: Consent
Estimated Time: N/A

FROM: Matt Horn, Public Works Director
Prepared By: Luke Schwartz, Transportation Manager

SUBJECT: CONSIDERATION OF A REGIONAL SURFACE TRANSPORTATION (RSTP) EXCHANGE / SURFACE TRANSPORTATION BLOCK GRANT (STBG) COOPERATIVE AGREEMENT WITH THE SAN LUIS OBISPO COUNCIL OF GOVERNMENTS (SLOCOG)

RECOMMENDATION

1. Adopt a Resolution authorizing the City Manager to execute the SLOCOG RSTP Exchange / STBG Cooperative Agreement No. SLO-FAST-01; and
2. Approve the priority of projects proposed for use of discretionary Urban State Highway Account (USHA), funding allocations (Table 1); and
3. Authorize the Assistant City Manager or their designee to prepare and submit future grant applications for projects eligible for competitive grants administered by SLOCOG; and
4. Authorize the Assistant City Manager or their designee to execute SLOCOG grant reimbursement requests and other related grant documents on behalf of the City; and
5. Authorize the Finance Director to augment the budget and appropriate grant funds and approve budget amendments on a project-by-project basis to appropriate Regional State Highway Account (RSHA), Urban State Highway Account (USHA), and Safe Route to Schools (SRTS) grant funds administered by SLOCOG.

DISCUSSION

Background

As the Metropolitan Planning Organization and Regional Transportation Planning Agency for the San Luis Obispo County region, the San Luis Obispo Council of Governments (SLOCOG) handles a variety of responsibilities, including administering funding from State, federal, and regional sources to local agencies. The Surface Transportation Block Grant (STBG) Program, a Federal-aid funding program, provides flexible funding that may be used by states and localities for transportation projects; however, use of federal funds can often prove challenging for local entities, as use these funds often requires non-federal match requirements, burdensome administrative obligations, and additional environmental analysis for compliance with the National Environmental Policy Act (NEPA).

For this reason, the State of California established the Regional Surface Transportation Program (RSTP), which allows agencies such as SLOCOG to exchange its apportionment of federal STBG program funds for non-federal RSTP exchange funds, thereby eliminating many of the burdensome obligations associated with use of federal funds.

SLOCOG distributes RSTP funds to the local jurisdictions within the San Luis Obispo County region both on a competitive basis, in the form of Regional State Highway Account (RSHA) and Safe Route to School (SRTS) grant funds, and as "local choice apportionments" in the form of Urban State Highway Account (USHA) funds, which are distributed on a fair-share basis to each locality within the County based on population. From FY2013-14 through FY2020-21, SLOCOG has programmed up to $2.4 million in STBG/RSTP grant funds to be used for eligible transportation projects within the City of San Luis Obispo. To date, approximately $400,000 has been reimbursed or is reflected in in-progress reimbursement requests to SLOCOG, leaving an available balance of approximately $2.0 million for eligible City projects.

In order for local agencies to request reimbursement for work performed on eligible STBG/RSTP funded projects, a Cooperative Agreement must be executed between the local agency and SLOCOG. A Cooperative Agreement is a general agreement regarding the responsibilities of each agency in relation to administration of these funds. While the City of San Luis Obispo has been successfully receiving reimbursements for eligible grant-funded work through an existing Cooperative Agreement with SLOCOG from 2009, SLOCOG has requested that the City enter into an updated Cooperative Agreement in order to continue to receive reimbursement for work performed on eligible projects. The updated Cooperative Agreement identifies the current USHA/RSHA funding allocations, current instructions and standardized forms for reimbursement requests. For this reason, staff recommends that the Council adopt a Resolution (Attachment A) authorizing the City manager to execute the SLOCOG RSTP Exchange/STBG Cooperative Agreement No. SLO-FAST-01 (Attachment B).

Projects Identified for Use of STBG/RSTP Grant Funds

Table 1 below summarizes the capital improvement projects proposed for use of STBG/SRTS grant funds. RSHA and SRTS grant funds are allocated to specific projects based on a competitive process involving SLOCOG Board approval—the City does not have discretionary authority to use these funds for other projects without explicit approval by SLOCOG. USHA grant funds are administered by SLOCOG as "local choice" apportionments, where the City has more discretionary flexibility to allocate funds to projects of the City's choosing, as long as these projects provide operational and/or safety improvements along eligible Federal-aid Urban System (FAUS) routes.

Table 1 – Projects Recommended for Use of STBG/RSTP Grant Funds

Funding Source	Project Name	Programmed thru FY2020-21	Available Balance thru FY2020-21
RSHA	Railroad Safety Trail (Taft to Pepper Segment)	$300,000	$300,000**
RSHA	Signal & Intersection Improvements Citywide – Orcutt/Tank Farm Roundabout	$370,000	$370,000
Subtotal RSHA		***$670,000***	***$670,000***
USHA	Previous Completed Projects	$295,330	$0*
USHA	Broad/Woodbridge Pedestrian Hybrid Beacon	$140,000	$140,000**
USHA	Orcutt/Tank Farm Roundabout	$994,670	$994,670
Subtotal USHA		***$1,430,000***	***$1,134,670***
SRTS Cycle 2	Ramona to Foothill SRTS Path & HAWK (Anholm Phase 1A)	$100,000	$0*
SRTS Cycle 3	Anholm Neighborhood Greenway Phase 1B	$200,000	$200,000
Subtotal SR		***$300,000***	***$200,000***
TOTAL ALL FUNDING SOURCES		**$2,400,000**	**$2,004,670**

**Funds have already been reimbursed, or reimbursement request has been approved by SLOCOG and is in process under previous 2009 Cooperative Agreement.*

***Funds already reflected in the City's currently adopted FY2019-21 Financial Plan and/or FY2020-21 Supplemental Budget*

As shown in the table above, the proposed funding allocation would apply $1.36 million in new funding (RSHA and USHA funds) to the Orcutt Road/Tank Farm Road Roundabout Project, which is planned for construction in spring of 2021. This would allow for the deprogramming of an equivalent amount of local funds currently allocated to this project. Staff would seek separate approval by Council for future projects from that deprogramming.

Policy Context

The recommended actions are consistent with the City of San Luis Obispo's Financial Management Manual, Section 740 – Grant Management Policy. The policy states that the Council will approve grant applications in excess of $5,000 and delegates receipt and contract execution authority to the City Manager. The competitive grants administered via the SLOCOG Cooperative Agreement—projects funded through RSHA funds and SLOCOG SRTS grant funds as shown in Table 1 above—have already been solicited and awarded to the City.

Public Engagement

This item is on the Council Agenda for the October 20, 2020 meeting and will follow all required postings and notifications. The public may have an opportunity to comment on this item at or before the meeting.

CONCURRENCE

The Director of the Finance Department concurs with the staff recommendation.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) does not apply to the recommended action in this report because the action does not constitute a "Project" under CEQA Guidelines Section 15378. The individual projects funded with grant funds administered under the Cooperative Agreement will include the necessary environmental reviews and studies prior to implementation.

FISCAL IMPACT

Budgeted: No Budget Year: 2020-21
Funding Identified: Yes

Fiscal Analysis:

Funding Sources	Current FY Cost	Annualized On-going Cost	Total Project Cost
General Fund			
State STBG/RSTP – RSHA Grant Funds	$670,000		$670,000
State STBG/RSTP – USHA Grant Funds	$1,134,670		$1,134,670
State STBG/RSTP – SLOCOG SRTS Grant Funds	$200,000		$200,000
Federal			
Fees			
Other:			
Total	$2,004,670		$2,004,670

There is no direct fiscal impact associated with executing the Cooperative Agreement itself.

Of the $2,004,670 in available STBG/RSTP grant funds programmed for the City of San Luis Obispo, $300,000 in RSHA funds have already been allocated to the Railroad Safety Trail (Taft to Pepper) project and $140,000 in USHA funds have already allocated to the Broad/Woodbridge Pedestrian Hybrid Beacon project in the current FY2019-21 Financial Plan and FY2020-21 Supplemental Budget. *The remaining available balance of $1,564,670 in STBG/RSTP grant funds has yet to be appropriated by the City to individual projects and would represent new funding not included in the FY2019-21 budget.* As grant funds are appropriated to individual projects (per Table 1), this will allow for the de-programming of equivalent local funds (General Fund, Local Revenue Measure, Transportation Impact Fee) currently committed to these projects.

ALTERNATIVES

Do not authorize execution of the Cooperative Agreement. This is not recommended as this action allows for the use of alternative funding (non-local) to further leverage existing local funds.

Attachments:

a - Draft Resolution

b - Exhibit 1 to Resolution - Draft FAST Cooperative Agreement

RESOLUTION NO. _____ (2020 SERIES)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAN LUIS OBISPO COUNCIL OF GOVERNMENTS REGIONAL SURFACE TRANSPORTATION EXCHANGE / SURFACE TRANSPORTATION BLOCK GRANT COOPERATIVE AGREEMENT NO. SLO-FAST-01

WHEREAS, the City and the San Luis Obispo Council of Governments (SLOCOG) are authorized, pursuant to requirements of Fixing America's Surface Transportation Act (FAST Act) § 1109(a), to enter into a Cooperative Agreement for any transportation purpose within the City; and

WHEREAS, the SLOCOG Board approved allocation of urban and regional Surface Transportation Block Grant (STBG) Program funds for projects within the City of San Luis Obispo; and

WHEREAS, SLOCOG intends to exchange its apportionment of Federal Surface Transportation Block Grant (STBG) funds for Regional Surface Transportation Exchange (RSTP Exchange) funds for the projects within the City, therefore eliminating the non-federal match and compliance with the National Environmental Policy Act (NEPA).

WHEREAS, CEQA Guidelines Section 15064.7(b) allows lead agencies to adopt thresholds of significance for the lead agency's general use in its environmental review process.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of San Luis Obispo as follows:

SECTION 1. The Council hereby authorizes the City Manager to execute the San Luis Obispo Council of Governments RSTP Exchange/STBG Cooperative Agreement No. SLO-FAST-01 (Exhibit 1).

SECTION 2. The Council hereby authorizes the Assistant City Manager or their designee to prepare and submit future grant applications for competitive grant programs administered by SLOCOG.

SECTION 3. The Council hereby authorizes the Assistant City Manager or their designee to execute SLOCOG grant reimbursement requests and other related grant documents on behalf of the City.

SECTION 4. Environmental Review. No environmental review is required for execution of a Cooperative Agreement or grant submittals, as the proposed actions are not a "project" under CEQA Guidelines Section 15378.

Upon motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote:

AYES:
NOES:
ABSENT:

The foregoing resolution was adopted this _____ day of _____ 2020.

_____
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 _____

San Luis Obispo Council of Governments
Agreement No. **SLO-FAST-01**

RSTP EXHANGE/STBG COOPERATIVE AGREEMENT

THIS AGREEMENT, ENTERED INTO ON THE DATE BELOW STATED is between the San Luis Obispo Council of Governments, referred to herein as "SLOCOG", and the

CITY OF SAN LUIS OBISPO
a municipal corporation and
political subdivision of the
State of California, referred
to herein as the "CITY".

RECITALS

WHEREAS, SLOCOG and the CITY are authorized, pursuant to requirements of the Fixing America's Surface Transportation (FAST Act), FAST Act § 1109(a), to enter into a Cooperative Agreement for any transportation purpose within the CITY; and

WHEREAS, The FAST Act's Surface Transportation Block Grant Program, acknowledging that this program has the most flexible eligibilities among all Federal-aid highway programs, and aligning the program's name with how FHWA has historically administered it; and

WHEREAS, the SLOCOG Board approved allocation of regional Surface Transportation Block Grant Program (STBGP) funds for the projects identified on the attached Table 1 (summary table and project summary sheets) and STBGP Program continues all prior STP eligibilities (see in particular 23 U.S.C. 133(b)(15), as amended, each of the individual project is herein referred to as "PROJECT"; and

WHEREAS, SLOCOG intends to exchange its apportionment of Federal Surface Transportation Block Grant Program (STBGP) funds for Regional Surface Transportation Exchange (RSTP Exchange) funds for the PROJECTs, therefore eliminating the non-federal match and compliance with the National Environmental Policy Act (NEPA); and

WHEREAS, all applicable laws, regulations, and policies relating to the use of Regional Surface Transportation Program Exchange (RSTP Exchange) funds for the PROJECTs, shall apply notwithstanding any other provisions of this Agreement; and

WHEREAS, all obligations of the CITY under the terms of this Agreement are subject to funding appropriation by the Legislature, and the receipt and allocation of funding by SLOCOG; and

NOW, THEREFORE, in consideration of the above noted findings and considerations, the parties agree as follows:

1) The CITY agrees to administer each PROJECT and conduct the applicable environmental process required under the California Environmental Quality Act (CEQA) for each PROJECT.

2) The CITY agrees to advertise, open and review bids, and to award the contract for each applicable PROJECT (or combination of projects) as needed, in accordance with State laws.

3) The CITY agrees that all phases of each PROJECT will be developed in accordance with policies, procedures, practices, standards, regulations, and laws that apply to the CITY, Caltrans (where appropriate), and SLOCOG General Programming Requirements, the 2016 Annual Exchange Agreement and subsequent STBGP annual exchange agreements between SLOCOG and the State of California (Department of Transportation). If in the judgment of SLOCOG a project may impact a street, road or highway owned or controlled by a jurisdiction other than CITY (including without limitation the County, another city, or the State of California), SLOCOG may require the CITY to establish a project development team (PDT) composed of representatives of such jurisdictions, as well as SLOCOG.

4) The CITY agrees to construct each PROJECT in accordance with the plans and specifications of the CITY (and Caltrans when PROJECT involves state highway facilities), and in accordance with the conditions of funding adopted by SLOCOG.

5) The CITY agrees to maintain the facilities constructed, improved, or otherwise modified.

6) The CITY agrees to utilize, for each PROJECT, an amount of Regional or Urban RSTP Exchange funds equal to or less than that adopted by SLOCOG, and that SLOCOG's total obligation shall not exceed the amounts shown in **Table 1** unless a greater amount has been authorized in advance in writing by SLOCOG.

7) The CITY agrees to account for all costs for the PROJECTS to be paid by SLOCOG pursuant to this Agreement and agrees to perform all the reimbursable work for each project according to the billing period identified in the project summary sheets.

8) After the opening of bids on applicable PROJECTS, the CITY shall notify SLOCOG of any cost overruns or underruns to the original cost estimate. The following will be assumed and reflected in SLOCOG's RSTP Exchange accounting spreadsheets:

   a) If less funding than what was programmed is required for a PROJECT, the cost savings will be made available for reprogramming into another CITY project as approved by SLOCOG.

   b) If more funding than what was programmed is required for a PROJECT, the CITY will be solely responsible for providing the additional funding, which can be comprised of various non-regional funding sources, including cost savings from other CITY RSTP Exchange projects.

9) The CITY may submit an invoice for reimbursement of funds expended for each PROJECT no more than once a month, using the attached Reimbursement Request Form (**Exhibit A**). All Payments will be prorated between CITY and SLOCOG based on the agreed percentages of funding, as adopted by SLOCOG and listed on each project summary sheet. All invoices must contain the following:

   a. RSTP Exchange PROJECT number and name
   b. A brief description of work accomplished during the billing period.
   c. A copy of the consultant's bill to the CITY (if applicable).
   d. Amount expended by the CITY during the billing period, with evidence of funds expended (e.g. a copy of a CITY check to consultant or accounting documentation, etc.)
   e. Amount requested for reimbursement for the billing period

10) SLOCOG agrees to reimburse the CITY within 30 days of receipt of a completed reimbursement request form (**Exhibit A**) with all applicable attachments and signatures or as funds become available on a "1st come, 1st served" basis, an amount expended by the CITY during the invoices' billing period less the aforesaid proration. If a PROJECT receives both Regional and Urban Regional Surface Transportation Exchange funding (referred to in Exhibits hereto as "Regional" and "Urban" respectively), reimbursements shall be made on a pro rata basis from each source for SLOCOG's share. SLOCOG's total obligation for each PROJECT cost shall not exceed the amount shown in **Table 1**," unless SLOCOG has in writing authorized a greater amount per adopted SLOCOG policy.

11) Within two months of either the execution of this agreement or each PROJECT's completion and all work incidental thereto, whichever comes later, the CITY must provide SLOCOG certification in the form provided in **Exhibit B** hereto, of completion in accordance with the provisions in this Agreement, and a final invoice containing those items listed above. In the event that final project costs are less than those listed on Table 1, hereto, the funds shall be reallocated in accordance with SLOCOG RSTP Exchange policy **Exhibit C.**

12) If this project has been paid for either entirely, or in part with Regional RSTP Exchange funds, and CITY, or any of its officials, chooses to publicly memorialize participation in said project, then CITY shall also memorialize SLOCOG's financial participation in said project in a manner agreeable to SLOCOG. This paragraph shall apply to, but is not limited to, signage during construction, representation at dedications and placement of plaques or other objects of memorialization, whether at or near the project site or not.

13) The CITY grants to the State of California and/or SLOCOG access to the CITY's books and records for the purpose of verifying that RSTP Exchange funds paid are properly accounted for and the proceeds are expended in accordance with the terms of this Agreement. All documents shall be available for inspection by authorized Caltrans and/or SLOCOG agents at any time during the PROJECT development and for a four-year period from the date of completion, or for one year after the audit is completed or waived by Caltrans and/or SLOCOG, whichever is later.

14) Upon completion of all work under this Agreement, ownership and title to all materials will automatically be vested in the CITY and no further agreement will be necessary to transfer ownership to the CITY.

15) If existing public and/or private utilities conflict with the PROJECT construction or violate the CITY's encroachment policy (as applicable), the CITY shall make all necessary arrangements with the owners of such utilities for their protection, relocation or removal. The CITY shall review the plans for protection, relocation or removal. If there are costs of such protection, relocation, or removal which the CITY must legally pay, the CITY shall pay the cost of said protection, relocation or removal, plus cost of engineering, overhead and inspection. If any protection, relocation or removal of utilities is required, such work shall be performed in accordance with CITY policies and procedures.

16) The CITY shall defend, indemnify and save harmless SLOCOG, its officers and employees from all and any claims, demands, damages, costs, expenses, judgments, attorneys' fees or any liability arising out of this Cooperative Agreement to the performance or attempted performance of the provisions hereof, or any project referred to in the Exhibits hereto. Nothing contained in the foregoing indemnity provision shall be construed to require CITY to indemnify SLOCOG against any responsibility of liability in contravention of Civil Code section 2782.

17) If the CITY transfers its risk connected with design or construction of this project to independent contractors, CITY agrees to use its best efforts to obtain the independent contractor's inclusion of SLOCOG as an indemnitee and in any insurance procured by such independent contractor(s) for the project, to name SLOCOG as an additional insured.

18) Both the CITY and SLOCOG shall designate a Project Coordinator who shall represent the respective agencies and through whom all communications between the parties to this agreement shall occur.

19) Both parties agree that if, in the course of carrying out the PROJECT, there is a disagreement among the Project Coordinators over the direction of the project, the matter will be forwarded through a three step conflict resolution process. First, resolution will be attempted between the CITY Manager and SLOCOG Executive Director. If a dispute continues, a determination shall be made by the SLOCOG Executive Committee, and, if required, final determination by the full SLOCOG Board.

20) Nothing in the provisions of this Agreement is intended to create duties, obligations, or rights for third parties not signatories to this Agreement or affect the legal liability of either party of the Agreement by imposing any standard of care with respect to the maintenance of local roads different from the standard of care imposed by law.

21) No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties thereto, and no oral understanding or agreement not incorporated herein or in the attached **Table 1** shall be binding on any of the parties thereto.

22) This Agreement may be terminated or provisions contained therein may be altered, changed, or amended by mutual consent, in writing, of the parties hereto.

23) Prior to award of a contract for any PROJECT, SLOCOG may terminate the applicable PROJECT in the Cooperative Agreement by written notice, provided SLOCOG pays the CITY for all PROJECT-related costs reasonably incurred by the CITY prior to termination. Also, prior to award of a contract for any PROJECT, the CITY may terminate the applicable PROJECT in the Cooperative Agreement by written notice, provided the CITY pays SLOCOG for all costs reasonably incurred by SLOCOG prior to termination.

SIGNATURES:

CITY OF SAN LUIS OBISPO

By: _____
Derek Johnson, City Manager

Date: _____

SAN LUIS OBISPO COUNCIL OF GOVERNMENTS

By: _____
Peter Rodgers, Executive Director

Date: _____

ATTEST:

By: _____
Teresa Purrington, City Clerk

APPROVED AS TO FORM AND LEGAL EFFECT:

By: _____
J. Christine Dietrick, City Attorney

Date: _____

By:_____
Nina Negranti, SLOCOG Counsel

Date: _____

TABLE 1

CITY OF SAN LUIS OBISPO PROJECTS
for
Agreement No. SLO-FAST-01

SLOCOG#	Program	Project Name	Programmed	Balance
SMAPSL02R	RSHA	Railroad Safety Trail - Taft to Pepper Segment - ATP-5016(057)	$300,000	$300,000
SMAPSL03R	RSHA	Signal & Intersection Improvements Citywide	$370,000	$370,000
SMAPSLO1U	USHA	USHA - City of SLO (FY 13/14 - 20/21)	$1,430,000	$1,134,670
SMAPCG04R	SRTS Cycle 2	Ramona to Foothill SRTS Path & HAWK (Anholm Phase 1A)	$100,000	$0
SMAPCG04R	SRTS Cycle 3	Anholm Neighborhood Greenway Phase 1B	$200,000	$200,000
		Total	**$2,400,000**	**$2,004,670**

EXHIBIT A
San Luis Obispo Council of Governments
Regional Surface Transportation Program Exchange (RSTP Exchange)

REIMBURSEMENT REQUEST FORM

Agency Name: _____ Date: _____

Contact Person: _____

Project Number(s): Regional: _____ Urban: _____

Project Title: _____

This Invoice Covers Work Completed from: / / to: / /

Project Budget Information: ***(complete box below - refer to cooperative agreement "Table 1" for budget information)***

Total SPENT This invoice	$ -	When using electronic format: fill in unshaded areas only		
	Regional	**Urban**	**Other Sources Non Regional**	**TOTAL** (must equal 100%)
Reimbursement Rate by Fund Source (must be consistent with Exhibit A Project Sheet)				0%
Pro-rata Reimbursement by Funding Source (Regional/Urban)	$ -	$ -	$ -	$ -

Please send a check for $ _____

Total RSTP Exchange share due this invoice (total of heavier shaded boxes above)

Attachments: 1) A brief description of work completed; and
2) Consultant invoices
3) Proof of payment (e.g. copy of City check to consultant).

Signed: _____

(Agency Rep.)

Shaded boxes below for SLOCOG Use

Regional Planner Approval	Accounting Initials

EXHIBIT B
PROJECT COMPLETION FORM
for
RSTP Exchange Projects

This form notifies SLOCOG of project completion in accordance with the provisions in the Cooperative Agreement noted below. *Our records indicate that the project listed below, funded all or in part with RSTP Exchange funds, has been completed:*

Project Name:_____

Project Number(s):_____

Cooperative Agreement Date (Recipient Agency):_____

Approved RSTP amount:_____

I _____ *certify, on behalf of the City/County*
name of authorized official

of _____*, that the project named above was completed*
name of jurisdiction

*on*_____ *in accordance with the provisions set forth in the cooperative*
approximate date of completion

agreement dated _____*. It is my understanding that all savings*
date jurisdiction representative signed

from a cost underrun will be returned to _____ *for*
City/County **or** SLOCOG

reprogramming in accordance with the cooperative agreement.

Signed: _____ Date: _____
signature of authorized official date signed

Return completed and signed Project Completion Forms within 2 months of the completion of each project to:

SLOCOG
1114 Marsh Street
San Luis Obispo, CA 93401
Attn: Stephen Hanamaikai

EXHIBIT C

Project Eligibility by Fund Program - Project eligibility requirements by funding program are summarized below.

I. **Regional Surface Transportation Program.** The Surface Transportation Program (STP) provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. SLOCOG's 2014 RTP will provide guidance on priority routes for regional funding consideration.

The STP program supports national performance goals as defined in FAST-Act, but there are no measures tied specifically to this program. Eligible costs for funds under these programs include pre-project initiation documents (Pre-PID), project study reports (PSR), preliminary engineering (PE), right-of-way acquisition (RW), capital costs, and construction costs associated with an eligible activity.

Eligible Project Activities:

- Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements for highways, streets, and roads; bikeways and other surface transportation improvements.
- Replacement, rehabilitation, and preservation of bridges on any public road, including construction or reconstruction necessary to accommodate other modes.
- Construction of new bridges on a Federal-aid highway.
- Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities used to provide intercity passenger bus service.
- Carpool projects, fringe and corridor parking facilities and programs, including electric and natural gas vehicle charging infrastructure, bicycle transportation and pedestrian walkways, and ADA sidewalk modification.
- Highway and transit safety infrastructure improvements and programs, installation of safety barriers and nets on bridges, hazard eliminations, mitigation of hazards caused by wildlife, railway-highway grade crossings.
- Highway and transit plans research and development.
- Capital and operating costs for traffic monitoring, management and control facilities and programs, including advanced truck stop electrification.
- Surface transportation planning.
- Transportation Alternatives; newly defined, includes most transportation enhancement eligibilities with the exception of landscaping.
- Transportation control measures (e.g. as defined by region's APCD Clean Air Plan)
- Development and establishment of transportation management systems.
- Environmental mitigation efforts
- Modifications to intersections with high accident rates or levels of congestion.
- Infrastructure-based ITS capital improvements consistent with the Central Coast ITS Implementation Plan.
- Environmental restoration and pollution abatement.

- Control of noxious weeds and establishment of native species.
- Congestion pricing projects and strategies, including electric toll collection and travel demand management strategies and programs.
- Recreational trails projects.
- Construction of marine terminals.
- Truck parking facilities.
- Surface transportation infrastructure modifications within port terminal boundaries, only if necessary to facilitate direct intermodal interchange, transfer, and access into and out of the port.
- Construction and operational improvements for a minor collector in the same corridor and in proximity to an NHS route if the improvement is more cost-effective (as determined by a benefit-cost analysis) than an NHS improvement and will enhance NHS level of service and regional traffic flow.

Available Funding

- Direct urban and rural apportionment up to minimum required equal to 110%, plus 15%, of the FY 1990/91 allocation of Federal Aid Secondary (FAS) based upon 2010 census data (initiated in 2015). Final apportionment tables will be developed for the August 2017 Board meeting.
- Regional discretionary funds of $5.0M through FY 2021.

EXHIBIT D

General Programming Policies - All Fund Programs

SLOCOG's 2014 Regional Transportation Plan / Sustainable Communities Strategy identifies an overall goal to develop a multi-modal transportation system which is balanced, coordinated, safe, cost effective, environmentally sound, economically supportive, meeting all the financially reasonable transportation needs of all citizens in San Luis Obispo County. General programming policies affecting the decision making and project selection of the surface transportation system are summarized as follows:

1. SLOCOG will strive to be fair and equitable in the allocation of funding between the various subregions in the county and among member jurisdictions.

2. SLOCOG will adhere to the federal and state statutes, policies, regulations and guidelines applicable to each fund being allocated, and require recipients of grants to do the same.

3. SLOCOG will recommend projects for funding that are:
   - Deliverable
   - Consistent with the goals, policies, and programs of the 2014 Regional Transportation Plan
   - Regionally Significant
   - Responsive to immediate funding and project needs
   - Consistent with specific criteria of a particular funding program
   - High likelihood of leveraging other funding (state, federal and/or local)

4. SLOCOG will seek to implement all programs in a timely and efficient manner.

5. SLOCOG will seek to maximize the use of the funds for general public benefit, and will marshal other funds when possible to complete funded projects by prioritizing joint-funded projects.

6. SLOCOG will integrate social equity factors in to the decision making process by applying the findings generated from the Disadvantaged Communities Assessment that is now amended in to the 2014 RTP/SCS.

7. SLOCOG will, to the extent feasible, assure the integration of all projects with jurisdiction, region and statewide transportation plans, providing a comprehensive, systematic approach to resolving transportation problems in the region.

8. SLOCOG will retain maximum flexibility of federal programs under FAST ACT, where feasible, and will also seek to exchange Surface Transportation Block Grant Program (STBGP) (federal) funds for Regional Surface Transportation Program (RSTP) Exchange (state) funds, for reasons of cost efficiency and simplicity in administration. Through the RSTP Exchange funds ultimately become (local) funds.

9. SLOCOG will retain a continuing commitment to emphasize quality and promote excellence in the development of competitive proposals, seeking to fund the best possible projects in terms of cost effectiveness, public benefit and regional and local significance.

10. SLOCOG will reserve discretionary funds for advance development work to ensure regionally significant projects are well scoped, alternatives assessed, accurate estimates prepared, and a finance plan for implementation is developed.

11. SLOCOG will reserve off-the-top funding for programs identified in the 2014 RTP/SCS, including Transportation Demand Management (i.e. Rideshare), Active Transportation Partnership Program, Highway Safety Improvement Program and Safe Routes to School.

12. SLOCOG will maintain funding commitments for existing programmed projects as long as those projects have achieved the project delivery milestones set out at the time of programming. Unavoidable delays to the project delivery milestones will be considered on a case by case basis.

13. SLOCOG will commit a portion of discretionary funding to match and leverage other competitive state-wide grant programs (e.g. new SB1 programs, State of CA Active Transportation Program, Highway Safety Improvement Program (HSIP) for projects of regional significance.)

14. SLOCOG may consider using the above referenced fund sources to address surface transportation needs as identified in the June 7th 2017 SLCOOG Board Staff Report item B-3 2018 RTIP Fund Assumptions Programming Approach - Table 2 Sections 1, 2, and 3, and defer the programming of funds on needs identified in Section 4 (Other Multi-Modal Needs, including bicycle, pedestrian, and public transit related needs).

Council Agenda Correspondence

DATE: May 28, 2021

TO: Mayor and Council

FROM: Christine Dietrick, City Attorney

VIA: Derek Johnson, City Manager

SUBJECT: Item 5e - Clarification and Approval of Administrative Appeal Fees for Inclusion in the Comprehensive Fee Schedule

Upon publication of the report for this item, staff realized alternative recommendation 3 has a typo which alters its intent. It should read:

3. ***Authorize Recommendation 6, but deny the other recommended actions pending the results of the analysis.*** The ambiguities that would remain within the Comprehensive Fee Schedule would not be ideal, but there would be a plan in place to resolve them.

Also, it was intended that the chart in section *Comprehensive Fee Schedule – Language Edits* be published in redline as shown below:

~~Appeals to the Council for Administrative or Advisory Body Decisions~~ Appeals to Advisory Bodies Following Administrative (non-Planning) Decisions	
Tree Committee	**$125.71**
Construction Board of Appeals	$1,196.04
Administrative Review Board	$312.61
All Other Appeals	**$312.61**

Council Agenda Report

Department: Attorney
Cost Center: 1501
For Agenda of: 6/1/2021
Placement: Consent
Estimated Time: N/A

FROM: Christine Dietrick, City Attorney
Prepared By: Kelly White, TAO Legal Analyst

SUBJECT: CLARIFICATION AND APPROVAL OF ADMINISTRATIVE APPEAL FEES FOR INCLUSION IN THE COMPREHENSIVE FEE SCHEDULE

RECOMMENDATION

1. Adopt a Resolution entitled, "A Resolution of the City Council of the City of San Luis Obispo, California, adopting and confirming various fees for Administrative Appeals;" and
2. Approve a fee to appeal to the Tree Committee consistent with current language of San Luis Obispo Municipal Code Section 12.24; and
3. Confirm the applicability of an existing fee to appeal an administrative citation to the Administrative Review Board; and
4. Confirm the applicability of an existing fee to appeal an administrative citation to the Construction Board of Appeals; and
5. Approve modifications to the language of the Comprehensive Fee Schedule to clarify the applicability of the fees referenced above; and
6. Request that the Administrative Review Board consider staff recommended modifications to the administrative citation appeal process, as currently codified, and recommend to the City Council any changes or fee modifications deemed necessary.

DISCUSSION

Background

Tree Committee
In 2019, the City Council adopted Ordinance 1664 which, in part, repealed and replaced sections 12.24.090 and 12.24.180 of the City's Tree Regulations. After adoption of Ordinance 1664, no decision of the Tree Committee ("Committee") was appealable to the City Council, making the role of the Committee advisory to either the Community Development Director (SLOMC 12.24.090(F)(2)) or the applicable "approving authority" (SLOMC 12.24.090(F)(4)). Consistently, applications under Municipal Code section 12.24.090(E)(3) for tree removals "based on property owner convenience" also call on the Committee to advise the Community Development Director so a decision can be made.

Currently, though no decisions of the Tree Committee are appealable to the City Council, the following remains in the Comprehensive Fee Schedule:

24	**Appeals to the Council for Administrative or Advisory Body Decisions**	
25	Tree Committee	$125.71
26	All Other Apeals	$312.61

Figure 1. Screen capture, FY 2021-22 Comprehensive Fee Schedule, 'Finance' tab, lines 24-26

Staff recommends that the "Tree Committee" fee listed in Figure 1 be applied to those appeals of City Arborist decisions to the Tree Committee under Municipal Code section 12.24.090(E)(2), tree removals for "tree health or hazard mitigation", which come before the Committee, but currently have no adopted fee.

Administrative Review Board

In 2015, the City Council adopted Ordinance 1625 which, in part, repealed and replaced Municipal Code section 1.24 (the City's Administrative Code Enforcement Procedures) and established the Administrative Review Board (ARB) advisory body. Appeals of administrative citations reviewed by the ARB require extensive staff time to schedule, notice, and coordinate each hearing, and to draft a staff report for each agenda item.

The "All Other Appeals" fee, shown in Figure 1, is currently being applied to appeals heard by the ARB. Staff recommends Council expressly confirm the applicability of this fee to ARB appeals prior to finalization of the 2021-22 Comprehensive Fee Schedule.

Construction Board of Appeals

The same Ordinance 1625 referenced above also established the current purview and procedures of the Construction Board of Appeals (CBOA). Since 2015, when the ordinance was adopted, the fee staff has applied to appeals reviewed by the CBOA has been the "All Other Appeals" fee, shown in Figure 1. However, the Comprehensive Fee Schedule currently contains the following fees, which staff believe should more accurately be applied to appeals to the CBOA:

8	**Appeal of Building Official Decision - BLDG**	$1,196.04

Figure 2. Screen capture, FY 2021-22 Comprehensive Fee Schedule, 'Additional Building Fees' tab, line 8

55	**Handicap Board of Appeals - BLDG**	$1,196.04

Figure 3. Screen capture, FY 2021-22 Comprehensive Fee Schedule, 'Additional Building Fees' tab, line 55

Staff recommends that the Council confirm as applicable to appeal to the Construction Board of Appeals the fees shown in Figures 2 and 3. Staff requests this confirmation in the interest of public transparency and to confirm that the recommended fee is consistent with current Council intent and should be applied going forward, rather than the general appeal fee that seems to have been applied in error.

Comprehensive Fee Schedule – Language Edits
In order to clarify and capture the fee changes being recommended, the section of the 2021-22 Comprehensive Fee Schedule shown in Figure 1 will be modified as follows:

Appeals to Advisory Bodies Following Administrative (non-Planning) Decisions	
Tree Committee	**$125.71**
Construction Board of Appeals	**$1,196.04**
Administrative Review Board	**$312.61**
All Other Appeals	**$312.61**

Policy Context

- Throughout the City there exists a consistent practice of charging an application fee for staff review and decision-making, and then an additional fee to appeal the decision on an application if the appeal process requires extensive staff time. Adoption of a fee to appeal to the Tree Committee would be consistent with that practice.

- Fee Studies are a regular part of the provision of City services to ensure fees are reflective of the City's costs of providing the associated services. In the coming year, the Code Enforcement Division intends to evaluate the fees within its scope of work. It is recommended that City Council provide direction to staff and the Administrative Review Board to review and analyze not only fees related to the administrative appeal process, but the entire process, as currently codified, and recommend to the City Council any changes or modifications deemed necessary.

Public Engagement

The fees being recommended here for adoption and/or confirmation are essentially a final clean-up and implementation step of public hearing processes that occurred years ago. The fee and process analysis that will occur as a 'Next Step', for both Code Enforcement and the administrative citation appeals processes, will include multiple opportunities for public engagement at both advisory body and City Council meetings.

CONCURRENCE

The Public Works Director, Community Development Director and Chief Building Official concur with these recommendations.

The Finance Department's Revenue division has reviewed the recommendations and will integrate the approved changes in the City's Comprehensive Fee Schedule.

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: Not Applicable
Budget Year: Not Applicable
Funding Identified: No

Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	$0	$0	$0	$0
State				
Federal				
Fees				
Other:				
Total	**$0**	**$0**	**$0**	**$0**

Because an insignificant amount of additional staff work is anticipated as a result of adopting and/or confirming the fees being recommended, no new fiscal impact will be incurred. All related work is included in appropriations requested for the 2021-23 Financial Plan.

ALTERNATIVES

1. ***Deny the recommended actions*.** This alternative would leave ambiguities within the Comprehensive Fee Schedule indefinitely which is not a viable option.
2. ***Modify one or more of the fees to an amount other than that recommended by staff.*** If this alternative is chosen, specific reasoning for the modification should be included in Council direction.
3. ***Authorize Recommendation 5, but deny the other recommended actions pending the results of the analysis.*** The ambiguities that would remain within the Comprehensive Fee Schedule would not be ideal, but there would be a plan in place to resolve them.

ATTACHMENTS

A – Draft Resolution – Various Administrative Appeal Fees

RESOLUTION NO. _____ (2021 SERIES)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, ADOPTING AND CONFIRMING VARIOUS FEES FOR ADMINISTRATIVE APPEALS

WHEREAS, the City Council adopted Ordinance 1625 (2015 Series) which, among other things, established the Administrative Review Board to hear certain administrative citation appeals that required the creation of a substantial record; and

WHEREAS, no fee amount was explicitly set for an appeal to the Administrative Review Board, but has been interpreted as falling under the 'All Other Appeals' category of the City's Comprehensive Fee Schedule; and

WHEREAS, Ordinance 1625 (2015) also redefined the purview and procedures of the previously established Construction Board of Appeals, including specifying staff's creation of a substantial record for those administrative citation appeals it reviewed; and

WHEREAS, no fee amount is explicitly listed in the City's Comprehensive Fee schedule for an appeal to the Construction Board of Appeals, but there does exist two otherwise applicable fees: "Appeal of Building Official Decision – BLDG" and "Handicap Board of Appeals – BLDG"; and

WHEREAS, the City Council adopted Ordinance 1664 (2019 Series) which modified the process for tree removal applications and as a result there are no longer any decisions of the City's Tree Committee appealable to the City Council though a fee for such an appeal remains listed in the City's Comprehensive Fee Schedule; and

WHEREAS, certain decisions of the City Arborists are appealable to the Tree Committee, but no fee amount for such an appeal is listed in the Comprehensive Fee Schedule; and

WHEREAS, the Comprehensive Fee Schedule will be updated to reflect all new and updated fees becoming effective July 1, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of San Luis Obispo that:

SECTION 1. The City will begin collecting fees for administrative appeals to its various advisory bodies as show below. Accordingly, the City's Comprehensive Fee Schedule shall be amended to reflect the following fees:

Appeals to Advisory Bodies Following Administrative (non-Planning) Decisions	
Tree Committee	**$125.71**
Construction Board of Appeals	**$1,196.04**
Administrative Review Board	**$312.61**
All Other Appeals	**$312.61**

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

Council Agenda Report

Department: Finance
Cost Center: 2001
For Agenda of: 6/1/2021
Placement: Consent
Estimated Time: N/A

FROM: Brigitte Elke, Finance Director
Prepared By: Brigitte Elke, Finance Director

SUBJECT: ADOPT THE FUND BALANCE AND RESERVE POLICY

RECOMMENDATION

Adopt a Resolution entitled, "A Resolution of the City Council of the City of San Luis Obispo, California, adopting a Comprehensive Fund Balance and Reserve Policy" according to Governmental Accounting Standard Board Statement No. 54.

DISCUSSION

Background

Over many years, the City of San Luis Obispo has established a comprehensive and extensive budget and financial policy framework. This framework is reviewed with each Financial Plan and periodically amended based on the need of the organization as well as changes in mandates and best practices.

In 2009, the Governmental Accounting Standard Board (GASB) introduced GASB Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The statement's objective is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be applied consistently. The classifications comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in its governmental funds.

In order to apply GASB 54, staff amended the established policies and combined them into a stand-alone comprehensive policy document for easy access and reference. The City's Financial Plan will continue to feature the information within budget and financial policy and reference the adopting resolution and the fund balance and reserve policy document that will be posted online. The City's independent auditor will use the definitions of fund balance when providing the City's annual audit and annual financial statements.

Previous Council or Advisory Body Action

The City Council adopts a two-year financial plan which includes the budget and financial policy framework. Resolution 11017 outlines the action taken by the Council and the policies are incorporated by inclusion in the Financial Plan document.

Policy Context
The City Council has adopted an extensive budget and financial policy framework. Section 9 of the Financial Policies within the last adopted Financial Plan outline Fund Balance and Reserve Levels. However, those policies have never incorporated the GASB 54 terminology regarding the levels of fund balance.

Public Engagement
This item is part of the public City Council meeting on June 1, 2021. The public can partake and provide comment during this session.

ENVIRONMENTAL REVIEW

FISCAL IMPACT

Budgeted: No Budget Year: 2021-22
Funding Identified: n/a

Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	$	$	$	$
State				
Federal				
Fees				
Other:				
Total	**$**	**$**	**$**	**$**

Adopting the fund balance and reserve policy does not have a direct fiscal impact. However, it defines the fund balance in accordance with GASB 54 and, with it, the action required to access fund balance.

ALTERNATIVES
The City Council could choose not to adopt the resolution and the comprehensive fund balance and reserve policy. This is not recommended as current policies do not properly define the different levels and restrictions placed on fund balance by GASB 54.

ATTACHMENTS

A – Draft Resolution
B – Fund Balance & Reserve Policy

RESOLUTION NO. _____ (202X SERIES)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, ADOPTING A COMPREHENSIVE FUND BALANCE AND RESERVE POLICY

WHEREAS, in 2009, the Governmental Accounting Standard Board (GASB) issued Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions; and

WHEREAS, the City of San Luis Obispo, within its Financial Plan, has adopted an extensive budget and financial policy framework; and

WHEREAS, the City's fund balance and reserve levels have never been adopted in accordance with GASB 54; and

WHEREAS, in order to facilitate public access and provide transparency, the City desires to adopt a standalone policy for its fund balances, reserve levels, and fund designations in accordance with GASB 54.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of San Luis Obispo as follows/or that (whatever action is needed):

SECTION 1. Fund Balance and Reserve Policy. The City herewith adopts a fund balance and reserve policy outlining:

a) Fund balance in accordance with GASB 54 for its governmental funds.
b) Reserve levels in its governmental and enterprise funds as previously adopted.
c) Designated Funds as previously adopted.

SECTION 2. All necessary language shall be incorporated into the City's two-year Financial Plan and references shall be provided.

SECTION 3. The Fund Balance and Reserve Policy shall be posted on the City's website under the Finance Department's online document library for easy access by the public.

Upon motion of Council Member _____, seconded by Council Member _____, 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

CITY OF SAN LUIS OBISPO

FUND BALANCE & RESERVE POLICY

June 2021

Fund Balance & Reserve Policy

Derek Johnson, City Manager

Prepared by the Department of Finance

Brigitte Elke – Finance Director

Resolution XXXX (2021 Series)

CITY OF SAN LUIS OBISPO

FUND BALANCE & RESERVE POLICY

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PURPOSE

This policy establishes guidelines and procedures for allocating and reporting the City's fund balances in the financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54 and as committed by the City Council effective beginning fiscal year ending June 30, 2021.

Additionally, the policy establishes the City's reserve levels to address protection from risk and unexpected situation that require financial resources. The City of San Luis Obispo faces risks like revenue shortfalls during recessions and losses from extreme events, like earthquakes, wildland fires, flooding, and other natural disasters. Prudent reserve levels help make sure that the City of San Luis Obispo can respond quickly and decisively to those events. Reserves also support vital public services during revenue declines. A reserve policy describes how much the City will try to retain in the reserves. It also describes acceptable uses of reserves.

Since reserve levels need to be considered when establishing fund balances, both are addressed within this policy.

GASB STATEMENT NO. 54 – FUND BALANCE REPORTING AND GOVERNMENTAL FUND TYPE DEFINITION

The objective of GASB Statement No. 54 is to enhance the usefulness of fund balance information by providing clear fund balance classifications that can be consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

ACCOUNTING GUIDANCE

Fund balance is the difference between the assets and liabilities reported in a governmental fund. GASB Statement No. 54 defines five separate components of fund balance, each of which identifies the extent to which amounts can be spent.

The following components are defined by GASB Statement 54 and shall be reflected in the City's Fund Balance designations:

- **Non-spendable Fund Balance**. Assets that cannot be converted to cash (i.e., prepaid items and inventories of supplies) and assets that will not be converted to cash soon enough to affect the current accounting period.

- **Restricted Fund Balance**. Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments and limitations imposed by law through constitutional provisions or enabling legislation.

- **Committed Fund Balance.** Limitations imposed at the highest level of decision making that requires formal action at the same level to remove (City Council).

- **Assigned Fund Balance.** Intended use established by highest level of decision making by a body designated for that purpose or by an official designated for that purpose (delegated by the City Council to the City Manager).

- **Unassigned Fund Balance.** Excess of non-spendable, restricted, committed, and assigned total fund balance.

PRIMARY OBJECTIVE

This policy is focused on the allocation and financial reporting of the last three components – committed, assigned, and unassigned – as the first two components (non-spendable and restricted) are defined by the nature of their restrictions.

This policy also addresses the City's defined reserve levels for inclusion in the City's budget and fiscal policies and application throughout the various fund forecasts.

APPLICABILITY

This policy pertains to all funds that have adopted reserve levels. It further defines the Governmental Funds' ending fund balance and their components.

FUND BALANCE & WORKING CAPITAL DETERMINATION

COMMITTED FUND BALANCE

The following fund balances shall be committed fund balance for the purpose of the City's annual financial statements. Since this level of fund balance and its limitations are imposed at the highest level of decision making, they require formal action at the same level to be removed.

1. Minimum fund balances or working capital as outlined in the Reserves section of the policy.
2. Any revenue over expenditures at fiscal year end in the Local Revenue Measure sub-fund. The City's Local Revenue Oversight Committee, an advisory body to the City Council, shall make recommendations as to the use of the fund balance.
3. Remaining fund balance in the Insurance Fund

ASSIGNED FUND BALANCE

The following assignments are considered assigned fund balance for the purpose of the City's annual financial statements:

- Encumbrances
- Development Services Designation
- Others as applicable at fiscal year-end
- Public Safety Equipment-project funds
- Approved Year-End Carryover

UNASSIGNED FUND BALANCE

These are residual positive net resources in excess of what can properly be classified in one of the other four components of fund balance (surplus). Since a surplus does not represent a recurring source of revenue, it shall not be used to fund a recurring expenditure; however, it may be appropriated to fund one-time expenditures or uses not already funded through an annual budget appropriation.

The City Council may appropriate funds for the following non-recurring purposes:

- Elimination of unfunded liabilities related to the CalPERS retirement system or Other Post-Employment Benefit (OPEB) obligations.
- Capital improvements or purchases.
- Reduction or avoidance of debt. If there is a short-term debt within the General Fund, the surplus may be applied to reduce or eliminate the debt, if determined to be advantageous for the City. If a borrowing is scheduled, the surplus may be used to reduce the principal amount the City needs to obtain, if determined to be in the best long-term interest of the City.
- Any other purpose the City Council deems in the best interest of the community and the City organization.

ANNUAL REPORTING AND PERIODIC REVIEW

Before completion of the City's Annual Financial Report, the Finance Director shall prepare a fund balance status report as part of the City's financial reporting process. At least every two years, together with the City's Financial Plan adoption, the City Council shall affirm or revise the Policy including the percentage range established by the components described herein.

RESERVES

GOVERNMENTAL FUNDS

A. **Minimum Fund Balances**. The City will maintain a minimum fund balance of at least 20% of operating expenditures in the General Fund. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

   a. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.

   b. Contingencies for unseen operating or capital needs.

   c. Cash flow requirements.

B. **Fleet Replacement.** For the General Fund fleet, the City will establish and maintain a Fleet Replacement Fund to provide for the timely replacement of vehicles and related equipment with an individual replacement cost of $15,000 or more. The minimum committed fund balance in the Fleet Replacement Fund is set at $500,000 for the emergency replacement of vehicles that are damaged beyond repair and are either not covered under the City's property insurance program or the vehicle has a high replacement cost and insurance proceeds will be inadequate to provide for the vehicle's replacement (fire engine). Above this contingency level, the amount retained in this fund, coupled with the annual contributions received by it from any source, shall be adequate to fully fund the equipment replacements approved in the Financial Plan. If in any given year, the minimum fund balance is depleted for above mentioned uses and as approved by the City Council, it shall be replenished over the next two-year Financial Plan period.

   Interest earnings and the proceeds from the sale~~s~~ of surplus equipment as well as any related damage and insurance recoveries will be credited to the Fleet Replacement Fund.

C. **Information Technology (IT) Replacement Fund.** The City will establish an IT Replacement Fund for the General Fund to provide for the timely replacement of information technology, both hardware and software, with an individual replacement cost of $25,000 or more. The minimum committed fund balance in this fund is set at $400,000 for the emergency replacement of equipment that is damaged beyond repair and not covered under the City's property insurance program. If in any given year, the minimum fund balance is depleted for above mentioned uses and as approved by the City Council, it shall be replenished over the next two-year Financial Plan period.

   Interest earnings and the proceeds from the sale of surplus equipment as well as any related damage and insurance recoveries will be credited to the fund.

D. **Capital Projects Reserve Fund.** The City will maintain a committed reserve of 20% of capital improvement plan budget from the Local Revenue Measure for the purposes of offsetting unanticipated cost increases, unforeseen conditions, and urgent unanticipated projects to provide continued investment in infrastructure maintenance and enhancement. Use and

allocations of funds from the Capital Projects Reserve Fund will be made to Capital Projects including Major Facility Replacement upon Council approval as necessary during any fiscal year.

ENTERPRISE FUNDS

A. **Minimum Fund and Working Capital Balances**. The City will maintain a minimum fund balance of at least 20% of operating expenditures in the water, sewer and parking enterprise funds. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
2. Contingencies for unseen operating or capital needs.
3. Cash flow requirements.

B. **Water and Sewer Rate Stabilization Reserves.** The City will maintain a reserve for the purposes of offsetting unanticipated fluctuations in Water Fund or Sewer Fund revenues to provide financial stability, including the stability of revenues and the rates and charges related to each Enterprise. The funding target for the Rate Stabilization Reserve will be 10% of sales revenue in the Water Fund and 5% of sales revenue in the Sewer Fund.

Conditions for utilization and plan for replenishment of the reserve will be brought to Council for its consideration during the preparation and approval of the Financial Plan or as may become necessary during any fiscal year.

USES OF RESERVES

The City limits the use of reserves and working capital balances to address unanticipated, one-time needs or opportunities. Under no circumstances can they be applied to recurring annual operating expenditures. Reserves will be used to the extent annual expenditures exceed revenues as reported in the City's annual audited financial statements if circumstances do not allow for the activation of the City's Fiscal Health Contingency Plan implementing hiring, purchasing, and travel chills/freezes.

REPLENISHMENT OF RESERVES

Reserves shall be replenished to the extent annual revenues exceed expenditures as reported in the City's annual audited financial statements. Revenues in excess of expenditures at the end of the fiscal year shall be used to first satisfy committed reserve requirements before appropriating for other uses.

DESIGNATED FUNDS

A. **Major Facility Replacement Fund.** The City will maintain a designated fund for the purpose of providing for improvements having a cost of $25,000 or more to City-owned, general government building and structures. The amount retained in this fund, coupled with annual contributions received by it from any source, shall be adequate to fund maintenance and replacement of City facilities.

B. **Infrastructure Investment Fund.** The City will maintain a designated fund for the purpose of funding infrastructure projects that contribute to improved economic development and enhanced quality of life in the City of San Luis Obispo. The following evaluation criteria shall be applied to project eligibility:

   a. The use of City funds shall not offset any cost that would be expected to be paid to meet the fair share obligation of any developer.
   b. The use of City funds shall not offset a project specific cost identified through the environmental review process or under existing regulations or policies.
   c. The use of funds shall support a project that would not otherwise be feasible due to economic, timing or other issues outside control of the project proponents or the City.
   d. The project shall provide public benefit by contributing to economic development and quality of life within the City.

C. **Insurance Fund.** The City shall maintain an Insurance Fund to manage payments for liability, workers' compensation, crime, pollution, special events, property, and volunteer insurance. Within the Insurance Fund, a self-insured retention (SIR) will be set aside to cover expenses associated with claims from the Excess Liability Insurance Program. The SIR will be funded based on 150% (75% confidence level) of the previous five-year average claims experience (claims paid, reserves for known claims, and administrative expenses). The Insurance Fund will maintain a reserve sufficient to guard against substantial claims which will be determined based on annual actuarial report information.

   If required due to depletion of fund balance, sufficient annual appropriations will be transferred to the Insurance Fund from the General Fund in the amount needed to ensure the 150% funding status.

D. **Future Capital Project Designations.** The Council may designate specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interests of the City.

E. **Other Designations and Reserves.** In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements; reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

F. **Essential Safety Equipment Funding**. The City will carry forward year-end project balance designated for essential safety equipment indefinitely.

Council Agenda Correspondence

DATE: May 28, 2021

TO: Mayor and Council

FROM: Brigitte Elke, Finance Director
Prepared by: Natalie Harnett, Principal Budget Analyst

VIA: Derek Johnson, City Manager

SUBJECT: Item 6a – 2021-23 Financial Plan, Attachment A

The purpose of the memorandum is to correct two numbers that were transposed in the 2021-23 Financial Plan Document (Attachment A, page 104).

Existing "Reimbursement Transfers" Table (Page 104):

	Fund	2021-22		2022-23	
		Transfer out	Transfer In	Transfer out	Transfer In
1	General Fund		$4,717,442		$4,811,791
2	Parking Fund	$869,887		$887,285	
3	Sewer Fund	$1,712,752		$230,707	
4	Transit Fund	$226,183		$1,747,007	
5	Water Fund	$1,722,409		$1,756,857	
6	Whale Rock Fund	$186,211		$189,935	
7	**Total**	**$4,717,442**	**$4,717,442**	**$4,811,791**	**$4,811,791**

Corrected "Reimbursement Transfers" Table:

	Fund	2021-22		2022-23	
		Transfer out	Transfer In	Transfer out	Transfer In
1	General Fund		$4,717,442		$4,811,791
2	Parking Fund	$869,887		$887,285	
3	Sewer Fund	$1,712,752		$1,747,007	
4	Transit Fund	$226,183		$230,707	
5	Water Fund	$1,722,409		$1,756,857	
6	Whale Rock Fund	$186,211		$189,935	
7	**Total**	**$4,717,442**	**$4,717,442**	**$4,811,791**	**$4,811,791**

Council Agenda Report

Department Name: Finance
Cost Center: 2002
For Agenda of: 6/1/2021
Placement: Public Hearing
Estimated Time: 180 minutes

FROM: Derek Johnson, City Manager
Prepared By: Brigitte Elke, Finance Director
Natalie Harnett, Principal Budget Analyst

SUBJECT: ADOPTION OF THE 2021-23 FINANCIAL PLAN

RECOMMENDATION

1. Adopt a Resolution entitled, "A Resolution of the Council of the City of San Luis Obispo, California approving the 2021-23 Financial Plan and Fiscal Year 2021-22 Budget"; and
2. Defer budget adoption of the Water and Sewer Funds until June 15, 2021 contingent on the Prop. 218 protest hearing and adoption of the water and sewer rate increases; and
3. Adopt a Resolution entitled, **"**A Resolution of the City Council of the City of San Luis Obispo, California, establishing Parking Rates for the City's Parking Structures"; and
4. Adopt a Resolution entitled, "A Resolution of the City Council of the City of San Luis Obispo, California, approving modifications to the Parking Citation Penalty Schedule"; and
5. Introduce an Ordinance entitled, "An Ordinance of the City Council of the City of San Luis Obispo, California, amending Title 10 Chapter 52 (Parking Meters) of the San Luis Obispo Municipal Code" to modify parking meter rates and add language referencing the new pay stations; and
6. Introduce an Ordinance entitled, "An Ordinance of the City Council of the City of San Luis Obispo, California, amending Title 10 Chapter 04 (Definitions) of the San Luis Obispo Municipal Code" to add a definition of parking payment center; and
7. Adopt a Resolution entitled, "A Resolution of the Council of the City of San Luis Obispo, California, amending the Water and Sewer Rate Assistance Program for Residential Rate Payers."

REPORT-IN-BRIEF

The City began the development of the two-year financial plan in November 2020 and held numerous public meetings and presentations with the community and Council to "set the stage", receive public input, and lay the budget foundation. Staff presented the draft budget to Council during the April 20, 2021 "Strategic Budget Direction" workshop. Council provided feedback and gave direction that ultimately shaped the preliminary 2021-23 Financial Plan (Attachment A).

The purpose of this public hearing is to adopt the 2021-23 Financial Plan and appropriate the FY 2021-22 budget, with the exception of the Water and Sewer Funds which are contingent on the Prop. 218 protest hearing and subsequent adoption of the water and sewer rate increases. The Resolution (Attachment B) also adopts the updated appropriation limit to guide the budget appropriations as required under Article XIII B of the California Constitution.

This report also brings forward recommendations to establish new parking structure rates and a parking citation penalty schedule. The Parking Fund relies on fees collected through various parking programs to maintain, operate, and construct the City's public parking facilities. The City historically adjusts Parking rates every three years, but the scheduled July 1, 2020 rate increases were deferred due to the COVID-19 pandemic. Parking in the downtown structures is returning to pre-pandemic levels and staff recommends updating the rate structure as outlined in Attachment C. These adjustments will provide the needed revenue for the Parking Fund to construct the Palm-Nipomo parking structure, satisfy its annual debt obligations, and maintain and operate its facilities. Staff recommends adjusting safety-related violation fine amounts which have not been adjusted since 2010. The recommendations in Attachment D will align fine amounts to address the severity of the violations and benefit the public's safety.

Staff is also recommending the introduction of two ordinances amending Title 10 of the Municipal Code. Attachment E includes modifications to the current on-street and surface lot parking rates, adds language referencing the use of the new multi-space pay stations, and allows the City to implement a tier-based pricing strategy in place of timed parking limits. Attachment F outlines the definition for parking payment centers which is the California Vehicle Code's term for a payment device that services multiple parking spaces.

Lastly, staff recommends amendments to the current water and sewer rate assistance program. The proposed rate adjustment increases may be a financial burden to some customers and current State law makes it difficult to directly support customers who are most impacted by rate increases from water and sewer fees. The new program included in Attachment G will broaden the assistance program to more qualifying customers consistent with Proposition 218.

DISCUSSION

After extensive community participation and several Council budget workshops and hearings beginning in November 2020, the 2021-23 Financial Plan is now ready for adoption. Key elements of the Financial Plan include:

1. Focus on long-term fiscal health, aligned with Fiscal and Budget Policies and Financial Responsibility and Sustainability Philosophy.
2. Align budget resources with Council adopted Major City Goal strategies.
3. Meet the minimum fund balance and working capital policy requirements.

4. Invest in the future and fund maintenance of existing infrastructure and invest in the capital improvement program.
5. Address both required and "pre" payments to unfunded liabilities.
6. Implement Local Revenue Measure priorities.

The 2021-23 Financial Plan includes city-wide budgetary allocations for the two-year period in the amounts summarized below:

Expenditures	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget	% Change
General Fund	$75,824	$76,901	$98,764	$103,621	5%
Business Activities					
Water Fund	$39,693	$35,011	$25,501	$27,632	8%
Sewer Fund	$34,738	$120,944	$32,855	$24,367	-26%
Parking Fund	$5,287	$4,748	$6,547	$11,520	76%
Transit Fund	$4,772	$6,600	$7,669	$4,895	-36%
Special Revenue					
Tourism Assessment	$1,383	$1,225	$1,443	$1,551	7%
Downtown Assessment	$272	$253	$245	$260	6%
Total	**$161,969**	**$245,682**	**$173,024**	**$173,847**	**0%**

In thousands

Changes to the Preliminary Financial Plan

In preparing for the adoption of the Financial Plan, the City Council held a Strategic Budget Direction workshop at the April 20, 2021, City Council meeting. During that workshop, the City Council provided direction to include changes in the Preliminary Financial Plan as displayed below. These changes were made possible by the reallocation of funding from the Infrastructure Investment Fund.

Task	Major City Goal	Amount
Community Workforce Agreements using the WRRF as a case study	Economic Recovery, Resiliency and Fiscal Sustainability	$50,000
Feasibility Study for Multi-Cultural Center	Diversity, Equity, Inclusion	$40,000
Support Development of "Micro Community Collaborative" initiative with the SLO Climate Coalition[1]	Climate Action, Open Space, and Sustainable Transportation	$20,000
	Total	$110,000

[1] Council's recommendation was to "Look into Climate Coalition initiative". Based on further follow-up with the SLO Climate Coalition, staff recommend $20,000 in year one of the financial plan to support this effort.

In addition to the changes with a fiscal impact, Council directed staff to make the following adjustments which are now reflected in the 2021-23 Preliminary Financial Plan:

1. Crisis Intervention Training – remove from the DEI work program.
2. The police department will implement new federal and state 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 century policing and other actions as determined by the City Council.
3. Move the implementation of Open Space Winter Hours Use from the Climate Action Major City Goal (MCG), into the operating budget with the understanding that the work will continue to be directed by Natural Resources staff.

Additional **Changes to the Preliminary Financial Plan**

In addition to the changes listed above, staff is recommending several new Significant Operating Budget Changes (SOBCs) or changes to SOBCs as outlined below:

Increase Community Workforce Agreement Study amount: Based on further research into the scope of this recommendation and the resources necessary to complete a thorough study, Staff recommends increasing the budget to $175,000 with contributions from the Water, Sewer, and Parking funds. The additional General Fund portion of $55,000 will be re-allocated from the CIP contribution to the Infrastructure Investment Fund and the Enterprise fund portions will come from working capital. If the actual costs come in less than budgeted, then the remaining funds will be returned proportionally to the respective fund balance/working capital.	General Fund: $55,000 (*additional*) Water: $26,250 Sewer: $26,250 Parking: $17,500
Transit Fund: Regional Transit Authority Analysis: The RTA is constructing a Regional Transit HUB adjacent to the City's SLO Transit Bus Yard. Much of the infrastructure that supports SLO Transit is aged and nearing the end of its lifespan. All transit providers are required to shift the fleet of transit vehicles to zero emission vehicles. This recommended funding would support the analysis and review of SLO Transit's operations and infrastructure to determine if there may be an advantage to sharing infrastructure, equipment, or centralizing services with RTA.	Transit: $50,000
Water and Sewer Fund: Increased Funding for Public Outreach in the Utilities Department The Utilities department is implementing a work plan for ongoing outreach related to the City's water supply and resource availability, and other Utilities services. Focus will be on diversifying the outreach approach by utilizing digital and traditional outreach methods and focusing on often underrepresented stakeholder groups.	Water: $122,000 Sewer: $50,000

It is important to note that proposed Department budget appropriations include all Program Enhancements as shown in the "Budget Enhancements" section of the budget document.

Final Documents

After Council adopts the 2021-23 Preliminary Financial Plan, staff will publish a copy of the Adopted 2021-23 Financial Plan and 2021-22 Budget on-line.

Additionally, staff will prepare a *Budget-in-Brief* that highlights the City's budget process, key budget features, Major City Goal investments and basic "budget facts." This budget summary is widely distributed and will be posted on the website and shared through the various communication channels and with community partners.

Ongoing Monitoring

Adoption of the Financial Plan is the beginning of a continuous financial management process. Ongoing monitoring efforts include:

1. Interim Financial Reports. On-line access to up-to-date financial information will guide financial decisions. concise and comprehensive reports is issued by Staff to the Council and Public on a quarterly basis. These are complemented by special reports such as the quarterly Sales Tax newsletter, quarterly Transient Occupancy Tax newsletter and the Quarterly Investment Report.
2. Goal Status Reports. Staff will provide quarterly Goal Status Reports to the Council that includes progress towards completing Major City Goals and Capital Improvement Plan. These reports present updates and communications about the status of City projects, goals, and performance measures.
3. Transparent Online Budget Portal (OpenBook). City staff are excited to announce the launch of a new online budget platform that presents publicly available budget to actual expenditure and revenue data in addition to Capital Project budget information. The OpenBook application displays the City's budget data in an accessible, easy-to-understand format using charts, tables, and graphs. Enhancements to budget visualizations will be made throughout FY 2021-22.

New Parking Rate Structures (Attachment C)

The Parking Fund collects rates and through various parking programs to maintain, operate, and construct the City's public parking facilities. Historically, parking rates for the public parking structures, surface parking lots, and paid on-street parking have increased approximately every three years depending on the economic climate. In 2017, the City Council approved multi-year rate increases for the parking structures with the last rate increase taking effect July 1, 2020. The Parking Fund deferred rate increases due to the COVID-19 pandemic in order to support economic recovery and downtown economic vitality. After the onset of the COVID-19 pandemic, activity in the downtown area is returning to pre-COVID levels and patrons are once again filling up the parking structures.

The Parking Fund is preparing to construct the City's fourth parking structure, the Palm-Nipomo parking structure, with phase 1 beginning in FY2022-23. The Palm-Nipomo parking structure is a significant financial investment and will require a sizable loan to fund all phases of construction. The Parking Fund must demonstrate an ability to cover annual debt obligations as well as maintenance and operations of the new structure before financing can be secured. Staff is recommending that Council approve the deferred parking structure rate increases and eliminate the first 60 minutes free in all structures effective July 1, 2021, as part of the Parking Fund's revenue enhancement strategies. Staff recommends a reduction to the maximum daily limit in the parking structures to encourage utilization of structures for long-term parking by downtown employees.

Modified Parking Citation Schedule (Attachment D)

The City's parking penalty schedule contains over 90 parking violations and associated penalty amounts. The parking violations can be separated into two categories, 1) safety-related and 2) compliance-related. Safety violations are those that have been established and enforced to ensure the safety of the public-at-large. Compliance violations are those that act as a monetary disincentive for not complying with state or local mandates regarding the use of publicly available parking. The Parking Fund has introduced new payment technology in the form of multi-space pay stations and is pursuing pay-by-phone options for patrons that will likely reduce the number of compliance-related violations written by parking enforcement staff.

As these new technologies are implemented, staff plans to focus more on safety-related violations that serve a greater benefit to the community by reducing opportunities for collisions. Many of the safety-related violations on the penalty schedule have not increased since 2010 when the State and County surcharges were added to the fine amounts and, as a result, these fine amounts are no longer in alignment with the severity of the violation. Staff is recommending an increase to 17 safety-related violations enforced throughout the entire City.

Amendments to Title 10 of the Municipal Code (Attachment E & F)

Like the parking structure rates, the parking meter rates were deferred at the onset of the COVID-19 pandemic. The meter rate increases were also part of a multi-year rate increase strategy approved by City Council in 2017 to catch up with historical parking rate trends. Staff is recommending that Council approve the deferred parking meter rate increases effective July 1, 2021.

Staff is also recommending the establishment of a tier-based pricing system which will allow parkers to stay beyond the posted hour limit provided an additional hourly fee is paid. Tier-based pricing has been proven in other cities to provide a better public parking experience for customers by reducing the anxiety that goes along with timed parking limits.

The Municipal Code amendments also contain added language which references the newly installed multi-space pay stations to ensure that the City can effectively operate and enforce the new payment option.

Utilities Rate Assistance Program (Attachment G)

Background

The water and sewer utilities continually balance affordability, the need to maintain aging water and sewer infrastructure, and compliance with State law when determining the need for rate increases. Rate increases have been mitigated, to some extent, by securing grant funding and through responsible stewardship of operating expenditures. Despite these efforts, water and sewer rate increases are necessary, and justified, to provide reliable and safe water and sewer service. Despite the necessity, staff recognizes that rate increases are a financial burden to some customers and State law makes it difficult to directly support the customers who are most impacted by rate increases.

Impact of Proposition 218

In 1992, the City Council implemented a low-income water and sewer rate assistance program which consisted of a 15% rate reduction for residential customers receiving Federal and State aid. At that time, the 15% discount was absorbed by the water and sewer funds. Since implementation of this rate assistance program, legislators amended State law making it more difficult to directly subsidize low-income customers and making it illegal for rate assistance programs to be subsidized by water and sewer rates.

In 1996, the State of California passed Proposition 218, now Article XIII C and D of the California Constitution, which restricts local governments' ability to impose assessments and property-related fees by imposing a proportionality requirement: local governments must make sure that no property owner's fee is greater than the proportionate cost to provide the property-related service . Later, the California Supreme Court determined that Article XII C and D apply to water and sewer and this decision restricts local government from reducing water and sewer rates to low-income residents because historically local governments fund lower rates by charging higher rates to other users.

As a result of the Supreme Court’s decisions, the City subsidizes water and sewer rate from the City’s General Fund, rather than the Water and Sewer funds. Lastly, the City restricts the categories of eligible customers to receive the discount to only those enrolled in one of four specific government subsidies2 and those enrolled in another utility (e.g., electric or gas) rate assistance program.

[2] (1) Temporary Assistance for Needy Families (TANF/CalWORKS); (2) Cal Fresh (Food Stamps); (3) Supplemental Social Security Income; or (4) Veteran Survivor Pension Benefits

In 2012, the General Fund experienced a budget shortfall and a continually rising number of customers enrolling in the rate assistance program and the associated cost. After some investigation, the City learned that other utilities, such as Pacific, Gas & Electric and the Gas Company, do not verify a customer's income prior to enrolling the customer in their rate assistance programs. As a result, the City modified its program to disallow enrollment in another rate assistance program as proof for low-income and only allow eligibility for and enrollment in the four government subsidies to qualify for a water and sewer rate discount.

Late Fees

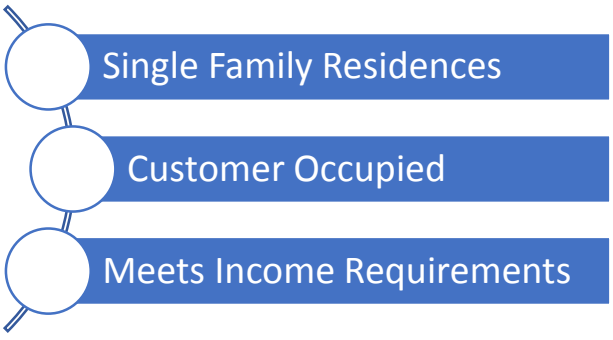
The new rate assistance program will utilize water and sewer late fees, rather than the general fund, to subsidize eligible customers. All water and sewer customers are subject to a $15 or 1.5% late fee, whichever is greater, if they do not pay their bill by the due date. All customers across the City are subject to the same late fees. This includes, but is not limited to, large corporate customers, other businesses, and all residential customers. Late charges are not fees for service and are not restricted by Proposition 218 so long as they are not considered in the rate's proportionality calculation. Late charges available to subsidize the rate assistance program have historically exceed the needed general fund subsidy and thus the rate assistance program can include a larger range of community members.

New Rate Assistance Program

Simply stated, the revised rate assistance program will extend a 15% discount on a customer's water and sewer bill and, with revised requirements, more customers will qualify.

Qualifications

The revised rate assistance program is available to all Single-Family Residential (SFR) customers who occupy the residence for which they pay the bill. SFR customers are defined as individually metered, residential properties. If a single dwelling unit, whether it is an apartment, condominium, or other type of dwelling, has its own meter, it is considered an SFR. For example, an apartment complex with many dwelling units but only one water meter and one water and sewer bill are not eligible. However, an individually metered condominium for which the bill is paid by the resident, is eligible.



In addition, a customer must demonstrate that they meet household income requirements. Customers receiving government subsidies listed above are eligible. In addition, customers whose household income is less than twice the federal poverty rate[3] are also eligible.

Customers must complete a short (less than one-page) application and provide documentation that they receive one of the aforementioned subsidies or declare that they earn less than the minimum household income.

Outreach

Upon adoption of the rate assistance program, the Utilities department will publicize the new program, including requirements and how to apply, via social media, utility bill insert, and on the City's website.

Fiscal Impact

The current rate assistance program, before these changes, costs the general fund approximately $20,000 per year. The Utilities department collects approximately $250,000 in late fees per year, split evenly between the water and sewer funds. It is expected that the new rate assistance program will cost less than $100,000 per fund per year. The Utilities department will closely monitor the actual cost of the program to ensure that it remains within budget. This additional expense was considered during the recent rate confirmation study and excluded from the rate increases that will be presented to the City Council on June 15, 2021.

Previous Council or Advisory Body Action

The draft budget was presented to Council during the Strategic Budget Direction meeting on April 20, 2021. Council's direction from that meeting were incorporated into the attached preliminary Financial Plan.

Policy Context

Although the City adopts a two-year Financial Plan, the budget (also known as appropriations) is adopted annually under this process. Pursuant to Section 804 of the City Charter, the City Council must adopt the 2021-22 Budget by June 30, 2021 in order for the appropriations to be in place when the 2021-22 fiscal year begins on July 1, 2021. This action is accomplished by Resolution and a Budget Resolution is provided as Attachment A to this report.

Public Engagement

The City's two-year Financial Plan process includes a high degree of public engagement and input ranging from community surveys, outreach to community groups and organization, a Community Forum and several public hearings prior to adoption.

[3] https://aspe.hhs.gov/poverty-guidelines

CONCURRENCE

All departments participated in the development of the 2021-23 financial plan and concur with the information and budgets presented in the financial plan.

ENVIRONMENTAL REVIEW

Adoption of a budget is not a project as defined under the California Environmental Quality Act.

FISCAL IMPACT

Budgeted: Yes Budget Year: 2021-23
Funding Identified: Yes

Fiscal Analysis:

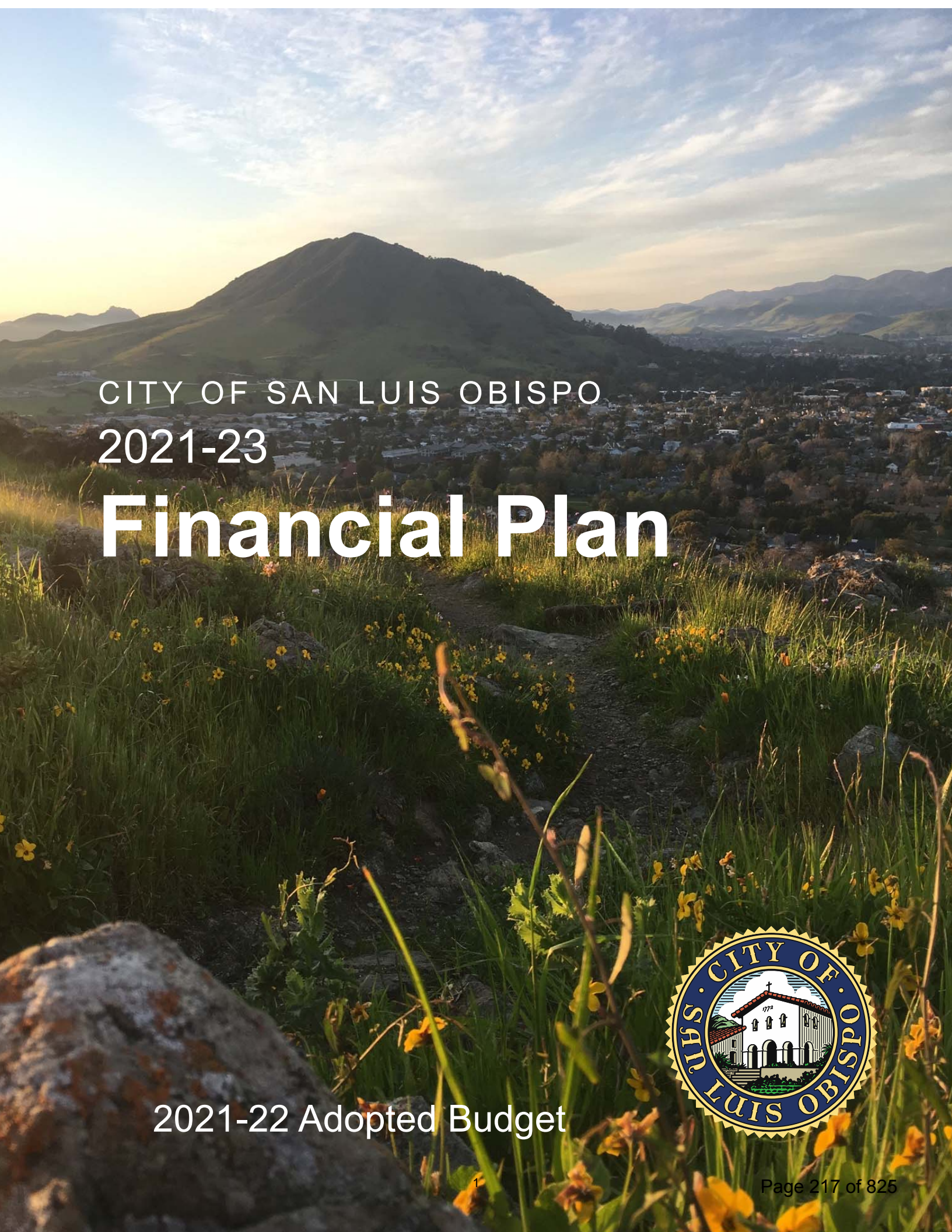
As outlines in detail in the Financial Plan, the City is appropriating $173 million in the 2021-22 fiscal year and budgeted $174 million in the 2022-23 fiscal year. Revenue and expenditures for all funds are balanced for the duration of the Financial Plan period.

ALTERNATIVES

Do not adopt the budget and give direction to the City Manager on desired changes and budget reallocations. This guidance will then be incorporated into the Financial Plan and presented on June 15, 2021 for adoption.

ATTACHMENTS

A – Preliminary 21-23 Financial Plan
B – Draft Resolution - Budget
C – Draft Resolution - Establishing Parking Structure Rates
D – Draft Resolution - Modifying Parking Citation Penalty Schedule
E – Draft Ordinance - Amending Title 10 Chapter 52 of the Municipal Code
F – Draft Ordinance - Amending Title 10 Chapter 04 of the Municipal Code
G – Draft Resolution - Amending Water and Sewer Rate Assistance Program



CITY OF SAN LUIS OBISPO

2021-23

Financial Plan

2021-22 Adopted Budget

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Financial Plan Reader's Guide

Financial Plan Reader's Guide

The Financial Plan Reader's Guide is intended to provide a basic understanding of the 2021-23 Financial Plan and describes the contents of each major section of this document. It has been divided into the following sections:

Introduction

For the 2021-23 Final Financial Plan, this section provides a message from the City Manager giving an overview of the budget highlights as well as accomplishments of the City. The message also provides the financial context for the City's Financial Plan and outlines some key initiatives and assumptions within the plan.

City Profile

This section introduces the Mayor and the four City Council members and provides the reader with a brief overview of the City of San Luis Obispo, its location, population, interesting community information, as well as highlights of the services available to citizens and businesses. This section also includes the City of San Luis Obispo's organizational structure.

Financial Plan Framework

This section provides policy and regulatory requirements for the development of the City's budget which contains the planning framework used to develop the Financial Plan. This section also identifies the City's fund structure which is a combination of governmental funds and business activities. It provides a description of each fund and the funding sources and the basis of budgeting and accounting.

Strategic Planning

Public Input on Financial Planning Process

This section explains the City's public and budget development process. It also provides a summary of survey responses and input from the Community Forum that Council considers when developing its goals and strategies for the two-year Financial Plan.

Strategic Priorities

This section provides the detailed road map for the Major City goals, as well as other driving factors for the 2021-23 Financial Plan and the annual budget appropriation.

It also provides information on planned expenditures for the City's Local Revenue Measure strategic investment (one and a half-cent sales tax) for the upcoming two financial plan years.

Budget-at-a-Glance

This section provides the reader with a quick overview for the General Fund that shows where the money comes from and what the money is spent on. It summarizes the information that is later outlined in more detail and encompasses investments in strategic priorities, as well as capital infrastructure and debt. It is a high-level overview of all the components presented in the following sections in more detail.

Consolidated Financial Plan

This section provides the consolidated long-term financial outlook that outlines the revenues, expenditures, capital investments, debt obligations, and the City's beginning and ending fund balance for all funds.

Operating Budget

This section provides a summary of each Department's revenue and expenditure budget compared to the prior year as well as the employee summary. Further details provide a greater understanding about department operations, key highlights, organizational structure and financial line-item summaries for the current and prior year budgets, and variances between actuals and budget. Performance measures are also included in this section.

Business Activities / Special Revenue Funds

This section provides the budget overview and operating budgets for the City's four enterprise funds as well as the two business improvement district funds.

City Debt

This section outlines the City's debt capacity and considerations when looking at issuing debt. It outlines the City's creditworthiness and comments from the last rating review. The section provides the information on current debt for all the major funds including outstanding principal, the annual debt payments, and each year the deb t will be retired.

Capital Budget

This section provides an overview of the five-year Capital Plan including project cost, project summary details outlining the overview of the project, the key deliverables and budget line items as well as operating impacts.

Reference Material

City Manager's Budget Message

After a year of unprecedented economic and social uncertainties brought on by Covid-19, it is my pleasure to present a two-year Financial Plan filled with renewed energy, ambitious work programs, and a strategic roadmap. This Financial Plan was generated through the Council approved strategic budgeting approach and allocates resources to Major City Goals to address the community's economic recovery, sustainability through climate change, and community livability through citywide improvements. The lens of Diversity, Equity, and Inclusion will make further progress on making San Luis Obispo a welcoming and inclusive place. Filled with optimism we embark to a new fiscal year and begin the recovery work in support of the community we serve and treasure.

The Art of the Longview

The transition from emergency operations and demobilization of operations to recovery and ultimately to "normal" will require that we proceed with caution and vigilance as the road will require disciplined focus to confront the lingering challenges from FY 2020 -21. Our organization will need to concentrate its efforts to deliver ambitious projects and programs while maintaining the ongoing services the community has come to rely on in their daily lives.

To be successful, the ongoing efforts to provide civic understanding and community engagement will be critical as the City organization balances expectations with available resources.

Yet, before we look ahead, we should take a moment and reflect on the many things we were able to provide in 2020 to assist the community with the effects from Covid-19:

- Open SLO Projects – Parklets, "Light up Downtown"
- Childcare Program Provision & Policy Amendments
- SLO Small Business Relief Program
- COVID-19 Health and Wellness Messaging
- The Shop Local Incentive program
- Homeless Services Support
- Support of Downtown Vitality
- Provision of Parks and Open Spaces for Health and Wellness
- Regional Emergency Support
- Core Services maintained and provided throughout the pandemic resulting in a healthy and safe community

We also used the period of reduced traffic to rebuild the Marsh Street Bridge and upgrade Higuera Street to accommodate multi-modal transportation. The City embraced innovation and action to tackle a variety of challenges and one of my strongest hopes is that the City remain committed to problem solving, action and strategic thinking and responsive services. Reverting to outmoded ways of problem solving will not get us to the places we need to go given 21st century challenges.

Into the Future with focus and determination

The budget within this Financial Plan provides for investments in the Council adopted strategic initiatives and 74 established service programs while maintaining a balanced budget over the five-year forecast period. This ambitious work program will undoubtedly bring new challenges which in turn will yield new opportunities. With this Financial Plan, the challenges that the City is addressing are some of the most pernicious issues facing society and ones that local government has a role in but the solutions are neither easy nor inexpensive. To make progress and achieve meaningful outcomes with these ambitious goals the organization must maintain focus to ensure ongoing monitoring, reporting, and transparency and to make intentional policy and work program adjustments as needed.

Strategic Plan and Major City Goals

The proposed strategic plan and four Major City goals largely continue along a trajectory of previous financial plans to maintain the emphasis on long-term systemic changes and understand that a long-term view is essential to sustained change. The Major City Goals add Diversity, Equity, and Inclusion as a further area of strategic emphasis to build a welcoming, open, and inclusive community.

At this juncture, it is important to point out that the strategic goals of the City are not standalone plans but rather are designed to develop synergies and commonalities to maximize funding and achieve the community's objectives. It is therefore no coincidence that they all converge around community vitality for everybody to thrive.

Economic Recovery, Resiliency, & Fiscal Sustainability: If 2020 has shown us anything, it is how quickly the best laid plans can change. Concentrating on transitioning our City from the pandemic emergency operations will require discipline and resourcefulness as the City has put forth work programs designed to put us on the path to success. The strategic approach will concentrate on economic and social recovery with a focus to build resiliency through business retention, the enrichment of cultural and arts programs, and revitalization of downtown; the heart of our community. Creating a destination through activation programs with interactive designs will inspire and attract community members and visitors year-round.

Diversity, Equity, & Inclusion (DE&I): I am excited to incorporate DE&I efforts into the fabric of our organization as well as the community. Our efforts will support healthy organizational change and culture shifts while concentrating on under-represented community groups and sponsoring awareness, education, and forums for the public at large. The feasibility study for a multicultural center is the first step in understanding the need, operating and capital costs, and the potential partners and supporters

for such a facility. The City's funding of DEI and our financial policies and investments through the lens of Environmental, Social and Governance or known as "ESG" continue to advance practices and policies that welcomes and includes everyone.

Housing and Homelessness: This goal continues the City Council and community desire for increased housing production of affordable and workforce units. The goal also wisely incorporates strategies to reduce homelessness in collaboration with the State, County, regional agencies, and local non-profit organizations. Though not traditionally a municipality-driven effort, the work program is intended to bridge the services gap and further activate the County of San Luis Obispo to update the regional approach to homelessness and to implement programs that serve the entire region. Systemic and monumental shifts must come from a coordinated regional effort that is funded by outside and non-City resources.

Climate Action, Open Space, & Sustainable Transportation: Though spanning a large spectrum of deliverables, the goal continues many of the efforts begun over the last two financial plans. However, it explicitly draws in the relationship of Open Space to sustainability goals and sustainable transportation to build a resilient and versatile city for a changing population. The goal continues the aim of carbon neutrality by 2035, emphasizes the preservation and enhancement of the City's open space greenbelt and incorporates the importance of climate change on the City's extensive and well-loved urban forest.

Community Programs and Services

The City's ongoing services have been built over many years with input from the Community resulting in programs that provide the envisioned quality of life in San Luis Obispo.

After several years of "tightening the belt", the 2021-23 Financial Plan allocates resources needed to fulfill the Major City Goal programs and provides funding for ongoing service programs to pre-pandemic levels and to support forecasted workload requirements. The investments in support departments are a needed step to ensure that we have a healthy and smart organization that can serve and support both operational and Major City Goal efforts.

Capital Improvement Projects

The Community supported Measure G-20 which provides new and expanded funding to not only maintain and enhance the City's assets but to build new infrastructure to serve planned growth. Approximately $126 million will be spent on new projects over the next five years and the City is reconfiguring and reinventing its capital delivery system and structure in light of the size, scale, and scope of projects. These projects will not only be transformative, but they will also be disruptive in both positive and challenging ways that may not be immediately embraced by the community. For example, new roundabouts that help improve safety and circulation will need timely and accurate information to help the community embrace different ways to move people. Communication before, during, and after projects will be critical.

Long-Term Outlook

In many ways, the 2021-23 Financial Plan will mark a transition period for the City organization. It will concentrate on recovering fiscally and operationally from the pandemic and also transform our delivery of service and capital programs. Those efforts will add resources and new work programs to the organization to fulfill the community's long-term vision.

The long-term fiscal outlook not only concentrates on delivering the services and capital improvement projects and it maintains its pre-pandemic commitment to address the long-term pension liability by making additional investments each year. These efforts will support the long-term fiscal sustainability and financial well-being of the City and continue the expected levels of services to the community.

The Path Ahead

By proceeding with focus and steadfast pursuit of the shared vision for a bright future for all its community members, the City of San Luis Obispo makes progress towards the kind of resilient, dynamic, and sustainable community we want to live and thrive in.

Producing a two-year financial plan during a pandemic was one of the most challenging efforts in recent history. Department Heads, Managers Program leaders, and all staff are proud of the services they continue to provide to the public. It was especially challenging to face such a sea shift in priorities brought on by COVID-19 as we had to drop projects and curtail programs in which many have invested portions of their professional careers and which are also near and dear to substantial public constituencies. They all transitioned with grace and with a public service ethic that helped maintain calm throughout the pandemic. This Financial Plan restores some of the work postponed during the pandemic and in many ways accelerates others. I am proud of the professionalism in which the organization dealt with these difficult decisions, and the strong emphasis on maintaining services and public health during difficult and trying circumstances.

I especially want to thank members of the Financial Plan Steering Committee, composed of Department Heads and senior City management, which met almost weekly throughout the last year to develop a comprehensive financial and management strategy that not only advanced Major City Goals, but also preserved and reimagined services. Their advice and input were critical in the development of this financial plan.

I also want to thank the Finance Department's budget team, who did the heavy lifting in the preparation of the actual document. They include Finance Director Brigitte Elke, Principal Budget Analyst Natalie Harnett, Accounting Manager/Controller Debbie Malicoat, Business Manager Rebecca Bernstorff, Public Works Director, Matt Horn, HR Director Monica Irons, Deputy City Manager Greg Hermann and Assistant City Manager Shelly Stanwyck. For months, they toiled over numbers, strategies, and changes in forecasts to produce the final budget document. My greatest appreciation goes to the City Council, City workers, community partners and the Community that came together in the last year and for whom I will be forever grateful for their service and partnership.

With gratitude,

Derek Johnson
City Manager

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CITY PROFILE

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City Council

The City of San Luis Obispo is a charter city and operates under the "Council-Mayor-City Manager" form of municipal government. The five-member City Council consist of the directly-elected Mayor and four City Council Members. The Mayor is elected to a two-year term and Council Members are elected to four-year terms.

The City Council is the legislative authority and sets the policies under which the City operates. The City Council has the power to adopt ordinances and resolutions, make appointments to the City's advisory bodies, establish policies and approve programs, appropriate funds, adopt budgets, and approve contracts. The Mayor presides at all meetings of the City Council and is recognized as the official head of the City for all ceremonial purposes.

Once a Financial Plan has been adopted, the Council's focus moves to 1) advocacy for its major initiatives at the Federal, State, County and Community Partner level - 2) Leadership for Community Partnerships, Regionalism, Governance - 3) Monitor the impact and outcomes of work programs and direct appropriate adjustments.

Heidi Harmon
Mayor

Erica A. Stewart
Vice-Mayor

Carlyn Christianson
City Council

Jan Howell Marx
City Council

Andy Pease
City Council

2021-23 City Council Financial Plan Vision

The City of San Luis Obispo is a dynamic community embracing its future while respecting its past with core values of civility, sustainability, diversity, inclusivity, regionalism, partnership, and resiliency.

Commmunity Overview

Located mid-way between San Francisco and Los Angeles, San Luis Obispo is the County seat and a number of federal and state regional offices and facilities are located here, including Cal Poly Sate University, Cuesta Community College, the regional Water Quality Board, and Caltrans District Offices. The City's ideal weather and natural beauty provide numerous opportunities for outdoor recreation at nearby City and State Parks, lakes, beaches, and wilderness areas.

While San Luis Obispo grew relatively slowly during most of the 19th century, the coming of the Southern Pacific Railroad in 1894 opened up the area to the rest of California. The City's distance from major metropolitan areas to the north (San Francisco) and south (Los Angeles) have allowed it to retain its historic and scenic qualities, which contribute to the superb quality of life residents enjoy and that attract visitors from all over the world. In fact, in 2010, the City was dubbed the "Happiest City in North America" by National Geographic author Dan Buettner.

Another key feature contributing to the City's great quality of life is its delightful downtown. The heart of which is the Mission Plaza. With its wonderful creek side setting and beautifully restored mission and parish church, Mission Plaza is the community's cultural and social center.

This historic plaza is complemented by a bustling downtown offering great shopping, outdoor and indoor dining, night life, and its famous Thursday Night Farmers' Market, where you can buy locally grown fresh produce an enjoy and outdoor BBQ.

This unique blend of history, culture, commerce, and entertainment make San Luis Obispo's downtown one of the most attractive, interesting, and economically vibrant downtowns in America.

San Luis Obispo is a full-service city that provides police, fire, water, sewer, streets, transit, parking, planning, building, engineering, and parks and recreation service to the community. The City operates under the Council-Mayor-City Manager form of government. The City Council appoints the City Manager and City Attorney. All other department heads are appointed by the City Manager.

The City at a Glance

13.6
Square Miles

Incorporated in 1856 as a General Law City and became a Charter City in 1876.

45,920
Population
(largest city in SLO County)

22,254
Total Housing Units

$56,071
Median Household Income

38% **62%**
Owned vs. Rented

62.6%
In the Labor Force

47 64.5
Public Safety Sworn Personnel

Water Supply

Salinas & Whale Rock:	4,910 AF*
Nacimiento:	5,482 AF**
Recycled Water:	219 AF
Total safe annual yield:	**10,611 AF**

*AF = acre feet
**Dependable Yield

Source: City Comprehensive Annual Financial Report — 2019–20

City Services Highlights

MAINTAIN

28 City Parks

56 Trail Mileage

4,040 Acres of Open Space

20,000 Trees in the Urban Forest

134 paved street miles

715,380 Transit Passengers

18 Contacts with Businesses to Locate in San Luis Obispo

58 Newly Constructed Deed-Restricted Affordable Housing Units Built 2019-20

710 Building Permits Issued

338 Development Permit Applications Received

284 City Council Agenda Reports

7,675 Business Licenses Issued

924 Enforcement Cases Reported

127 Fire Suppression Calls

32,665 Calls for Police Service

5,499 Calls for Fire Service

35 City Council Meetings Held

55,202 Annual Aquatics Attendance

16,428 Rounds of Golf

MAINTAIN

134 Miles of Roadway

191 Miles of Water Lines

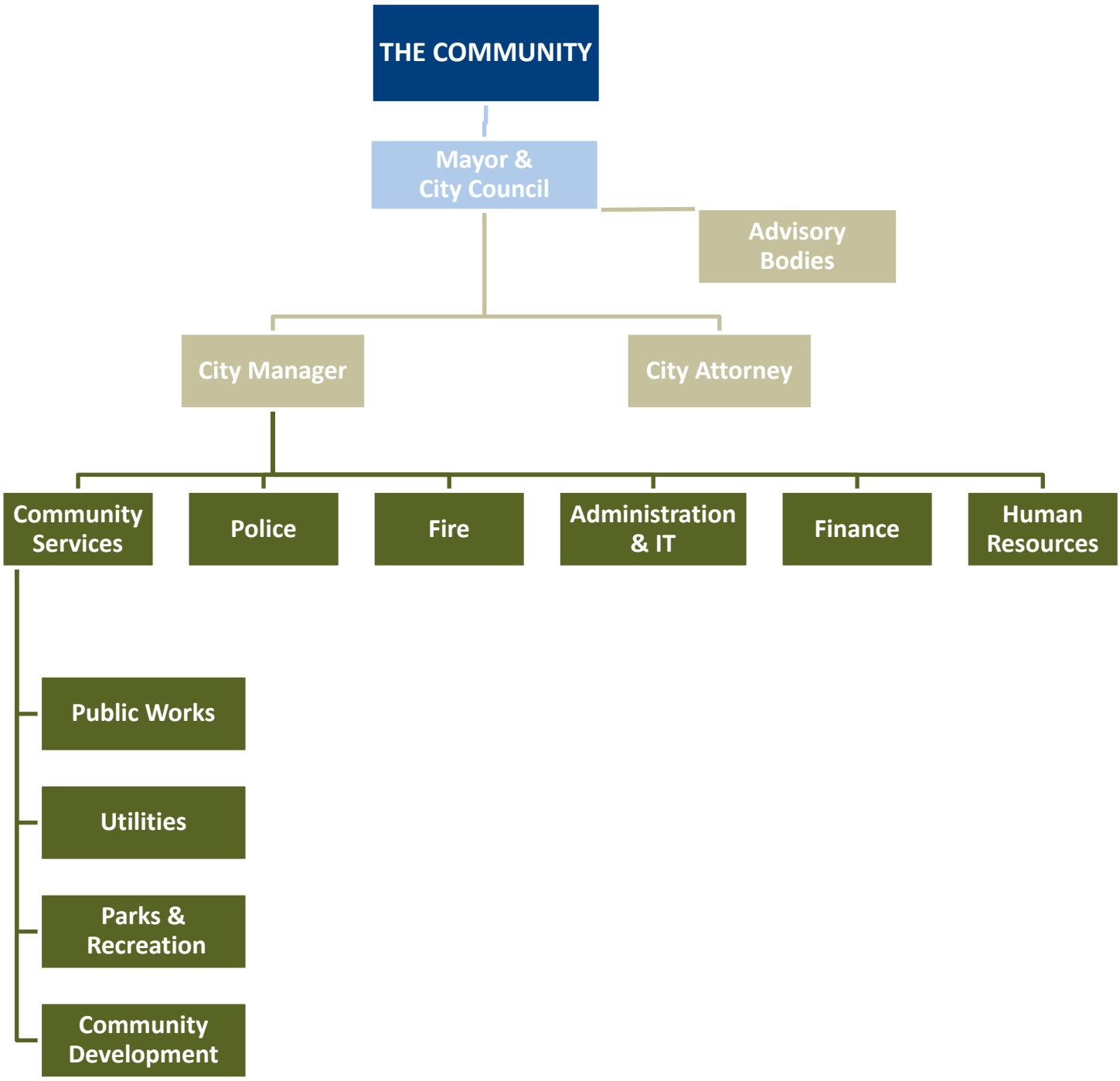
146 Miles of Sewer Lines

5,191 Acre Feet of Water Consumed

75 Miles of Bikeways

2,865 Public Parking Spaces

Organizational Chart



Organizational Values

FINANCIAL PLAN FRAMEWORK

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Budget Policies

FINANCIAL PLAN PURPOSE AND ORGANIZATION

A. **Financial Plan Objectives.** Through its Financial Plan, the City will link resources with results by:

1. Identifying community needs for essential services.
2. Organizing the programs required to provide these essential services.
3. Establishing program policies and goals, which define the nature and level of program services required.
4. Identifying activities performed in delivering program services.
5. Proposing objectives for improving the delivery of program services.
6. Integrate climate risk and climate action considerations throughout all financial decisions.[1]
7. Integrate Diversity, Equity, and Inclusion (DEI) considerations throughout all financial decisions. [1]
8. Identifying and appropriating the resources required to perform program activities and accomplish program objectives.
9. Setting standards to measure and evaluate the:
    a. Output of program activities.
    b. Accomplishment of program objectives.
    c. Expenditure of program appropriations.

B. **Two-Year Budget**. Following the City's favorable experience, the City will continue using a two-year financial plan, emphasizing long-range planning and effective program management. The benefits identified when the City's first two-year plan was prepared for 1983-85 continue to be realized:

1. Reinforcing the importance of long-range ("strategic") planning in managing the City's fiscal affairs.
2. Concentrating on developing and budgeting for the accomplishment of significant goals and objectives.
3. Establishing realistic timeframes for achieving goals and objectives.
4. Creating a pro-active budget that provides for stable operations and assures the City's long-term fiscal health.
5. Promoting more orderly spending patterns.
6. Reducing the amount of time and resources allocated to preparing annual budgets.

C. **Measurable Objectives.** The two-year financial plan will establish measurable program and performance objectives and allow reasonable time to accomplish those objectives.

D. **Second Year Budget.** Before the beginning of the second year of the two-year cycle, the Council will review progress during the first year and approve appropriations for the second fiscal year.

E. **Operating Carryover.** Operating program appropriations not spent during the first fiscal year may be carried over for specific purposes into the second fiscal year with the approval of the City Manager.

[1] New policy for the 2021-23 Financial Plan per Council direction at the January 12, 2021 "Budget Foundation" Council meeting.

F. **Goal Status Reports.** The status of major program objectives will be formally reported to the Council on an ongoing, periodic basis.

G. **Mid-Year Budget Reviews.** The Council will formally review the City's fiscal condition, and amend appropriations if necessary, six months after the beginning of each fiscal year.

LONG - TERM FINANCIAL PLANNING

A. Balanced Budget. The City will maintain a balanced budget over the two-year period of the Financial Plan. This means that:

1. Operating revenues must fully cover operating expenditures, including debt service.
2. Ending fund balance (or working capital in the enterprise funds) must meet minimum policy levels. For the general and enterprise funds, this level has been established at 20% of operating expenditures. Additionally, it includes the revenue and rate stabilization reserves as set forth in the City's fiscal policies under the Fund Balances and Reserves section.
3. Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time," non-recurring expenditures.

B. Long-Term Liabilities and Maintenance of Infrastructure. The City will give priority to applying unassigned fund-balance due to one-time expenditure savings or one-time increase in revenue to pay down long-term unfunded liabilities and invest in infrastructure and equipment.

C. Consideration of Climate Risk and Climate Action. The City is aware of the increasingly severe and frequent natural, economic, and social disruptions presented by a rapidly changing climate. The City is also aware of the financial benefits (e.g., reduced operational costs, prudent asset management, access to green bonds, etc.) of managing climate risk and orienting towards a carbon neutral municipal operations and community. The City will include climate risk and climate action considerations in its long-term financial planning. [2]

D. Consideration of Diversity, Equity, and Inclusion (DEI). On June 18th, 2020, the City Council took action to affirm racism as a public health crisis and committed to making San Luis Obispo a welcoming, inclusive, and safe community for everyone (R-11132). The City Council also set a vision of a community with core values of diversity and inclusivity in the adoption of its 2019-21 Major City Goals. The City is committed to supporting diversity, equity, and inclusion in is operations and in the community. The City will include DEI considerations in its long-term financial planning. [2]

FINANCIAL REPORTING AND BUDGET ADMINISTRATION

A. **Annual Reporting.** The City will prepare annual financial statements as follows:

1. In accordance with Charter requirements, the City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an unqualified auditors' opinion.

2. The City will use generally accepted accounting principles in preparing its annual financial statements and will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program.

[2] New policy for the 2021-23 Financial Plan per Council direction at the January 12, 2021 "Budget Foundation" Council meeting.

3. The City will issue audited financial statements within 180 days after fiscal year-end.

B. **Interim Reporting.** The City will prepare and issue timely interim reports on the City's fiscal status to the Council and staff. This includes on-line access to the City's financial management system by City staff; monthly reports to program managers; more formal quarterly reports to the Council and Department Heads; mid-year budget reviews; and interim annual reports.

C. **Budget Administration.** As set forth in the City Charter, the Council may amend or supplement the budget at any time after its adoption by majority vote of the Council members. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

D. **Development Services Revenue.** The City Manager may allocate or designate 75% of over-realized Development Services revenues exceeding adopted budget for the current fiscal year for temporary Development Services expenditures for the purpose of timely processing of development permit applications in the current fiscal year or throughout life of applicable projects. Any and all City Manager authorized allocations and funds set aside in a designation for future use, shall be reported to the Council on a semi-annual basis.

For a comprehensive list of the City's financial policies, please see the reference section.

FISCAL POLICY COMPLIANCE

The City of San Luis Obispo has created policies and procedures that guide effective government management. Adopting these as formal policies endures that they outlive staff changes, promoting stability and continuity. The City is currently in compliance with all policies as summarized in the chart below and in the details within the reference section of this report.

Fiscal Policy *(linked to policy detail)*	Compliant?
1. General Revenue Management	✓
2. User Fee Cost Recovery	✓
3. Enterprise Fund Fees & Rates	✓
4. Revenue Distribution	✓
5. Investments	✓
6. Appropriations Limitation	✓
7. Fund Balances and Reserves	✓
8. Capital Improvement Management	✓
9. Capital Financing and Debt Management	✓
10. Human Resource Management	✓
11. Contracting for Services	✓

Fund Structure

The City's financial structure is separated into governmental and business activities. Five major funds are administered and reported on. Each fund balances all revenues and expenditures to ensure that there is no immediate or emerging structural budget deficit. Business activities are distinguished from governmental funds by their similarity to private sector enterprises and are financed solely through user charges.

General Fund

The General Fund is the chief operating fund for general government operations and is mostly funded through various tax revenues. It also collects service fees to recover the reasonable costs for specific services.

Sources of Fund	Uses of Funds

Tax & Franchise Revenue
- Sales Tax
- Property and Lodging Tax
- Utility User and Business Tax
- Cannabis and Franchise Tax
Service Fees
- Planning and Building
- Parks & Recreation Fees
- Public Safety Fees
	Municipal Services
	- Public Safety
	- Parks & Recreation
	- Public Works
	- Community Development
	- General Government
	  • Administration
	  • City Attorney
	  • HR and Finance

Water Fund – Public Utilities

The City's Water Fund is a business-activity and is therefore funded solely through its own rates to provide service. It treats and delivers water to the public from three surface reservoirs as well as recycled water for landscape irrigation. The water service is provided to all property owners in the City including parks and sport fields.

Sources of Fund	Uses of Funds
Service Fees - Water Service Charges - Base Fee Revenue - Cal Poly Sales - Recycled Water Sales Development Impact Fees	- Sources of Supply - Water Treatment - Water Distribution - Water Resources Management - Administration and Engineering - Capital Infrastructure - Debt Financing

Sewer Fund – Public Utilities

The City's Sewer Fund is also a business-activity and fund and operates and maintains the City's sanitary sewer system and the Water Resource Recovery Facility. An efficient sanitary sewer system that collects and treats wastewater provides a foundation for public health and community well-being. User fees are the primary source of revenue for this fund.

Sources of Fund	Uses of Funds
Service Fees • Sewer Service Charges • Base Fee Revenue • Cal Poly Sales Development Impact Fees Industrial User Charges	• Water Resource Recovery Facility • Wastewater Collection • Water Quality Lab • Environmental Compliance • Administration and Engineering • Capital Infrastructure • Debt Financing

Parking Fund – Public Works

The City's Parking Fund implements the Access and Parking Management Plan and directs the operation and maintenance of the City's parking facilities. These facilities include parking lots in Downtown and Railroad Square, on-street parking, residential parking districts, and three parking structures. The operation is paid for by parking user fees.

Sources of Fund	Uses of Funds
Service Fees • Parking Meters Collection • Parking Structure Collection • Parking Leases • Long-term Parking Parking in-lieu Fees	• Parking Operation, Security, & Cleaning • Public Education & Engagement • Administration • Capital Infrastructure • Debt

Transit Fund – Public Works

The City's Transit Fund provides daily fixed-route transit service to the general public within City limits and to Cal Poly University. It also includes the Downtown trolley service connecting downtown with the lodging district on upper Monterey Street. The services are paid for partially by user fares and receives federal and state funding. It is therefore considered a business activity fund.

Sources of Fund	Uses of Funds
Federal & State Grants Fare Box Revenue	• Public Transit Operation • Administration

Fund Structure continued

Governmental Funds

In addition to the five major funds (general, parking, sewer, transit and water), the City maintains a fund structure to account for special revenue, capital projects, and its debt service. As the General Fund, these funds belong to the governmental activities and are distinguished by their measurement focus on determining financial position and changes in financial position according to the modified accrual method of accounting, rather than upon determining net income.

Local Revenue Measure Sub-Fund

This sub-fund to the General Fund accounts for the local 1.5-cent sales tax measure. The funding is used in accordance with the community's priorities for services and capital improvement projects. The City's Municipal Code under Section 3.15 – Community Services and Investment Transactions and Use Tax guides the use of the revenue and the fiscal accountability provisions.

The Revenue Enhancement Oversight Committee, as directed by Municipal Code Section 2.14, makes recommendations to the City Council regarding the use of the funding on an annual basis.

Special Revenue Funds

- Downtown Business Improvement District
- Gas Tax Fund
- Transportation Development Act Fund
- Law Enforcement Grant Fund
- Public Art (Private Sector Contributions) Fund
- Tourism Business Improvement District Fund

Capital Project Funds

- Capital Outlay Fund
- Parkland Development Fund
- Transportation Impact Fee Fund
- Open Space Protection Fund
- Airport Area Impact Fee Fund
- Affordable Housing Fund
- Fleet Replacement Fund
- Los Osos Valley Road sub-Area Fee Fund
- Information Technology Replacement Fund
- Major Facility Replacement Fund
- Infrastructure Investment Capital Fund

Basis of Budgeting

Budgetary basis refers to the basis of accounting used to estimate financing sources and uses in the budget. The City prepares its budget for each fund in accordance with its respective basis of accounting. The City prepares a two-year Financial Plan and appropriates a one-year budget. The City Council approves the appropriation for governmental funds and business activities (enterprise funds).

Basis of Accounting

In accordance with generally accepted accounting principles, the City's financial reporting system is organized on the fund basis consisting of three major fund types - governmental, proprietary, and fiduciary. The City's various funds have been established in order to segregate and identify those financial transactions and resources associated with providing specific activities or programs in conformance with special regulations, restrictions, or limitations.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Expenditures generally are recorded when a liability is incurred; however, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Proprietary (Enterprise) funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The only type of proprietary funds that the City uses are enterprise funds for water, sewer, parking, and transit services. Within this document,
they are reported under ***business activities.***

Fiduciary funds. The City has established fiduciary funds, which are used to account for funds held by the City as an agent for private individuals, organizations or other government agencies. Unlike other types of funds, fiduciary funds only report assets and liabilities, thus they do not have a measurement focus since they do not report operating activity. However, fiduciary funds do use the accrual basis of accounting to recognize receivables and payables.

Internal Service fund. The City created an internal service fund to account for the resources needed to pay for liability, workers compensation, and other benefit-related cost. Internal service funds typically assess a fee or seek reimbursement for the amounts that are expended and are not expected to accumulate fund reserves unless needed for a future payment.

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STRATEGIC PLANNING

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Financial Plan Process

For over thirty years, the City has used an extensive process to create its two-year financial plan and corresponding budgets. The benefits of budgeting based on a two-year plan include:

1. Reinforcing the importance of long-range ("strategic") planning in managing the City's fiscal affairs.
2. Concentrating on budgeting to accomplish significant objectives over a multi-year period.
3. Establishing realistic timeframes for achieving objectives.
4. Creating a proactive budget that provides for stable operations and assures the City's long-term fiscal health.
5. Reducing the amount of time and resources allocated to preparing annual budgets.

Major City Goals represent the most important, highest priority goals for the City to accomplish over the next two years, and as such, resources should be included in the 2021-23 Financial Plan.

The fundamental purpose of the City's budget process is to link, through public engagement and strategic deliberation, the interest of the community to the available financial resources to achieve the desired outcome. The process allows the City Council to engage the community in identifying strategic priorities in the form of Major City Goals while also providing information regarding the City's established ongoing services, including the day-to-day work and responsibilities carried out by City employees to support residents' quality of life.

Public Engagement

Covid Impacts on 2021-23 Strategic Planning

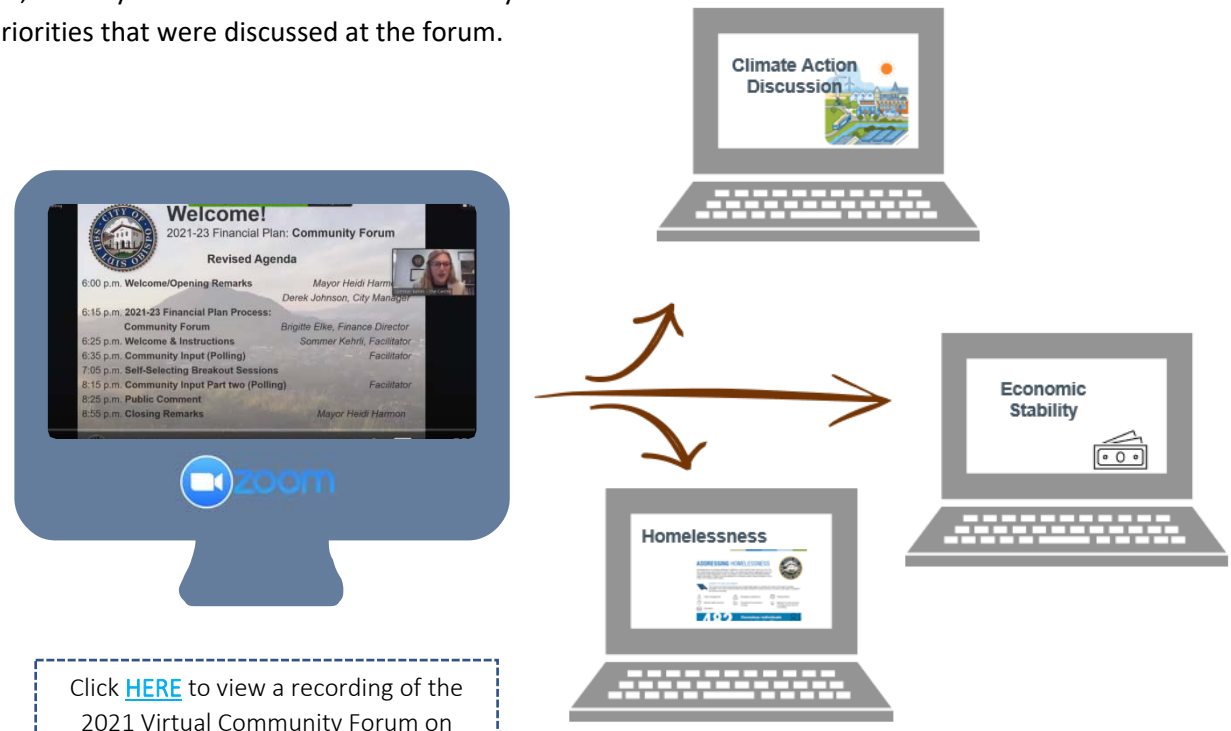
There are a variety of opportunities to provide input to the City Council to enable them to plan the City's strategic approach and establish Major City Goals with the community's interest in mind. Some of these opportunities are online surveys, letters from organizations, but others take place during public meetings and the City's community forum. Since in-person meetings were jeopardized by physical distancing restrictions, City staff creatively utilized the virtual environment instead.

The most difficult element to re-create virtually was the Community Forum, which historically includes a walk-through environment and interactive booths to converse with City staff and community members. Attendees are given the chance to write down specific priorities or put adhesive dots next to ideas or priorities that they support. With the help of a third-party consultant, the City was able to pull off a virtual community forum that mimicked the interactive nature of a in-person forum and included polling questions and 11 self-selecting breakout rooms staffed with subject matter experts.

Photo from the 2019-21 Community Forum

Virtual Community Forum

The first-ever Virtual Community Forum was held on January 14, 2021 via Zoom. It was designed to continue a proactive engagement process while considering COVID-19 public health measures. The City contracted with a third-party consultant to facilitate and guide Council and the community through the forum, polling activities, and the goal-setting workshops. More than 160 community members participated and weighed in on priorities and strategic goals for the City to achieve. After the forum, the City released an online "dot survey" that gave the public an additional opportunity to vote on priorities that were discussed at the forum.



Click HERE to view a recording of the 2021 Virtual Community Forum on YouTube.

Audience Polling:

Staff used an interactive polling site, *Poll Everywhere*, to ask the audience about ideas to address top priorities in addition to more open-ended questions about what they love about living and/or working in the City. Attendees were able to type in responses on their phone or computer and all responses were stored, analyzed, and used in the goal-setting process.

Feedback from the Community:

Staff received positive feedback about the virtual community forum. While some community members missed the in-person format, they expressed appreciation for the creative alternative. Some community members even voiced that they preferred the virtual format because it added the convenience of being able to participate from home.

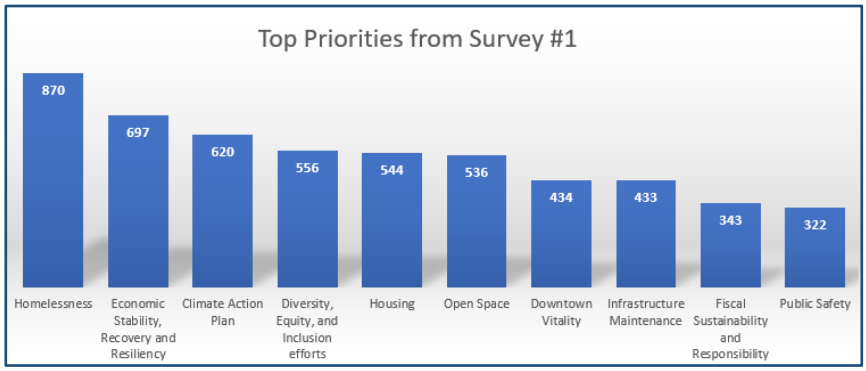
Local Revenue Measure Annual Citizen Oversight Meeting & Advisory Body Input

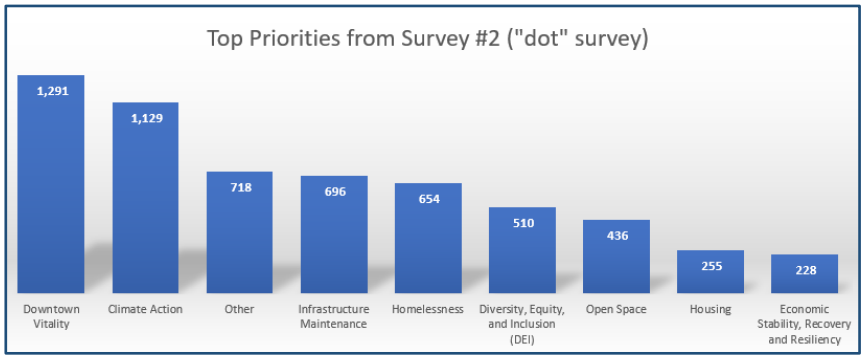
The Community Forum also meets the requirements regarding the City's one-and-a-half percent local sales tax, by providing an opportunity for the Revenue Enhancement Oversight Committee (REOC) to review and discuss the use of the revenue generated by the Local Revenue Measure with the community.

The priorities for 2021-23 contain 1) Protect Financial Stability, 2) Community Safety and Emergency Preparedness, 3) Creek and Flood Protection, 4) Address Homelessness, 5) Safe and Clean Public Spaces, 6) Economic Development and Business Retention, 7) Youth/ Senior Services and Recreation Facilities, 8) Street Maintenance and Transportation, 9) Open Space/ Natural Areas Preservation and Maintenance, 10) Other Services and Projects.

Community Surveys

Two surveys were released during the public engagement process: one at the onset of goal setting and one after the community forum. Between the two surveys released, a total of 1,919 survey responses were received representing nearly 95 hours of public comment. Responses from both surveys showed overlapping themes.





Goal Setting Workshop

The final phase of goal setting process is deciding on the highest priority goals for the City to accomplish over the next two years. For the 2021-23 Financial Plan, the City Council chose four focused Major City Goals:

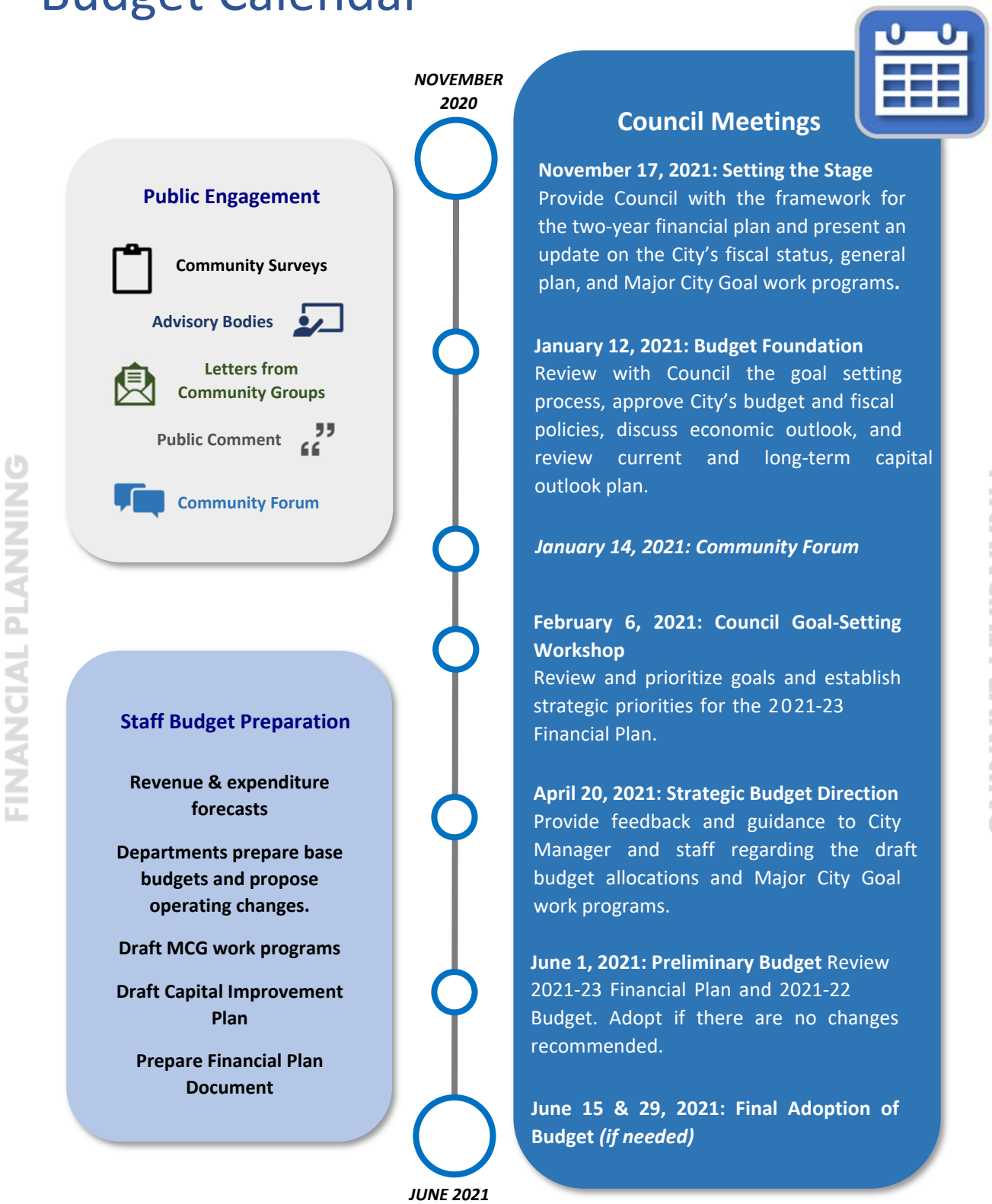
Economic Recovery, Resiliency & Fiscal Sustainability

Diversity, Equity & Inclusion (DEI)

Housing & Homelessness

Climate Action, Open Space & Sustainable Transportation

Budget Calendar



Post Budget Adoption Changes: As set forth in the City Charter, the Council may amend or supplement the budget at any time after its adoption by majority vote of the Council members. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

Strategic initiatives guiding the 2021-23 Financial Plan

City Council Vision Statement

The City of San Luis Obispo is a dynamic community embracing its future while respecting its past with core values of civility, sustainability, diversity, inclusivity, regionalism, partnership, and resiliency.

In the planning process we are committed to:

- Being honest and respectful in our discussions.
- Participating with active listening and respectful challenging
- Believing in the process and the outcome
- Allowing for differences
- Learning from the past
- Making the process and progress visible
- Committing to transparency around priorities
- Engaging the public

With the plan we are committed to:

- Creating a clear plan with agreed upon purposes.
- Making sure our stated values are clear.
- Making defining, concrete statements
- Including measurables, budgets, and timelines for all items
- Making the plan accessible

In implementation we are committed to:

- Doing what we say
- Remaining open to new information, new ideas, and public input
- Scheduling bi-annual updates with Council on progress
- Considering emerging issues

MAJOR CITY GOALS (MCGs)

Goal Statements

Economic Recovery, Resiliency & Fiscal Sustainability

In collaboration with local partners, continue to support economic recovery for all from the COVID pandemic and support a thriving local economy by supporting local businesses, arts and culture, downtown vitality, practicing fiscal responsibility, paying down unfunded pension liabilities, and investing in critical infrastructure

Diversity, Equity, Inclusion (DEI)

In response to our commitment to making San Luis Obispo a more welcoming and inclusive city for all, continue to develop programs and policies to support diversity, equity, and inclusion initiatives and advance the recommendations of the DEI Task Force

Housing and Homelessness

To expand housing options for all, continue to facilitate the production of housing, including the necessary supporting infrastructure, with an emphasis on affordable and workforce housing. Collaborate with local non-profit partners and the county, the state, and federal governments to discover and implement comprehensive and effective strategies to reduce chronic homelessness.

Climate Action, Open Space, and Sustainable Transportation

To proactively address the climate crisis, continue to update and implement the Climate Action Plan for carbon neutrality, including preservation and enhancement of open space and the urban forest, alternative and sustainable transportation, and planning and implementation for resilience.

Major City Goal Investment for the two-year Financial Plan

	MCG	2021-22			2022-23		
		Operating	Capital	Total Investment	Operating	Capital	Total Investment
1	Economic Recovery	$ 9,132,239	$ 3,612,500	$ 12,744,739	$ 8,224,066	$ 8,089,500	$ 16,313,566
2	DEI	$ 796,630	$ 345,000	$ 1,141,630	$ 826,097	$ 95,000	$ 921,097
3	Housing & Homelessness	$ 2,288,961	$ 9,090,100	$ 11,379,061	$ 2,208,550	$ 25,105,817	$ 27,314,367
4	Climate Action, Open Space, Sustainable Transportation	$ 835,876	$ 14,552,660	$ 15,388,536	$ 683,202	$ 14,397,731	$ 15,080,933
5	**Total**	**$ 13,053,706**	**$ 27,600,260**	**$ 40,653,966**	**$ 11,941,916**	**$47,688,048**	**$ 59,629,964**

Major City Goal Reader's Guide

The following sections include:

1. **Goal Overview –** The overview section includes: MCG Goal Statements, expectations, responsible departments, strategic approaches, and total investment in each goal.
2. **MCG Task Detail –** The second section for each goal includes the specific tasks/actions associated with each goal.

Major City Goal Funding

Investments in the Major City Goal initiatives are interwoven throughout the financial plan document.

Major City Goal tasks are funded in three ways:

- **New Funding –** Addition of funding specifically for a MCG task. Generally, new funding for MCGs is allocated on a one-time basis. In some cases, these efforts continue beyond the two-year period of the Financial Plan and are considered "ongoing" and will be incorporated into ongoing services.
- **Capital** – During the Capital budgeting process, projects are categorized to Major City Goals if they have a nexus with the goal. Generally, projects that help advance Major City Goals are prioritized during the ranking process.
- **Operating Budget –** Resources are also provided through the City's existing operating budget. This category is harder to quantify because many departments contribute to the MCG tasks through their work programs. The MCG funding summaries therefore only include operational items that have a direct and measurable correlation to the goal.

In addition to direct operating funding, almost all MCG efforts require support service resources: ➡

1. **Legal Assistance**
2. **Financial Assistance**
3. **Materials and Supplies**
4. **Administrative Support**
5. **Human Resources Support**

1. Economic Recovery, Resiliency & Fiscal Sustainability

Goal Statement:

In collaboration with local partners, continue to support economic recovery for all from the COVID pandemic and support a thriving local economy by supporting local businesses, arts and culture, downtown vitality, practicing fiscal responsibility, paying down unfunded pension liabilities, and investing in critical infrastructure.

Expectations:

The City will engage and expand up on its community partnerships and invest in infrastructure, promotion, programs, and polices that support the economic and social recovery and resiliency of the community while ensuring fiscal sustainability. Additional focus will be placed on the retention of existing businesses, the recovery of arts and culture, the vitality of the downtown, and supporting underserved groups and populations. Additionally, all actions will be viewed through the lens of the City's sustainability and DEI efforts.

Stakeholders/Responsible Departments

For the purposes of MCG administration, monitoring, and reporting, Administration is the lead department. However, the Economic Recovery, Resiliency & Fiscal Sustainability (ERR&FS) require the support and engagement from all City departments with special focus provided by Community Development, Public Works, Parks and Recreation, and the Police Departments. The City will also continue to engage current partners like the Chamber, Downtown SLO, REACH, SLOMA, SLOREP, Cal Poly, Cuesta and other existing and new partners to support our efforts.

Strategic Approach

Strategy 1.1: For all members of the Community- The language "for all" in the goal statement ensures that the Economic Development efforts will work in conjunction with the City's DE&I efforts to support BIPOC, LGTBQ+ and other under-served communities as we recover from the pandemic and build resiliency.

Strategy 1.2: Business Support- The City will support the SLO business community through a mix of traditional and non-traditional economic development efforts. The efforts will focus on:
a. Creation, Retention, Attraction, Promotion and Programs for new and existing businesses.
b. Planning, Permit, Policy support for recovery and resiliency efforts.
c. Infrastructure investment.

Strategy 1.3: Support Arts and Culture- The City will support the recovery of the Arts and Cultural activities by working with existing and new community partners.

Strategy 1.4: Downtown Vitality- In partnership with Downtown SLO, the City will support the downtown business community through a mix of traditional and non-traditional economic efforts. The efforts will focus on:
a. Creation, Retention, Attraction, Promotion and Programs for new and existing businesses,
b. Planning, Permit, Policy support for recovery, resiliency, and downtown vitality,
d. Support for Arts and Culture,
d. Infrastructure investment,
e. Clean and Safe programs.

Strategy 1.5: Practicing Fiscal Sustainability: The City will continue to focus fiscal sustainability through all work efforts, programs, and the required budget appropriations. It will review its revenue sources ongoingly and maximize collection and return on its investments.

Strategy 1.6: Paying down unfunded pension liabilities: The City will work to pay down the unfunded liabilities and allocate additional annual payment in pursuit of a 20-year paydown.

Strategy 1.7: Investing in critical infrastructure: The City will invest in critical infrastructure based on the approved 2021-23 CIP or as otherwise directed by the City Council. Projects that 1) facilitate economic recovery, 2) enhance safety, resilience, fire prevention, 3) address past commitments (previously budget, approved planning documents), 4) are partnership projects with a significant portion of the cost covered by private development, 5) address existing core infrastructure maintenance needs and 6) provide positive impact towards climate change goals and/or Diversity Equity and Inclusions needs that will be prioritized for inclusion and Council's consideration in the 2021-23 CIP.

Total Investment in Economic Recovery, Resiliency & Fiscal Sustainability

Strategic Approach		21-22			22-23		
		Existing Operating Budget	New Funding (SOBCs)	Capital Budget	Existing Operating Budget	New Funding (SOBCs)	Capital Budget
1.1	For all members of the Community		$ 230,000			$ 155,000	
1.2	Business Support	$ 2,600,000	$ 1,156,948		$ 2,600,000	$ 581,323	
1.3	Arts and Culture Support	$ 100,000	$ 50,000	$ 300,000	$ 100,000	$ 25,000	$ 300,000
1.4	Downtown vitality	$ 662,000	$ 946,043	$ 3,312,500	$ 662,000	$ 773,964	$ 7,789,500
1.5	Practicing fiscal responsibility	$ 76,200	$ 756,048		$ 61,200	$ 739,679	
1.6	Paying down unfunded pension liabilities	$ 2,500,000			$ 2,500,000		
1.7	Investing in critical infrastructure		$ 55,000			$ 25,900	
	SUB TOTAL	**$ 5,938,200**	**$ 3,194,039**	**$ 3,612,500**	**$ 5,923,200**	**$ 2,300,866**	**$ 8,089,500**
	TOTAL	**$**		**12,744,739**	**$**		**16,313,566**

PROGRAMS/PROJECTS				
Strategic Approach #	**Economic Recovery, Resiliency & Fiscal Sustainability Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
1.1	For all members of the Community			
1.1	a. Establish a process for the City to recognize and promote Minority-owned businesses.	ADM (ED/DEI)	Operating Budget	FY22 Q3
1.1	b. Implement protocols within the City's Office of Economic Development to reach out to existing and new Minority-owned/operated businesses to learn of their experiences operating in SLO, and to identify ways the City can be of support.	ADM (ED/DEI)	Operating Budget	FY22 Q3
1.1	c. Evaluate and potentially establish a City Leadership/Chamber of Commerce / Minority Business Owners' roundtable.	ADM (ED/DEI)	Operating Budget	FY22 Q4
1.1	d. Research, explore and potentially utilize innovative practices such as micro-loans, targeted-sector recruiting and promotion, City facilitated lending, grants, private support and crowdfunding to support businesses owned by or serving underserved/underrepresented communities. The City will also leverage its partner network, including the Chamber, Downtown SLO, REACH and others to support the DEI initiatives as they relate to economic development including creation, retention and attraction efforts. Expense is categorized under DEI goal.	ADM (ED/DEI)	New Funding	FY23 Q4
1.1	e. Update and maintain a listing of resources for BIPOC, LGBTQ+ and other underserved communities on the City's Doing Business section of the website.	ADM (ED)	Operating Budget	Ongoing
1.1	f. Hire a consultant, support legal review, and establish an internal working group and hire a consultant to research methods to support local contractors, local vendors, and labor through workforce agreements, local purchasing requirements, alternative project delivery methods and other options to support local businesses and employees. The Community Services Group will be leading this effort.	PW/UTIL	New Funding	FY22 Q4
1.1	g. Develop and implement a scorecard to track visitation to key areas of the City, employment, DEI economic efforts and other relevant economic indicators.	ADM (ED)	New Funding	FY22 Q2
1.1	h. Update the City's Economic Development Strategic plan	ADM (ED)	New Funding	FY23 Q2
1.1	i. Review the Economic Development program structure based on the outcome of the EDSP update.	ADM (ED)	Operating Budget	FY23 Q4
1.1	j. Ensure adequate temporary and flex resources available to develop and execute required initiatives.	ADM (ED)	New Funding	Ongoing
1.2	Business Support (a. Creation, Retention, Attraction, Promotion and Programs, b. Planning, Policy, Permitting, c. Infrastructure)			
1.2	a-1. Set aside funding for activations, promotions and programs like "Light Up Downtown", "Buy Local Bonus", Shop local to aid in the recovery from the impacts of COVID-19 through out the City and including downtown.	ADM (ED)	New Funding	Ongoing
1.2	a-2. Elevate the promotion and branding of the Economic Development activities of the City highlighting the efforts around Sustainability and DE&I through the website, videos and other collateral. ($60k communications support for Administration)	ADM (ED)	New Funding	F22 Q4
1.2	a-3. Continue to work with our partners at the Chamber, REACH, Cal Poly, Downtown SLO, SCORE and others to support the business community through retention, creation, attraction, education and communication efforts.	ADM (ED)	Operating Budget	Ongoing
1.2	a-4. Work with REACH and other partners to offset the loss of the Diablo Canyon Nuclear Power plant through business attraction, H-o- H job creation and other relevant efforts.	ADM (ED)	Operating Budget	Ongoing
1.2	a-5. Evaluate the continuation and/or modification of the Open SLO program Fitness in the Parks.	P&R	Operating Budget	FY22 Q1
1.2	a-6. Review transitioning the Business Ambassador program from a COVID response action to an ongoing program with an available hotline as well as an online form option.	ADM (ED)	Operating Budget	FY22 Q1
1.2	a-7. Continue to promote the City to tourists, visitors and locals through the efforts of the TBID and the PCC.	ADM (ED)	Operating Budget	Ongoing
1.2	a-8. Provide childcare programming to the community to enable residents to work and fuel the local economy.	P&R	Operating Budget	Ongoing
1.2	b-1. Continue to implement the TIPP-FAST program to fast track tenant improvement permits and support business recovery. Incorporate subsidies into program when funding is available.	CDD	New Funding	Ongoing
1.2	b-3. Develop a streamlined and easy to understand process for businesses to allow activities encouraged by Outdoor SLO, and other programs implemented in response to Covid-19, to continue - especially in relation to outdoor dining.	CDD/PW	Operating Budget	FY22 Q1
1.2	b-4. Improve efficiency and transparency in the permitting process through implementation of paperless permitting, performance management reporting, and enhanced customer transparency tools.	CDD	New Funding	FY22 Q4
1.2	b-5. Review and establish policies as required to support broadband to the home to take advantage of the opportunities to work from home to support the Climate Action Plan and Quality of life.	CDD/PW/IT/UTIL	Operating Budget	Ongoing
1.2	b-6. Staff Resources to improve permitting efficiency and support development services program capacity	CDD	New Funding	Ongoing

PROGRAMS/PROJECTS				
Strategic Approach #	**Economic Recovery, Resiliency & Fiscal Sustainability Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
1.2	c-1. Ensure the business community is updated and aware of major City projects (CIP and others) that will impact their operations. Coordinate with business adjusting working hours and construction impacts to reduce impacts.	PW/UTIL	Operating Budget	Ongoing
1.2	c-2. Set aside funding for the potential to expand the various Open SLO programs (Parklets, Street closures) to other areas of the City to support business recovery.	PW	Operating Budget	Ongoing
1.3	Arts and Culture Support			
1.3	a. Support the recovery of Arts and Cultural activities throughout the City.	P&R/ADM	Operating Budget	Ongoing
1.3	b. Support the recovery of Arts , Culture and Community programs through a PCC program similar to GIA.	ADM (ED)	New Funding	Ongoing
1.3	c. Continue to support local community non-profit organizations through the Cultural GIA program facilitated by the PCC.	ADM (ED)	Operating Budget	Ongoing
1.3	d. Roundabout Public Art Installations	P&R/ADM(Sustainability/DEI)	Capital	Ongoing
1.4	Downtown vitality (a. Promotion and Programs b. Planning, Policy, Permitting c. Arts and Culture d. Infrastructure e. Clean and Safe)			
1.4	a-1. Continue to partner with Downtown SLO to ensure the recovery and growth, and vitality of the Downtown.	ADM (ED)	Operating Budget	Ongoing
1.4	a-2. Support Downtown SLO in expanding the Holiday "Light up Downtown" program and incentivize private participation through a matching program.(For example $100K base with $ for $ match on $50K)	ADM (ED)	New Funding	Ongoing
1.4	a-3. Continue the work of the Vacancy and Vibrancy Task force in cooperation with Downtown SLO with a focus on a activating and re-leasing vacant store fronts.	ADM (ED)	Operating Budget	Ongoing
1.4	a-4. Review, evaluate and execute on the outcomes from the Downtown Future Forum ensuring the required public participation and Council approval as needed.	ADM (ED)	Operating Budget	FY22 Q2
1.4	a-5. Continue to enhance and modify the Open SLO program "Downtown Dining" within Mission Plaza as needed to contribute to downtown vitality.	P&R	New Funding	Ongoing
1.4	a-6. Support the restart of the various Downtown SLO activations like Farmers, Concerts in the Plaza and the Holiday Parade.	ADM (ED)/PW	Operating Budget	Ongoing
1.4	a-7. Continue to promote the Downtown to tourists, visitors and locals through the efforts of the TBID and the PCC.	ADM (ED)	Operating Budget	Ongoing
1.4	b-1. Part 1: Update the Zoning Regulations to allow for more flexible administration of allowed uses, especially downtown, to support desired pop-up, shared-resource and new business model approaches to facilitate business opportunities in the community.	CDD	New Funding	FY23 Q2
1.4	b-2. Part 2: Update the Zoning Regulations to allow for more flexible administration of allowed uses, especially downtown, to support desired pop-up, shared-resource and new business model approaches to facilitate business opportunities in the community.	CDD	New Funding	FY23 Q2
1.4	c-1. Support Arts and Culture in the downtown while ensuring appropriate efforts are made to support DEI through available programs.	P&R/ADM(Sustainability/DEI)	Capital	Ongoing
1.4	c-2. Support the recovery of Arts and Cultural activities by working with new and existing community partners.	P&R/ADM(Sustainability/DEI)	Capital	Ongoing
1.4	c-3. Activation of public spaces in downtown through events and programming such as pop up activities and temporary public art that celebrates the proliferation of public art.	P&R/ADM(Sustainability/DEI)	Operating Budget	Ongoing
1.4	c-4. Explore options of creative placemaking and temporary public art in the downtown i.e. adjacent to Bubblegum Alley and Rose Alley.	P&R/ADM(Sustainability/DEI)	Operating Budget	Ongoing
1.4	c-5. Support creation and partnership of a Downtown Mural Program with Downtown SLO and SLOMA.	P&R/ADM(Sustainability/DEI)	Operating Budget	Ongoing
1.4	d-1. Develop and present a long term plan for the initiatives started under the Open SLO like parklets and street closures in the downtown.	PW/CDD	Operating Budget	Ongoing
1.4	d-2. Replace the existing Mission Plaza Restrooms in compliance with Mission Plaza Concept Plan and Council Direction.	PW	Capital	Ongoing
1.4	d-3. Construct the new Palm/Nipomo structure in coordination with SLO REP theatre.	PW	Capital	FY 2023/24
1.4	d-4. Continue with the City banner program.	ADM (ED)/PW	Capital	Ongoing
1.4	d-5. Establish and implement a plan to make the Zig Zag lights permanent in the current locations as well as other locations in the downtown.	PW	Capital	Ongoing
1.4	d-6. Ensure the downtown business community is updated and aware of major City projects (CIP and others) that will impact their operations and set aside funding to minimize the impacts where possible.	PW/UTIL/CDD	Operating Budget	Ongoing
1.4	d-7. Investigate opportunities to develop a Downtown Wi-Fi Mesh.	IT	Operating Budget	Ongoing
1.4	d-8. Expansion to gateless parking structure to improve the customer access and experience when visiting downtown.	PW(Parking)	Capital	FY 2022/23

PROGRAMS/PROJECTS				
Strategic Approach #	**Economic Recovery, Resiliency & Fiscal Sustainability Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
1.4	d-9. Assist with the continuation of Open SLO parklets and courtesy curbside pick up locations	PW(Parking)	Operating & Capital	Ongoing
1.4	d-10. Expansion of enforcement to ensure on-street, off-street, and residential compliance and safety and to improve overnight safety in the parking structures	PW(Parking)	New Funding	Ongoing
1.4	d-11. Expansion of maintenance to ensure parking structures and adjoining areas remain safe, clean and orderly (see above for fiscal impact)	PW(Parking)	New Funding	Ongoing
1.4	d-12. Parking structure maintenance at 842 Palm, 871 Palm, and 919 Palm.	PW(Parking)	Capital	Ongoing
1.4	d-13. City Hall lighting	PW	Capital	FY 2023/24
1.4	e-1. Continue to support the Downtown SLO programs like Clean & Safe, the Ambassadors and homelessness support.	ADM (ED)	Operating Budget	Ongoing
1.4	e-2. Continue to enhance downtown cleanliness through daily sidewalk scrubbing, street sweeping and trash clean up and the improvement of the existing creek walk.	PW	New Funding	Ongoing
1.4	e-3. Continue to provide public safety presence in the downtown. Includes costs of Downtown Bike Patrol, Sergeant, and Officers)	PD	New Funding	Ongoing
1.4	e-4. The Police department will develop an educational program, which will include in-person presentations for business owners (including visitor serving) to know how to deal with situations requiring public safety support. Costs are associated with materials.	PD	Operating Budget	Ongoing
1.4	e-5. Develop a CAT staffing plan with a second social worker, to ensure public safety and social service resources in both the downtown and creek area. FUNDING LISTED IN HOMELESSNESS MCG	PD	Operating Budget	Ongoing
1.4	e-6. Evaluate a plan to reestablish a downtown sub station for public safety. (Potential of adding to Mission Plaza Project)	PD	New Funding	Ongoing
1.4	e-7. Track hours worked (regular and overtime hours) by the downtown sergeant and downtown officers and tracking crime statistics.	PD	Operating Budget	Ongoing
1.4	e-8. Downtown safety enhancements - bollards	PW	Capital	FY22 Q4
1.4	e-9. Mission Plaza Railing Replacement	PW	Capital	FY22 Q4
1.5	Practicing fiscal responsibility			
1.5	a. Practicing fiscal responsibility: The City will continue to focus fiscal sustainability through all work efforts, programs, and the required budget appropriations. It will review its revenue sources ongoingly and maximize collection and return on its investments.	FIN	Operating Budget	Ongoing
1.5	b. Staff Resources: Continued enhancements to the Oracle Cloud system through the MOTION program to increase efficiencies and overall effectiveness of the system. Additionally help maintain the City's accounting and financial information.	IT / HR / FIN	New Funding	Ongoing
1.5	c. Negotiate successor agreements with employee groups in alignment with Council adopted Labor Relations Objectives.	HR	Operating Budget	Ongoing
1.5	c. Negotiate successor agreements with employee groups in alignment with Council adopted Labor Relations Objectives.	HR	Operating Budget	Ongoing
1.5	d. Complete benchmark compensation survey for SLOCEA, Management, and Confidential groups.	HR	New Funding	FY22 Q4
1.5	d. Complete benchmark compensation survey for SLOCEA, Management, and Confidential groups.	HR	Operating Budget	FY22 Q4
1.5	e. Continue to monitor and reduce liability and workers' compensation claims through actions aimed at reducing liability and workers' compensation costs.	HR	Operating Budget	Ongoing
1.5	f. Injury Reduction Programs, Compliance Software, Onboarding Software, and transitioning to electronic files	Fire/HR	New Funding	Ongoing
1.6	Paying down unfunded pension liabilities			
1.6	a. Paying down unfunded pension liabilities (includes all funds): The City will work to pay down the unfunded liabilities and allocate additional annual payment in pursuit of a 20-year paydown.	FIN	Operating Budget	Ongoing
1.7	Investing in critical infrastructure			
1.7	a. Investing in critical infrastructure: The City will invest in critical infrastructure based on the approved 2021-23 CIP or as otherwise directed by the City Council. Projects that 1) facilitate economic recovery, 2) enhance safety, resilience, fire prevention, 3) address past commitments (previously budget, approved planning documents), 4) are partnership projects with a significant portion of the cost covered by private development, 5) address existing core infrastructure maintenance needs and 6) provide positive impact towards climate change goals and/or Diversity Equity and Inclusions needs will be prioritized for inclusion and Council's consideration in the 2021-23 CIP. Specific CIP projects/Investments are included in the relevant task and the overall CIP plan.	PW	Operating Budget	Ongoing

PROGRAMS/PROJECTS				
Strategic Approach #	**Economic Recovery, Resiliency & Fiscal Sustainability Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
1.7	b. Regional Transit Authority Analysis: The RTA is currently building a Regional Transit HUB 800 feet from the City's SLO Transit Bus Yard. Much of the infrastructure that supports SLO Transit is aged and nearing the end of its lifespan. All transit providers are required to shift the fleet of transit vehicles to zero emission vehicles. This funding would support the analysis and review of SLO Transit's operations and infrastructure to determine if there may be benefit to sharing infrastructure, equipment or centralizing services to provide increased community services at the same or reduced purchasing requirements, alternative project delivery methods and other options to support local businesses and employees. The Community Services Group will be leading this effort.	PW - Transit	New Funding	FY22 Q4
1.7	c. Administrative Costs to Support Investment in CIP (Office modifications, Interns)	PW/CDD	New Funding	Ongoing

2. Diversity, Equity, Inclusion

Goal Statement:

In response to our commitment to making San Luis Obispo a more welcoming and inclusive city for all, continue to develop programs and policies to support diversity, equity, and inclusion initiatives and advance the recommendations of the DEI Task Force.

Expectations:

The City will engage in initiatives that advance DEI within the organization and community:

1. Develop and implement strategies, programs and policies that build a workplace culture and community of inclusion, fairness and belonging for all.
2. Involve marginalized communities and diverse voices in program development and delivery to ensure current lived experiences are understood, priorities are addressed, and the City's efforts are relevant and meaningful.
3. Partner with proven community providers and utilize best practice models to leverage City resources and maximize effectiveness and impact of initiatives.
4. Identify and track measurable results as the City progresses in maturing diversity and inclusion efforts.

Stakeholders/Responsible Departments

Administration, Human Resources, Police, Parks & Recreation, Public Works.
All Departments share responsibility for supporting and prioritizing DEI initiatives to advance the City's strategies, ambition, and goal.

Strategic Approach

Strategy 2.1 – Establish Office of DEI

The Office of DEI is the City's forward-facing commitment to meaningful, structural, and lasting change. It will create and establish activities, outreach, programs, policies, and structures to advance equity and inclusion, cultural and systemic anti-racism, and cultural competence within the organization and throughout the community. It will strengthen relationships with marginalized communities and their leaders, manage the City's comprehensive approach to improving community-based and internal DEI initiatives, and support departments in embedding DEI in all practices, policies, processes throughout the organization.

Strategy 2.2 – Develop & Implement DEI Strategic Plan

Create a strategic plan for a comprehensive DEI Initiative. Include assessments of City policies, practices, environments, community need, priorities, and available resources. Utilize DEI Task Force Recommendations, and Internal D&E Audit as a foundation, and the Cal Poly Experience report and other documents as reference and for benchmarking. Subsequent project and implementation plans will include qualitative and quantitative metrics to measure impact of DEI projects and overall DEI initiative. implementation of prioritized programs and projects will be scoped as resources allow.

Strategy 2.3 – Workforce Recruitment & Retention
Develop and implement proven strategies, programs, and policies that successfully attract, engage, retain, and develop a diverse workforce. Emphasize the development of internal candidates, broaden outreach & advertising, and eliminating screening and selection bias to recruit and hire a more diverse pool of candidates.

Strategy 2.4 – Inclusive & Equitable Workplace
Continue to develop an environment where all employees feel valued and included. Focus on providing DEI training and professional development, building interpersonal connections, improving/increasing communications, integrating DEI into every department's operations and daily practices, and growing interest in DEI among all employees.

Strategy 2.5 – Community-based Policing and Restorative Practices
To align with national trends and best practices, identify strategies for alternative methods to policing in the City, and increase the ability for social service providers to support in situations where police are currently serving as both responders and providers. Maintain cultural competency training for officers. Seek opportunities to increase understanding, strengthen relationships, and intentionally center the needs of the BIPOC community.

Strategy 2.6 – Cal Poly & Cuesta College Partnerships
Increase shared training, programs, community-building resources, and collaborative planning to increase access and enhance belonging for all City residents. Partner with campus programming to present educational and cultural events to the community at large. Convene regular roundtables with City, Cal Poly, Cuesta College leadership and students.

Strategy 2.7 – Access, Inclusion, Support for Underrepresented Communities
Revise and expand the City's existing practices and programs, and support development of leadership and internship opportunities - especially for youth, BIPOC and LGBTQ+ residents - to increase understanding, access, and participation in local government. This seeks to increase and diversify the community members who understand, navigate, feel connected to, and actively participate in the systems essential to creating meaningful improvements in the City. Sponsor public art and cultural activities that center the history, experiences, and contributions of the City's historically marginalized populations. Increase understanding of the needs and ways to support undocumented residents; enlist efforts to ensure they know they are eligible for and how to receive City services.

Strategy 2.8 – Community Education & Programming
Partner with DEI experts and providers to expand ongoing awareness and educational programs and forums. Topics such as how to be anti-racist, increasing intercultural competence, understanding unconscious bias, and convening listening and learning sessions may be offered.

Strategy 2.9 – Support & Attract Minority-Owned Businesses
Focus efforts to support and promote existing minority-owned businesses and attract new businesses. Develop outreach and recognition programs. Recognize other businesses that are actively engaged in advancing DEI and those that demonstrate support of minority-owned businesses.

Total Investment in Diversity, Equity & Inclusion

Strategic Approach		21-22			22-23		
		Existing Operating Budget	New Funding (SOBCs)	Capital Budget	Existing Operating Budget	New Funding (SOBCs)	Capital Budget
2.1	Establish Office of DEI		$ 220,039			$ 239,340	
2.2	Develop & Implement DEI Strategic Plan		$ 40,000			$ 15,000	
2.3	Workforce Recruitment & Retention	$ 64,691	$ 50,000		$ 36,257	$ 20,000	
2.4	Inclusive & Equitable Workplace	$ 6,500	$ 20,000	$ 25,000	$ 4,500	$ 20,000	$ 75,000
2.5	Community-based Policing and Restorative Practices		$ 15,400				
2.6	Cal Poly & Cuesta Partnerships						
2.7	Access, Inclusion, Support for Underrepresented Communities	$ 151,000	$ 224,000	$ 320,000	$ 158,500	$ 172,500	$ 20,000
2.8	Community Education & Programming		$ 5,000			$ 10,000	
2.9	Support & Attract Minority-Owned Businesses					$ 150,000	
	SUB TOTAL	**$ 222,191**	**$ 574,439**	**$ 345,000**	**$ 199,257**	**$ 626,840**	**$ 95,000**
	TOTAL	**$**		**1,141,630**	**$**		**921,097**

PROGRAMS/PROJECTS				
Strategic Approach #	**Diversity, Equity, Inclusion Task/Action**	**Responsible Department**	**Funding Source**	**Completion Date**
2.1	Establish Office of DEI			
2.1	a. Design DEI Administration, Function, and Operations of the Office	Admin-DEI	New Funding	FY22 Q1
2.1	b. Develop DEI Base Operating Budget	Admin-DEI	New Funding	FY22 Q1
2.1	c. Identify and secure office space (2000/mo. @ 7 mos. Y1, 12 mos. Y2)	Admin-DEI	New Funding	FY22 Q2
2.1	d. Develop positions; Hire Staff	Admin-DEI	New Funding	FY22 Q1
2.1	e. Hire Diversity position - 1.0 FTE	Admin-DEI	New Funding	FY22 Q2
2.1	f. Hire -DEI Administrative Support - .5 FTE	Admin-DEI	New Funding	FY22 Q1
2.1	g. Hire CivicSpark Fellow - Y2 - .75 FTE	Admin-DEI	New Funding	FY22 Q4
2.1	h. Hire Interns - Cal Poly, Cuesta, community candidates - .25 FTE - 2 positions Y1 @ midyear. 2 positions Y2, full year	Admin-DEI	New Funding	FY22 Q3
2.1	i. Consultant - DEI SME - 360 total hours	Admin-DEI	New Funding	FY23 Q4
2.1	j. Create and establish formal and informal activities, outreach, programs, policies, structures to advance equity and inclusion, cultural and systemic anti-racism, and cultural competence in the organization and community, and support underrepresented communities	Admin-DEI	New Funding	Ongoing
2.1	k. Implementation of prioritized activities – internal and community-based	Admin-DEI	New Funding	Ongoing
2.1	l. Support DEI efforts throughout each department	Admin-DEI	New Funding	Ongoing
2.1	m. Coordinate activities of the DEI Employee Committee	Admin-DEI	New Funding	Ongoing
2.1	n. Community-based outreach, education, programming	Admin-DEI	New Funding	Ongoing
2.1	o. DEI High Impact and GIA grant administration and management	Admin-DEI	New Funding	Ongoing
2.1	p. Cal Poly & Cuesta collaborations	Admin-DEI	New Funding	Ongoing
2.1	q. Support the HRC	CDD / Admin-DEI	New Funding	Ongoing
2.2	Develop & Implement DEI Strategic Plan			
2.2	a. Conduct needs, priority, and resource assessments. Create comprehensive DEI initiatives and programming for the organization and community.	Admin-DEI	New Funding	FY22 Q4
2.2	b. Utilize DEI Task Force Recommendations, Internal D&E Audit as foundation; Cal Poly Experience report and other documents as reference and for benchmarking	Admin-DEI	New Funding	FY22 Q4
2.2	c. Present comprehensive plan to City Council for Adoption	Admin-DEI	New Funding	FY22 Q2
2.2	d. Create project designs and implementation plans. Identify applicable qualitative and quantitative metrics to measure impact of DEI projects and overall DEI program	Admin-DEI	New Funding	FY22 Q2
2.2	e. Begin implementation of prioritized programs and projects; scoped as resources allow. To be determined through Strategic Planning process.	Admin-DEI	New Funding	Ongoing
2.3	Workforce Recruitment & Retention			
2.3	a. Improve DEI-Focused Recruitment, Screening, Hiring Practices	HR	Operating Budget	Ongoing
2.3	b. Improve DEI-focused language in job descriptions, announcements and other recruitment materials. Identify gaps and opportunities to increase inclusivity in materials. - supported by consultant, 2.1.i.	HR	Operating Budget	Ongoing
2.3	c. Provide DEI-focused screening and interviewing training to personnel and panels - supported by consultant, 2.1.i.	HR	Operating Budget	Ongoing
2.3	d. Implement applicable recommendations from Internal Audit, as well as other industry best practices. Continue to ensure final selection guidelines are consistent with DEI best practices	HR	Operating Budget	Ongoing
2.3	e. Conduct Pay Equity Audit	HR	New Funding	FY22 Q4
2.3	f. Examine policies and programs to support primary caretakers	HR	Operating Budget	Ongoing
2.3	g. Review, evaluate and implement findings of SLO County Child Care Study (First 5's analysis) of childcare for working families, as applicable; 22-23 Supplemental Plan as resources permit.	P&R	Operating Budget	FY22 Q4
2.3	h. Continue communicating childcare options and resources for City employees; additional to First 5 findings. Explore flex schedules, job share, remote options, etc.	HR	Operating Budget	Ongoing
2.3	i. Expanded Recruitment Services Expenses to Augment HR	Utilities	New Funding	Ongoing
2.3	j. Fire: Recruit Academy Support and Intern Program - enhance DEI recruitment efforts	Fire	Operating Budget	Ongoing
2.4	Inclusive & Equitable Workplace			
2.4	a. Develop and Adopt Diversity Statement for the Organization	Admin-DEI	Operating Budget	FY22 Q3
2.4	b. Assist Departments in infusing DEI into their programs, policies, and practices in relevant and practical ways	Admin-DEI	New Funding	Ongoing
2.4	c. . Further develop purpose, role, activities and enhance impact of DEI Employee Committee – (e.g. ERGs, cultural celebrations, activity budget, speakers, self-study materials, public web pages)	Admin-DEI	New Funding	Ongoing
2.4	d. Grant equal standing and priority to the tasks and responsibilities periodically assigned to DEI committee members as is given to their other duties	Admin (all Depts)	Operating Budget	Ongoing
2.4	e. DEI-related Staff Development / Training	Admin-DEI	New Funding	Ongoing
2.4	f. Implement a DEI module in new hire onboarding	HR / Admin-DEI	Operating Budget	FY22 Q3
2.4	g. Provide training and other learning opportunities for all levels. E.g. inclusive leadership, cultural competency, assessments, speakers, self-study, etc.	Admin-DEI / HR	Operating Budget	Ongoing

PROGRAMS/PROJECTS				
Strategic Approach #	**Diversity, Equity, Inclusion Task/Action**	**Responsible Department**	**Funding Source**	**Completion Date**
2.4	h. Continue Clarity Collective training as foundation training - *ASSIGNED / RESOURCED TO HR*	HR	Operating Budget	Ongoing
2.4	i. DEI-related training for Council, Commission, Advisory Board – tailored for roles, Brown Act, etc.	Admin-DEI	Operating Budget	Ongoing
2.4	j. Complete a planning study for gender-inclusive restroom and sleeping facilities for Fire Stations 3 and 4. Proceed with design work pending results of study.	Public Works / Fire	Capital	FY23 Q4
2.5	Community-based Policing and Restorative Practices			
2.5	a. Implement After Action Report recommendations	PD	Operating Budget	Ongoing
2.5	b. Review and implement Governor's recommendations regarding protests when issued	PD	Operating Budget	Ongoing
2.5	c. Implement federal government changes in law enforcement. Implement RIPA Spillman Module: the Racial and Identity Profiling Act (RIPA) was formed as part of AB953. California law enforcement agencies will be required to collect data for stops made by law enforcement personnel. Annual reporting to DOJ is a requirement.	PD	New Funding	Ongoing
2.5	d. Review new Police Station building program and budget for opportunities to reduce costs to preserve resources for community service investments	Admin / PD / Public Works	Operating Budget	FY22 Q2
2.6	Cal Poly & Cuesta Partnerships			
2.6	a. Solidify relationships and collaborations	Admin-DEI	Operating Budget	Ongoing
2.6	b. CP Office of University Diversity and Inclusion (OUDI) and City DEI Office/City Manager Leadership quarterly planning meetings	Admin-DEI	Operating Budget	Ongoing
2.6	c. Host City / Cal Poly Office of Student Diversity & Belonging quarterly roundtable (City & CP leadership, DEI committee, HRC, Cal Poly students, DEI leaders, etc.) regarding community / student experience, relationship-building	Admin-DEI	Operating Budget	Ongoing
2.6	d. Utilize Faculty Fellow assigned to Office of DEI in partnership with CP OUDI to research best practices, grants for internships, programs, outreach, innovative practices, etc. Seeking sponsorship from Cal Poly to fund position.	Admin-DEI	Operating Budget	Ongoing
2.6	e. Explore opportunities and build collaborations with Cuesta College	Admin-DEI	Operating Budget	Ongoing
2.6	f. Provide City facilities as available to campus DEI programs delivered to and in the community	Admin-DEI	Operating Budget	Ongoing
2.6	g. Utilize interns from Cal Poly and Cuesta within the Office of DEI	Admin-DEI	Operating Budget	Ongoing
2.7	Access, Inclusion, Support for Underrepresented Communities			
2.7	a. High Impact DEI Grants	Admin-DEI	New Funding	Ongoing
2.7	b. GIA Grants	Admin-DEI	Operating Budget	Ongoing
2.7	c. HRC Operating Budget for enhanced presence, advocacy, community building, etc. (such as awareness campaigns, access/fairness efforts, citizen award, etc.). Activities TBD	Admin-DEI	New Funding	Ongoing
2.7	e. Support feasibility study for Multicultural Center; provide City liaison/staff support	Admin-DEI	Operating Budget	FY23 Q4
2.7	f. Contribute to planning / feasibility study	Admin-DEI	New Funding	FY23 Q4
2.7	g. Update City's formal Public Engagement & Noticing (PEN) procedures as well as other public outreach, input efforts to increase diverse participation. Develop tactics and cost to implement	Admin-DEI	New Funding	FY23 Q4
2.7	h. City 101/Community Academy to increase understanding / access / participation in City government	Admin-DEI	New Funding	Ongoing
2.7	i. City 101 – first stage, short program, easy access/commitment. Overview of City, how to access, ways to be involved. Extensive outreach to Underrepresented minorities. Community-based sessions. Design, pilot Y1	Admin-DEI	Operating Budget	FY22 Q4
2.7	j. Community Academy – second stage, longer program. Partner with Chamber, others. Test demand, develop. Pilot Y2	Admin-DEI	Operating Budget	FY23 Q4
2.7	k. Develop "Undocu-Friendly" logo for City documents, as allowable by law (cost of internal resources)	Admin-DEI	Operating Budget	FY22 Q4
2.7	l. BIPOC youth artists' public art project. Feature work that provides a fuller representation of all communities. Artists are stipend. Pilot in Y2 - *ASSIGNED & RESOURCED TO P&R*	P&R	Operating Budget	FY23 Q4
2.7	m. Parks Major Maintenance and Repairs - specific to Cheng Park improvements and Mission Plaza railing improvements.	PW	Capital	FY22 Q4
2.7	n. Parks Major Maintenance - ADA Transition Plan Implementation	PW	Capital	Ongoing
2.8	Community Awareness & Education			
2.8	a. Trainings, workshops, speakers, forums, townhalls, listening sessions, outreach, etc. for youth, marginalized communities and community-at-large [in addition to CP's programming]	Admin-DEI	New Funding	Ongoing
2.8	b. Utilize proven providers rather than City develop program. City serves as coordinator, sponsor, convener, etc.	Admin-DEI	Operating Budget	Ongoing
2.8	c. Determined by interest, guidance by BIPOC, other URMs, DEI committee, HRC + public input, etc.	Admin-DEI	Operating Budget	Ongoing

PROGRAMS/PROJECTS				
Strategic Approach #	**Diversity, Equity, Inclusion Task/Action**	**Responsible Department**	**Funding Source**	**Completion Date**
2.9	Support & Attract Minority-Owned Businesses – ASSIGNED & RESOURCED BY MCG ERRS - SEE THAT WORK PROGRAM			
2.9	a. Establish a process for the City to recognize and promote Minority-owned businesses	Admin-Econ Dev	Operating Budget	FY22 Q4
2.9	b. Implement protocols within the City's Office of Economic Development to reach out to all existing and new Minority-owned/operated businesses to learn of their experiences operating in SLO, and to identify ways the City can be of support.	Admin-Econ Dev	Operating Budget	FY22 Q4
2.9	c. Establish a City Leadership/Chamber of Commerce / Minority Business Owners' roundtable.	Admin-Econ Dev	Operating Budget	FY22 Q4
2.9	d. Research, explore and potentially utilize innovative practices such as micro-loans, targeted-sector recruiting and promotion, City-facilitated lending, grants, private support and crowdfunding to support underserved/underrepresented communities. Leverage City's partner network, including the Chamber, Downtown SLO, REACH and others to support the DEI initiatives as they relate to economic development including creation, retention and attraction efforts.	Admin-Econ Dev	New Funding	FY23 Q4
2.9	e. Update and maintain a listing of resources for BIPOC, LGBTQ+ and other underserved communities on the City's "Doing Business" section of the website.	Admin-Econ Dev	Operating Budget	FY22 Q4
2.9	f. Establish a process for the City to recognize and promote Minority-owned businesses	Admin-Econ Dev	Operating Budget	FY22 Q4

3. Housing and Homelessness

Goal Statement:

In order to expand housing options for all, continue to facilitate the production of housing, including the necessary supporting infrastructure, with an emphasis on affordable and workforce housing. Collaborate with local non-profit partners and the county, the state, and federal governments to discover and implement comprehensive and effective strategies to reduce chronic homelessness.

Expectations:

The City will prioritize new and ongoing Housing Element policies and programs that focus on facilitating the increased production of affordable and workforce housing, in addition to market rate housing; and the City will engage with the community, regional agencies, local non-profit partners, and the Federal government to leverage resources to be utilized to implement strategies that reduce homelessness.

Housing

1. Implement the Housing Element by continuing ongoing programs and by completing new programs such as achieving more "by right" non-discretionary review with Objective Design Standards, update of the Inclusionary Housing Ordinance, and by establishing a Flexible Density program and "Missing Middle" housing program to expand housing opportunities downtown and in single-family neighborhoods.
2. Update the City's Inclusionary Housing Ordinance.
3. Utilize a consultant to optimize management of the City's substantial Below Market Rate (BMR) Housing portfolio.
4. Manage HRC Grants-in-Aid (GIA), CDBG, the Affordable Housing Fund, and conduct effective grant research, application, and implementation.
5. Provide ongoing advisory body, council support, and outreach and support the transition of the Human Relations Commission (HRC) to the Office of Diversity, Equity and Inclusion.

Homelessness

6. Enhance City Homeless Team coordination among various key staff from City Departments and develop a strategic plan to guide City actions.
7. Improve environmental protection and water quality with cleanups of creeks, open spaces, public spaces, and parks.
8. Initiate and participate in regional collaboration efforts and seek out grant opportunities to support regional solutions to reduce chronic homelessness.
9. Expand the Community Action Team (CAT) to support public safety and community member access to critical homeless services.
10. Lead by example with the implementation of a Mobile Crisis Unit (MCU) to support the chronically homeless population, which can be adopted by other agencies and scaled up to meet the regional need.
11. The City will continue and work to expand its support for funding of non-profit social service providers that specialize in services to help people transition into housing.

Stakeholders/Responsible Departments
For the purposes of MCG implementation, administration, monitoring, and reporting, Community Development is the lead department. However, several of the tasks outlined in the MCG will include the participation of the following City Departments: Administration, City Attorney, Police, Public Works, Parks and Recreation, and Fire.

The City will also engage with the following stakeholders to support Housing and Homelessness efforts including, but not limited to:

1. Residents
2. Homeless individuals and families
3. Homeless advocates
4. Business/Property Owners
5. Chamber of Commerce
6. Economic Vitality Corporation (EVC)
7. Social service agencies
8. San Luis Obispo County Housing Trust Fund (HTF)
9. Affordable housing and market rate developers
10. Non-profit organizations
11. Owners and renters of affordable housing in the City
12. Homeless Services Oversight Council (HSOC)
13. County of San Luis Obispo Administration, Behavioral Health, and other key regional partners
14. Mid and Large-Scale Employers

Strategic Approach

Housing

Strategy 3.1 - Implement the Housing Element
The City will be implementing the recently adopted 6th cycle Housing Element (HE), which consists of key policies and programs intended to incentivize and make feasible a range of housing options with an emphasis on affordable and workforce housing types.

Strategy 3.2 - Implement Inclusionary Housing Ordinance
Continue internal coordination procedures ensuring development applications include a clear and complete inclusionary housing proposal consistent with the Inclusionary Housing Ordinance. This review process would include a formal application routing to the Housing Policy and Programs section of the Planning Division during application completeness review. This review will allow housing staff to verify Inclusionary Housing Ordinance compliance while also allowing the opportunity to negotiate for more affordability in development projects through the application of available alternatives and incentives.

Strategy 3.3 - Below Market Rate Portfolio Management
This is a service contract with a qualified consultant that has expertise in the area of management and administration of the City's Inclusionary Housing Inventory, including ownership units, rental units and project financing. The contract would include updating program materials, tracking and reporting of program activities, monitoring, income qualifications, and underwriting applicants for new loans (first-time homebuyer, long-term affordable, and equity-share programs), including title and escrow services.

Strategy 3.4 - Financial Management
This effort includes the ongoing program administration and management of federal, state and local grants including: 1) Community Development Block Grant (CDBG); 2) Grants-In-Aid (GIA); and 3) Affordable Housing Fund (AHF). In addition to ongoing grants, the City is the recipient of the following one-time grants that support Housing & Safety Element updates and program implementation: 1) SB2 grant in the amount of $160,000 to fund the Flexible Density Program; 2) LEAP grant in the amount of $150,000 to fund the Housing Element Update; 3) REAP grant in the amount of $283,003 to fund the Inclusionary Housing Ordinance Update

and Objective Design Standards; and 4) Sustainable Communities grant in the amount of $435,000 to fund the Safety Element Update.

Strategy 3.5 - Advisory Body & Council meetings & support

Staff will continue to provide updates on legislation and state laws related to housing policies pertinent to City operations, including workforce and affordable housing, and will continue to provide public information related to ongoing City efforts to implement Housing Element policies and programs. Updates will be provided to advisory bodies regarding overall housing policy context, and to provide updates in state law and City policies that inform decisions and recommendations under their purview. This effort will improve advisory body participation in various implementation strategies described in the overall Housing and Homelessness Major City Goal, and in ongoing review of individual projects and community discussions surrounding these topics.

Homelessness

Strategy 3.6 - City Homelessness Team Coordination (Homelessness Response Manager)

Coordination of staff from various City departments (Public Works, Parks and Recreation, Police, Fire, Administration) focused on addressing issues associated with homelessness, including:

1. Develop a Strategic Plan to guide a sustained effort of engagement by regional partners, non-profit partners, and community members to identify and implement coordinated solutions to chronic homelessness.
2. Maintain and update informational resources, such as the City's Homelessness Solutions web page, about City actions to help the unhoused population, and the scope of services provided to address the challenges of homelessness by the County, State, City, and regional partners.
3. Work to prevent homelessness through a Safe Housing Outreach and Education Program that will provide, among other duties, information about rental assistance programs, eviction protection programs, and new housing opportunities.
4. Pursue a coordinated lobbying strategy to motivate action at the State and regional level, and research and secure additional sources of funding to address local challenges.

Strategy 3.7 - Environmental Protection and Water Quality

Environmental clean-ups in creek and open space areas associated with abandoned personal property and trash.

Strategy 3.8 - Regional Engagement and Grant Management

Ensure active participation and representation of the City in the County's regional strategic planning efforts to develop regional solutions to chronic homelessness. Attend HSOC & PACT meetings, support City Elected Officials on the HSOC, and report status of agenda items back to staff. Support the Housing Policy and Programs section and Office of DEI on homelessness-related funding opportunities, such as CDBG, GIA, DEI, and other State/Federal/local sources.

Strategy 3.9 - Community Action Team (CAT) and Downtown Bike Team Resources

Expand the current Community Action Team by adding an additional social worker position and continue to provide public safety services by utilizing the Community Action Team; includes two officers and a social worker. Continue to provide public safety services by utilizing the downtown bike team.

Strategy 3.10 Mobile Crisis Unit (MCU) Pilot Program Implementation

Pair a crisis worker with an Emergency Medical Technician (EMT) to provide non-emergency response and care to unhoused community members. Implement the program with the goals of reducing emergency dispatch of paramedics and law enforcement to community members who need non-emergency support. Engage with the County of San Luis Obispo in the implementation of the pilot program so that if it is successful it can be scaled up and replicated across the region.

Strategy 3.11 – Non-Profit Partner Funding Support

Research and partner with non-profit partners in pursuing funding sources such as CARES Act and Project Homekey grants. Support additional safe parking opportunities in the City and support coordinated regional efforts for expanding transitional housing, and shelter resources. Provide ongoing funding support to CAPSLO from the City's General Fund, which in addition to grant sources will enable programs such as the Homeless Services Center, safe parking, and warming center functions to continue and expand. Continue to administer CDBG and other federal, state and local grants in support of services and facilities that benefit unhoused community members.

Total Investment in Housing and Homelessness

Strategic Approach		21-22			22-23		
		Existing Operating Budget	New Funding (SOBCs)	Capital Budget	Existing Operating Budget	New Funding (SOBCs)	Capital Budget
3.1	Implement Housing Element		$ 140,000	$ 9,090,100		$ 115,000	$ 25,105,817
3.2	Implement Inclusionary Housing Ordinance						
3.3	Below Market Rate Portfolio Management	$ 60,000	$ 117,000		$ 30,000	$ 117,000	
3.4	Financial Management	$ 35,000			$ 35,000		
3.5	Advisory Body & Council meetings & support						
3.6	Homelessness Team Coordination		$ 322,583			$ 295,212	
3.7	Environmental Protection and Water Quality	$ 177,400	$ 65,000		$ 183,360	$ 70,000	
3.8	Regional Engagement and Grant Management						
3.9	Community Action Team Resources	$ 629,964	$ 125,188		$ 629,964	$ 116,188	
3.10	Mobile Crisis Unit Pilot Program		$ 300,000			$ 300,000	
3.11	Non-Profit Partner Support	$ 253,000	$ 63,826		$ 253,000	$ 63,826	
	SUB TOTAL	**$1,155,364**	**$ 1,133,597**	**$ 9,090,100**	**$ 1,131,324**	**$ 1,077,226**	**$ 25,105,817**
	TOTAL	**$**		**11,379,061**	**$**		**27,314,367**

PROGRAMS/PROJECTS				
Strategic Approach #	**Housing & Homelessness Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
3.1	Implement Housing Element			
3.1	a. Inclusionary Housing Ordinance (HE programs 2.13 & 4.6)	CDD; Attorney	New Funding	FY22 Q3
3.1	b. Flexible Density Program (HE Program 2.15)	CDD	Operating Budget	FY22 Q3
3.1	c. Develop Objective Design Standards & Update Development Review Process (HE 6.22 & 6.23)	CDD; Attorney	Operating Budget	FY21 Q1
3.1	d. Zoning Regulations Update - Housing (HE 5.5, 8.18, 8.23, 2.17 and AB 2345)	CDD; Attorney	Operating Budget	FY21 Q1
3.1	e. Subdivision Regulations Update (HE 6.20)	CDD; Attorney	New Funding	FY22 Q1
3.1	f. Missing Middle Housing (HE 5.4)	CDD; Attorney	New Funding	FY23 Q2
3.1	g. Additional Housing Element Program Implementation (HE 2.16, 2.18, 3.10, 4.7 & 4.8)	CDD	Operating Budget	FY23 Q2
3.1	h. Regional Coordination (HE Chapter 4)	CDD	Operating Budget	ongoing
3.1	i. Housing Element Program Implementation (Chapter 3)	CDD	Operating Budget	ongoing
3.1	j. Begin construction of Prado Road Creek Bridge Replacement & S. Higuera/Prado Road intersection reconstruction, adding protected bicycle lanes, sidewalks and a bicycle protected intersection, as recommended in the Active Transportation Plan.	PW	Capital	FY24 Q1
3.1	k. Begin construction of the Prado Road Interchange project, providing more efficient connectivity for motor vehicles and transit service (reducing VMT), and providing physically-separated facilities for bicycles and pedestrians, as recommended in the Active Transportation Plan.	PW	Capital	FY25 Q1
3.1	l. Begin construction of Development related park improvements specific to Laguna Lake and Orcutt Area.	PW	Capital	FY23 Q4
3.1	m. CDD Fleet Replacement	PW	Capital	Ongoing
3.2	Implement Inclusionary Housing Ordinance			
3.2	a. Development review project referrals	CDD	Operating Budget	ongoing
3.3	Below Market Rate Portfolio Management			
3.3	a. Inventory Management; Monitoring; Escrow services; Homebuyer & rental services; BEGIN/FTHB	CDD	New Funding	ongoing
3.3	b. Attorney advice and support of legal documents	Attorney	Operating Budget	ongoing
3.4	Financial Management			
3.4	a. CDBG Program Administration	CDD	Operating Budget	ongoing
3.4	b. GIA Program Administration	CDD	Operating Budget	ongoing
3.4	c. Affordable Housing Fund Administration	CDD	Operating Budget	ongoing
3.4	d. Grant research; applications; coordination	CDD	Operating Budget	ongoing
3.5	Advisory Body & Council meetings & support			
3.5	a. Reports, Community meetings, presentations (does not include time associated with tasks identified herein)	CDD	Operating Budget	ongoing
3.5	b. HRC liaison	CDD/ADMIN	Operating Budget	ongoing
3.6	City Homelessness Team Coordination			
3.6	a. Coordination of staff from various City departments (Public Works, Parks and Recreation, Police, Fire, Administration) focused on addressing issues associated with homelessness.	CDD	Operating Budget	FY23 Q3
3.6	b. Develop a Strategic Plan to guide a sustained effort of engagement by regional partners, non-profit partners, and community members to identify and implement coordinated solutions to chronic homelessness.	CDD	New Funding	FY22 Q3
3.6	c. Maintain and update informational resources, such as the City's Homelessness Solutions web page, about City actions to help the unhoused population, and the scope of services provided to address the challenges of homelessness by the County, State, City, and regional partners.	CDD/Admin	Operating Budget	ongoing
3.6	d. Work to prevent homelessness through a Safe Housing Outreach and Education Program that will provide, among other duties, information about rental assistance programs, eviction protection programs, and new housing opportunities.	CDD	New Funding	ongoing
3.6	e. Pursue a coordinated lobbying strategy to motivate action at the State and regional level, and research and secure additional sources of funding to address local challenges.	CDD/Admin/Attorney	Operating Budget	ongoing
3.6	f. Housing and Homelessness City Staff	CDD	New Funding	ongoing
3.7	Environmental Protection and Water Quality			
3.7	a. Environmental clean-ups in creek and open space areas associated with abandoned personal property and trash (Parks & Rec)	P&R	New Funding	Ongoing
3.7	b. Environmental clean-ups in creek and open space areas associated with abandoned personal property and trash (Parks & Rec)	P&R	Operating Budget	Ongoing
3.7	c. Environmental clean-ups in City Parks and public spaces associated with abandoned personal property and trash (Public Works)	PW	New Funding	Ongoing
3.7	d. Environmental clean-ups in City Parks and public spaces associated with abandoned personal property and trash (Public Works)	PW	Operating Budget	Ongoing
3.8	Regional Engagement and Grant Management			
3.8	a. Active participation and representation of the City in the County's regional strategic planning efforts to develop regional solutions to chronic homelessness.	CDD	Operating Budget	ongoing
3.8	b. Attend HSOC & PACT meetings, support City seat on the Commission, and report status of agenda items back to staff	CDD	Operating Budget	ongoing
3.8	c. Support the Housing Policy and Program section and the Office of Diversity, Equity and Inclusion on homelessness related funding opportunities, such as CDBG, GIA, DEI, and other sources.	CDD	Operating Budget	ongoing
3.9	Community Action Team (CAT) Resources			
3.9	a. Expand the current Community Action Team by adding an additional social worker position.	PD	New Funding	ongoing
3.9	b. Continue to provide public safety services by utilizing the Community Action Team; includes two officers and a social worker. (Costs include existing social worker position, but funding for the position is provided by the County).	PD	Operating Budget	ongoing
3.9	c. Continue to provide public safety services by utilizing the downtown bike team.	PD	Operating Budget	ongoing

PROGRAMS/PROJECTS				
Strategic Approach #	**Housing & Homelessness Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
3.10	Mobile Crisis Unit Pilot Program Implementation			
3.10	a. Pair a crisis worker with an Emergency Medical Technician (EMT) to provide non-emergency response and care to unhoused community members.	FD/CDD	New Funding	one time
3.10	b. Implement the program with the goals of reducing emergency dispatch of paramedics and law enforcement to community members who need non-emergency support.	FD/CDD	New Funding	ongoing
3.10	c. Engage with the County of San Luis Obispo in the implementation of the pilot program so that if it is successful it can be scaled up and replicated across the region.	FD/CDD	New Funding	ongoing
3.11	Non-Profit Partner Funding Support			
3.11	a. Support non-profit partners in pursuing funding resources, such as CARES Act and Project Home key grants.	CDD/Admin	Operating Budget	ongoing
3.11	b. Support a 25% expansion of the number of beds at the 40 Prado Homeless Services Center.	CDD	New Funding	FY21 Q1
3.11	c. Continue to expand Safe Parking opportunities and support coordinated regional efforts for Safe Parking, transitional housing, and other shelter resources.	CDD/PW/PD	New Funding	ongoing
3.11	d. Ongoing General Fund support to CAPSLO for 40 Prado (includes safe parking, warming center, operational support)	CDD	Operating Budget	ongoing
3.11	e. Bus Token in-kind program to CAPSLO	CDD/PW	Operating Budget	ongoing
3.11	f. General Fund low income utility subsidies	CDD/UT	Operating Budget	ongoing
3.11	g. Federal CDBG Grant for social services (Provided to CAPSLO to help fund Homeless Services Center operations)	CDD/Admin	Operating Budget	ongoing

4. Climate Action, Open Space and Sustainable Transportation

Goal Statement:

To proactively address the climate crisis, continue to update and implement the Climate Action Plan for carbon neutrality, including preservation and enhancement of open space and the urban forest, alternative and sustainable transportation, and planning and implementation for resilience.

Expectations:

The City will engage in projects and initiatives that contribute positively toward:

1. Reducing greenhouse gas emissions at both the municipal and community level on a trajectory consistent with the Climate Action Plan target of community carbon neutrality by 2035 and municipal operations carbon neutrality by 2030;
2. Continued proactive efforts in furtherance of achieving the vision to expand and sustain the San Luis Obispo Greenbelt;
3. Integrating best practices for urban forestry throughout the community and City landscape in order to accrue the multiple benefits that trees provide including shading and cooling, beautification, habitat, stormwater retention, and carbon sequestration;
4. Implementation of Tier 1 projects identified in the Active Transportation Plan (ATP), and planning and investment in transit service enhancements and transit fleet electrification, in order to achieve the mode-share split objectives identified in the Circulation Element of the General Plan;
5. Adapting and becoming more resilient to the impacts of climate change through the Resilient SLO planning process and through increased implementation efforts that address public health and safety.

In addition, it is expected that this work must necessarily be integrated and cohesive with the parallel Major City Goals of Diversity, Equity, and Inclusion; Housing and Homelessness; and Economic Recovery, Resilience, and Fiscal Sustainability.

Stakeholders/Responsible Departments:

For the purposes of this Major City Goal (MCG) administration, monitoring, and reporting, City Administration is the lead department. However, this goal will require a "whole of government" approach, including participation by all City departments with special attention provided by Public Works, Parks and Recreation, Community Development, and Utilities. To ensure accountability and ongoing collaboration, the City will convene an internal quarterly MCG working meeting to ensure strategic coordination, while also continuing to administer the Green Team to develop tactical responses and ongoing prioritization of work efforts.

Strategic Approach

Strategy 4.1 – Provide capacity to achieve Council's adopted goals
To implement Council's goals, the City will need increased staffing support, contract resources, and external community partners to build needed capacity. This includes either new or realigned staffing resources in the Office of Sustainability, Solid Waste Program, Urban Forestry, and Ranger Service. Contract resources are needed for tasks including grant writing, open space vegetation management, tree maintenance, and building / facility energy assessment and management. The City is fortunate to enjoy numerous community partnerships and relationships pertinent to this Major City Goal; notable partners anticipated to play key roles in this work program include the SLO Climate Coalition, ECOSLO, and the Coastal San Luis Resource Conservation District.

Strategy 4.2 - Continue to update and implement the Climate Action Plan for carbon neutrality.
The City's *Climate Action Plan for Community Recovery* (2020) identifies projects, programs, and policies across six main organizing pillars: 1. Lead by Example, 2. Clean Energy Systems, 3. Green Buildings, 4. Connected Community, 5. Circular Economy, and 6. Natural Solutions. In "Volume II: Technical Foundation and Work Program" specific tasks and timelines are identified for implementation; the work program for this Major City Goal, therefore, is attendant to those work products scheduled for the 2021-23 Financial Plan time horizon in order to stay on track with the larger goal of achieving community carbon neutrality by 2035 and municipal operations carbon neutrality by 2030.

Strategy 4.3 - Preserve and enhance open space and the urban forest.
The City enjoys a proud land conservation legacy that it has achieved through its signature Greenbelt Protection Program over the past 25 years. This Major City Goal work program affirms the City's commitment to continuing to purchase open space land interests for permanent conservation, habitat and watershed protection, and ensuring the integrity of wildlife corridors and ecosystem functions. As the City's open space system continues to grow, building capacity to adequately maintain, manage, and provide land stewardship and educational activities also becomes paramount. Installation of sustainable trail systems for hiking and biking is vital for community well-being and mental and physical fitness. Open space and natural systems also play a critical role in storing and sequestering carbon and provide valuable climate resilience benefits.

The City is also long recognized for the past 37 years as part of the Arbor Day Foundation's "Tree City USA" network that extends across the entire country. This Major City Goal provides an opportunity to focus renewed efforts on the City's cherished urban forest by completing the first ever Urban Forest Master Plan, providing a comprehensive update of the City's tree inventory and assessing overall tree canopy, implementing a contemporary tree database and tracking system, working towards the goal of planting 10,000 new trees by 2035 in partnership with ECOSLO and the community, and moving towards an integrated approach to urban forestry that accounts for street trees, park trees, open space trees, and riparian trees in a more holistic manner.

Strategy 4.4 – Alternative and sustainable transportation

To achieve this vital component of the Major City Goal, the City will implement projects and programs that have shown the ability to effectively shift mobility from single-occupant, fossil fuel powered vehicles to active and shared transportation modes, and in doing so will provide for a sustainable and equitable circulation system consistent with the City's General Plan mode split objectives. Specific actions will support implementation of the City's Active Transportation Plan (2021), transit service enhancements and transit fleet electrification, Vision Zero efforts aimed towards eliminating traffic-related deaths, and local and regional efforts to support sustainable growth while reducing vehicle miles traveled and greenhouse gas emissions.

Strategy 4.5 – Planning and implementation for resilience

In the face of a rapidly changing climate and observable associated weather-related impacts, the City will work to improve community resiliency to climate risks and hazards by taking the following actions: 1. assessing vulnerabilities of the City's physical assets, critical infrastructure, and social and economic conditions, 2. update the City's General Plan Safety Element, 3. create approaches across key sectors for City operations and ensure City residents and businesses are equipped with the information and strategies needed to build collective capacity to adapt and thrive into the future, and 4. continue to implement and build increased capacity for known priority actions such as reducing fuel loads within the Wildland-Urban Interface on City property and reducing the potential for local flooding along creeks and drainage areas.

Total Investment in Climate Action, Open Space and Sustainable Transportation

Strategic Approach		21-22			22-23		
		Existing Operating Budget	New Funding (SOBCs)	Capital Budget	Existing Operating Budget	New Funding (SOBCs)	Capital Budget
4.1	Provide Sustainability Resources to achieve	$ 10,000	$ 319,536	$ -	$ 10,000	$ 292,892	$ -
4.2	Continue to update and implement the Climate Action Plan ("CAP") for carbon	$ -	$ -	$ 1,005,000	$ 25,000		$ 100,000
4.3	Continue preservation, maintenance, and enhancement of the City's open space and	$ 170,000	$ 20,000	$ 650,000	$ 170,000	$ 20,000	$ 530,000
4.4	Alternative and sustainable transportation	$ 23,500	$ 105,350	$ 10,337,660	$ 23,500	$ 31,071	$ 12,737,731
4.5	Planning and implementation for resilience	$ -	$ 187,490	$ 2,560,000	$ -	$ 110,739	$ 1,030,000
	SUB TOTAL	**$ 203,500**	**$ 632,376**	**$ 14,552,660**	**$ 228,500**	**$ 454,702**	**$ 14,397,731**
	TOTAL	**$**		**15,388,536**	**$**		**15,080,933**

PROGRAMS/PROJECTS				
Strategic Approach #	**Climate Action, Open Space and Sustainable Transportation Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
4.1	Provide Sustainability Resources to achieve Council's Adopted Goals			
4.1	a. To ensure consistent maintenance and adequate oversight of City Open Space lands, add one net new Ranger Maintenance Worker to maintain level of service standards following recent Open Space acquisitions. The City's level of service standard for Open Space is 1 Ranger per 1,000 acres.	P&R	New Funding	FY 22 Q1
4.1	b. To address Ranger Services staffing, recruitment, and retention, convert 5 Ranger Specialist positions (currently limited benefit temporary) to full-time regular permanent positions.	P&R	New Funding	FY 22 Q1
4.1	c. Create a limited term Sustainability & Natural Resources Analyst position to support open space conservation planning, implement Climate Action Plan actions that were established for 2021-23 on time, and support the completion of the Resilient SLO climate adaptation work effort.	Admin	New Funding	Ongoing
4.1	d. Restore the Sustainability & Natural Resources Intern position to support open space administration and planning efforts and climate action plan implementation efforts, including completion of the Community Forest Master Plan. Costs include $10,000 in Yr. 1 for minor office retrofits to support the office of sustainability	Admin	New Funding	Ongoing
4.1	e. Hire a CivicSpark Fellow for one year to initiate, complete, and begin implementing a municipal solid waste reduction initiative.	Utilities	New Funding	Ongoing
4.1	f. Continue grant writing consulting support to ensure focused and competitive proposals for state, federal, and private grants.	Admin	New Funding	Ongoing
4.1	h. Orient the Green Team to support "Lead by Example" implementation, "Resilient SLO" implementation, and all-staff educational efforts.	Admin	Operating Budget	Ongoing
4.1	i. Continue SLO Climate Coalition support to provide a resource for community members to participate in climate action initiatives and build overall community capacity.	Admin	Operating Budget	Ongoing
4.1	j. Convene an inter-departmental staff team to assess and provide recommendations for the Urban Forest Program's future role in advancing sustainability goals and objectives.	CDD/PW/P&R/Admin	Operating Budget	Ongoing
4.1	k. Continue to monitor the status of the Integrated Waste Management Authority (IWMA) Polystyrene Ordinance and respond as needed and appropriate.	Utilities - Solid Waste	Operating Budget	Ongoing
4.2	Continue to update and implement the Climate Action Plan ("CAP") for carbon neutrality			
4.2	a. Complete the Biennial Climate Action Plan Update, as called for by CAP Administrative Action 3.	Admin	Operating Budget	FY23 Q2
4.2	b. Implement the Lead by Example Municipal Operations Carbon Neutrality Plan, as called for by CAP Lead by Example task 1.1. Specific projects include: - i. Install electric vehicle chargers to support the transition to all-electric fleet vehicles. - ii. Initiate and complete Building and Facility Energy and Decarbonization Study in order to identify and prioritize projects for City facilities. - iii. Complete installation of lighting retrofits at City Hall and Fire Station 1 using available on-bill financing. - iv. Complete installation of solar panels at the City's Bus Yard, Fire Station 1, and Sinsheimer Pool. - v. Install Transit Facility EV Charging Infrastructure - vi. Review options to further integrate climate action into the 2023-25 Financial Plan. - vii. Explore, and launch if feasible, a payroll loan program to help employees purchase bicycles and e-bikes.	Admin/PW/Utilities	Capital	Ongoing
4.2	c. Provide for ongoing support for Central Coast Community Energy Policy and Operations Board Members, and engage in staff level policy and program development, as called for by CAP Clean Energy task 1.1.	Admin	Operating Budget	Ongoing
4.2	d. Update the Clean Energy Choice Program for New Buildings for consistency with the 2022 California Building Code update, as called for by CAP Green Buildings task 1.1.	CDD/Admin	Operating Budget	FY23 Q2
4.2	f. Initiate a new grant program to catalyze energy efficiency and decarbonization retrofit projects in existing buildings that will also serve as demonstration and showcase projects, in support of CAP Green Buildings task 2.1.	Admin/CDD	Operating Budget	FY23 Q4
4.2	g. Provide support for community electric mobility work being led by the SLO Climate Coalition, in support of CAP Connected Communities task 3.1.	Admin	Operating Budget	FY22 Q2
4.2	g. Implement organic waste reduction measures required by California Senate Bill 1383, which are also called for by CAP Circular Economy tasks 1.1, 1.2, 1.3, and 2.1.	Utilities	Operating Budget	Ongoing
4.3	Continue preservation, maintenance, and enhancement of the City's open space and urban forest			
4.3	a. Working with the Coastal San Luis Resource Conservation District, complete existing planning efforts and pilot program implementation at Johnson Ranch Open Space and City Farm intended to improve soil health and remove and store carbon, as called for at CAP Natural Solutions task 1.1.	Admin	Operating Budget	FY22 Q4
4.3	b. Complete an Urban Forest Master Plan including a comprehensive update of tree inventory update, assessment of tree canopy coverage, and implementation of an ongoing tracking system, as called for by CAP Natural Solutions task 2.1.	Admin	Capital	FY22 Q2
4.3	c. Establish a contract service for enhanced tree pruning and maintenance to ensure the long-term health and vigor of the City's Urban Forest, as well as public safety and identify a strategy for a prioritized replacement schedule for downtown focus trees, and begin implementation in order to ensure the long-term preservation of the Downtown street tree canopy.	PW	Capital	Ongoing

PROGRAMS/PROJECTS				
Strategic Approach #	**Climate Action, Open Space and Sustainable Transportation Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
4.3	d. Partner with ECOSLO to support the 10,000 Trees by 2035 goal through a tree planting and maintenance program, as well as continue with the SLO Stewards Docent Program, annual creek clean up efforts, and administration of the SLO Green Business Program.	Admin	New Funding	Ongoing
4.3	e. Actively pursue opportunities to purchase open space lands and permanent land conservation agreements in furtherance of the City's Greenbelt Protection Program.	Admin	Capital	Ongoing
4.3	f. Update the existing Cerro San Luis Natural Reserve Conservation Plan (2005), including a contemporary natural resources inventory, mapping, policy review, and identification of land stewardship needs and priorities.	Admin	Operating Budget	FY22 Q2
4.3	g. Implement priority projects and actions at Cerro San Luis Natural Reserve consistent with the updated Conservation Plan.	P&R	Operating Budget	ongoing
4.3	h. Update the existing South Hills Natural Reserve Conservation Plan (2007), including a contemporary natural resources inventory, mapping, policy review, and identification of land stewardship needs and priorities.	Admin	Operating Budget	FY23 Q4
4.3	i. Implement priority projects at South Hills Natural Reserve consistent with the updated Conservation Plan.	P&R	Operating Budget	ongoing
4.3	j. Create the Righetti Hill Open Space Conservation Plan in order to guide the long-term protection and appropriate public use of this new City Open Space property.	Admin	Operating Budget	FY23 Q4
4.3	k. Implement priority projects at Righetti Hill Open Space consistent with the Conservation Plan.	P&R	Operating Budget	FY23 Q4
4.3	l. Complete installation of adopted trail systems and establish regular Ranger Service patrol at Miossi Open Space.	P&R	Operating Budget	FY23 Q4
4.3	m. Complete installation of adopted trail systems at the Waddell Ranch addition to the Irish Hills Natural Reserve.	P&R	Operating Budget	FY23 Q4
4.3	n. Continue Open Space education activities including the "hikes with experts" series, Junior Ranger Camp, supporting the SLO Stewards Docents, and ongoing public information and programming.	P&R	Operating Budget	Ongoing
4.3	o. Continued implementation by Ranger Service staff of all Open Space maintenance activities including establishing a replacement schedule for Open Space trailhead improvements, as well as replacement or repair of Open Space fencing currently in disrepair, all as set forth in the adopted Open Space Maintenance Plan	P&R	Operating & Capital	Ongoing
4.3	p. Continued, ongoing Ranger Service patrol of Open Space areas ensuring compliance with the City Open Space regulations, the safety of users, and protection of natural resources values and functions.	P&R	Operating Budget	Ongoing
4.3	q. Implement Laguna Lake Dredging and Sediment Management and Shoreline Stabilizations Projects in order to begin restoration of the lake for recreation and habitat improvement purposes	PW/Admin	Operating Budget	Ongoing
4.4	Alternative and Sustainable Transportation			
4.4	a. Establish consistent mode split tracking and reporting method, consistent with performance monitoring recommendations as called for in the Active Transportation Plan and CAP Connected Communities task 1.1.	PW	Operating Budget	FY22 Q3
4.4	b. Prepare a Mobility as a Service Study to guide potential implementation of programs and software tools to create an integrated platform linking access to transit, future bikeshare and ridesharing services, as called for in CAP Connected Communities task 1.2.	PW	New Funding	FY22 Q4
4.4	c. Prepare a Transit Innovation Study to provide a blueprint to guide the transition to increased service frequency, electrification and feasibility of no-fare service for students, seniors, and others as called for in CAP Connected Communities tasks 4.2, 4.3, and 4.4.	PW	New Funding	FY23 Q1
4.4	d. Active Transportation Plan (ATP) Implementation: Implement infrastructure improvements and programs specifically identified in the City's Active Transportation Plan to improve access, mobility and safety for walking and bicycling citywide. Actions support the CAP Connected Communities task 2.1, ATP. Specific projects and programs within the current work program include: - i. Plan, Design and Construct the ATP Tier 1 Network - ii. Construct Minor Bicycle and Pedestrian Access & Safety Improvements - iii. Complete preliminary design and right-of-way acquisition for the Railroad Safety Trail (Tiburon to Orcutt Road) - iv. Implement complete street improvements as part of 2021 and 2022 Roadway Sealing Projects - v. Continue to monitor trends in the Micro mobility industry and feasibility of future SLO Bikeshare Program. - vi. Complete construction of the Broad/Woodbridge Pedestrian Hybrid Beacon crossing	PW	Capital	Ongoing
4.4	e. Perform additional sweeping to remove debris and obstructions along sidewalks, shared-use paths, and bike lanes, including use of narrow street sweeping machinery and manual sweeping to clear protected bike lanes, parklets and painted bulb outs. FUNDING IN ECONOMIC RECOVERY 1.4 e-2.	PW	Operating Budget	Ongoing
4.4	f. Construct sidewalk repairs and new ADA curb ramps to improve access and safety for pedestrians, particularly those with mobility challenges.	PW	Capital	Ongoing
4.4	g. Achieve meaningful progress towards the "Vision Zero" goal by implementing recommendations from the City's Annual Traffic Safety & Operations Program, with particular focus on eliminating injury collisions involving vulnerable road users such as bicyclists, pedestrians, seniors and children.	PW & PD	Operating & Capital	Ongoing

PROGRAMS/PROJECTS				
Strategic Approach #	**Climate Action, Open Space and Sustainable Transportation Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
4.4	h. Construct the Anholm Neighborhood Greenway Phases 1B and 2, completing the priority bicycle and pedestrian route between Foothill Boulevard and Downtown SLO, including safety lighting and public artwork at the US 101/Chorro Undercrossing	PW & P&R	Capital	FY22 Q4
4.4	i. Complete construction of the Orcutt Road/Tank Farm Road Roundabout, reducing congestion and auto emissions and improving access and safety for bicycles, pedestrians and drivers.	PW	Capital	FY22 Q3
4.4	j. Complete construction of the California/Taft Roundabout, reducing congestion and auto emissions and improving access and safety for bicycles, pedestrians and drivers.	PW	Capital	FY23 Q4
3.4	k. Install new streetlights throughout the city	PW	Capital	Ongoing
4.4	l. Install new solar path lights along the Bob Jones and Railroad Safety Trails, utilizing solar options where feasible, to improve safety for active transportation users.	PW	Capital	FY23 Q4
4.4	m. Widen Higuera Street from Bridge to Elks to address collision trends by providing a center left-turn lane and improve bicycle facilities.	PW	Capital	FY23 Q2
4.4	n. Continue Active Transportation Education and Outreach to encourage safe behaviors for all road users and to encourage interest and use of active transportation modes.	PW, PD	Operating Budget	Ongoing
4.4	o. Prepare Feasibility Study for Potential City VMT Mitigation Program, providing a programmatic mechanism to reduce VMT and GHG production of new development projects within the city.	PW, CDD, Finance, SLOCOG	Operating Budget	FY22 Q2
4.4	p. Continue advancing the electrification of the SLO Transit vehicle fleet, including electrification of buses and bus charging infrastructure.	Transit/PW	Capital	Ongoing
4.4	q. Replace SLO Transit bus shelters to maintain a quality environment for new and future transit users.	Transit/PW	Capital	FY22 Q4
4.4	r. Fund two Transportation Interns to assistance with implementation of sustainable transportation projects and programs.	PW	New Funding	Ongoing
4.4	s. Implement Neighborhood Traffic Management Program to address traffic speeding concerns through local residential streets and collector/arterial streets with fronting residential uses.	PW	Capital	Ongoing
4.4	t. Preserve and repair pavement surface within SLO Transit Bus Yard	PW	Capital	FY22 Q4
4.4	u. Pedestrian & Bicycle Pathway Maintenance: Preserve and repair pavement service along off-street pedestrian/bicycle pathways (RRST from Cal Poly to Taft; Madonna Inn Path; Meadow Park Paths)	PW	Capital	Ongoing
4.4	v. Street Reconstruction and Resurfacing: Implement the City's Pavement Management Program, repairing pavement surfaces along roadways throughout the city while leveraging opportunities for safety and multimodal street improvements.	PW	Capital	Ongoing
4.4	w. Traffic Sign & Striping: Repair and replace traffic signs and roadway pavement markings to maintain traffic control measures for all road users in a state of good repair.	PW	Capital	Ongoing
4.4	x. Development Agreements: Fund the City's share of costs associated with public infrastructure to be constructed by private development projects per reimbursement agreements for the following projects: - Avila Ranch -- City share of Buckley Road Extension Class I Path - 600 Tank Farm -- City share of Tank Farm/Santa Fe Roundabout, Santa Fe Road Extension, and Design & Right-of-Way for Tank Farm Class I Path	PW	Capital	FY23 Q4
4.5	Planning and implementation for resilience			
4.5	a. Complete the "Resilient SLO" planning project (Safety Element Update and associated CEQA) to assess community vulnerability to the impacts of climate change and adopt a resilience policy framework in the City's General Plan, as required by California Senate Bill 379.	CDD/Admin	New Funding	FY22 Q4
4.5	b. Following successful piloting at Terrace Hill Open Space, implement and expand vegetation management for fire fuel reduction, as well as to promote soil health and recruitment of native perennial bunchgrasses, using goats and sheep with a professional contractor in order to ensure a safe and effective operation.	Admin/P&R	New Funding	Ongoing
4.5	c. Proactively conduct pre-season inspections of the creek system and implement the removal of woody debris, hazardous trees, and other obstacles that could lead to an increased potential for local flooding in accordance with the City's Routine Maintenance Agreement permit issued by the California Department of Fish and Wildlife.	Admin/P&R	Operating Budget	Ongoing
4.5	d. Replace or repair Open Space fencing that is currently in disrepair at Cerro San Luis Natural Reserve, Irish Hills Natural Reserve, Bowden Ranch Open Space, and the Bob Jones Trail. (Includes existing Creek and Flood Protection Staffing resources)	Admin/P&R	Operating Budget	FY23 Q4
4.5	e. Respond quickly to instances when hazardous trees are identified on City Open Space lands or creek areas where the City has a property interested.	Admin/P&R	New Funding	Ongoing
4.5	f. Conduct a microgrid feasibility assessment to identify City properties that could add solar, battery storage, and controls to allow operation during times of electrical grid outages as an uninterruptable power supply.	Admin/PW	New Funding	FY23 Q4
4.5	g. Support development of the "Micro Community Collaborative" (MCC) initiative with SLO Climate Coalition, which includes a 1) web platform for community members to learn how they can complete their own sustainability initiatives, and 2) coordinating support to advertise the web platform and support communities of practice throughout the city.	Admin	New Funding	FY23 Q4
4.5	h. Establish an Open Space Fire Fuel Reduction Crew (part-time staff, 4,000 hours), including procurement of necessary machinery and equipment, in order to ensure that the City's has a reliable means of conducting fuel reduction activities.	P&R/Admin	New Funding	Ongoing

PROGRAMS/PROJECTS				
Strategic Approach #	**Climate Action, Open Space and Sustainable Transportation Task/ Action**	**Responsible Department**	**Funding Source**	**Completion Date**
4.5	i. Expand Technical Rescue Team roster from 3 to 6 firefighters to improve the City's open space rescue capabilities and improve self-sufficiency following the first 72 hours of a regional disaster such as earthquake or flood where resources are often limited.	Fire	New Funding	FY22 Q4
4.5	j. Project: Storm Drainage Infrastructure Replacement - capital maintenance and replacement of pipe, culvert and constructed drainage channels to provide increased flood protection and reduced likelihood of loss of property	PW	Capital	Ongoing
4.5	k. Project: Inlet Trash Capture Devices (Water and Wastewater Management Element: The City will manage the collection system to ensure that the proper level of maintenance is provided and that the flow in sanitary sewers does not exceed design capacity.) This annual asset maintenance project addresses capital maintenance and replacement of pipe, culvert and constructed drainage channels to provide increased flood protection and reduced likelihood of loss of property.	PW	Capital	Ongoing
4.5	l. Project: Pismo/Johnson/San Luis Creek Bank Stabilization - San Luis Creek passes under Johnson Avenue near Pismo Street. The creek bank is starting to erode and this project will stabilize the creek bank and protect Pismo Street.	PW	Capital	Ongoing
4.5	m. Project: Hydration Stations at Various Parks - funding annually for parks surfacing maintenance and water supply infrastructure including the installation of hydration stations.	PW	Capital	Ongoing
4.5	n. Project: Laguna Lake Dredging - rerouting of Prefumo Creek has increased sediment deposits into the lake. This is a pilot project to ascertain if dredging is a viable solution for Laguna Lake and could become a routine maintenance activity.	Admin	Capital	FY22 Q2
4.5	o. Project: Ludwick Community Center - Roof and Solar Replacement (This funding provides for capital maintenance of facilities that will reduce unplanned repair costs and optimize energy use by providing planned equipment replacements and building shell sealing. Benefits of proper infrastructure maintenance reduces the cost of major repairs, increases energy efficiency, and ensures the facilities remain in functional condition.)	PW	Capital	FY24 Q2
4.5	p. Water Treatment Plant Emergency Power - PSPS - additional temporary or permanent emergency generators, requiring engineering design and inspection services, and construction at the Water Treatment Plant, Whale Rock Reservoir, and other water pump stations.	Utilities	Capital	Ongoing
4.5	q. Water Treatment Plant - Power Storage Units Tesla Battery Grant - when emergency power is not required for plant operations, the power storage units will allow plant staff to shift power needs during electrical time of use periods having lower electrical rates, and lower carbon emissions associated with the transmission of electrical power. The control module operating the power storage units will also monitor and track energy efficiencies of existing pumps and the plant's treatment units.	Utilities	Capital	Ongoing
4.5	r. Sustainable Groundwater Management Act (SGMA) Groundwater Sustainability Plan (GSP) - collaborate with Groundwater Sustainability Agency (GSA) stakeholders to effectively manage the groundwater basin in the City, which may include preparation of research studies, field investigations, legal documents, grant applications, and regional participation in the development of a GSP.	Utilities	Capital	Ongoing
4.5	s. Mid-Higuera Bypass - this funding provides final engineering design work for this long-planned flood control project between Marsh Street and Madonna Road along San Luis Obispo Creek.	PW	Capital	Ongoing

Local Revenue Measure (1.5 Cent Local Sales Tax)

Introduction

In November 2020, the City's voters approved a local sales tax measure (Local Revenue Measure) that will provide an additional $16 million for community services and infrastructure improvements. The community set the spending priorities for the measure funding as:

- Protection of Financial Stability
- Creek & Flood Protection
- Safe & Clean Public Spaces
- Youth/Senior Services & Recreation Facilities
- Open Space/Natural Areas preservation & Maintenance
- Community Safety & Emergency Preparedness
- Address Homelessness
- Economic Development & Business Retention
- Street Maintenance and Transportation
- Other Services & Projects

The proposed uses of the revenue is recommended by the advisory body to the City Council, the Revenue Enhancement Oversight Commission (REOC), based on input from the community, the Major City Goals established by the City Council in alignment with updated revenue projections.

Revenue and Expenditure Forecast Highlights

- Revenue projections reflect bounce back to pre-pandemic levels that is aligned with trends in other revenue sources for the City and statewide. This forecast of revenues may change over time and updates will be provided to the REOC and Council.
- The "tripling" of revenues from the previously approved local sales tax measure means that the Local Revenue Measure becomes the City's largest revenue stream. It also means that the capital improvement projects which can now be funded may be larger in scale, budget, and community benefit.
- There is an increase in allocation to operating expenditures during the Financial Plan period to help advance one-time Major City Goal efforts and prepare staff resources to deliver on an extensive capital improvement plan that will dramatically ramp up over the next five years.
- Staffing and operating expenditure trends will be monitored and re-evaluated each year to maintain consistent focus on Capital Improvement Program spending.

Balance between Capital Investment and Operating Budget Support

Previous input from the community and REOC asked to prioritize Local Revenue Measure funds for infrastructure investments. However, operating program costs frequently follow the implementation of capital projects as the assets require maintenance and upkeep; for instance,

the construction of a new park will require staff to maintain it. In addition, operating programs deliver essential services that align with Local Revenue Measure priorities. Given this interrelationship, it would not be sustainable to allocate all Local Revenue Measure dollars solely to capital projects without related operating program support to implement the projects and maintain the assets nor would this approach address some of the expectations from the community for service delivery.

In the 2021-23 Financial Plan, expenditures are proposed to be budgeted at 75% capital and 25% operating costs, with an expectation of an 85% capital and 15% operating costs split in subsequent years. The reason for the increased operating allocation during the 2021-23 Financial Plan is two-fold: 1) one-time funding will help provide immediate resources needed to help the community and local economy recover from the COVID-19 pandemic. 2) it allows the City time to ramp-up the operating resources necessary to deliver on the ambitious Capital Improvement Plan. The split between capital project investments and operating costs for the 2021-23 Financial Plan are listed below resulting in a small balance being retained for emerging funding needs:

	CIP Expenditure Percentage	Operating Expenditure Percentage
FY 2021-22	73.6%	25.9%
FY 2022-23	74.5%	24.9%

Local Revenue Measure Uses

Expenditures are broken into the following 10 categories developed from the Measure G20 (Local Revenue Measure) ballot language:

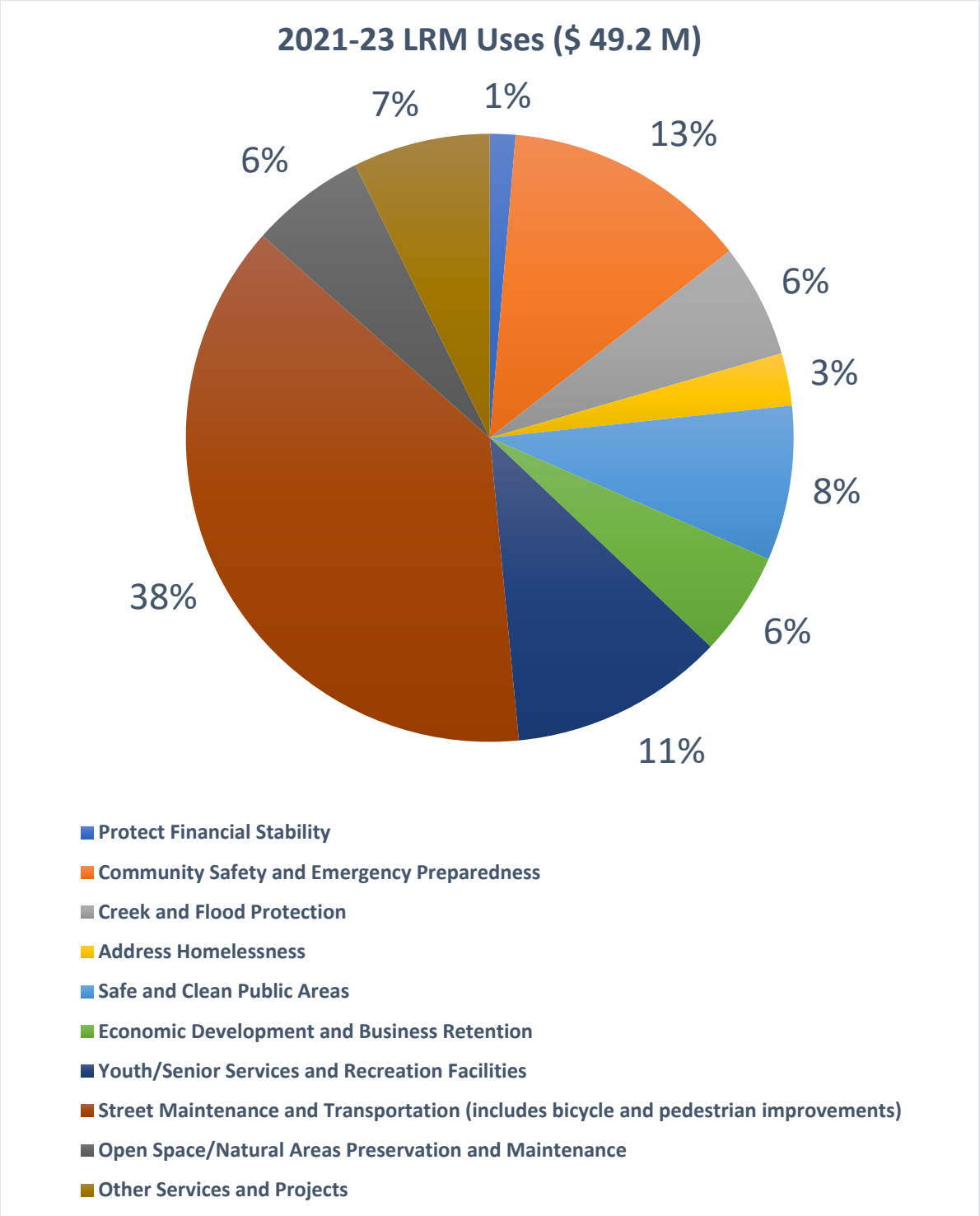
1. Protect Financial Stability
2. Community Safety and Emergency Preparedness
3. Creek and Flood Protection
4. Address Homelessness
5. Safe and Clean Public Areas
6. Economic Development and Business Retention
7. Youth/Senior Services and Recreation Facilities
8. Street Maintenance and Transportation (includes bicycle and pedestrian improvements)
9. Open Space/Natural Areas Preservation and Maintenance
10. Other Services and Projects

A detailed list of the projects and services funded through the Local Revenue Measure in FY 2021-2023 is included, but specific highlights include: funding for Police Officers and Firefighters, contributions to expand capacity at the 40 Prado Homeless Services Center, creation of pilot Mobile Crisis Unit to address calls for service related to mental health, an additional social worker to work in coordination with the Police Department's Community Action Team, additional

funding for business support programs and other economic development activities, an additional Ranger Maintenance Worker, funding for open space fuel reduction and open space acquisition, replacement of the 911 emergency system, permanent Downtown ambiance lighting and public art installations, playground equipment replacement at several parks, Railroad Safety Trail fencing, Laguna Lake dredging, pedestrian and bicycle pathway maintenance, implementation of Phase II of the Anholm Neighborhood Greenway Plan and Downtown street reconstruction and resurfacing including bicycle and pedestrian improvements.

Table 1 provides a breakdown of the allocation of Local Revenue Measure Funding in the 10 categories for the Financial Plan.

Table 1: Local Revenue Measure Categories	2021-22	2022-23	2-Year Total
1. Protect Financial Stability	328,811	340,809	669,620
2. Community Safety and Emergency Preparedness	3,368,782	3,076,016	6,444,798
3. Creek and Flood Protection	1,592,567	1,384,031	2,976,598
4. Address Homelessness	706,014	667,014	1,373,028
5. Safe and Clean Public Areas	1,063,271	2,982,650	4,045,921
6. Economic Development and Business Retention	1,841,188	874,875	2,716,063
7. Youth/Senior Services and Recreation Facilities	3,422,159	2,193,470	5,615,629
8. Street Maintenance and Transportation (includes bicycle and pedestrian improvements)	8,469,882	10,270,918	18,740,800
9. Open Space/Natural Areas Preservation and Maintenance	1,982,407	1,033,677	3,016,085
10. Other Services and Projects	1,376,711	2,212,640	3,589,351
TOTAL	**$24,151,792**	**$25,036,101**	**$49,187,893**


2021-23 LRM Uses ($ 49.2 M)
1%
13%
6%
3%
8%
6%
11%
38%
6%
7%
Protect Financial Stability
Community Safety and Emergency Preparedness
Creek and Flood Protection
Address Homelessness
Safe and Clean Public Areas
Economic Development and Business Retention
Youth/Senior Services and Recreation Facilities
Street Maintenance and Transportation (includes bicycle and pedestrian improvements)
Open Space/Natural Areas Preservation and Maintenance
Other Services and Projects

2021-23 Local Revenue Measure Expenditures

The following uses of local sales tax revenue are consistent with Council goals and objectives, the spending priorities of voter-approved Local Revenue Measure (Measure G-20), and the recommendations of the Citizens' Revenue Enhancement Oversight Commission (REOC). The categories listed were developed and approved by the REOC.

#	Project Title	Operating Programs		Capital Improvement Plan		MCG
		2021-22	2022-23	2021-22	2022-23	
	Protect Financial Stability					
1	Fire Policy Research Software (Lexipol)	11,169	9,369			E
2	Fire Injury Reduction Program	18,000	18,000			E
3	Application Systems Specialist (1 FTE)	105,312	110,384			E
4	Financial Specialist - Accounting (1 FTE)	73,882	77,281			E
5	Accounting Assistant (1 FTE)	68,004	71,106			E
6	Half-Time Technology Project Manager (.5 FTE)	52,444	54,669			E
	Subtotal	**328,811**	**340,809**	**-**	**-**	
	Community Safety and Emergency Preparedness					
7	General Plan - Safety Element Environmental Review	25,000	-			C
8	Police Records Reporting Software	15,400	-			D
9	Emergency Response Live - Fire Training Improvements	20,045	17,570			
10	Fire Intern Program	22,691	23,257	-	-	D
11	Fire Recruitment Academy Support and Supplies	29,000	-			D
12	Fire Emergency Operations Center Training (Emergency Management Services)	30,000	30,000			
13	Police - Public Safety Equipment Replacement and Supplies	12,600	70,881			
14	Fire Equipment Replacement (PPE, AED, etc.)		177,499			
15	Fire Inspection Management Software (Mobile Eyes)	12,200	12,200			
16	Fire Technical Rescue Team Expansion	17,850	9,150			C
17	Open Space and Creeks Hazardous Tree Removals	20,000	20,000			C
18	Fire Training/Safety Captain (1 FTE)	191,276	191,276			
19	Community Safety and Emergency Preparedness (Firefighters, 2; Downtown Police Patrol Officers, 3, Downtown Sergeant, 1): FTE 6	936,747	1,003,483			E
20	Initial Design Study - Police Station Replacement			100,000	300,000	
21	Police - Information Technology (Storage Area Network (SAN), Computer Aided Dispatch Hardware, Security Cameras, Interview Recording System)			446,000	316,000	
22	Police Evidence Storage Bldg. and Police Range - Roof Replacement			5,000	47,200	
23	Fire Station #1 Administration Bldg. Roof Replacement			270,000	-	
24	Fire Station #1 Roof Access Ladders			50,000	-	
25	Fire Station # 2 Parking Lot Maintenance			45,000	-	
26	Fire Station #3 & #4 Remodel Space Study and Design			25,000	75,000	D
27	Fire Station #4 Exterior Paint			-	27,500	
28	Fire Hydrant Replacement			40,000	40,000	
29	Facility Roll Up Door Replacements - Various Locations			17,000	15,000	
30	Police - Fleet Replacement (Patrol Hybrid SUV, 2/YR; Motorcycles; SNAP SUV, 1; Investigations SUV, 1)			220,000	235,000	

MCG Key: E: Economic Recovery, Resiliency and Fiscal Sustainability; D: Diversity, Equity, and Inclusion (DEI); H: Housing and Homelessness; C: Climate Action, Open Space and Sustainable Transportation. *Light gray shaded projects are one-time funded.

#	Project Title	Operating Programs		Capital Improvement Plan		MCG
		2021-22	2022-23	2021-22	2022-23	
31	Fire - Fleet Replacement (1/2 ton truck, 1; Heavy Duty Truck, 1; Heavy Duty Truck w/ Utility Bed, 1; Compact Truck, 1; Open Space Rescue Truck, 1)			275,000	465,000	
32	Radio Handhelds & Mobiles (Police and Fire)			116,758	-	
33	Uninterruptible Power Supplies			42,465	-	
34	VMware Infrastructure Upgrade			110,250	-	
35	Pipe Inspection Software & Licenses			23,500	-	
36	911 Phone System Replacement			250,000	-	
	Subtotal	**1,332,809**	**1,555,316**	**2,035,973**	**1,520,700**	
	Creek and Flood Protection					
37	Creek and Flood Protection (Wastewater Collection Operators and Supervisor, Environmental Compliance Inspectors, Stormwater Management, Environmental Programs Manager): FTE 6	632,567	659,031			C
38	Storm Drainage Infrastructure Replacement (multiple locations)			850,000	500,000	C
39	Woodbridge Groundwater Runoff Diversion			10,000	175,000	C
40	Creek Trash Capture			50,000	50,000	C
41	Pismo/Johnson/San Luis Creek Bank Stabilization			50,000	-	C
	Subtotal	**632,567**	**659,031**	**960,000**	**725,000**	
	Address Homelessness					
42	Homelessness Strategic Plan	35,000	-			H
43	Expansion of 40 Prado Homeless Services Center Bed Capacity	63,826	63,826			H
44	Housing and Homelessness Contract Services Support	117,000	117,000			H
45	Mobile Crisis Unit (Paramedic and Social Worker Pilot Program)	300,000	300,000			H
46	CAT Team Social Worker	125,188	116,188			H
47	Parks and Open Space Environmental Clean-Up Resources	65,000	70,000			H
	Subtotal	**706,014**	**667,014**	**-**	**-**	
	Safe and Clean Public Areas					
48	Increased Trash and Recycling Services in Public Spaces	125,000	125,000			E
49	Additional Landscape Maintenance Contract Services	55,000	65,000			E
50	Safe and Clean Public Areas (Parks Maint. Specialist): FTE 1	78,271	82,650			E
51	Bob Jones Trail and Railroad Safety Trail Solar Lighting			100,000	1,350,000	C
52	Mission Plaza Concept Plan Implementation (Phase 1 - Restroom Replacement and Kiosk Café)			-	1,035,000	E
53	Mission Plaza Railing replacement			80,000	-	E
54	Downtown Safety Enhancement (street bollards)			400,000	-	E
55	Curb Ramps and Sidewalks Replacement (various locations)			50,000	150,000	C
56	Sidewalk Replacement and Installation (includes street trees)			100,000	100,000	C
57	Street and Pathway Lighting (various locations)			75,000	75,000	C
	Subtotal	**258,271**	**272,650**	**805,000**	**2,710,000**	
	Economic Development and Business Retention					
58	Arts, Culture and Community Partner Support	50,000	25,000			E
59	Business Promotions and Communication Support	80,000				E
60	Open SLO - Downtown Dining Temporary Staffing	13,688	27,375	-	-	E

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#	Project Title	Operating Programs		Capital Improvement Plan		MCG
		2021-22	2022-23	2021-22	2022-23	
61	Economic Development Program Support	50,000	25,000			E
62	Economic Development Data Tracking and Reporting	30,000	30,000			E
63	New Economic Development Strategic Plan	-	100,000			E
64	Support for Underserved/Underrepresented Community Businesses	-	150,000			D
65	TBD Business Retention/Recovery Programs	500,000	250,000			E
66	Zoning Regulations Update for Downtown Uses and Flexible Outdoor Spaces Citywide	125,000	-			E
67	Holiday Activation Support in Downtown for Lighting and Other Features	150,000	150,000			E
68	Downtown Zig-Zag Lighting			250,000	-	E
69	Downtown Public Art Installations			200,000	-	E
70	Additional Banner Arms, Bench Arm Rests, Signs			100,000	25,000	E
71	Downtown Renewal (Open SLO: Supplemental funding for Curbside Parklets)			200,000	-	E
72	Annual Public Art Maintenance and Projects (Utility Box Beautification, Small Public Art Projects, Maintenance)			92,500	92,500	E
	Subtotal	**998,688**	**757,375**	**842,500**	**117,500**	
	Youth/Senior Services and Recreation Facilities					
73	One-Time Aquatics Supplemental Staff due to COVID-19 Protocols	62,000	-			
74	SLO Swim Center Minor Capital Maintenance and Operating Costs (Electricity conversation for solar)	55,000	55,000			
75	Swim Center Supplies (pool chemicals, etc.)	25,000	25,000			
76	Youth Services Staffing Resources (Equivalent to 1.5 FTEs)	93,227	132,045	-	-	
77	Youth/Senior Services and Recreation Facilities (Parks Maint. Specialist): FTE 1	72,932	77,425			
78	Parks and Recreation Master Plan Implementation			200,000	200,000	
79	DeVaul Ranch Playground Equipment Replacement			60,000	-	
80	Vista Lago Mini Park Playground Equipment Replacement			50,000	-	
81	Mitchell Park Playground Equipment Replacement			-	100,000	
82	Cheng Park Revitalization			300,000	-	D
83	Meadow Park Pathways Refurbishment			250,000	-	
84	Orcutt Area - Linear Park Planning and Construction			-	815,000	H
85	North Broad Street Neighborhood Park Construction			175,000	-	
86	Mission Plaza Arbor Refurbishment			15,000	70,000	
87	Jack House Arbor refurbishment			-	7,500	
88	Meadow Park Exercise/Par Course Equipment Replacement			-	20,000	
89	Parks Play Area Surfacing			30,000	30,000	
90	Santa Rosa Park Barbecue Replacements			-	7,500	

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#	Project Title	Operating Programs		Capital Improvement Plan		MCG
		2021-22	2022-23	2021-22	2022-23	
91	Poinsettia Creek Walk Pathway Refurbishment			200,000	-	
92	Laguna Lake Golf Course Maintenance			20,000	20,000	
93	Sinsheimer Park Hardscape Replacement			135,000	-	
94	Concrete Bench & Table Replacement Various Locations			15,000	15,000	
95	Hydration Stations Various Parks and Facilities			15,000	15,000	C
96	Railroad Safety Trail Fencing			350,000	-	
97	Parking Lot Maintenance - (Meadow Park; Ludwick Community Center; Islay Park; Laguna Lake Park; Santa Rosa Park; French Park; City Facilities)			130,000	205,000	
98	Ludwick Community Center - Roof and Solar Replacement			-	40,000	C
99	Swim Center Furnaces Replacement			-	40,000	
100	Ludwick and Senior Center - Exterior Paint and Shell Rehabilitation			-	30,000	
101	Water Stations and Supply Lines			25,000	25,000	
102	Sinsheimer Stadium Irrigation and Drainage Replacement			650,000	-	
103	Irrigation Mainline Leak Repair			15,000	15,000	
104	Parks Major Maintenance - ADA Transition Plan Implementation			20,000	20,000	D
105	Park Maintenance - Fleet Replacement: (Mower, 1; Tractor, 1; Trailers, 4;)			75,000	108,000	
106	Parks and Recreation - Fleet Replacement: (Golf Mower, 1; Golf Trailer, 1; P&R Trailer, 1; Minivan, 1; Dump Trailer, 1; Masticator, 1)			139,000	103,000	
107	Swim Center - Pool Automatic Vacuum			-	18,000	
108	Swim Center Olympic Pool Thermal Blankets			5,000	-	
109	Swim Center Bath House Ceiling			5,000	-	
110	Swim Center Therapy Pool Boiler			85,000	-	
111	Swim Center Pool Water Chemical Regulator			50,000	-	
112	Jack House Windows Walk Railing			100,000	-	
	Subtotal	**308,159**	**289,470**	**3,114,000**	**1,904,000**	
	Street Maintenance and Transportation (includes bicycle and pedestrian improvements)					
113	Accessibility and Process Improvement Support Services	34,000	12,000			
114	Mobility as a Service Study	25,000	-			C
115	One-Time Streetlight and Signal Electrical Costs	60,000	-			
116	Supplemental Street and Parklet Sweeping	250,000	250,000			E
117	Transportation Interns	30,350	31,071			C
118	Additional Street Operator for Maintenance of Streets and Right of Way		78,312			
119	Increased Asphalt and Concrete Budget	60,000	60,000			

MCG Key: E: Economic Recovery, Resiliency and Fiscal Sustainability; D: Diversity, Equity, and Inclusion (DEI); H: Housing and Homelessness; C: Climate Action, Open Space and Sustainable Transportation. *Light gray shaded projects are one-time funded.

#	Project Title	Operating Programs		Capital Improvement Plan		MCG
		2021-22	2022-23	2021-22	2022-23	
120	Increased Budget for Signals and Street Light Equipment and Electricity	25,000	25,000			
121	Street Maintenance and Transportation (Engineering, Streets Maintenance, Active Transportation) FTE 4.60	532,105	557,962			
122	Prado Road Interchange (YR 1 PA/ED Phase & YR 2 Design Phase)			500,000	1,910,000	H
123	California & Taft Roundabout Construction			300,000	2,720,000	C
124	Pavement Management (Downtown areas)			2,404,647	2,425,000	
125	Active Transportation Plan Implementation			205,000	305,000	C
126	21-22 Sealing Project Complete Street Components			200,000	200,000	
127	Concrete Street - Monterey - CA to Santa Rosa			-	800,000	
128	Prado Road Bridge & Road Widening			427,780	146,573	H
129	Streets Maintenance - Fleet Replacement (F550 with Hooklift, 1; F550 with Utility Bed and Crane, 1; Axle Kneeling Trailer, 1; Asphalt Zipper,1)			390,000	-	
130	Buchon-Santa Rosa Intersection Improvements			-	250,000	
131	Madonna Inn Frontage Bike Pathway (Madonna to Fernandez)				150,000	
132	Neighborhood Traffic Improvements			75,000	75,000	C
133	Bridge Maintenance			-	100,000	
134	Railroad Safety Trail from Cal Poly to Taft Street			-	50,000	
135	Engineering Pickup, 2; 3 Yr. Temp			66,000	-	
136	Transportation Safety & Operations			30,000	30,000	C
137	Traffic Signs & Striping Maintenance			25,000	25,000	C
138	Pedestrian and Bicycle Pathway Inventory and Pavement Condition Index Study			20,000	-	
139	Anholm Neighborhood Greenway Plan Implementation - Phase II			2,450,000	-	C
140	South Street Median Landscaping			240,000	-	
141	Avila Ranch - Buckley Extension Class I Bike Lane			120,000	-	C
142	Transportation Monitoring & Modeling Update				70,000	
	Subtotal	**1,016,455**	**1,014,345**	**7,453,427**	**9,256,573**	
	Open Space/Natural Areas Preservation and Maintenance					
143	ECOSLO partnership - SLO Stewards, Tree Planting & Maint., Green Business, Creek Clean Up	20,000	20,000			C
144	Fuel Reduction Crew Tools and PPE	4,500				C
145	Sustainability & Natural Resources Analyst	62,753	62,753	-	-	C
146	Sustainability & Natural Resources Intern/ Urban Forest Master Plan Intern	-	13,613	-	-	C
147	Fuel Reduction Crew (4000 Supplemental Staff Hours)	60,140	61,589			C
148	Open Space Vegetation Management and Fuel Reduction	20,000	20,000			C
149	New Ranger Maintenance Worker (1 FTE)	70,854	74,105			C
150	Ranger Services Staffing Resources (Equivalent to 2 FTEs)	84,561	92,421			C
151	Open Space/Natural Areas Preservation and Maintenance (2 FTE Ranger Maintenance Workers)	169,599	159,196			C
152	Laguna Lake Dredging and Sediment Management Project Implementation			840,000	-	C
153	Open Space Acquisition			250,000	250,000	C
154	Open Space Maintenance			60,000	80,000	C
155	Open Space Fencing			25,000	25,000	C

MCG Key: E: Economic Recovery, Resiliency and Fiscal Sustainability; D: Diversity, Equity, and Inclusion (DEI); H: Housing and Homelessness; C: Climate Action, Open Space and Sustainable Transportation. *Light gray shaded projects are one-time funded.

#	Project Title	Operating Programs		Capital Improvement Plan		MCG
		2021-22	2022-23	2021-22	2022-23	
156	Urban Forest Maintenance			175,000	175,000	C
157	Urban Forest Master Plan			140,000	-	C
	Subtotal	**492,407**	**503,677**	**1,490,000**	**530,000**	
	Other Services and Projects					
158	CIP Interns	5,000	5,900			E
159	Contract Heavy Equipment Mechanic	85,220	89,065			
160	Fleet Intern	20,991	18,398			
161	City Fleet Vehicle Repairs	20,000	20,000			
162	Increased Contract Funds for Specialized Mechanic Services	50,000	50,000			
163	Funding for Increased Cost of Facilities Maintenance Materials and Supplies	30,000	30,000			
164	Electric Vehicle Charing Stations (Various City Facilities, Including Parks and Rec and Corp Yard)			100,000	100,000	C
165	City Hall Landing Repair			60,000	-	
166	Council Hearing Room Modification and Functionality Improvements			-	130,000	
167	Information Technology Room Heat Pump Replacements			20,000	-	
168	Energy Management Controls Upgrade			75,000	50,000	
169	Citywide Wireless System Replacement			-	70,641	
170	City Storage Area Network (SAN)			-	178,136	
171	Major Facility Maintenance - ADA Transition Plan Implementation			10,500	10,500	
172	Fleet Maintenance Stationary Generator (200kw)			100,000	-	
173	Facilities Maintenance 3/4 ton Pickup with Utility Bed			-	60,000	
174	Capital Projects Engineering Staff			500,000	1,000,000	
175	Roundabout Public Art Installations			300,000	400,000	E
	Subtotal	**211,211**	**213,363**	**1,165,500**	**1,999,277**	
	Total	**6,285,392**	**6,273,051**	**17,866,400**	**18,763,050**	

MCG Key: E: Economic Recovery, Resiliency and Fiscal Sustainability; D: Diversity, Equity, and Inclusion (DEI); H: Housing and Homelessness; C: Climate Action, Open Space and Sustainable Transportation. *Light gray shaded projects are one-time funded.

FINANCIAL PLAN OVERVIEW

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Budget at a Glance – General Fund

The City of San Luis Obispo 2021-23 Financial Plan outlines the detailed approach to address community priorities in a fiscally responsible manner. The Financial Plan is aligned with the City Council's Major City Goals, supports the ongoing services of the City, maintains, and replaces its assets, and pays its debt. The Financial Plan also provides clear direction and authority to spend funds appropriated according to the strategic plan efforts and the services outlined. This Budget at a Glance section concentrates on the General Fund. You can find information pertaining to the Water and Sewer Utilities, Parking, and Transit in the "Business Activities" section of the budget beginning on page 283.

General Fund Budget*	FY 21-22	FY 22-23
Total Revenue	$ 99,801	$ 103,748
Total Expenditures	$ (98,764)	$ (103,621)
Revenue Over/(under) Expenses	**$ 1,036**	**$ 127**

**in thousands*

The Financial Plan is centered around two strategic planning measures:

1) The 2021-23 strategic priorities (Major City Goals) that were developed through extensive community outreach and input, resulting in four strategic areas that provide for synergies between work programs to achieve the desired outcome – see page 31 for information on the City's community engagement process.
2) Local Revenue Measure (LRM) community direction

Major City Goals

- Economic Recovery, Resiliency & Fiscal Sustainability
- Housing & Homelessness
- Diversity, Equity, & Inclusion
- Climate Action, Open Space, & Sustainable Transportation

LRM Priorities

- Protect Financial Stability
- Community Safety & Emergency Prep.
- Creek & Flood Protection
- Address Homelessness
- Safe & Clen Public Areas
- Economic Dev. & Business Ret.
- Youth/Senior Services
- Street Maintenance & Transp.
- Open Space Preservation & Maint.

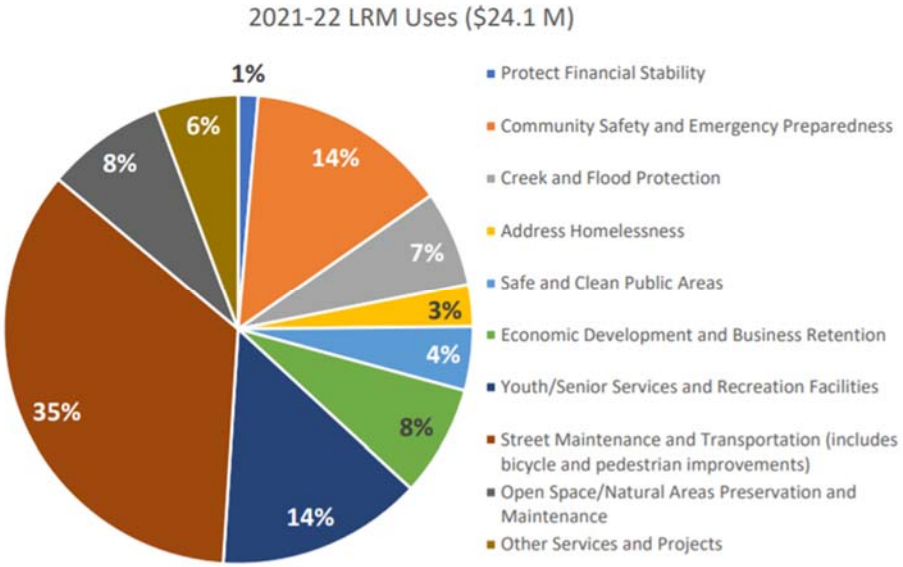
Investment in Strategic Plan through Major City Goal Work Programs

Two-year total

$29 million **$ 2 million** **$38 million** **$30 million**

Investment in Strategic Plan for Local Revenue Measure Funding

- Protect Financial Stability
- Community Safety & Emergency Prep.
- Creek & Flood Protection
- Address Homelessness
- Safe & Clean Public Areas
- Economic Dev. & Business Ret.
- Youth/Senior Services
- Street Maintenance & Transp.
- Open Space Preservation & Maintenance
- Other Services and Projects



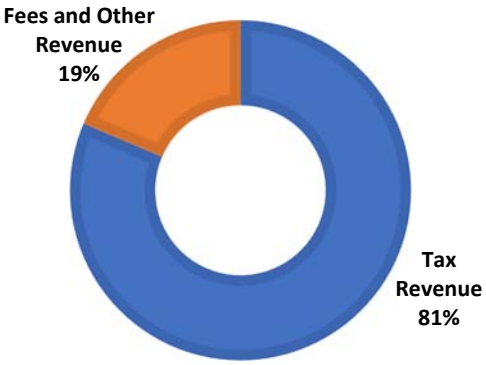
For details on the individual objectives and work programs, please see the Strategic Priorities section.

Where the Money Comes From

Revenue – General Fund

Like most municipalities in California, various tax revenues provide the largest source of revenue for the General Fund, financing most of the general government services. In the first year of the 2021-23 Financial Plan, the City has budgeted the first full year revenue of the voter approved local sales tax measure in addition to increases to the Cannabis tax with more businesses opening their doors.

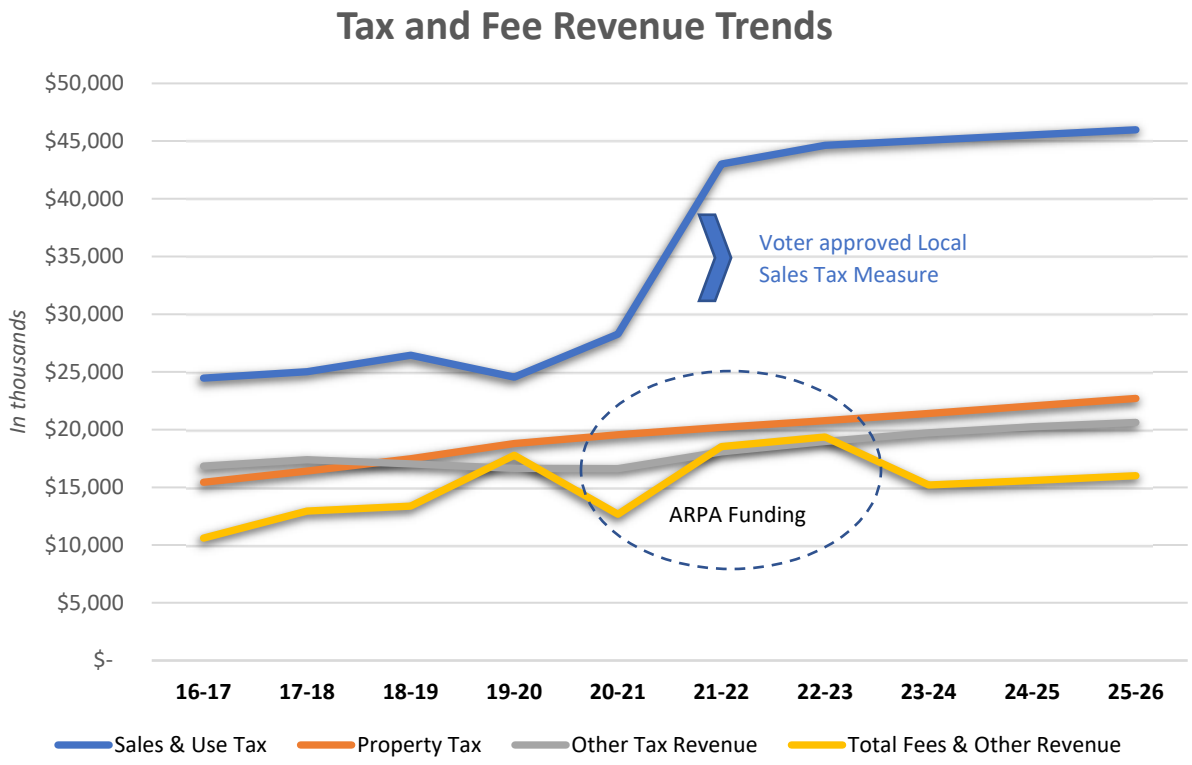
Though taxes make up most of the revenue, user fees for services are another important income for the City; in 2021-23, revenue from this source will make up 19% of the anticipated revenue.



	(in thousands)		FY21-22		FY22-23	Variance
1	***Sales & Use Tax***					
2	General	$	18,387	$	19,086	4%
3	Public Safety (Prop 172)	$	336	$	339	1%
4	Measure G	$	24,279	$	25,202	4%
5	***Property Tax***					
6	Property Taxes	$	13,997	$	14,400	3%
7	Real Property Transfer, Other Prop Taxes	$	399	$	411	3%
8	Property Tax In Lieu Of Vlf	$	5,796	$	5,970	3%
9	**Transient Occupancy Tax**	$	7,213	$	7,753	7%
10	**Utility Users Tax**	$	5,565	$	5,565	0%
11	**Franchise Fees**	$	1,575	$	1,606	2%
12	**Business Tax Certificates**	$	2,426	$	2,547	5%
13	**Cannabis Tax**	$	1,300	$	1,500	15%
14	**Total**	**$**	**81,274**	**$**	**84,379**	**4%**

User Fee and Charges

	(in thousands)		FY 21-22		FY 22-23	Variance
1	Police Services	$	637	$	637	0%
2	Fire Services	$	1,404	$	1,422	1%
3	Development Review	$	6,595	$	6,864	4%
4	Parks & Recreation	$	1,612	$	2,039	27%
5	General Government	$	438	$	446	2%
6	Cannabis	$	310	$	388	25%
7	Other Revenues	$	2,166	$	2,208	2%
8	Subventions & Grants	$	900	$	900	0%
9	Federal Stimulus Funding	$	4,465	$	4,465	0%
10	**Total**	**$**	**18,527**	**$**	**19,369**	**5%**



What the Money is Spent On

The City of San Luis Obispo provides daily services to the community and incurs operating and capital expenditures. It fulfills the ongoing services through its employees in Public Safety, Park & Recreation, Public Works, and Community Development which are supported by internal services departments such as Administration, City Attorney, Finance, and Human Resources. For each service, the capital cost of any equipment, infrastructure, or facility, needed to deliver the service, must be considered in addition to the ongoing operation and labor cost.

Like most municipalities, the City is faced with balancing rising costs, limited resources, and continuing to provide excellent levels of service to its citizens. This balance is achieved through the budget process when departments undertake the analysis of budget needs and examination of work programs to find economies and efficiencies that are expected of a prudent and fiscally conscience service organization.

The 2021-23 Financial Plan combines the strategic approach to the City Council's Major City Goals, the priorities of the local sales tax measure, and the City's efforts to recover from the worldwide Covid-19 pandemic.

The City's annual operating budget for the General Fund totals $76 million and includes 68 programs reaching from Building and Safety, Development Review, Accounting, Purchasing, Emergency Response, Aquatics, Golf, Senior Services, Police Patrol, Traffic Safety, Streets & Sidewalk Maintenance, Transportation Planning, Sustainability, and the Urban Forest.

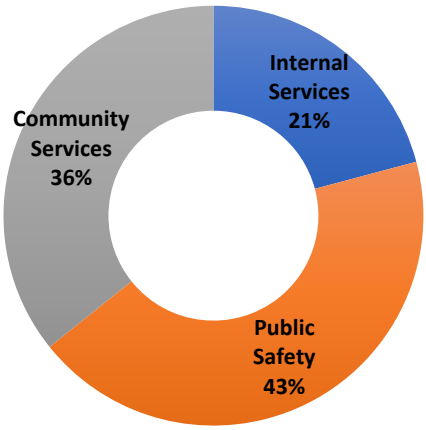
Operating Budget by Category[1]

	Category	FY 21-22	FY 22-23	Variance
1	*Internal Services*			
2	Administration	$9,737,859	$9,805,467	1%
3	City Attorney	$1,185,571	$1,043,797	-12%
4	Finance	$1,838,127	$1,938,643	5%
5	Human Resources	$1,700,849	$1,683,223	-1%
6	Non-Departmental/Citywide	$1,083,058	$2,514,628	
7	*Public Safety*			
8	Fire	$13,997,547	$14,441,480	3%
9	Police	$19,141,343	$20,051,371	5%
10	*Community Services*			
11	Community Services Group Admin	$665,501	$575,391	-14%
12	Community Development	$6,981,163	$6,841,987	-2%
13	Parks and Recreation	$5,126,817	$5,336,170	4%
14	Public Works	$14,675,638	$15,156,041	3%
15	Utilities – Solid Waste	$199,699	$176,280	-12%
16	**TOTAL**	**$76,333,171**	**$79,564,479**	**4%**

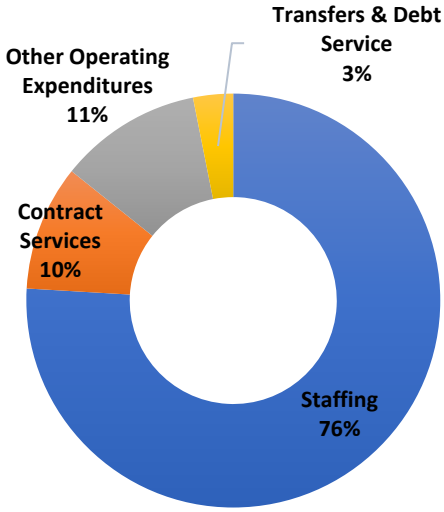
[1] Does not include transfers, cost allocation reimbursements, or projected operating budget savings.

Operating Budget Overview

Operating Budget by Category



Operating Budget by Type



Program Enhancements

Program enhancements were included in the 2021-23 Financial Plan and address the organization's need to re-establish service levels at pre-pandemic levels. They adjust to forecasted workload and service level requirements set forth within the strategic direction and service expectations. As such the requests consider the following components:

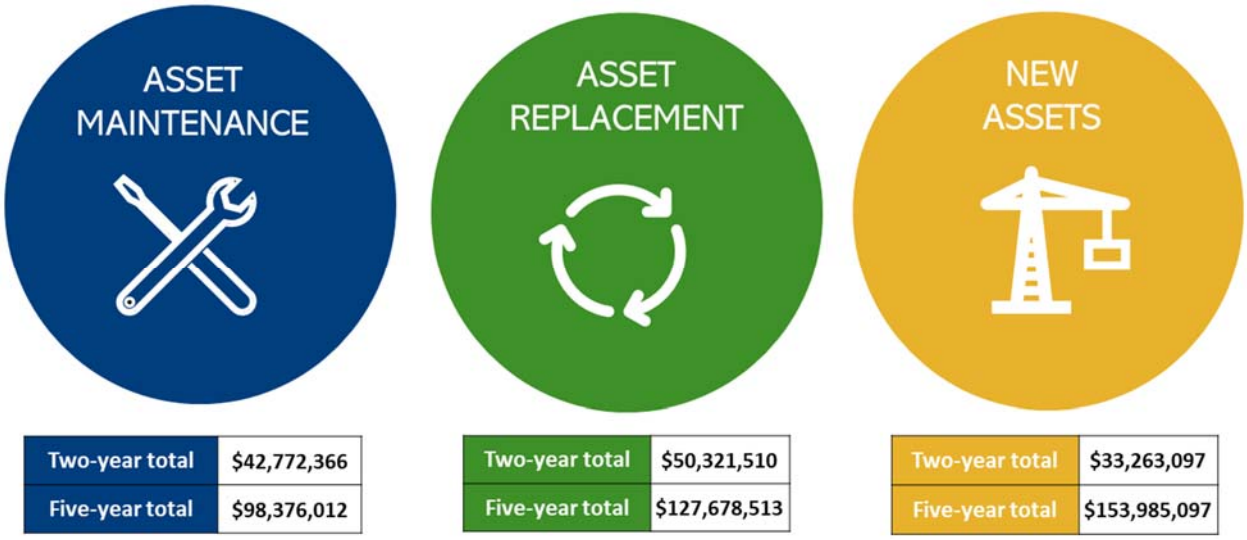
- Essential for the Protection of health and safety
- Needed for the advancement of Major City Goals
- Realign ongoing services after budget cuts due to Covid-19
- Needed to provide ongoing services to the community

General Fund SOBCs	FY 21-22	FY 22-23
One-time	**$ 3,947,423**	**$ 2,487,918**
General Fund (non-LRM)	$ 1,204,785	$ 538,777
Local Revenue Measure G20	$ 2,370,132	$ 1,851,197
Other Funding Sources	$ 372,506	$ 97,945
Ongoing	**$ 3,581,526**	**$ 4,147,670**
General Fund (non-LRM)	$ 1,165,143	$ 1,316,075
Local Revenue Measure G20	$ 1,493,039	$ 1,882,106
Development Review Revenue Offset	$ 923,344	$ 949,488
TOTAL	**$ 7,528,949**	**$ 6,635,588**

Capital Budget – General Fund

The City's 20-year capital budget is a plan that identifies projects, needed funding, and timelines including the impact of multi-year, and multi-department projects. Capital requirements are driven by the need to maintain, upgrade, or replace existing ageing infrastructure, meet industry standards, populations growth and invest in new capital assets in alignment with the City's major city goals and community need.

The Capital budget incorporates the new revenue coming from the local sales tax measure bringing the annual investment to over $20 million for infrastructure improvements. The plan includes projects such as bridge replacements, street rehabilitation, urban forest care, facilities and parks maintenance, multi-modal transportation, and playground equipment.

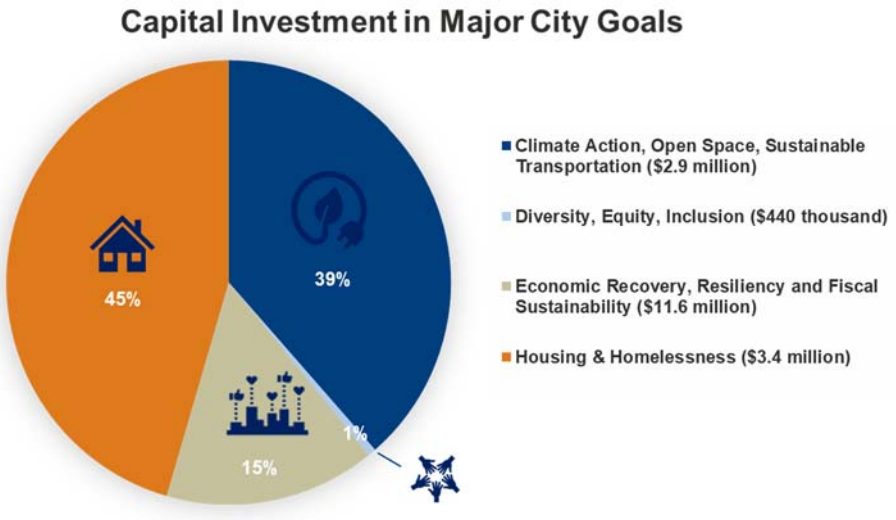


Two-year total	$42,772,366
Five-year total	$98,376,012

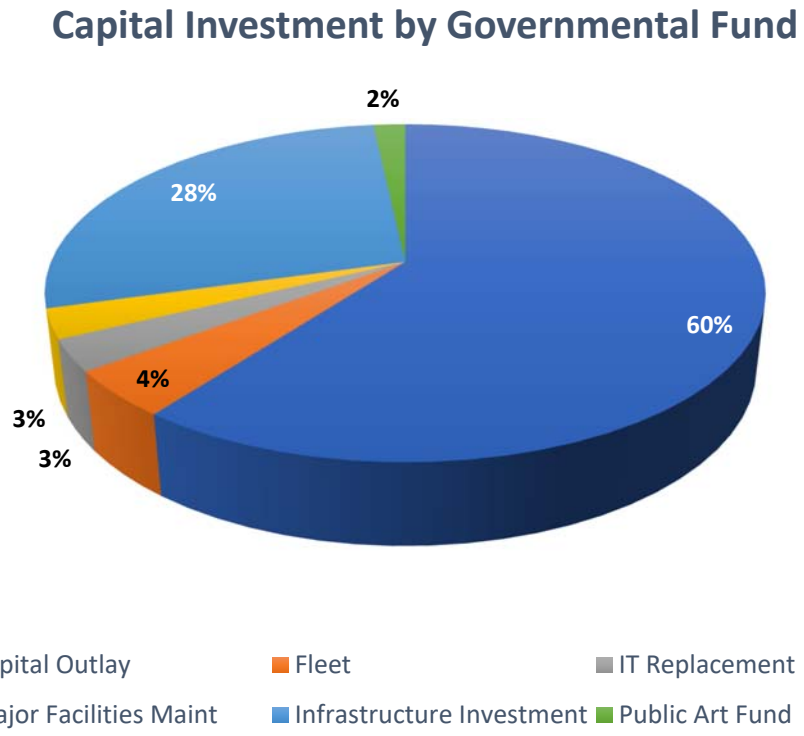
Two-year total	$50,321,510
Five-year total	$127,678,513

Two-year total	$33,263,097
Five-year total	$153,985,097

The Capital Infrastructure Investment that c orresponds with the City's strategic plan and its Major City Goals for the two-year period amounts to $18.3 million.



Total General Fund Capital Expenditures[1]



Capital Expenditures[1]

CIP by Fund (in thousands)	Projected FY 2021-22	Projected FY 2022-23	Variance
Capital Outlay	14,258	16,967	19%
Fleet	1,265	1,045	-17%
IT Replacement	989	565	-43%
Major Facilities Maintenance	868	593	-32%
Infrastructure Investment	7,278	7,100	-2%
Public Art Fund	443	443	0%
Total CIP Investment	**$ 25,099**	**$ 26,713**	**6%**

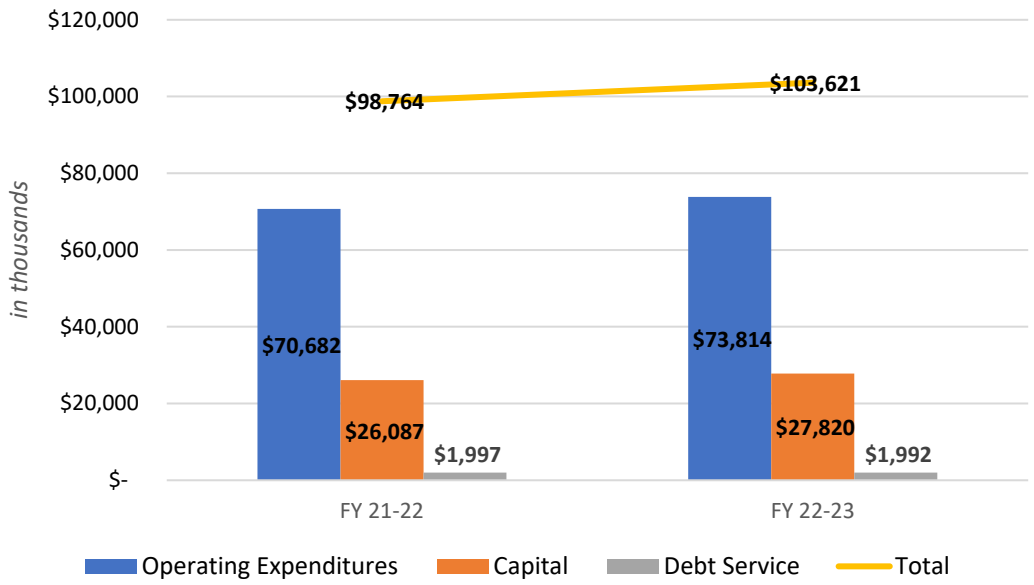
[1] Includes Local Revenue Measure Capital Investment and one-time ARPA Federal Stimulus funding.

Repayment of General Fund Debt

Debt Issue - Asset	Outstanding Principal	Annual Payment	Final Year
		FY 2021-22	
2012 Refunding Bond	$2,970,000	$383,400	2030
2014 Revenue Bond – LOVR Overpass	$6,635,000	$420,231	2045
2018 Refunding Bond	$9,212,575	$945,333	2039
2018 Lease – Fire Truck	$316,104	$146,131	2024
2014 State Loan – Energy Conservation	$232,111	$ 94,242	2024
2017 Lease – Golf Carts	$9,300	$ 7,448	2023
2020 Lease – Motorola Radios[2]	$435,342	$217,671	2023
	$19,810,432	$2,214,456	

Total General Fund Expenditure Budget

The total expenditures provided for the long-term forecast consider the operating reimbursements and transfers to the General Fund (see page 104), essentially showing the net resource need to provide operating services.



[2] 2022 and 2023 General Fund debt amounts include a $217,671 obligation for the 2020 Lease – Motorola Radios that is transferred directly from the IT Replacement Fund to the Debt Service Fund. Therefore, the amount in the General Fund long-term forecast is lower than what is represented in the table above.

General Fund Reserve Levels

Per the City's Fiscal Policies (see Reference Material), the City maintains a minimum fund balance of 20% of operating expenditures in the General Fund. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately address:

- Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- Contingencies for unforeseen operating or capital needs.
- Cash flow requirements.

In addition, the City now maintains a capital reserve of 20% of the annual Local Revenue Measure capital budget to offset unanticipated cost increases and unforeseen conditions and thus provides for continued investment in infrastructure maintenance and enhancement according to the adopted project list. The reserve will be accounted for in the Capital Outlay Fund.

	Projected FY 21-22	Projected FY 22-23
General Reserve	$ 11.7 million	$ 11.9 million
Capital Reserve	$ 3.4 million	$ 3.6 million

CONSOLIDATED FINANCIAL PLAN

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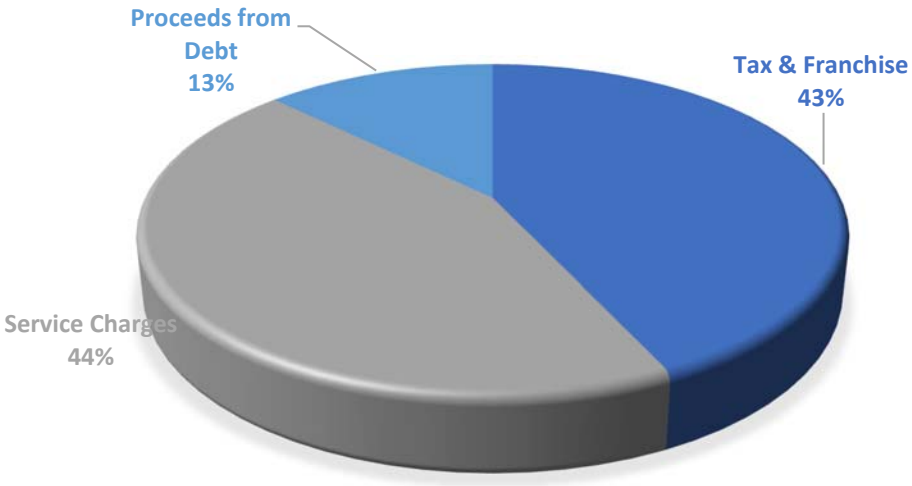
Combined Financials for all Major and Special Revenue Funds

Total Funding Sources – All Funds Combined

	Revenue	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget	% Change
1	**Tax & Franchise Revenue**	$59,985	$64,461	$81,274	$84,379	4%
2	**Service Charges & Other Revenue**					
3	General Fund	$17,787	$12,785	$18,527	$19,369	5%
4	Water Fund	$26,484	$25,980	$26,001	$26,399	2%
5	Sewer Fund	$20,306	$17,730	$23,885	$21,058	-12%
6	Parking Fund	$4,430	$2,296	$5,542	$6,494	17%
7	Transit Fund	$4,356	$6,189	$8,012	$4,950	-38%
8	Assessment Revenue	$1,547	$1,507	$1,689	$1,812	7%
9						
10	**Proceeds from Debt Financing**					
11	Water Fund	-	$14,300	-	-	
12	Sewer Fund	$14,846	$96,368	$23,921	$4,865	-80%
13	**Total**	**$149,741**	**$241,616**	**$188,850**	**$169,326**	**-10%**

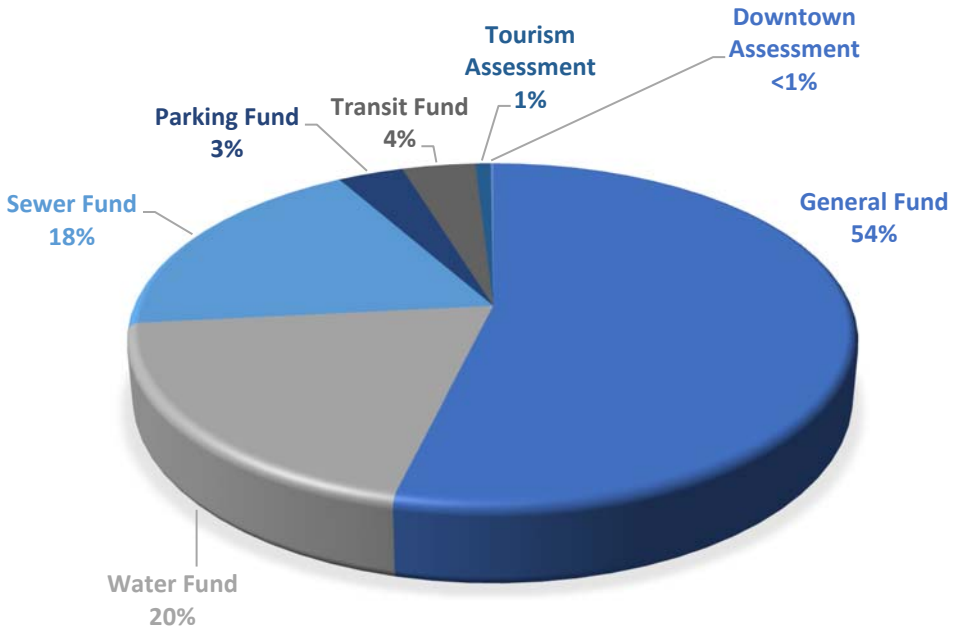
In thousands



All Expenditures Combined – By Fund

Expenditures	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget	% Change
General Fund	$75,824	$76,901	$98,764	$103,621	5%
Business Activities					
Water Fund	$39,693	$35,011	$25,501	$27,632	8%
Sewer Fund	$34,738	$120,944	$32,855	$24,367	-26%
Parking Fund	$5,287	$4,748	$6,547	$11,520	76%
Transit Fund	$4,772	$6,600	$7,669	$4,895	-36%
Special Revenue					
Tourism Assessment	$1,383	$1,225	$1,443	$1,551	7%
Downtown Assessment	$272	$253	$245	$260	6%
Total	**$161,969**	**$245,682**	**$173,024**	**$173,847**	**0%**

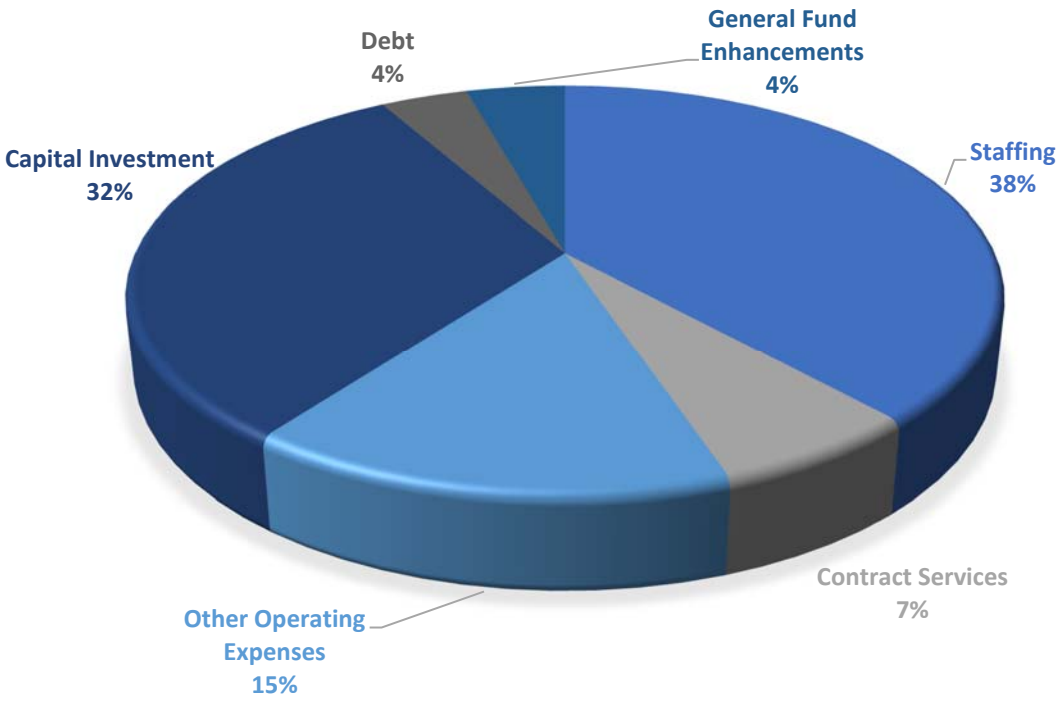
In thousands



All Expenditures Combined – By Category

Expenditures	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget	% Change
Staffing	$62,812	$64,341	$66,205	$70,407	6%
Contract Services	$11,536	$11,169	$11,394	$11,328	-1%
Other Operating Expenses	$26,809	$29,802	$26,632	$26,611	0%
Capital Investment	$51,392	$133,881	$54,578	$46,390	-15%
Debt	$9,420	$6,490	$6,685	$12,476	87%
Operating Enhancements - General Fund	$-	$-	$7,529	$6,635	-12%
Total	**$161,970**	**$245,682**	**$173,024**	**$173,847**	**0%**

In thousands



Fund Reserves and Undesignated Fund Balance

Fund Reserves[i]	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget
General Fund				
Operating	$10,251	$11,394	$11,769	$11,916
Capital Outlay	$120	$120	$3,426	$3,592
Water Fund	$4,827	$4,201	$4,510	$4,483
Sewer Fund	$2,268	$2,305	$2,386	$3,549
Parking Fund	$605	$625	$718	$731
Transit Fund	$755	$833	$842	$837

In thousands

Undesignated Fund Balance/Working Capital	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget
General Fund	$7,123	$4,482	$4,512	$2,493
Water Fund	$7,917	$13,944	$13,891	$12,668
Sewer Fund	$23,458	$13,729	$25,533	$25,954
Parking Fund	$13,944	$11,473	$10,375	$5,396
Transit Fund	$1,617	$1,128	$1,463	$1,523

In thousands

The City Council decided to leave the 2019-20 unassigned fund balance in the General Fund to counteract any adverse effects from the Covid-19 pandemic. It was originally designated to pay toward the City's unfunded pension obligation. The City will reassess the status of its pension obligation plan once the emergency status is eliminated and the City's finances have stabilized.

Both, the Sewer and Parking Enterprise Fund have built-up working capital to pay for the construction of large projects. For Sewer, it is the upgrade of its Water Resource Recovery Facility and for Parking it is the fourth and final parking structure at Palm and Nipomo Street.

[i] For policy requirements, please see Financial Policies in Reference Section

GENERAL FUND LONG TERM FORECAST

Line	*In Thousands*	Footnote	Actual 2019-20	Budget 2020-21	**Budget 2021-22**	**Budget 2022-23**	Projected 2023-24	Projected 2024-25	Projected 2025-26
1	**Tax & Franchise Revenue**								
2	Sales & Use Tax		24,542	28,278	$ 43,002	$ 44,627	45,073	45,524	45,979
3	Property Tax		18,795	19,554	$ 20,192	$ 20,781	21,405	22,047	22,708
4	Transient Occupancy Tax		6,326	6,267	$ 7,213	$ 7,753	8,291	8,374	8,542
5	Utility Users Tax		5,439	5,565	$ 5,565	$ 5,565	5,621	5,733	5,848
6	Franchise Fees		1,888	1,544	$ 1,575	$ 1,606	1,638	1,671	1,704
7	Business Tax Certificates		2,914	2,854	$ 2,426	$ 2,547	2,674	2,942	2,971
8	Cannabis Tax		82	400	$ 1,300	$ 1,500	1,500	1,530	1,561
9	**Total Tax & Franchise Revenue**		**$ 59,985**	**$ 64,461**	**$ 81,274**	**$ 84,379**	**$ 86,202**	**$ 87,821**	**$ 89,313**
10	**Fees for Service & Other Revenue**								
11	Police Services		902	550	637	637	650	663	676
12	Fire Services		1,442	1,325	1,404	1,422	1,451	1,480	1,509
13	Development Review	1	7,258	5,722	6,595	6,864	7,070	7,282	7,500
14	Parks & Recreation		1,093	1,034	1,612	2,039	2,080	2,122	2,164
15	General Government		446	439	438	446	455	464	473
16	Cannabis		68	321	310	388	428	464	509
17	Other Revenues		5,530	1,820	2,166	2,208	2,204	2,247	2,302
18	**Subventions & Grants**		1,047	1,572	900	900	900	900	900
19	*Federal Stimulus Funding*	2			4,465	4,465			
20	**Total Fees & Other Revenue**		**$ 17,787**	**$ 12,784**	**$ 18,527**	**$ 19,369**	**$ 15,237**	**$ 15,621**	**$ 16,033**
21	**Total Revenue**		**$ 77,772**	**$ 77,245**	**$ 99,801**	**$ 103,748**	**$ 101,439**	**$ 103,441**	**$ 105,346**
22	**Use of Funds**								
23	Staffing		$ 51,203	$ 53,430	$ 54,284	$ 58,023	$ 58,961	$ 60,953	$ 62,215
24	Contract Services		$ 5,900	$ 5,050	$ 4,963	$ 5,067	$ 5,169	$ 5,272	$ 5,378
25	Other Operating Expenditures		$ 7,580	$ 7,688	$ 8,127	$ 8,345	$ 8,512	$ 8,683	$ 8,856
26	Cost Allocation		$ (4,278)	$ (4,578)	$ (4,717)	$ (4,812)	$ (4,908)	$ (5,006)	$ (5,106)
27	LRM G-20 Assigned			$ 1,425					
28	Carryover or assigned from fund balance			$ 3,510					
29	SOBCs				$ 7,529	$ 6,636	$ 4,397	$ 4,465	$ 4,597
30	**Total Operating Expenditure**		**$ 60,406**	**$ 66,524**	**$ 70,186**	**$ 73,260**	**$ 72,131**	**$ 74,367**	**$ 75,940**
31	Debt Service		$ 2,742	$ 2,759	$ 1,997	$ 1,992	$ 2,000	$ 2,000	$ 2,000
32	Capital		$ 11,238	$ 7,557	$ 26,087	$ 27,820	$ 25,597	$ 25,810	$ 26,020
33	Transfers Out		$ 1,439	$ 61	$ 495	$ 550	$ 824	$ 1,011	$ 1,208
34	**Total Expenditure**		**$ 75,824**	**$ 76,901**	**$ 98,764**	**$ 103,621**	**$ 100,552**	**$ 103,188**	**$ 105,168**
35	**Beginning Fund Balance**		**31,703**	**$ 33,651**	**$ 30,995**	**$ 30,031**	**$ 28,158**	**$ 28,046**	**$ 27,299**
36	**Revenue Over/(Under) Expenses**		$ 1,948	$ 343	$ 1,036	$ 127	$ 887	$ 253	$ 178
37	**Ending Fund Balance before CalPERS**		**$ 33,651**	**$ 33,995**	**$ 32,031**	**$ 30,158**	**$ 29,046**	**$ 28,299**	**$ 27,477**
38	CalPERS Downpayments			3,000	2,000	2,000	1,000	1,000	1,000
39	**Ending Fund Balance**		**$ 33,651**	**$ 30,995**	**$ 30,031**	**$ 28,158**	**$ 28,046**	**$ 27,299**	**$ 26,477**
40	Policy Reserve Level - 20%		10,251	11,394	11,769	11,916	12,234	12,487	12,732
41	Assigned G 20 Future Funding	3		2,000	1,750	1,750	1,750	1,750	1,750
42	Capital Reserve		120	120					
43	Revenue Stabilization Reserve		1,000	1,000					
44	115 Pension Trust Fund		1,400	2,000	2,000	2,000	2,000	2,000	2,000
45	Restricted based on Audit (Estimate)		13,758	10,000	10,000	10,000	10,000	10,000	10,000
46	**Undesignated Fund Balance**		**$ 7,123**	**$ 4,481**	**$ 4,512**	**$ 2,493**	**$ 2,062**	**$ 1,062**	**$ (5)**

1. Development review revenue was increased based on historical actuals and expected five-year forecasted revenue. This revenue is offset by an increase in expenditures for Development review resources in the Planning, Engineering, Building and Housing divisions.

2. American Rescue Plan Federal Stimulus Funding: San Luis Obispo will receive $8.93 million to counter-act the far-reaching effects of the pandemic on the community's well-being. For a jurisdiction such as the City, funding will come through the State which has 60 days to release the first half with the second 50% being distributed a year later. Jurisdictions have until December 31, 2024 to spend the funding.

3. Per Resolution No. 11203, $3,425,000 in undesignated fiscal year 2018-19 General Fund Balance was allocated towards economic development and homeless services. $2 million of this funding was assigned to locally invest in short term Certificates of Deposit to generate interest for a grant program to help offset the cost of a TI permit. One of the recommended SOBCs for the 21-23 Financial Plan is to utilize $250,000 of this principal to continue funding the TIPP-fast permitting program in FY 21-22.

WATER FUND LONG TERM FORECAST

	(in thousands)	Actual	Budget	**Budget**	**Budget**	Projected	Projected	Projected
	REVENUES BY TYPE	2019-20	2020-21	**2021-22**	**2022-23**	2023-24	2024-25	2025-26
1	Water Services Charges	14,464	13,785	15,776	16,329	16,900	17,492	17,841
2	Base Fee Revenue	5,052	5,168	5,560	5,754	5,956	6,164	6,287
3	Cal Poly Sales	966	920	972	1,006	1,041	1,077	1,099
4	Cal Poly Resilience & Capacity	-	398	223	225	230	235	240
5	Recycled Water	898	910	962	995	1,030	1,066	1,088
6	Development Impact Fees	3,723	3,032	1,548	1,370	789	800	800
7	Investment & Property Revenue	818	303	408	424	394	430	451
8	Proceeds from Debt	-	14,300	-	-	-	-	-
9	Grants	-	1,197	256	-	-	-	-
10	Miscellaneous Revenue	563	367	396	396	396	396	396
11	Rate Assistance Subsidy	-	(100)	(100)	(100)	(100)	(100)	(100)
13	**TOTAL**	**$ 26,484**	**$ 40,280**	**$ 26,001**	**$ 26,399**	**$ 26,636**	**$ 27,561**	**$ 28,102**
14	**EXPENDITURE BY CATEGORY**							
15	Salaries & Benefits	4,761	4,520	4,735	4,901	5,557	5,816	5,943
16	Operating Expenditures	12,333	12,409	12,827	12,554	12,670	12,786	12,904
17	Capital Outlay	15,594	13,999	2,944	5,215	1,881	3,213	5,160
18	Debt Service	4,441	1,488	2,449	2,443	1,870	1,869	1,866
19	Transfers Out	2,564	2,595	2,546	2,519	2,818	2,865	2,939
20	**TOTAL**	**$ 39,693**	**$ 35,011**	**$ 25,501**	**$ 27,632**	**$ 24,797**	**$ 26,550**	**$ 28,812**
21	**EXPENDITURE BY FUNCTION**							
22	General Government	2,592	2,594	2,572	2,546	2,846	2,893	2,966
23	Water Source of Supply	14,188	14,144	10,550	10,383	10,457	10,539	10,622
24	Water Treatment	18,491	8,579	6,242	7,289	6,947	6,947	6,384
25	Water Distribution	2,435	8,284	3,888	5,268	2,432	3,843	6,665
26	Water Resources	243	402	533	465	452	463	474
27	Water Administration	1,743	1,008	1,442	1,400	1,372	1,568	1,397
28	Utilities Revenue (Billing)	-	-	274	281	291	297	302
29	**TOTAL**	**$ 39,693**	**$ 35,011**	**$ 25,501**	**$ 27,632**	**$ 24,797**	**$ 26,550**	**$ 28,812**
30	**CHANGES IN FINANCIAL POSITION**							
31	Working Capital - Beginning	28,373	15,164	20,433	20,933	19,700	21,539	22,550
32	Revenues over (under) Expenditure	(13,209)	5,269	500	(1,233)	1,839	1,011	(710)
33	**Working Capital - Year End**	**$ 15,164**	**$ 20,433**	**$ 20,933**	**$ 19,700**	**$ 21,539**	**$ 22,550**	**$ 21,841**
34	Operating Reserve	4,827	4,201	4,510	4,483	4,583	4,667	4,730
35	Rate Stabilization	2,048	1,987	2,231	2,309	2,390	2,473	2,523
36	CALPERS Down Payment	252	180	180	120	120	120	120
37	UFL Trust Fund	120	120	120	120	96	72	-
38	**Unreserved Working Capital**	**$ 7,917**	**$ 13,944**	**$ 13,891**	**$ 12,668**	**$ 14,349**	**$ 15,217**	**$ 14,467**

SEWER FUND LONG TERM FORECAST

	(in thousands)	Actual	Budget	**Budget**	**Budget**	Budget	Budget	Budget
	REVENUES BY TYPE	2019-20	2020-21	**2021-22**	**2022-23**	2023-24	2024-25	2025-26
1	Sewer Service Charges	11,179	10,851	12,359	12,792	13,176	13,571	13,978
2	Base Fee Revenue	4,412	4,346	4,653	4,816	4,960	5,109	5,262
3	Cal Poly Sales	819	508	992	1,026	1,057	1,089	1,122
4	Cal Poly Capacity	-	244	244	244	473	473	473
5	Development Impact Fees	2,031	870	1,384	1,190	618	600	600
6	Industrial User Charges	77	6	85	85	85	85	85
7	Investment & Property Revenue	1,182	539	402	608	732	585	537
8	Proceeds from Debt Financing	14,846	96,368	23,921	4,865	-	-	-
9	Miscellaneous Revenue	605	367	3,866	396	404	412	420
10	Rate Assistance Subsidy	-	-	(100)	(100)	(100)	(100)	(100)
11	**TOTAL**	**$ 35,152**	**$ 114,098**	**$ 47,805**	**$ 25,923**	**$ 21,405**	**$ 21,823**	**$ 22,377**
12	**EXPENDITURE BY CATEGORY**							
13	Salaries & Benefits	4,993	4,786	4,814	4,952	5,968	6,114	6,240
14	Operating Expenditures	2,569	3,055	3,334	3,271	3,320	3,370	3,421
15	Capital Outlay	23,365	109,420	20,923	6,623	9,652	4,993	2,406
16	Debt Service	1,382	1,388	1,384	7,190	7,285	7,100	7,099
17	Transfers Out	2,430	2,296	2,400	2,331	2,562	2,599	2,651
18	**TOTAL**	**$ 34,738**	**$ 120,944**	**$ 32,855**	**$ 24,367**	**$ 28,788**	**$ 24,177**	**$ 21,816**
19	**EXPENDITURE BY FUNCTION**	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	General Government	2,460	2,327	2,430	2,361	2,592	2,629	2,681
21	Wastewater Collection	3,383	14,068	7,330	7,195	5,284	5,919	4,118
22	Environmental Compliance	112	305	279	275	291	299	306
23	Water Resource Recovery	25,653	101,763	20,044	11,885	17,026	11,483	10,992
24	Utilities Revenue	564	526	274	281	306	313	319
25	Water Quality Lab	581	932	864	828	867	888	908
27	Wastewater Administration	1,986	1,023	1,634	1,542	2,423	2,646	2,493
28	**TOTAL**	**34,738**	**120,944**	**32,855**	**24,367**	**28,788**	**24,177**	**21,816**
29	**CHANGES IN FINANCIAL POSITION**							
30	Working Capital - Beginning	26,504	26,917	20,072	35,021	36,577	29,194	26,840
31	Revenues over (under) Expenditures	413	(6,846)	14,950	1,555	(7,383)	(2,354)	562
32	**Working Capital - Year End**	**$ 26,917**	**$ 20,072**	**$ 35,021**	**$ 36,577**	**$ 29,194**	**$ 26,840**	**$ 27,402**
33	Operating Reserve	2,268	2,305	2,386	3,549	3,827	3,837	3,882
34	Rate Stabilization	820	785	900	932	960	988	1,018
35	CALPers Down Payment	252	180	180	120	120	120	120
36	UFL Trust Fund	120	120	120	120	96	72	-
37	WRRF Upgrade Debt Reserve	-	2,953	5,903	5,903	5,903	5,903	5,903
38	**Unreserved Working Capital - Year En**	**$ 23,458**	**$ 13,729**	**$ 25,533**	**$ 25,954**	**$ 18,289**	**$ 15,921**	**$ 16,479**

PARKING FUND LONG-TERM FORECAST

	(in thousands)	Actual 2019-20	Budget 2020-21	**Budget 2021-22**	**Budget 2022-23**	Projected 2023-24	Projected 2024-25	Projected 2025-26
1	**REVENUES**							
2	Service Charges							
3	Parking Meter Collections							
4	Lots	84	77	122	108	135	129	159
5	Streets	1,047	821	2,056	2,197	2,676	2,630	3,201
6	Parking Structure Collections	838	200	1,275	2,007	2,551	2,527	3,474
7	Long-Term Parking Revenues	689	431	862	883	919	896	915
8	Lease Revenues	486	363	459	461	471	466	471
9	Parking In-Lieu Fees	15	21	21	21	21	21	21
10	***Total Service Charges***	**3,159**	**1,913**	**4,795**	**5,676**	**6,773**	**6,668**	**8,240**
11	Investment and Property Revenues	546	79	76	64	55	30	39
12	Fines and Forfeitures	704	297	642	726	748	731	746
13	Other Revenues	22	7	30	28	30	29	29
	Debt Proceeds					37,052		
14	**TOTAL REVENUES**	**$ 4,430**	**$ 2,296**	**$ 5,542**	**$ 6,494**	**$ 44,658**	**$ 7,458**	**$ 9,055**
15	**EXPENDITURES (Including SOBCs)**							
16	Operating Programs							
17	Operating Expenses	2,488	2,414	2,720	2,784	2,820	3,037	3,208
	SOBCS			67	48	23	17	11
18	General Government (CAP Transfer)	537	710	870	870	870	870	870
19	Operating Transfers	228	(394)	235	235	235	235	235
20	***Total Operating Programs***	**3,253**	**2,731**	**3,893**	**3,938**	**3,948**	**4,159**	**4,325**
21	Capital Improvement Plan Projects	1,177	1,162	1,799	6,731	38,004	376	318
22	Debt Service	857	856	855	852	852	2,981	2,948
23	**TOTAL EXPENDITURES**	**$ 5,287**	**$ 4,748**	**$ 6,547**	**$ 11,520**	**$ 42,804**	**$ 7,516**	**$ 7,591**
24	**Revenues Over/(Under) Expenditures**	$ (857)	$ (2,451)	$ (1,005)	$ (5,026)	$ 1,854	$ (58)	$ 1,464
25	**Working Capital, Beginning of Year**	**$ 16,492**	**$ 14,550**	**$ 12,098**	**$ 11,090**	**$ 6,060**	**$ 7,914**	**$ 7,857**
26	**Adjustment for LT Accruals**	$ (1,085)	$ -	$ -	$ -	$ -	$ -	$ -
27	**Working Capital, End of Year**	**$ 14,550**	**$ 12,098**	**$ 11,093**	**$ 6,127**	**$ 7,914**	**$ 7,857**	**$ 9,321**
28	*Reserve*	$ 605	$ 625	$ 718	$ 731	$ 738	$ 781	$ 816
29	**UNRESERVED WORKING CAPITAL**	**$ 13,944**	**$ 11,473**	**$ 10,375**	**$ 5,396**	**$ 7,176**	**$ 7,075**	**$ 8,505**

TRANSIT FUND LONG TERM FORECAST

	(in thousands)	Footnote	Actuals 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23	Projected 2023-24	Projected 2024-25	Projected 2025-26
1	***Revenue Projections***								
2	Federal		$ 2,308	$ 3,477	$ 3,547	$ 1,463	$ 1,567	$ 1,613	$ 1,638
3	State		$ 780	$ 858	$ 2,973	$ 1,976	$ 2,012	$ 2,050	$ 2,123
4	State (Direct Contribution to RTA from SLOCOG)	1	$ 580	$ 691	$ 634	$ 712	$ 726	$ 740	$ 755
5	Local		$ 689	$ 473	$ 750	$ 800	$ 840	$ 850	$ 850
6	Secured Grant		$ -	$ 690	$ 109	$ -	$ -	$ -	$ -
7	Unsecured Grant or Funding		$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	***TOTAL***		**$ 4,356**	**$ 6,189**	**$ 8,012**	**$ 4,950**	**$ 5,145**	**$ 5,254**	**$ 5,366**
9	**Expenditures & Obligations**								
10	***Non-Operating Annual Expenditures***								
11	Contribution to RTA Directly from SLOCOG	1	$ 580	$ 691	$ 634	$ 712	$ 726	$ 740	$ 755
12	***Operating Annual Expenditures***								
13	Operating Expenditures - Purchased Transportation		$ 2,563	$ 2,849	$ 2,949	$ 2,896	$ 2,980	$ 3,039	$ 3,100
14	Operating Expenditures - Fuel & Maintenance		$ 487	$ 545	$ 553	$ 560	$ 588	$ 617	$ 648
15	Operating Expenditures - Overhead/Admin		$ 432	$ 449	$ 482	$ 496	$ 500	$ 504	$ 508
16	Operating Expenditures - Cost Allocation		$ 277	$ 322	$ 226	$ 231	$ 235	$ 240	$ 245
17	Capital Expenditures	2	$ 18	$ 1,744	$ 2,825	$ -	$ -	$ -	$ -
18	Depreciation/ GASB Adjustments		$ 415	$ -	$ -	$ -	$ -	$ -	$ -
19	***TOTAL***		**$ 4,772**	**$ 6,600**	**$ 7,669**	**$ 4,895**	**$ 5,030**	**$ 5,142**	**$ 5,257**
20	**Changes in Financial Position**								
21	Beginning Working Capital		$ 2,788	$ 2,372	$ 1,961	$ 2,305	$ 2,360	$ 2,475	$ 2,588
22	Revenues Over / (Under) Expenditures		$ (416)	$ (411)	$ 343	$ 55	$ 115	$ 113	$ 110
23	**Ending Working Capital**		**$ 2,372**	**$ 1,961**	**$ 2,305**	**$ 2,360**	**$ 2,475**	**$ 2,588**	**$ 2,697**
24	Operating Reserve		$ 755	$ 833	$ 842	$ 837	$ 861	$ 880	$ 900
25	**Unreserved Working Capital - Year End**		**$ 1,617**	**$ 1,128**	**$ 1,463**	**$ 1,523**	**$ 1,614**	**$ 1,708**	**$ 1,797**

1. *This funding is directly provided by SLOCOG to RTA from the City's apportionment of State funding. While the City does not receive this revenue or the associated expense, this shows the value of services provided by RTA and the City's share of that cost.*

2. *Capital Projects are highly reliant on future discretionary grant funding. Capital Projects and the associated grant revenue for outer years are not included in the long-term forecast at this time. Projects will not move forward unless funding is secured. However, in order to apply for funding, Council must approve the projects first. The long-term forecast will be updated and presented to Council on an annual basis.*

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OPERATING BUDGETS – GENERAL FUND

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OPERATING BUDGET-
GENERAL FUND

Fee Revenue by Category

Part of the City's revenue comes from cost recovery fees for services to the community and rendered by the City's operating departments. The cost recovery levels are determined every five years and approved by the City Council. The levels of cost recovery are defined in the City's adopted financial policies.

User Fee Cost Recovery Levels
In setting user fees and cost recovery levels, the following factors are considered:

1. ***Community-Wide Versus Special Benefit.*** The level of user fee cost recovery should consider the *community-wide* versus *special interest* nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups.

2. ***Service Recipient Versus Service Driver.*** After considering community-wide versus special interest benefit of the service, the concept of *service recipient* versus *service driver* should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts: the community is the primary beneficiary. However, the applicant is the *driver* of development review costs, and as such, cost recovery from the applicant is appropriate.

3. ***Effect of Pricing on the Demand for Services.*** The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not overly stimulated by artificially low prices.

   Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if the services are specifically targeted to low-income groups.

4. ***Feasibility of Collection and Recovery.*** Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

Fire

	Service	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget
1	Fire Department Permits	104,153	103,044	100,000	100,000
2	Fire Alarm Permits	10,451	2,677	10,010	10,010
3	Fire Plan Check & Inspection	299,258	300,000	350,000	350,000
4	Medical ER Recovery	194,408	198,103	198,103	202,064
5	R1 Inspection Fees	299,566	260,000	280,000	280,000
6	Cal Poly Fire Services	318,058	315,241	300,373	314,122
7	CUPA Inspection Fees	173,984	140,000	160,000	160,000
8	Other Fire Dept Revenue	42,109	5,890	5,890	5,890
9	**Total Fire Revenue**	**$1,441,988**	**$1,324,955**	**$1,404,376**	**$1,422,086**

General Government & Other Revenue

	Service	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget
1	Business Licenses	446,038	414,300	418,443	426,812
2	Cannabis Operator License	68,139	320,000	310,000	388,000
3	Motor Vehicle Fines	100,459	117,357	118,500	118,500
4	Misdemeanors & Infractions	9,470	34,229	34,571	34,571
5	Miscellaneous Penalties	18,857	1,977	2,000	2,000
6	Administrative Citations - General	35,372	1,015	1,025	1,025
7	Other Rent & Lease Revenue	148,552	151,716	154,750	157,845
8	Disability Ins Reimbursement	23,439	19,100	19,100	19,100
9	Other Revenue	900,196	454,480	450,000	450,000
10	**Total Other Fee Revenue**	**$1,750,521**	**$1,514,174**	**$1,508,389**	**$1,597,853**

Community Development

	Service	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget
1	Building Permits	2,518,404	2,200,000	3,510,000	3,600,000
2	Encroachment Permits	356,434	305,000	305,000	315,650
3	Code Enforcement Fines	97,164	50,000	90,000	100,000
4	Planning & Zoning Fee	682,487	600,000	600,000	606,000
5	Development Review Fees	433,389	248,000	400,000	467,000
6	Plan Check Fees[1]	1,420,723	999,000	355,000	400,000
7	Infrastructure Plan Ck & Inspection	1,638,456	1,200,000	1,200,000	1,236,000
8	Engineering Dev Review Fees	108,498	120,000	135,000	140,000
9	Total CDD Fee Revenue	**$7,257,556**	**$5,722,000**	**$6,595,000**	**$6,864,650**

Police

	Service	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget
1	Police Department Permits	4,610	3,000	7,511	7,511
2	Tobacco Permits	27,998	21,417	29,000	29,000
3	Alarm Permits - Contract (PD)	170,786	65,000	90,000	90,000
4	Police Issued Parking Fines	85,427	75,000	75,000	75,000
5	Admin Citations - Safety	245,963	152,833	152,833	152,833
6	Accident Reports	3,225	3,400	3,400	3,400
7	Collision Investigation	3,393	3,000	3,000	3,000
8	Witness Fees	3,880	2,500	1,606	1,606
9	Property Release Fees	733	500	(1,642)	(1,642)
10	Tow Release Fees	9,675	9,000	9,000	9,000
11	Second Response Fees	628	1,000	1,071	1,071
12	DUI Cost Recovery	22,347	21,417	16,417	16,417
13	Other Police Revenue	323,824	190,000	250,000	250,000
14	**Total Police Fee Revenue**	**$902,489**	**$550,000**	**$637,196**	**$637,196**

[1] The decrease in 21-22 budget is due to Fiscal Policy Section 2.H.4 which allows the Finance Director to make appropriations (up to 65% of revenue) and the associated budget adjustments from the Plan Check revenue account into operating budget to cover the cost of services provided. Therefore, the City begins the year with only 35% of expected revenue budgeted and increases the budget as services are provided.

Parks & Recreation

	Service	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget
1	Library Rental	15,188	-	6,500	21,500
2	Indoor Rental & Use Fees	33,726	20,000	39,532	54,331
3	Outdoor Rental & Use Fees	65,561	29,319	88,867	118,850
4	Special Events Insurance	6,770	-	2,400	9,600
5	Sales Taxable	8,030	7,481	10,000	10,000
6	Adult Athletic Fees	44,316	-	122,400	122,400
7	Youth Athletic Fees	31,518	14,000	48,000	53,709
8	Instruction Fees	41,118	10,000	61,400	70,000
9	Special Event Fees - App/Permit	26,101	-	20,000	30,600
10	Youth Services Childcare	500,294	658,283	611,785	766,700
11	Youth Services Camps	23,437	-	106,650	149,300
12	Junior Ranger Camps	-	-	4,500	4,500
13	Aquatics Daily Use Fees	61,900	42,308	73,075	121,132
14	Swim Instruction Fees	14,734	20,673	20,923	69,160
15	Multi Day Swim Passes	26,248	35,000	41,753	41,753
16	Therapy Pool Fees	6,706	8,327	8,627	10,096
17	Driving Range Fees	7,502	7,252	11,715	11,715
18	Golf Greens Fees	127,305	151,470	200,000	224,400
19	Golf Rental Fees	5,621	5,363	10,566	10,566
20	Other Parks & Rec Revenue	21,345	18,708	45,000	60,641
21	Special Events - City Sponsored	10,559	-	50,000	50,000
22	Golf Cart Rentals	15,346	5,975	28,262	28,262
23	**Total Parks & Rec Fee Revenue**	**$1,093,326**	**$1,034,299**	**$1,611,955**	**$2,039,215**

Interfund Transfers

The City's General Fund receives reimbursements and operating transfers for various services and activities that are provided by General Fund operating programs. In turn, the General Fund provides funding to various functions for specific uses. The amounts shown below represent the anticipated funding that will be transferred between the funds.

Reimbursement Transfers

These transfers reimburse the General Fund for direct cost incurred for service to the City's Enterprise and Agency Funds. The cost comes largely from internal services departments such as City Administration (including IT), Human Resources, City Attorney's office, and Finance. It is annually assessed through the City's Cost Allocation Plan (CAP).

	Fund	2021-22		2022-23	
		Transfer out	Transfer In	Transfer out	Transfer In
1	General Fund		$4,717,442		$4,811,791
2	Parking Fund	$869,887		$887,285	
3	Sewer Fund	$1,712,752		$230,707	
4	Transit Fund	$226,183		$1,747,007	
5	Water Fund	$1,722,409		$1,756,857	
6	Whale Rock Fund	$186,211		$189,935	
7	**Total**	**$4,717,442**	**$4,717,442**	**$4,811,791**	**$4,811,791**

Operating Transfers

	Fund	2021-22		2022-23	
		Transfer out	Transfer In	Transfer out	Transfer In
1	General Fund	$4,146,445	$3,426,103	$4,250,000	$3,602,451
2	Gas Tax Fund	$1,223,937		$1,245,026	
3	Housing Fund	$57,000		$57,000	
4	TDA Fund	$45,000		$45,000	
5	TIF Fund	$280,000		$280,000	
6	TBID Fund	$28,852		$31,012	
7	Parking Fund	$235,233		$235,233	
8	Sewer Fund	$655,312		$700,000	
9	Water Fund	$794,769		$900,000	
10	Insurance Fund		$4,146,445		$4,250,000
11	**Total Operating Transfer**	**$7,572,548**	**$7,572,548**	**$7,852,451**	**$7,852,451**

Replacement Transfers

The City currently invest funding into the maintenance and replacements of its Fleet assets, its Information Technology Infrastructure, and its Major Facilities through designated funds. This allows for funding to be available when scheduled replacements and maintenance work is needed.

The individual expenditure is accounted for under the City's Capital Improvement Plan which includes a replacement schedule for the City's fleet proposed over the Financial Plan period.

	Fund	2021-22		2022-23	
		Transfer out	**Transfer In**	**Transfer out**	**Transfer In**
1	General Fund	$7,177,916		$7,949,558	
2	LRM	$17,866,400		$18,763,050	
3	Capital Outlay		$14,257,798		$16,967,220
4	Fleet		$1,265,000		$1,045,000
5	IT Replacement		$988,973		$564,777
6	Major Facilities Maintenance		$867,500		$593,200
7	Infrastructure Investment		$7,222,545		$7,099,911
8	Public Art Fund		$442,500		$442,500
9	**Total**	**$25,044,316**	**$25,044,316**	**$26,712,608**	**$26,712,608**

EXPENDITURE OVERVIEW

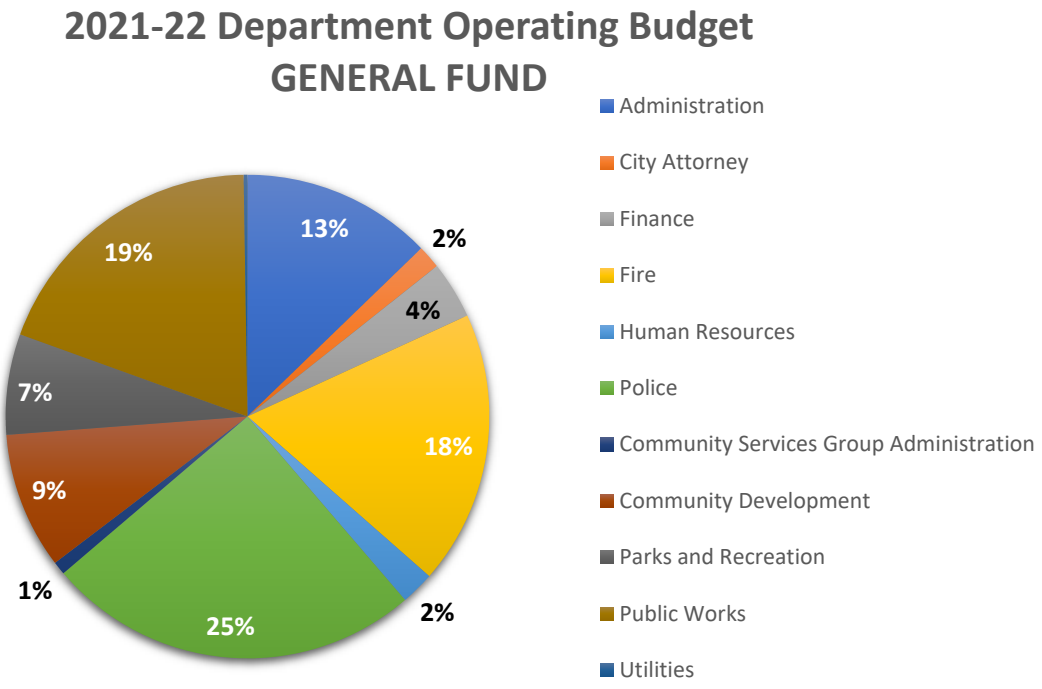
The City has nine operating departments with 74 service programs. Eight of the departments are under the purview of the City's General Fund. The Utilities Department as well as the Parking and Transit programs are administered and accounted for as business-activities and the related information is presented in the Business Activities section of the Financial Plan document.

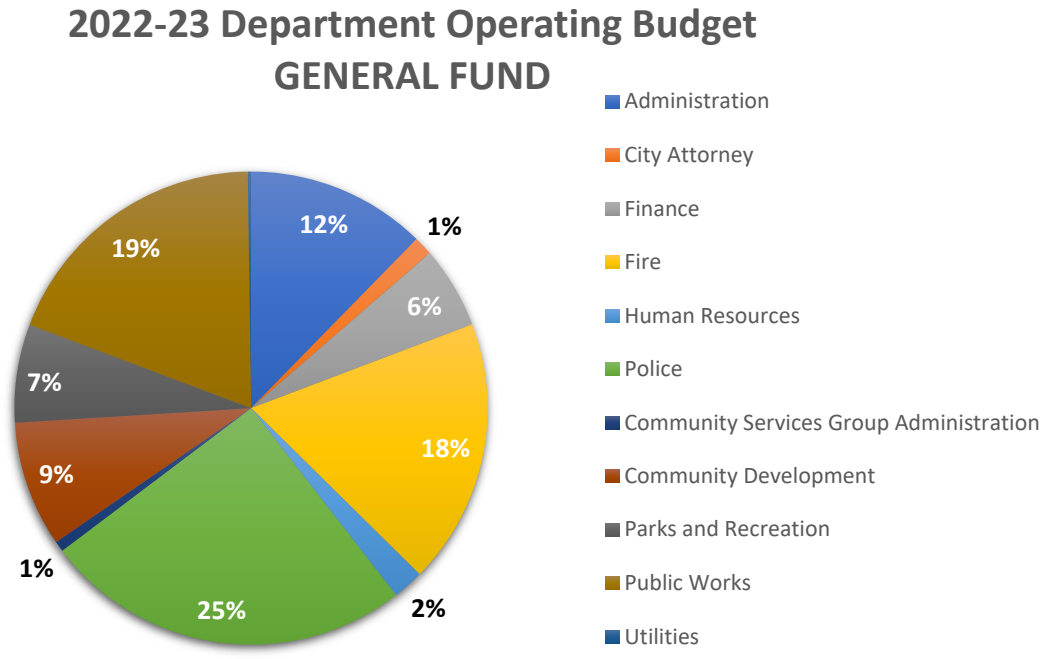
This section provides an overview of all the General Fund departments and programs. It outlines the different mission statements, introduces the departments and their contributions towards strategic goals and performance measures, presents operating programs and cost, and details employee and position counts.

	DEPARTMENT	2019-20 Actual	2020-21 Budget	2021-22 Budget	2022-23 Budget
1	**Administration**	$7,628,273	$7,697,781	$9,737,859	$9,805,467
2	**City Attorney**	$1,000,636	$778,167	$1,185,571	$1,043,797
3	**Finance**	$2,395,353	$2,998,897	$2,921,186	$4,453,272
4	**Fire**	$12,542,326	$12,615,778	$13,997,547	$14,441,480
5	**Human Resources**	$1,226,188	$1,350,586	$1,700,849	$1,683,223
6	**Police**	$17,632,020	$17,802,862	$19,141,343	$20,051,371
	Community Services Group:				
7	**Community Services Group Administration**[1]	$9,593	$404,998	$665,501	$575,391
8	**Community Development**	$5,677,704	$5,325,811	$6,981,163	$6,841,987
9	**Parks and Recreation**	$3,799,632	$4,274,301	$5,126,817	$5,336,170
10	**Public Works**	$12,660,147	$13,196,459	$14,675,638	$15,156,041
11	**Solid Waste** [2]	$90,336	$159,318	$199,699	$176,280
	TOTAL GENERAL FUND	**$64,662,208**	**$66,604,959**	**$76,333,171**	**$79,564,479**

[1] The Community Services Group was developed during the 2019-21 Financial Plan as part of the "Organization of the Future". For administrative and accounting purposes, non-departmental administrative costs for this group are allocated to a unique cost center but are not specific to a department.

[2] This program is funded by the General Fund but managed within the Utilities Department.


2021-22 Department Operating Budget
GENERAL FUND
13%
2%
4%
18%
2%
25%
1%
9%
7%
19%
Administration
City Attorney
Finance
Fire
Human Resources
Police
Community Services Group Administration
Community Development
Parks and Recreation
Public Works
Utilities


2022-23 Department Operating Budget
GENERAL FUND
12%
1%
6%
18%
2%
25%
1%
9%
7%
19%
Administration
City Attorney
Finance
Fire
Human Resources
Police
Community Services Group Administration
Community Development
Parks and Recreation
Public Works
Utilities

Enhancements – General Fund

As a cost control measure, the City requires in- or decreases to budget line items in the programs above $ 7,500 to be approved by the City Manager before being considered for appropriation. A request can be brought forth for a variety of reasons, but is generally considered under the following circumstances:

A. Essential for the protection of health and safety.
B. Needed for the advancement of Major City Goals.
C. Needed to provide ongoing services to the community.
D. Realign ongoing services after budget cuts due to Covid-19.

Significant Operating Budget Requests (SOBCs) are divided into two categories: 1) one- time during the Financial Plan period for specific deliverables without ongoing service requirements; 2) ongoing to adjust the operating program budget for long-term service delivery.

Given the short- term saving measures required due to the onset of the Covid- 19 health emergency, a multitude of requests were submitted to bring service levels back to pre-pandemic levels and adjust to forecasted workload and service level requirements.

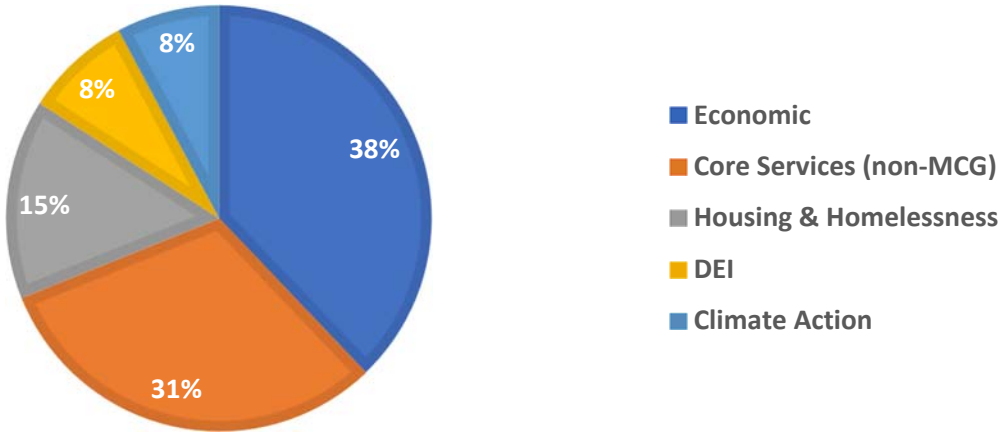
SOBC details can be found within the individual departmental sections.

Combined Requests by Funding Source

General Fund SOBCs	FY 21-22	FY 22-23
One-time	**$ 3,947,423**	**$ 2,487,918**
General Fund (non-LRM)	$ 1,204,785	$ 538,777
Local Revenue Measure G20	$ 2,370,132	$ 1,851,197
Other Funding Sources	$ 372,506	$ 97,945
Ongoing	**$ 3,581,526**	**$ 4,147,670**
General Fund (non-LRM)	$ 1,165,143	$ 1,316,075
Local Revenue Measure G20	$ 1,493,039	$ 1,882,106
Development Review Revenue Offset	$ 923,344	$ 949,488
TOTAL	**$ 7,528,949**	**$ 6,635,588**

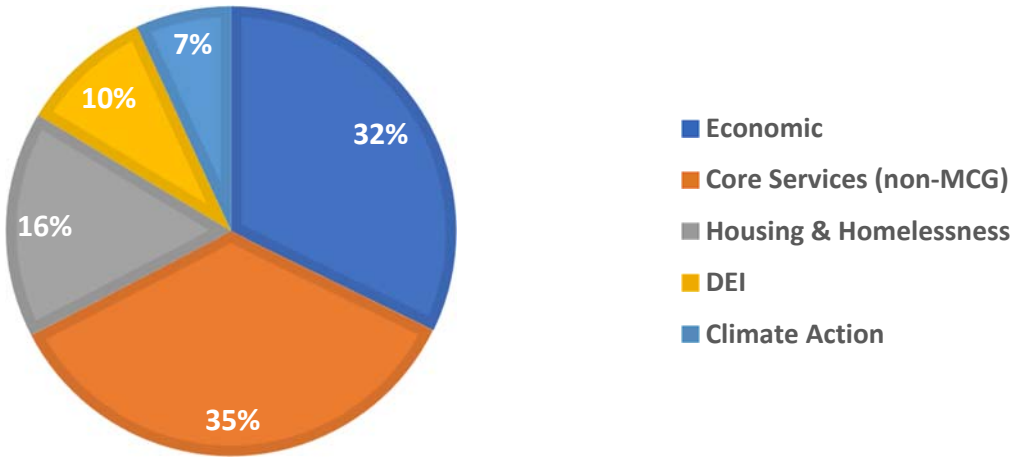
Total Enhancements by Major City Goal Investment

FY 21-22
GENERAL FUND SOBC INVESTMENT BY TYPE



Total: $7,528,949

FY 22-23
GENERAL FUND SOBC INVESTMENT BY TYPE



Total: $6,635,588

One-Time Resources

	Department	Title	Applicable MCG or "Core Services"	One-time	
				21-22	22-23
1	Admin/IT	"Undocu-Friendly Logo"	DEI	$1,000	$0
2	Admin/IT	Arts, Culture and Community Partner Support	Economic	$50,000	$25,000
3	Admin/IT	Business Retention/Recovery Programs	Economic	$500,000	$250,000
4	Admin/IT	Communications Program Support	Economic	$130,000	$25,000
5	Admin/IT	Community-based Multicultural Center feasibility study	DEI	$40,000	$2,500
6	Admin/IT	Creation of DEI Office & Implementation of Internal DEI Efforts	DEI	$109,141	$94,345
7	Admin/IT	DEI Community Outreach	DEI	$15,000	$15,000
8	Admin/IT	DEI High Impact Grants	DEI	$150,000	$150,000
9	Admin/IT	Economic Development Recovery Scorecard	Economic	$30,000	$30,000
10	Admin/IT	ECOSLO Partnership	Climate Action	$20,000	$20,000
11	Admin/IT	Micro Community Collaborative (MCC) Initiative	Climate Action	$20,000	-
12	Admin/IT	Microgrid Feasibility Study	Climate Action	$20,000	-
13	Admin/IT	Minority/ Unrepresented Business Support	DEI	$0	$150,000
14	Admin/IT	New Economic Development Strategic Plan	Economic	$0	$100,000
15	Admin/IT	Office Retrofits	Climate Action	$10,000	-
16	Admin/IT	Open Space Winter Hours of Use Study	Core Services	$75,000	-
17	Admin/IT	PEN Manual Update	DEI	$15,000	$0
18	Admin/IT	Sustainability & Natural Resources Staff (Intern & Analyst)	Climate Action	$75,122	$76,366
19	CDD/PW	919 Palm Office Modifications (to support increased workforce)	Core Services/Economic Recovery	$150,000	$70,000
20	CDD	City Contribution to 25% Expansion of 40 Prado	Housing & Homelessness	$63,826	$63,826
21	CDD	Homelessness Strategic Plan	Housing & Homelessness	$35,000	$0
22	CDD	Housing and Homelessness Staff and Resources	Housing & Homelessness	$257,000	$232,000
23	CDD	Safety Element Environmental Review	Climate Action	$25,000	$0
24	CDD	TIPP Fast 2.0 Program	Economic	$250,000	$0
25	CDD	Zoning Regulations Update for Downtown Uses	Economic	$125,000	$0
26	Community Services Departments	Community Workforce Agreement Study	Economic	$105,000	-
27	City Attorney	City Attorney Resources	Core Services	$187,253	-
28	Finance	MOTION Subject Matter Expert	Core Services	$34,017	$35,568
	Continued on next page				

	Department	Title	Applicable MCG or "Core Services"	One-time	
				21-22	22-23
30	Fire	Emergency Management Services	Core Services	$30,000	$30,000
31	Fire	Fire Intern Program	DEI	$22,691	$23,257
32	Fire	Pilot: Mobile Crisis Unit	Housing & Homelessness	$300,000	$300,000
33	Fire	Recruit Academy Support	DEI	$29,000	$0
34	Fire	Suppression Staff Training Support	Core Services	$20,045	$17,570
35	Fire	Technical Rescue Team Expansion	Climate Action	$6,000	$0
36	Fire	Permit Compliance Software	Economic	$11,169	$9,369
37	HR	Compensation Study	Economic	$30,000	-
38	HR	HR Resources	Core Services/Economic Recovery	$61,005	$56,364
39	HR	Pay Equity Audit	DEI	$30,000	-
40	Parks & Rec	Aquatics Resources to Implement COVID-19 Safety Protocols	Core Services	$62,000	$0
41	Parks & Rec	Open SLO Downtown Dining Resources	Economic	$13,688	$27,375
42	Parks & Rec	Open Space Maintenance Support	Climate Action	$4,500	-
43	Parks & Rec	SLO Swim Center Minor Capital Maintenance	Core Services	$30,000	$30,000
44	Police	Social Worker -TMHA Support	Housing & Homelessness	$6,500	-
45	Police	Software Requirements	DEI	$15,400	-
46	Public Works	CIP and Transportation Interns	Climate Action/ Economic Recovery	$35,350	$36,971
47	Public Works	Contract Heavy Equipment Mechanic	Core Services	$85,220	$89,065
48	Public Works	Fleet & Mechanic Resources	Core Services	$20,991	$18,398
49	Public Works	Increased Maintenance & Materials Costs	Core Services	$85,000	$25,000
50	Public Works	Increased Trash and Recycling in Public Spaces	Economic	$125,000	$125,000
51	Public Works	Mobility as a Service Study	Climate Action	$25,000	-
52	Public Works	Supplemental Process Improvement Manager	Core Services	$34,000	$12,000
53	Public Works	Supplemental Street and Parklet Sweeping	Economic	$250,000	$250,000
54	Solid Waste (Util)	Civic Spark Fellow	Climate Action	$29,000	$0
55	Stormwater (Util)	Stormwater Inspector	Core Services	$93,506	$97,945
Total One-time Enhancements				**$3,947,423**	**$2,487,918**
56	Funding Offset	One-time Allocation of Development Services Designation Balance		-$93,506	-$97,945
57	Funding Offset	AB939 (GF): Carryover at Year End		-$29,000	-
58	Funding Offset	Use of restricted funding allocated for tenant improvements[1]		-$250,000	-
Total One-time Enhancements				**$3,574,917**	**$2,389,974**

[1] Per Resolution No. 11203, $3,425,000 in undesignated fiscal year 2018-19 General Fund Balance was allocated towards economic development and homeless services. $2 million of this funding was assigned to locally invest in short term Certificates of Deposit to generate interest for a grant program to help offset the cost of a TI permit.

Ongoing Resources

	Department	Title	Applicable MCG or "Core Services"	Ongoing	
				21-22	22-23
1	Community Services Admin	Community Services Marketing Coordinator	Core Services	$40,043	$43,016
2	Admin/IT	Communications Program Support	Economic	$60,000	$60,000
3	Admin/IT	Creation of DEI Office & Implementation of Internal DEI Efforts	DEI	$165,898	$174,995
4	Admin/IT	DEI Committee Development/Operations	DEI	$5,000	$5,000
5	Admin/IT	DEI Community Outreach	DEI	$5,000	$10,000
6	Admin/IT	Grant Writing Support Services	Climate Action	$50,000	$50,000
7	Admin/IT	Hazardous Tree Removal	Climate Action	$20,000	$20,000
8	Admin/IT	Holiday Activation Support Downtown	Economic	$150,000	$150,000
9	Admin/IT	HRC Operating Budget	DEI	$3,000	$5,000
10	Admin/IT	IT Staffing Changes	Core Services/ Economic Recovery	$179,720	$189,423
11	Admin/IT	Open Space Fuel Reduction	Climate Action	$20,000	$20,000
12	CDD	Building and Safety Division Streamlining and Succession Planning	Core Services/ Economic Recovery	$359,026	$367,050
13	CDD	Cannabis Business Support (reallocation from Police)	Core Services	$163,993	$173,341
14	CDD	Code Enforcement Body Cameras	Core Services	$5,440	$1,440
15	CDD	Development Services Program Capacity	Core Services/ Economic Recovery	$267,028	$277,164
16	CDD	Housing and Homelessness Staff and Resources	Housing & Homelessness	$287,583	$295,212
17	City Attorney	City Attorney Staffing/ Re-org	Core Services	$282,165	$296,814
18	City Attorney	Document Review Software	Core Services	$12,995	$11,395
19	Finance	Cannabis Auditing Resources	Core Services		$18,000
20	Finance	Finance Staffing Resources	Core Services/ Economic Recovery	$120,249	$126,194
21	Fire	Mobile Eyes Plan Check Software	Core Services	$12,200	$12,200
22	Fire	Public Safety Equipment Replacement and Maintenance	Core Services	$8,300	$185,799
23	Fire	Suppression Staff Training Support	Core Services/ Economic Recovery	$141,501	$209,276
24	Fire	Technical Rescue Team Expansion	Climate Action	$11,850	$9,150
25	HR	HR Re-org/ Resources to Support Organizational Demands	Core Services/ Economic Recovery	$397,495	$409,221

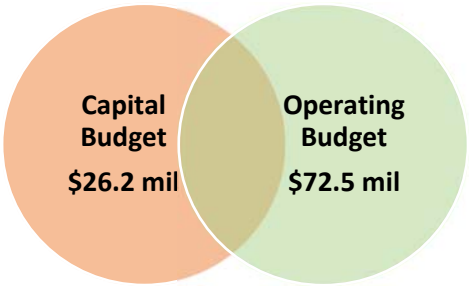
Continued on next page

	Department	Title	Applicable MCG or "Core Services"	Ongoing	
				21-22	22-23
26	Parks & Rec	Open Space Maintenance Support	Climate Action/Housing & Homelessness	$225,555	$243,115
27	Parks & Rec	Youth Services Staffing Resources	Core Services	$93,227	$132,045
28	Police	Cannabis Resources (see CDD SOBC)	Core Services	-$96,878	-$88,734
29	Police	Employee Reclassification	Core Services	$21,822	$23,374
30	Police	Lead Records Clerk	Core Services	$93,696	$97,868
31	Police	Public Safety Equipment Replacement	Core Services	$11,600	$69,881
32	Police	Social Worker -TMHA Support	Housing & Homelessness	$118,688	$116,188
33	Police	Software Requirements	Core Services	$8,555	$8,555
34	Police	Supplies for Downtown Sergeant's educational program	Economic	$1,000	$1,000
35	Public Works	Fleet & Mechanic Resources	Core Services	$70,000	$70,000
36	Public Works	Increased Maintenance & Materials Costs	Core Services/ Economic Recovery	$186,700	$275,012
37	Public Works	Increased Trash and Recycling in Public Spaces	Housing & Homelessness	$55,000	$55,000
38	Public Works	Utilities Locator Position Salary-Split Cost Centers	Core Services	$14,367	$14,367
			Total Ongoing Enhancements	**$3,581,526**	**$4,147,670**
39	Funding Offset	Increase in Development Services Base Revenue Projections[2]		-$913,637	-$939,426
			Total Ongoing Enhancements	**$2,667,888**	**$3,207,996**

[2] The Community Development Department is funded by fees for service; therefore, it forecasts revenue based on a cost of service "baseline" and up to 75% of the revenue above that baseline is eligible for placement in a designated account that can be used to fund one-time development services resources. This process helps ensure that the department has funding available for periods of high activity but is not over-staffed during periods of low activity. The City has been in period of high development activity for the last several years and based on economic indicators and the ongoing demand for housing, this trend is expected to continue during the five-year forecast period. To address the ongoing need for resources, the department is proposing to increase its "baseline" in the 2021-23 Financial Plan and hire ongoing resources. This update will significantly lower (or eliminate) over-realized revenue, but it will ensure consistent and quality staff resources which are often difficult to hire on a temporary or contractual basis. See the Fee Revenue section for a detailed breakdown.

Capital Projects' Impact on Operating Cost

The Capital Improvement Plan (CIP) and its annual implementation is one of the primary functions of local government. Through its adopted CIP, the City meets community needs by providing the infrastructure required for the community's economic vitality, neighborhood wellness, housing, transportation, sustainability, active and passive recreation, public safety, cleanliness, and other basic amenities.



In the context of Capital Infrastructure, it is important to analyze the impact on operating budgets required to maintain the assets for longevity and appropriately adjust the annual budget appropriation. As such, the City invests $11.6 million to maintain existing assets and the support of new assets and asset replacements.

With the passage of local sales tax measure G20, the City is expecting approximately $14-16 million of new revenue starting in FY 2021-22. Most of this funding will go towards infrastructure projects to bring the total annual capital investment to over $26 million. To deliver these projects, the City will need additional engineering and project delivery staff resources in addition to the existing CIP Engineering program and maintenance staff. Staff is currently analyzing the project staff required to deliver and subsequently maintain the assets over both the two-year and five-year time horizon.

In order to assess the impact of the City's capital project plan and the resulting asset maintenance, Capital improvement projects must be presented with a full fiscal impact, including any specific ongoing dollar impacts before given approval. Those amounts are then incorporated into the operating budgets for future appropriations.

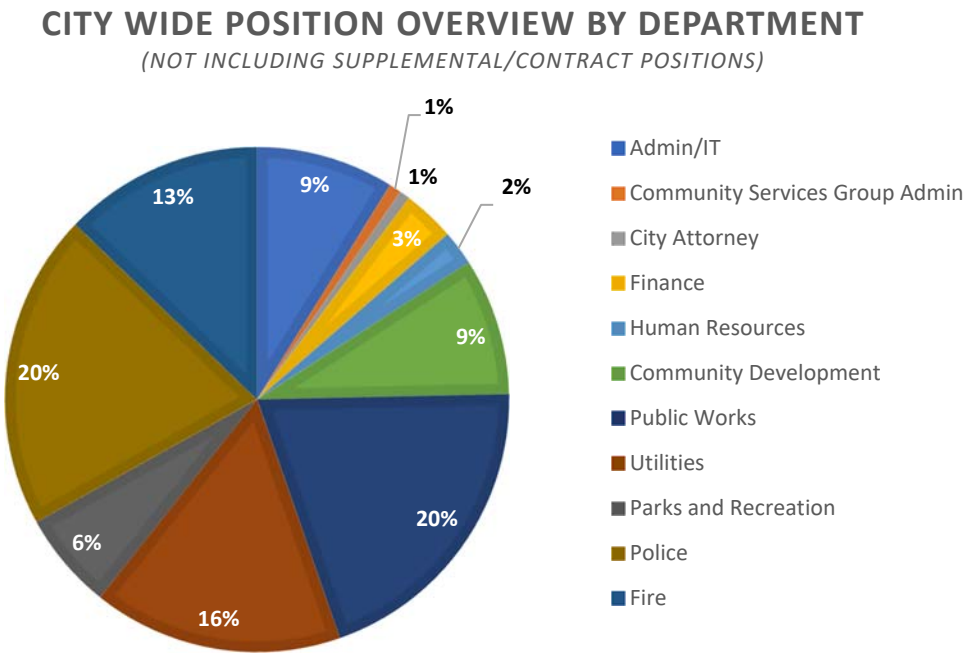
Council Agenda Report - Fiscal Impact Table *(Example)*

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	$700,000	$550,000	$150,000	$25,000
State				
Federal				
Fees				
Other:				
Total	**$700,000**	**$550,000**	**$150,000**	**$25,000**

Employee Summary

Department specific organization charts can be found in the Department Operating Budget section. There are two tables included in the section below that provide:

1. Ongoing Approved FTEs – These fully-benefited positions are approved by Council on an ongoing basis and generally are essential in providing the city's core services.
2. Contract and Supplemental employees – It is the policy of the City of San Luis Obispo to hire supplemental employees to meet the temporary needs of the City that result from emergencies, special projects of a short-term nature, extra-help, seasonal work, unexpected surges in workload, occasional hours for an ongoing need, and to provide substitutes for or support to regular employees to maintain optimal service levels.



The tables below present the FTEs in the way that their costs are allocated. Some positions work across different programs or departments. For example, one FTE may be costed 50% in Utilities and 50% in Public Works.

	Ongoing Approved FTEs		21-23 Financial Plan		
	DEPARTMENT & PROGRAM	2020-21	2021-22	2022-23	Additions
1	CITY ADMINISTRATION	34.75	39.75	39.75	5
2	Administration	4	5	5	1
3	City Council	5	5	5	0
4	Economic Dev	1	1	1	0
5	Natural Resource Protection	3	3	3	0
6	Tourism and Bid Promotion	1.75	1.75	1.75	0
7	Community Promotion	0.25	0.25	0.25	0
8	Diversity, Equity Inclusion	0	1	1	1
9	City Clerk	4	4	4	0
10	Network Services	7.5	9	9	1.5
11	Information Services	8.25	9.75	9.75	1.5
12	CITY ATTORNEY'S OFFICE	3	3	3	-
13	City Attorney[1]	3	3	3	-
14	COMMUNITY SERVICES GROUP ADMINISTRATION	2	3.5	3.5	1.5
15	COMMUNITY DEVELOPMENT	30.5	39.5	39.5	9
16	Community Dev Admin	5	5	5	0
18	Commissions and Committees				0
19	Planning	13	10	10	-3
20	Engineering		5	5	5
22	Building and Safety	11.5	15.5	15.5	4
23	Human Relations				
24	Housing Assistance	1	4	4	3
25	FINANCE	13	15	15	2
26	Accounting	4.8	6.3	6.3	1.5
27	Budgets	1.2	1.2	1.2	-
28	Financial Administration	3	3	3	-
29	Purchasing	2	2	2	-
30	Revenue Management	2	2.5	2.5	.5
31	FIRE	56.5	57.5	57.5	1
32	Emergency Response	45	45	45	-
33	Fire Administration	4	4	4	-
34	Fire Apparatus Services	2	2	2	-
35	Hazard Prevention	5.5	5.5	5.5	-
36	Training Services	-	1	1	1

[1] Three contract positions have been approved and are funded on an ongoing basis, but the ongoing FTEs will be adopted after the organizational assessment has been finished. These additional positions can be found in the next table (Supplemental & Contract).

	DEPARTMENT & PROGRAM	2020-21	2021-22	2022-23	Additions
37	HUMAN RESOURCES	6	10	10	4
38	Human Resources	6	10	10	4
39	Risk Management	-	-	-	-
40	PARKS & RECREATION	17	28	28	11
41	Recreation Admin	4	4	4	0
42	Recreation Facilities	1	1	1	0
43	Youth Services[2]	2	8	8	6
44	Community Services	2	2	2	0
45	Ranger Service[3]	3	8	8	5
46	Aquatics	1	1	1	0
47	Golf Course	4	4	4	0
48	Jack House	-	-	-	0
49	POLICE	90.5	91	91	.5
50	Police Admin	6.5	6.5	6.5	0
51	Patrol	43	43	43	0
52	Investigations	17	16	16	-1
53	Police Support Services	19	20.5	20.5	1.5
54	Neighborhood Services	1	1	1	0
55	Traffic Safety	4	4	4	0
56	PUBLIC WORKS	83.64	89.84	90.84	7.2
57	Building Maintenance	5	5	5	-
58	CIP Project Engineering	15	15	15	-
59	Flood Control	-	1	1	1
60	Landscape & Parks Maintenance	12	12	12	-
61	Parking Operations/Maintenance	9	14	14	5
62	Public Works Administration	6	7	7	1
63	Stormwater	6.14	6.34	6.34	0.2
64	Streets & Sidewalk Maintenance	11	11	12	1
65	Swim Center Maintenance	1	1	1	-
66	Traffic Signal Lights	2	2	2	-
67	Transit Operations/Maintenance	3	3	3	-
68	Transportation Planning/Engineering	6	6	6	-
69	Urban Forest	3	2	2	-1
70	Vehicle Equipment Maintenance	4.5	4.5	4.5	-

[2] Conversion of Limited Benefit Positions (supplemental employees) to Full Time Equivalents with benefits. These positions were approved as full-time equivalents on 5/4/21 per R. 11243.

[3] Conversion of four Limited Benefit Positions (supplemental employees) to Full Time Equivalents with benefits and one net new ranger.

Utilities Positions *(Majority Water & Sewer Funded)*

	DEPARTMENT & PROGRAM	2020-21	2021-22	2022-23	Additions
	UTILITIES	69.88	70.63	70.63	0.75
71	Water Admin and Engineering	4.94	5.34	5.34	0.40
72	Water Source of Supply	1.2	1.2	1.2	-
73	Water Treatment	11.45	11.45	11.45	-
74	Water Distribution	11.5	10.9	10.9	-0.60
75	Water Resources	3.0	3.0	3.0	-
76	Wastewater Admin and Engineering	5.94	6.44	6.44	0.50
77	Wastewater Collection	7.15	7.50	7.50	0.35
78	Environmental Programs	1.6	1.6	1.6	-
79	Water Resource Recovery	12.3	12.3	12.3	-
80	Utilities Revenue	2.0	2.0	2.0	-
81	Water Quality Lab	3.7	3.7	3.7	-
82	Solid Waste Recycling	1.1	1.1	1.1	-
83	Reservoir Operations	4.0	4.1	4.1	.10

Total Full-Time Employee Count

	2020-21	2021-22	2022-23	Additions
TOTAL	406.77	447.72	448.72	41.95

Total Contract & Supplemental Employee Count

	1. Supplemental & Contract Positions	2020-21	2021-22	2022-23	Additions
	ADMINISTRATION	2.6	3.9	3.9	1.3
1	City Administration	1	1	1	-
2	Administration & Records	.1	.1	.1	-
3	Natural Resources Protection	-	1.5	1.5	1.5
4	Network Services	1.5	.3	.3	-1.2
5	Diversity, Equity, Inclusion		1	1	1
6	CITY ATTORNEY'S OFFICE	-	5	3	5
7	City Attorney[4]	-	5	3	5
8	COMMUNITY DEVELOPMENT	4.5	1.3	1.3	-4.2
9	Community Development Admin	1	.5	.5	-0.5
10	Planning	2.5	-	-	-2.5
11	Engineering	-	.8	.8	.8
12	Building and Safety	2	-	-	-2
13	FINANCE	1.5	.5	.5	-1
14	Revenue Management	.5	-	-	-0.5
15	Accounting	1	.5	.5	-0.5
16	FIRE	.75	1.75	1.75	1
17	Fire Admin	-	.75	.75	.75
18	Emergency Response	.25	-	-	-0.25
19	Hazard Prevention	.5	-	-	-0.5
20	Mobile Crisis Unit	-	1	1	1
21	HUMAN RESOURCES	2.5	.5	.5	-2
22	Human Resources Admin	2.5	0.5	0.5	-2
	DEPARTMENT & PROGRAM	2020-21	2021-22	2022-23	Additions
23	PARKS & RECREATION	55.3	45.3	45.3	-10
24	Recreation Admin	1.7	1.7	1.7	0
25	Recreation Facilities	2.9	2.9	2.9	0
26	Youth Services	24.7	18.7	18.7	-6
27	Community Services	4.1	4.1	4.1	0
28	Ranger Service	8.8	4.8	4.8	-4
29	Aquatics	11	11	11	0
30	Golf Course	2.1	2.1	2.1	0
31	POLICE	2.9	1.7	1.7	-1.2
32	Police Support Services	1	-	-	-1
33	Neighborhood Services	1.9	1.7	1.7	-0.2
34	PUBLIC WORKS	16.1	17.7	17.45	1.6
35	Public Works Admin	1.1	0.6	0.35	-0.51
36	Parks Maintenance	0	1.5	1.5	1.5

[4] These positions are funded on an ongoing basis, but the ongoing FTEs will be adopted with the 22-23 Supplement or 23-25 Financial Plan after the organizational assessment is finished.

37	Swim Center Maintenance	1	1	1	0
38	Urban Forest Services	3	0	0	-3
39	Streets Maintenance	4	4	4	0
40	Fleet	0	1.5	1.5	1.5
41	CIP Project Engineering	3	0.7	0.7	-2.3
42	Transportation Plan and Engineering	0	1	1	1
43	Parking Structures	2	6.1	6.1	4.1
44	Parking Lots and Streets	2	0	0	-2
45	Stormwater	0	1.3	1.3	1.3
46	Flood Control	0	0	0	0
47	UTILITIES	3.09	1.6	1.6	-1.49
48	Wastewater Admin & Engineering	.065	-	-	-.65
49	Water Admin & Engineering	.065	-	-	-.65
50	Water Resources	.48	-	-	-.48
51	Water Resource Recovery Facility	1	1.5	1.5	.5
52	Water Quality Lab	1.48	.10	-	-1.38
53	**TOTAL CONTRACT/SUPPLEMENTAL**	**90.24**	**79.25**	**76.9**	**-12.17**

ADMINISTRATION AND INFORMATION TECHNOLOGY

Mission Statement

Providing leadership for the City organization in our quest to deliver exceptional service by facilitating citizen participation and government transparency, implementing City Council goals and programs, and fostering trust, respect and dignity for the City and the community members we serve.

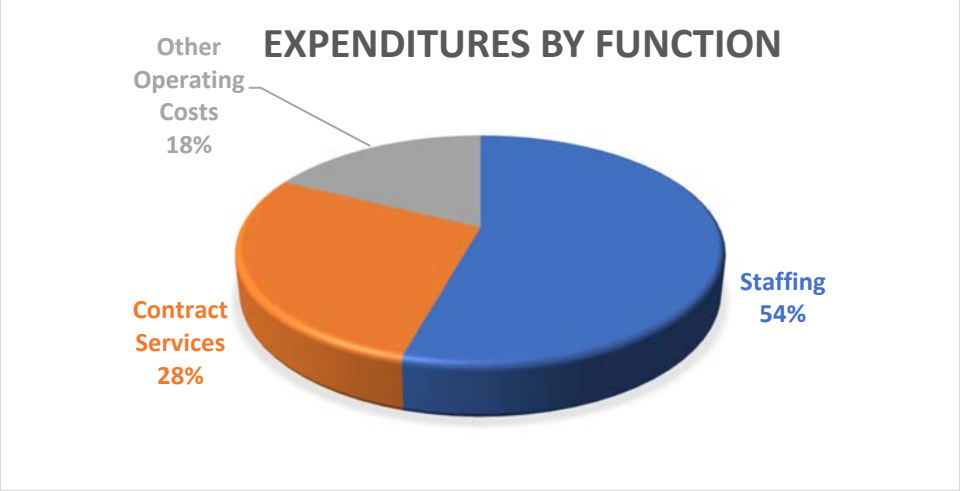
About the Department

The City Administration and IT department is responsible for providing information and recommendations to the City Council, implementing Council policies and programs as well as managing the day-to-day operations of the City. It is the lead department charged with overseeing the implementation the Council's Major City Goals.

The department is also responsible for coordinating the City's economic efforts including: the City's Tourism program; the new office of Diversity, Equity and Inclusion; the Office of Sustainability that houses the City's Climate Action Program, Natural Resources Program, Creeks and Watersheds Program and Community Partnerships; the Information Technology Division which provides network and information services technology infrastructure, support, training, policy and strategic planning; and the City Clerk program. It serves as the liaison to Downtown SLO, the Revenue Enhancement Oversight Commission, and Central Coast Community Energy.

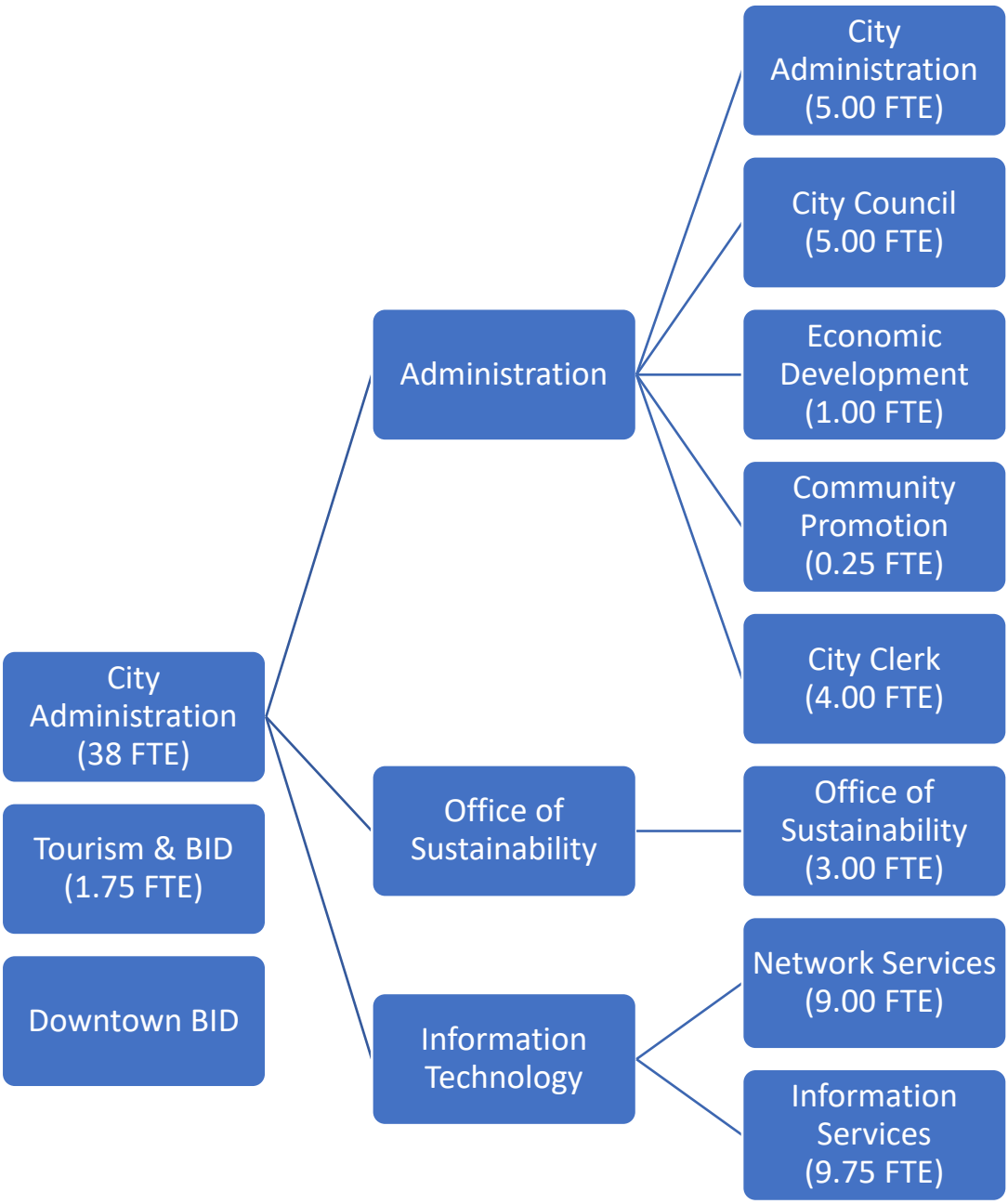
The Department at a glance

Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
Administration	$1,266,811	$1,046,504	$1,263,350	$1,314,380
City Council	$157,339	$184,977	$214,151	$216,352
Cultural Activities	$332,351	$337,601	$347,632	$357,963
Economic Dev	$269,768	$309,954	$1,183,667	$907,271
Natural Resource Protection	$617,952	$628,149	$904,897	$791,226
Community Promotion	$393,509	$404,143	$405,085	$405,826
Diversity, Equity, Inclusion		$-	$506,041	$601,841
City Clerk	$566,606	$606,113	$570,667	$657,638
Network Services	$2,992,351	$3,163,906	$3,092,167	$3,261,983
Information Services	$1,031,587	$1,016,434	$1,250,202	$1,290,988
Total Administration/IT	**$7,628,273**	**$7,697,781**	**$9,737,859**	**$9,805,467**



	2021-22	2022-23
Existing FTEs	34.75	34.75
Additional FTEs (per SOBCs)	5	5
Supplemental/Contract FTEs	3.9	3.9
TOTAL	43.65	43.65

Department Organizational Chart[1]



[1] Does not include supplemental or contract positions

Operating Budget Changes

	SOBC	Description	Type	2021-22	2022-23
1	Better Buildings SLO, Phase II - Demonstration Project Implementation/Targeted Grant (4.2.e)	Initiate a new grant program to catalyze energy efficiency and decarbonization retrofit projects in existing buildings that will also serve as demonstration and showcase projects, in support of CAP Green Buildings task 2.1. Funding within existing PO.	One-time		
2	Minor Office Retrofits	Retrofit existing Office of Sustainability workstations to accommodate return to work with reduced office space.	One-time	$10,000	
3	"Undocu-Friendly" Logo - create. Part of effort to support undocumented community	Funding will be used to develop a visual marker to put on City documents indicating a service or program eligible to undocumented residents.	One-time	$1,000	$0
4	Administrative Support for MCG Efforts	This funding will be used to support the Office of DEI with Administrative Support dedicated to the office of DEI. This position will be responsible for supporting the DEI Manager and the overall success of the new program.	One-time	$30,555	$34,158
5	Central DEI Position (1 FTE)	Funding will be used for the creation and recruitment of a Central DEI Position that will lead the Office of DEI and the DEI Major City Goal.	Ongoing	$111,898	$115,995
6	City 101/Community Academy - development & pilot	Funding will be used for the development of a City 101/Community Academy to increase understanding / access / participation in City government throughout the community.	One-time	$15,000	$15,000
7	Community-based Awareness, Education, Outreach Programming	Funding will be used to increase community-based Awareness, Education, and Outreach Programming provided by Cal Poly and other proven providers.	Ongoing	$5,000	$10,000
8	Community-based Multicultural Center feasibility study	Funding will be used to support a feasibility study for a Multicultural Center.	One-time	$40,000	$2,500
9	Comprehensive DEI Strategic Planning	This funding is requested to conduct needs, priority, and resource assessments for the City and Community. The outcome of this initiative is to create comprehensive DEI initiatives and programming for the organization and community.	One-time	$35,000	
10	DEI Civic Spark Fellows	This funding will be used to contract with CivicSparks for a CivicSparks Fellow. Staff have had great success in utilizing the AmeriCorps/Civic Sparks organization to support initiatives such as the Climate Action Plan. This request is to hire 1 CivicSparks Fellow to support	One-time		$30,000

SOBC		Description	Type	2021-22	2022-23
		the implementation of Year 2 DEI Major City Goal initiatives.			
11	DEI Consultant/subject matter expert	This funding will be used to retain consultation from DEI expert(s) to advise on and conduct system, policy and procedure assessments and improvements, inform community outreach approaches, and create change plans and actionable tactics. SME(s) will have specialty skills in data-driven DEI solutions, deep understanding of societal and organizational system issues including bias, power dynamics, privilege and historical oppression, and local community knowledge.	One-time	$30,000	$15,000
12	DEI Employee Committee Development/Operations	Funding will be used to provide the internal DEI Employee Committee with training and development opportunities.	Ongoing	$5,000	$5,000
13	DEI High Impact Grants - community programs	Funding will be used to sustain the creation of the 20-21 High-Impact DEI Grants that successfully provided $109,800 in funding to 8 non-profits to advance DEI in the City of San Luis Obispo.	One-time	$150,000	$150,000
14	DEI Interns	This funding will be used to hire Cal Poly, Cuesta, or Community Candidate Interns to support the Office of DEI.	One-time	$13,586	$15,187
15	DEI Office Space	This is a one-time funding request for office space rental for the proposed DEI positions. As this is a new program there is currently no desk space for these positions to operate.	Ongoing	$14,000	$24,000
16	DEI Trainings for Staff / Org Development efforts	This funding will be used to implement and maintain DEI training for all City Employees, and organizational development.	Ongoing	$15,000	$15,000
17	HRC Operating Budget	This request is to increase the HRC's Operating Budget for enhanced presence, advocacy, community building, etc. (such as awareness campaigns, access/fairness efforts, citizen award, etc.).	Ongoing	$3,000	$5,000
18	Implementation of DEI Programs - Both in the Community and for Internal City Staff.	Funding will be used for training, cultural celebrations, speakers, forums, workshops, etc. for both the community and internal City staff.	Ongoing	$5,000	$15,000
19	PEN Manual Update to enhance input from	This funding is needed to update the City's formal Public Engagement & Noticing (PEN) procedures as well as other public outreach, input efforts to increase diverse participation.	One-time	$15,000	$0

SOBC		Description	Type	2021-22	2022-23
	underrepresented groups	The funding will be used to develop and implement new tactics.			
20	Start-Up and Ongoing Costs for the Office of DEI	Funding will be used for the start-up costs associated with the creation and maintenance of the Office of DEI.	Ongoing	$20,000	$5,000
21	Communications Program Support	Funding is to maintain the current level of resources and production in the City's Communication Program. In addition to the Public Communications Manager role, contract support is needed for communications core services including web content, social media content and press releases as well as specialized needs including graphic design, video production and crisis communications support. This request will maintain the current level of funding for the program on an ongoing basis and also replaces ongoing funding that was removed from the budget due COVID-19 budget reductions.	Ongoing	$60,000	$60,000
22	Grant Writing Support Services (4.1.d)	Funding is for the continuation of grant writing consultant support. FY2019-21 efforts have resulted in approx. $3.4 million in grant awards with approx. $13.8 million currently under review.	Ongoing	$50,000	$50,000
23	Half-time regular Application System Specialist	This request is part of an effort to support necessary core GIS services to the organization considering increasing GIS demands. This position will share the roles and responsibilities of the Enterprise EnerGov System and allow for redundancy on other Citywide enterprise applications. The EnerGov System is the backbone of Community Development permitting, building, safety, development and fee calculations. Costs offset by reductions in other operating areas. MCG 1.7	Ongoing	$17,542	$19,949
24	Reclass existing Information Technology System Engineer position to Security Engineer.	This request is to reclass an existing Information Technology System Engineer to a Security Engineer. This is a specialized function in the Information Technology field requiring specific training and certification that is best accomplished through an identified single position focused on cyber security. The City has seen a dramatic increase over the last year in cyber attacks and invested in multiple security detection, mitigation, and reporting tools. A dedicated resource is needed to monitor and manage these systems as well as respond to threats. Minor cost increases offset by other savings. MCG 1.7	Ongoing	$0	$0

		Description	Type	2021-22	2022-23
25	Open Space Winter Hours of Use - CEQA and technical studies (4.3i)	Implement Open Space Winter Hours of Use at Cerro San Luis Natural Reserve, including Biological Studies & CEQA	One-time	$75,000	
26	Regular half-time Administrative Assistant to Regular Full-time.	This request is to align resources with the workload for the division and allow technology staff to focus on technical issues in lieu of administrative work. Costs partially offset by reductions in other operating areas.	Ongoing	$829	$1,077
27	Utilities Locator Position Salary-Split Cost Centers	Administrative change to change the funding for the Utilities Locator from the Water Fund to the Water, Sewer, and General Funds to better reflect the position's benefit to each of the funds. The Utilities Locator is an existing position responsible for all physical mark-outs of underground City utilities: water, sewer, storm drains, street light conduits, and fiber optic conduits.	Ongoing	$3,592	$3,592
28	ECOSLO partnership - SLO Stewards, Tree Planting & Maint, Green Business, Creek Clean Up (4.3.c)	Partner with ECOSLO to support the 10,000 Trees by 2035 goal through a tree planting and maintenance program, as well as continue with the SLO Stewards Docent Program, annual creek clean-up efforts, and administration of the SLO Green Business Program.	One-time	$20,000	$20,000
29	Open Space - Vegetation Management / Fuel Reduction (Goats & Sheep contractor) 4.5.b)	Following successful piloting at Terrace Hill Open Space, implement and expand vegetation management for fire fuel reduction, as well as to promote soil health and recruitment of native perennial bunchgrasses, using goats and sheep with a professional contractor in order to ensure a safe and effective operation.	Ongoing	$20,000	$20,000
30	Open Space and Creeks - Hazardous Tree Removals (4.5.f)	Provide resources to be able to respond quickly to instances when hazardous trees are identified on City Open Space lands or creek areas where the City has a property interested.	Ongoing	$20,000	$20,000
31	Sustainability & Natural Resources Analyst (4.1.a)	Create a limited term Sustainability & Natural Resources Analyst position to support open space conservation planning, implement Climate Action Plan actions that were established for 2021-23 on time, and support the completion of the Resilient SLO climate adaptation work effort. Costs offset by elimination of Civic Spark Fellow on temporary basis.	One-time	$62,753	$62,753
32	Sustainability & Natural Resources Intern/ Urban Forest Master Plan Intern (4.1.b)	Restore the Sustainability & Natural Resources Intern position to support open space administration and planning efforts and climate action plan implementation efforts, including completion of the Community Forest Master Plan. (Funded by GF in year 1)	One-time	$12,368	$13,613

		Description	Type	2021-22	2022-23
33	Focused efforts to attract & retain businesses owned by minorities and underrepresented communities. Support businesses serving underserved/underrepresented communities (1.1)	Research, explore and potentially utilize innovative practices such as micro-loans, targeted-sector recruiting and promotion, City facilitated lending, grants, private support and crowdfunding to support businesses owned by or serving underserved/underrepresented communities. The City will also leverage its partner network, including the Chamber, Downtown SLO, REACH and others to support the DEI initiatives as they relate to economic development including creation, retention and attraction efforts.	One-time		$150,000
34	Arts, Culture and Community Partner Support	Funding to support the recovery of arts, culture and community partners.	One-time	$50,000	$25,000
35	Business Promotions and Communication Support(1.2)	Elevate the promotion and branding of the Economic Development activities of the City highlighting the efforts around Sustainability and DE&I through the website, videos and other collateral.	One-time	$80,000	
36	Business Retention/Recovery Programs (1.2)	Funding set aside for activations, promotions and programs such as "Light Up Downtown", "Buy Local Bonus" and "Shop local" to aid in the recovery from the impacts of COVID-19 throughout the City and including downtown.	One-time	$500,000	$250,000
37	Economic Development Program Support (1.1.)	Funding to ensure adequate temporary and flex resources available to develop and execute required initiatives.	One-time	$50,000	$25,000
38	Economic Development Recovery scorecard (1.1.)	Funding to develop and implement a scorecard to track visitation to key areas of the City, employment, DEI economic efforts and other relevant economic indicators.	One-time	$30,000	$30,000
39	Fund approved Application Systems Specialist position	Maintain the Application System Specialist position as recommended by the Motion Steering Committee and best practices for program management of an ERP system (Motion). The ongoing core services for Motion are needed to maintain the ERP system, as well as the testing required before mandatory quarterly updates are released. MCG 1.5b	Ongoing	$105,312	$110,384
40	Holiday Activation support downtown(1.4)	Support Downtown SLO in expanding the Holiday "Light up Downtown" program and incentivize private participation through a matching program.	Ongoing	$150,000	$150,000
41	New Economic Development Strategic Plan (1.1.)	Funding to update the Economic Development Strategic plan.	One-time		$100,000
42	Regular half-time Technology Project	The Technology Project Manager will continue to drive improvements to the Motion ERP necessary to achieve the desired efficiency and	Ongoing	$52,444	$54,669

		Description	Type	2021-22	2022-23
	Manager to Regular Full-time	effectiveness from the system. This position will support the completion of approximately 15 high priority projects over the next two years. management of an ERP system and IT project management. MCG 1.5b			
43	Microgrid Feasibility Study	Conduct a microgrid feasibility assessment to identify City properties that could add solar, battery storage, and controls to allow operation during times of electrical grid outages as an uninterruptable power supply.	One-time	$20,000	
44	Micro Community Collaborative (MCC) Initiative	The Micro Community Collaborative initiative is a 1) web platform for community members to learn how they can take sustainability initiatives in their own lives, and 2) coordinating support to advertise the web platform and support communities of practice throughout the city.	One-time	$20,000	
			TOTAL	**$1,918,880**	**$1,622,877**

2021-23 Department Goals

Department strategic priorities for the 2021-23 Financial Plan are to help advance the City's overall goals tied to Major City Goals, Department Strategic Plans, and other priorities as they may arise. These goals are in addition to ongoing community program services (listed in program sub-sections).

Strategic Goal(s)	
	Continue to lead the City's communications program and provide timely, accurate and concise communications that provide opportunities for the community to engage with the City.
	Continue to manage the City's Information Technology Program to provide reliable resources for improving organizational productivity, effectiveness and customer service to the entire City organization and the community.
	Work with regional partners to focus on the creation of head-of-household jobs, promoting innovation and entrepreneurship, and supporting economic activities, including tourism, to ensure the overall economic health and quality of life.
	Implement the primary tasks set forth for the next two years as identified in the Climate Action Plan for Community Recovery. Continued commitment and expanded focus on Open Space protection and stewardship, as well as fire fuel reduction and creek and flood control maintenance.
	Create the Office of Diversity, Equity and Inclusion (DEI) and continue to advance DEI priority initiatives in the City organization and community.

Economic Stability

Housing

Climate Action

DEI

Other Department Objectives

Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives.

Objective	Measure	2019-20 Actual	2020-21 Actual	2021-22 Target	2022-23 Target
Provides City-wide communications to the community. *Strategic Goal: Citywide Communications*	Open City Hall Participant Satisfaction Rating	90%	93%	90%	90%
	# of City News Releases[2]	185	200[3]	150	175
Provides reliable IT resources to the organization and community. *Strategic Goal: Information Technology*	Maintain City Network Reliability Uptime Status	99.9%	99.9%	99.9%	99.9%
	Data backed-up in Gigabytes	78,200	173,000	173,000	173,000
	Number of GIS layers maintained	905	905	905	905
Economic Stability *Strategic Goal: Economic Recovery and Stability*	Contacts with businesses regarding starting, expanding, and/or staying in the City	50	300[4]	75	75
	One-time funds used for direct aid to local businesses and non-profits	0	$932,000[2]	$500,000	$250,000
Supports our commitment to sustainability and provides open space resources to the community. *Strategic Goal: Climate Action, Open Space, and Sustainable Transportation*	# of Green Team[5] Meetings	10	10	10	10
	# of Open Space Conservation Plans that will guide the long-term protection and stewardship of natural resource values while guiding appropriate public use	0	1	1	1
Strengthens the City's commitment to advancing Diversity, Equity and Inclusion *Strategic Goal: DEI*	# of City-wide DEI Trainings Offered	N/A	9	10	12
	Funds for High-Impact DEI Grants Awarded	N/A	$109,800	$150,000	$150,000

[2] Actuals for FY20 and FY21 includes COVID-19 County Press Releases sent by the City. From FY15 through FY20, the City averaged 143 City News Items per year.
[3] As of March 15, 2021
[4] This performance measure is significantly higher than a typical year as the Department's work programs for FY21 have shifted drastically to address the pandemic. The Department contacts businesses in a variety of ways including direct contact, business emails, the Business Ambassador Program, and the Vacancy Task force
[5] The Green Team is a cross-departmental collaborative body that helps guide the approach of the CAP Pillar 'Lead By Example: Carbon Neutral City Operations'. As noted in the Major City Goal Work Program, in 2021-23, the Green Team will focus on implementing the carbon neutral municipal operations plan, completing the Resilient SLO project, and facilitating all-staff sustainability training.

City Administration

Program Description

The City Administration and IT department is responsible for providing information and recommendations to the City Council, implementing Council policies and programs as well as managing the day-to-day operations of the City. It is the lead department charged with overseeing the implementation of the Council's Major City Goals.

Core Services & Objectives

- Lead the Economic Recovery, Resiliency and Fiscal Sustainability Major City Goal.
- Lead the Diversity, Equity and Inclusion (DEI) Major City Goal.
- Lead the Climate Action, Open Space and Sustainable Transportation Major City Goal.
- Lead the citywide communication program.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$827,936	$886,604	$1,095,150	24%	$1,148,180	5%
Contract Services	$409,059	$125,000	$121,000	-3%	$121,000	0%
Other Operating Costs	$29,817	$34,900	$47,200	35%	$45,200	-4%
Total Program	**$1,266,811**	**$1,046,504**	**$1,263,350**	**21%**	**$1,314,380**	**4%**

Major City Goal Contributions

The City Administration program will be responsible in supporting the Department's programs in leading the Major City Goals of Economic Recovery, Resiliency and Fiscal Sustainability; Diversity, Equity and Inclusion; and Climate Action, Open Space and Sustainability Transportation.

Opportunities and Challenges

During the 2021 Fiscal Year, the Administration program was approved to hire a new Public Communications Manager. The creation of the position will provide new opportunities for the department to continue to lead the citywide communications program and establish new ways of engaging the public on the City's ongoing community services and programs.

City Council

Program Description

The Council governs the City of San Luis Obispo by enacting and enforcing all laws and regulations concerning municipal affairs, subject only to limitations and restrictions of the City Charter and the State Constitution. Seventeen standing advisory bodies help the Council with this work.

Core Services & Objectives

- Implementation of the selected Major City Goals:
  - Economic Recovery, Resiliency and Fiscal Sustainability Major City Goal.
  - Diversity, Equity and Inclusion (DEI) Major City Goal.
  - Climate Action, Open Space and Sustainable Transportation Major City Goal.
  - Housing and Homelessness Major City Goal.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$142,386	$155,577	$184,751	19%	$186,952	1%
Contract Services		$-	$-	-	$-	-
Other Operating Costs	$14,953	$29,400	$29,400	0%	$29,400	0%
Total Program	**$157,339**	**$184,977**	**$214,151**	**16%**	**$216,352**	**1%**

Cultural Activities

Program Description

The Cultural Activities Program administers partnerships with the Cal Poly Performing Arts Center, City-County Public Library, and many other cultural organizations that provide community value.

Core Services & Objectives

- Continue support to the City-County Library.
- Continue financial support of the Performing Art Center (PAC).
- Participate on the PAC Board and Facilities Committee.
- Continue to provide support to Community Partners and explore new partnerships.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing						
Contract Services	$332,351	$334,351	$344,382	3%	$354,713	3%
Other Operating Costs		$3,250	$3,250	0%	$3,250	0%
Total Program	**$332,351**	**$337,601**	**$347,632**	**3%**	**$357,963**	**3%**

Opportunities and Challenges

The challenges to Cultural Activities due to COVID-19 have been significant, however, the City is working to partner with community stakeholders to provide alternative ways of conducting business. Additionally, the City is continuing to participate on the PAC Board and Facilities Committee to work with Cal Poly to address the negative impacts that COVID-19 has had on the PAC's budget.

Economic Development

Program Description

The Economic Development Program emphasizes support for creation of head-of-household jobs, collaborates with Cal Poly, Cuesta College, the business community, and other agencies to promote innovation and entrepreneurship, and supports economic activities, including tourism, to ensure the overall economic health and quality of life.

Core Services & Objectives

- Lead the Economic Recovery, Resiliency & Fiscal Sustainability Major City Goal.
- Support the Climate Action, Open Space and Sustainable Transportation Major City Goal and the Diversity Equity & Inclusion Major City Goals with a focus on economic development.
- Lead the process to update to the Economic Development Strategic Plan.
- Continue to implement traditional and non-traditional economic development programs.
- Work with our partners across the region to address common economic development challenges and opportunities including attraction, reducing barriers to job creation, and addressing the impacts of the closure of the Diablo Canyon Nuclear Power Plant.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$111,071	$174,080	$181,017	4%	$184,621	2%
Contract Services	$145,729	$108,224	$975,000	801%	$695,000	-29%
Other Operating Costs	$12,967	$27,650	$27,650	0%	$27,650	0%
Total Program	**$269,768**	**$309,954**	**$1,183,667**	**282%**	**$907,271**	**-23%**

Major City Goal Contributions

The recovery from the economic impacts from the COVID-19 pandemic will require significant efforts from the Economic Development Program in leading the Economic Recovery, Resiliency & Fiscal Sustainability Major City Goal. The program will also be involved in the other Major City Goal work programs to further their objectives.

Opportunities and Challenges

While the challenges related to COVID-19 are significant, the pandemic has also created opportunities for the Economic Development Program to assist the business community to speed recovery and build resilience. The longer-term opportunity to update the Economic Development Strategic Plan is a significant undertaking in the second year of the budget cycle. One of the potential challenges is

managing expectations of the public. Given the speed of the shutdowns the public might expect a similarly swift recovery which will take longer as new businesses replace those that closed. Communication regarding expectations for recovery will be critical as the City moves forward.

Other Key Points

- The City's Economic Development partnerships with other organizations, including the San Luis Obispo Chamber of Commerce, REACH, Downtown SLO, Cal Poly, and others continue to strengthen and will be invaluable in dealing with the recovery as well as other ongoing issues like the closure of the Diablo Canyon Nuclear Power Plant.
- The response to pandemic highlighted opportunities to expand the Economic Development Program's communication to the business community and will be part of the efforts moving forward.

Office of Sustainability

Program Description

The Office of Sustainability provides leadership through direct action, catalyzes positive action through collaborative engagement and policy development, and creates measurable benefits for the City of San Luis Obispo and our region through Natural Resources, Climate Action, Creeks and Watersheds, and Community Partnerships.

Core Services & Objectives:

- Implement the Climate Action Plan for Community Recovery and lead the Climate Action Major City Goal.
- Coordinate and lead inter-departmental efforts to achieve carbon neutral municipal operations by 2030.
- Assess community vulnerability to the impacts of climate change and continue planning and implementation efforts that support resilience and adaptation through inter-departmental collaboration.
- Implement the Greenbelt Protection Program through land conservation planning, land stewardship, and real property acquisitions, and support development review.
- Participate and play a leadership role on the Stormwater Program Technical Team and Steering Committee.
- Provide inspections and pre-season treatments in the creeks to reduce the likelihood of flooding; implement recovery efforts for threatened and endangered species through monitoring and habitat restoration projects; support regulatory compliance and development review activities.
- Engage in community partnerships with arts, cultural, historical, environmental, social, civic, and business groups.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$458,442	$484,190	$606,438	25%	$617,767	2%
Contract Services	$101,682	$70,500	$215,000	205%	$100,000	-53%
Other Operating Costs	$57,827	$73,459	$83,459	14%	$73,459	-12%
Total Program	**$617,952**	**$628,149**	**$904,897**	**44%**	**$791,226**	**-13%**

Major City Goal Contributions

The Office of Sustainability is responsible for implementing large portions of the Climate Action, Open Space and Sustainable Transportation Major City Goal. Given the interconnectedness of housing, economic development, and diversity, equity, and inclusion with climate action goals, the Office of Sustainability will be involved in collaborating across all Major City Goals.

Opportunities and Challenges

As the state and federal governments continue to prioritize climate action, the City will monitor opportunities for funding of priority climate actions. Ongoing implementation of the Climate Action Plan will be a challenge due to the rapidly evolving regulatory environment and increasingly complicated technical issues.

The City's Greenbelt Protection program has historically been able to significantly leverage its open space acquisition budget with grants from other agencies, creating the opportunity to pursue priority open space purchases that otherwise would have been very expensive. While the City has usually been successful in this regard, arranging external funding when needed oftentimes presents an additional challenge.

Other Key Points

- Implementing and updating the Climate Action Plan involves initiating multiple actions while moving other actions from pilot phase to ongoing implementation.
- The Climate Action Plan for Community Recovery explicitly commits to equity, economic recovery and development, and housing, directly tying the work to all proposed Major City Goals.
- The City's continued commitment to the Greenbelt Protection Program necessarily means continued investments in Ranger Service in order to ensure long-term care and stewardship of the City's cherished open space system.

Community Promotion

Program Description

The Community Promotions program works to improve the quality of life for all City residents and visitors. The program implements projects to help promote the City as a regional trade, recreation, and tourist center consistent with community goals. The program is administered by the Promotional Coordinating Committee (PCC) and works collaboratively with the City's Tourism Business Improvement District (TBID) to ensure a unique San Luis Obispo experience for residents and visitors.

Core Services & Objectives

- To promote the City as a regional trade, recreation, and tourist center consistent with community goals.
- Support of cultural, recreational, and social activities to enhance the community's well-being.
- Develop promotional programs and projects for the City of San Luis Obispo.

Initiate and support community activities that are meaningful to residents and visitors of the City of San Luis Obispo.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$37,205	$37,143	$38,085	3%	$38,826	2%
Contract Services	$320,789	$328,000	$328,000	0%	$328,000	0%
Other Operating Costs	$35,514	$39,000	$39,000	0%	$39,000	0%
Total Program	**$393,509**	**$404,143**	**$405,085**	**0%**	**$405,826**	**0%**

Major City Goal Contributions

The recovery from the economic impacts due to the COVID-19 pandemic will require significant efforts from the Community Promotions program in supporting the Economic Recovery, Resiliency & Fiscal Sustainability Major City Goal. The program may also be involved in the other Major City Goals including Climate Action, Open Space and Sustainable Transportation and Diversity Equity & Inclusion.

City Clerk

Program Description

The City Clerk's office handles a myriad of duties relating to the official business of the City Council, its commissions and committees. The City Clerk's office is generally responsible for keeping minutes of City Council meetings; compiling the agenda and collecting backup information for each council meeting; processing council agreements; recording official documents; handling legal advertising; conducting municipal elections; maintaining current files on all commissions and committees; maintaining the city seal; and handling all other legal or official documents.

Core Services & Objectives

- Ensure that records are preserved as provided by City Charter and State and Municipal Law.
- Administer procedures for City elections for elective offices, initiatives, referendum and recalls.
- Conduct elections that conform to the State Elections Code and the City's campaign regulation

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$410,696	$406,687	$440,322	8%	$457,293	4%
Contract Services	$128,883	$150,081	$81,000	-46%	$151,000	86%
Other Operating Costs	$27,027	$49,345	$49,345	0%	$49,345	0%
Total Program	**$566,606**	**$606,113**	**$570,667**	**-6%**	**$657,638**	**15%**

Opportunities and Challenges

The City Clerk's office is in the process of implementing Escribe as its new Agenda Management System. The new system will allow the City Clerk's office to streamline the agenda packet process for City Council and several of the Advisory Bodies. The public will see an improvement in the video archiving which will allow for bookmarking of each agenda item for easy and quick access to topics of interest.

IT Network Services

Program Description

The IT Network Services Program is responsible for ensuring that the City's information technology resources are effectively managed and used as key tools in improving organizational productivity, effectiveness, customer service and public access to City information. IT support services range from end user support to infrastructure design, installation, and maintenance. The Network Services program also provides training to City staff on the use of implemented technologies and applications. Additional Core Services include support of the City's Public Safety departments and their technology needs. The Network Services program works with the Utilities departments to install, maintain, and secure their critical SCADA (Supervisory Control and Data Acquisition) systems.

Core Services

- Public Safety infrastructure support
- Core Network and Internet infrastructure support
- City cyber security services and threat monitoring
- Citywide Communication Support – radio system, wireless system, camera system, access control systems, telephones (VoIP & analog), cell phones
- Support City telemetry and SCADA systems

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,033,312	$1,232,853	$1,240,775	1%	$1,277,990	3%
Contract Services	$464,595	$443,979	$443,979	0%	$443,979	0%
Other Operating Costs	$1,494,444	$1,487,074	$1,407,413	-5%	$1,540,014	9%
Total Program	**$2,992,351**	**$3,163,906**	**$3,092,167**	**-2%**	**$3,261,983**	**5%**

Opportunities and Challenges

IT Network Services has been heavily involved in the push to move employees to a work from home model during the COVID pandemic and is transitioning to prepare for the City's workforce to return to normal work conditions post pandemic. It will continue to position the City's workforce as a mobile first workforce to accommodate the future needs of a City that must remain highly resilient and flexible to provide Core Services to the community.

IT Network Services will be heavily involved in building the support structure around the City's investments in applications and infrastructure to ensure these are used to provide a high level of service to the public. IT Network Services will continue to strengthen the City's Public Safety communications infrastructure and the City's underlying IT infrastructure platform.

IT Information Services

Program Description

The IT Information Services Program operates and maintains the City's geographic information system (GIS), enterprise databases, and enterprise applications. The Program provides accurate and comprehensive information services for managing resources, making informed decisions, and expediting work processes.

The City's GIS and enterprise applications have expanded over the years due to the valuable insights the data provides, and the IT Information Services Program continues to position itself to best serve the City's needs now and into the future.

Core Services

- Enterprise Application Support
- Analysis and Training
- Database Management and Maintenance
- Motion Support
- Provide GIS mapping and enterprise database support

Program Budget

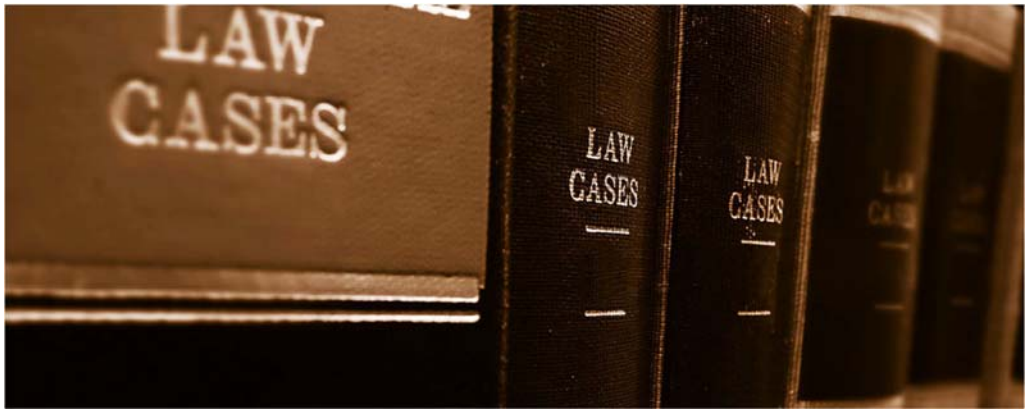
	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$958,522	$940,534	$1,167,302	24%	$1,208,088	3%
Contract Services	$11,128	$11,400	$11,400	0%	$11,400	0%
Other Operating Costs	$61,937	$64,500	$71,500	11%	$71,500	0%
Total Program	**$1,031,587**	**$1,016,434**	**$1,250,202**	**23%**	**$1,290,988**	**3%**

Major City Goal Contributions

IT Information Services will provide GIS and enterprise database support for elements of the Housing, Climate Action, and Economic Recovery Major City Goals.

Opportunities and Challenges

The use of GIS technology will inevitably continue to expand. The challenge will be in maintaining adequate staffing levels as we continue to depend on and invest heavily in GIS-centric applications and systems and continue to automate work processes.



CITY ATTORNEY

Mission Statement

Providing excellent legal advice and services to the City Council, Advisory Bodies and City Staff to support legal compliance, equity, accountability, and transparency in Public Service.

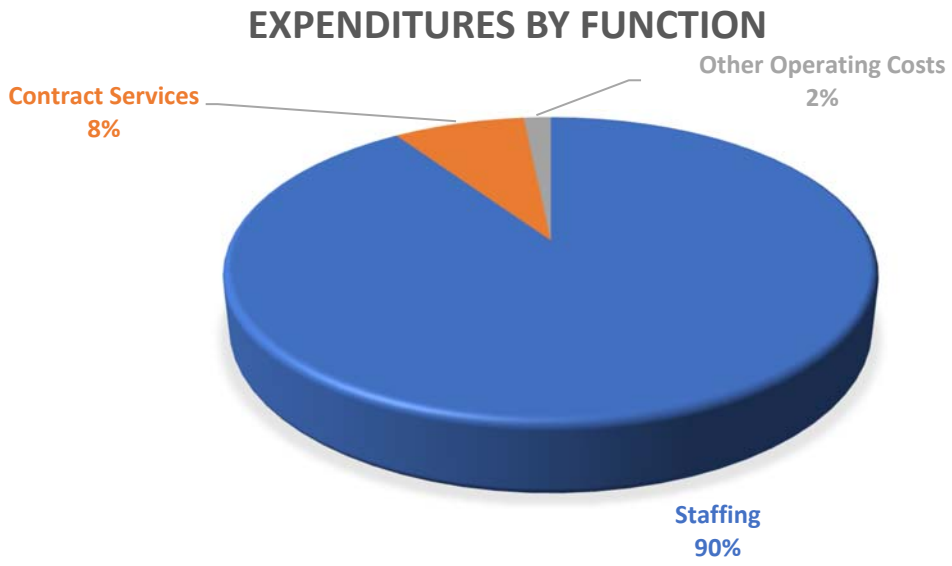
About the Department

The legal services program is a support function that provides legal advice and representation to the City Council, all City departments, and City advisory bodies to accomplish Major City Goals, other important objectives, and core operational functions in accordance with the law.

The responsibilities include: Council, Planning Commission, Advisory Body, and cross departmental legal review and advice to ensure general compliance with applicable laws and to minimize liability exposure; defending or managing the defense of claims and litigation against the City and initiating civil actions on behalf of the City; enforcing and prosecuting violations of the Municipal Code, including both criminal violations and civil/administrative enforcement; coordinating the City's review of and response to proposed county, state, and federal legislation; advising City staff on compliance with the California Public Records Act, and reviewing and producing documents subject to disclosure; and administering and providing staff support for administrative citation appeals to hearing officers and the City's Administrative Review Board.

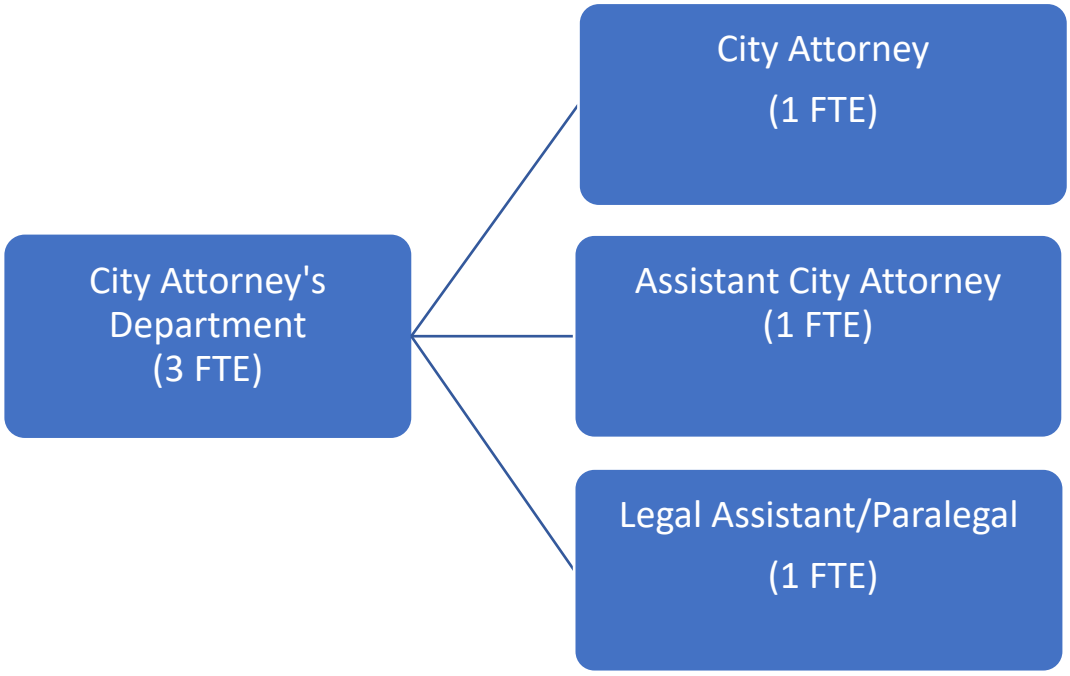
The Department at a glance

Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
City Attorney	$1,000,636	$778,167	$1,185,571	$1,043,797
Total City Attorney	**$1,000,636**	**$778,167**	**$1,185,571**	**$1,043,797**



	2021-22	2022-23
Existing FTEs	3	3
Additional FTEs (per SOBCs)		
Supplemental/Contract FTEs	5	3
TOTAL	8	6

Department Organizational Chart[1]



[1] Does not include supplemental or contract positions.

SOBC		Description	Type	2021-22	2022-23
1	Paralegal (contract hire until Org Assessment complete)	**Staffing Reconfiguration:** *Years of experience, and reliance on temporary supplemental staff or contract services, has lead department staff to believe increasing workload demand requires an increase in permanent staffing. This set of requests will staff the department in the short-term to allow capacity to complete a Department Org Assessment that will either confirm more permanent staffing is needed or provide guidance on another path forward. Requests that are listed as ongoing were written as such so funds are included in the long-term forecast and available should the Assessment recommend additional FTEs; if not, then funds would be removed from the budget.*	Ongoing	$84,045	$87,709
2	Deputy City Attorney (contract resource until Org Assessment complete)		Ongoing	$130,174	$135,039
3	Legal Assistant (contract hire until Org Assessment complete)		Ongoing	$65,442	$68,131
4	Part-time Asst. City Attorney		One-time	$108,646	
5	Short-term, Part-time Legal Asst. 2		One-time	$11,055	
6	Short-term, Full-time Legal Asst. 1		One-time	$7,552	
7	Department Org Assessment	Contract to evaluate the workload and organization of the City Attorney's Department and provide direction as to staffing needs and methods by which greater efficiency can be achieved.	One-time	$60,000	
8	eDiscovery/Document Review Software	A software program for the review of records produced in response to subpoenas, litigation discovery, and public records requests. It replaces an inefficient system of using software not designed for document review which causes frequent loss of work and extended response times.	Ongoing	$12,995	$11,395
9	Legal Analyst (reclassification)	Reclassification of existing Paralegal to Analyst. Skill level required to complete workload is recognized to be different than the previous classification. Cost absorbed within operating budget.	Ongoing	$2,504	$5,935
			TOTAL	**$482,413**	**$308,209**

2021-23 Department Goals

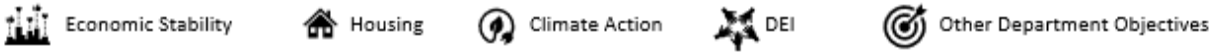
As a support department, the City Attorney's Office primary goal is to ensure that the City Council, its advisory bodies and all city departments and staff are fully informed of available legal options and compliant with applicable laws in the implementation of Major City Goals and delivery of core services.

Strategic Goal(s)

Provide timely and responsive legal advice and support to City Council, Planning Commission, Advisory Bodies, and all city departments to ensure legally compliant implementation of Major City Goal work programs and delivery of core services.

Provide proactive and regular training and support to the City Council, Advisory Bodies, and all city departments regarding compliance with public agency laws, including the Brown Act, Public Records Act and Political Reform Act, and Government Code Section 1090.

Provide timely and effective legal representation and case management of civil claims and litigation cases, as well as effective municipal code enforcement and prosecution services to the City to minimize liability exposure and enhance community welfare.



Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives.

Strategic Goals	Measure	2019-20 Actual	2020-21 Actual[2]	2021-22 Target	2022-23 Target
Timely and Responsive legal advice and support *Strategic Goal: Department Objectives*	Administrative Citation Appeals Received by the City	212[3]	206[4]	150	150
	Appeals closed without need of a hearing[5]	40	31	25	25
	City assisted corrections to defective appeals to allow access to hearing	23	20	15	15
	City facilitated hearings on the record without need for personal appearance by Appellant	48	44	50	50
	# of hearing days scheduled	9	13	7	7
Legal Training & Compliance *Strategic Goal: Department Objectives*	# of Council, Staff, and Advisory Body legal trainings, legal updates, and compliance advisory sessions[6]	-	-	12	15
Municipal Litigation & Prosecution Management *Strategic Goal: Department Objectives*	Percentage of Claims Resulting in Litigation	5.3%	2.2%	<5%	<5%
	Liability Claims Against the City Reviewed/Managed	76	46	70	70

[2] Current as of 3/19/2021
[3] Since March 2020 (generally the start of COVID-19 emergency orders which required enforcement action to gain community compliance) the number of administrative citations being appealed has increased significantly. The expectation is that the volume will return to pre-COVID levels during the 2021-23 Financial Plan.
[4] Same as footnote 2
[5] Closed in some way that did not include a decision being issued (e.g. withdrawn by appellant, untimely filed, voided by the issuing department)
[6] New performance measure so no values for previous year actuals. Estimate is 8-12 completed annually.

City Attorney

Program Description

The City Attorney department has only one program which completes all the legal and administrative support functions under its purview.

Core Services & Objectives

- Enhance and maintain a high level of legal support to City government.
- Provide prompt, thorough legal advice in response to inquiries, with emphasis on legal options.
- Minimize liability exposure of the City through the practice of preventative law.
- Apprise City Council on pending litigation, legislation, and other significant legal matters.
- Strengthen Municipal Code enforcement practices.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$815,900	$742,567	$1,073,381	45%	$993,037	-7%
Contract Services	$40,801	$20,000	$92,995	365%	$31,395	-66%
Other Operating Costs	$143,935	$15,600	$19,195	23%	$19,365	1%
Total Program	$1,000,636	$778,167	$1,185,571	52%	$1,043,797	-12%

Major City Goal Contributions

Based on the proposed Major City Goal work programs, the City Attorney has estimated that, over the two-year financial plan, 2-2.5 FTE annually will be devoted just to supporting those efforts, apart from supporting existing programs and performing core services.

Opportunities and Challenges

The first year of the financial plan will include the challenge of completing a department organizational assessment, while simultaneously completing the existing workload, but that effort will result in the possibility of a more efficient staffing structure more capable of meeting the demands of the City Council, all City departments and City advisory bodies.

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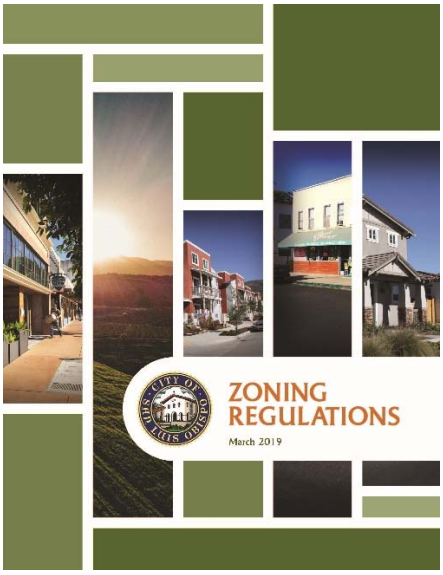


COMMUNITY DEVELOPMENT

Mission Statement

Our mission is to serve all persons in a positive and courteous manner and help ensure that San Luis Obispo continues to be a healthy, safe, attractive, and enjoyable place to live, work, or visit. We help plan the City's form and character, support community values, preserve the environment, promote the wise use of resources, and protect public health and safety.

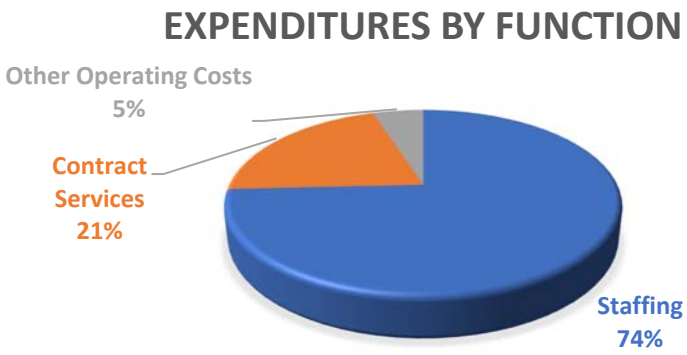
About the Department

The Community Development Department includes the Administration, Housing Policy and Programs, Planning, Engineering, and Building & Safety divisions which develop, implement, and track guiding policies in the City's General Plan. Plans for new construction are reviewed through planning applications to ensure compliance with city standards and policy objectives. Construction is supported through implementation of zoning, building, and engineering codes and through coordination with a wide variety of City departments. The Community Development Department provide service to the community directly at its public counter and services offered on-line on its website. The department helps maintain the health and safety of the community directly through code enforcement activities, and indirectly by guiding the City's urban form from concept to construction.

The Department at a glance

Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
Community Dev Admin	$867,164	$800,126	$994,382	$917,663
Commissions and Committees	$15,513	$51,453	$34,939	$34,939
Planning[1]	$1,053,548	$2,563,867	$2,021,316	$1,943,562
Engineering	$114,993	$-	$678,898	$688,625
Development Services	$1,003,441	$-	$-	$-
Building and Safety	$2,269,498	$1,463,365	$2,296,644	$2,321,228
Human Relations	$353,546	$447,000	$3,000	$5,000
Housing Policy and Programs		$-	$951,983	$930,970
Total Community Development	**$5,677,704**	**$5,325,811**	**$6,981,163**	**$6,841,987**

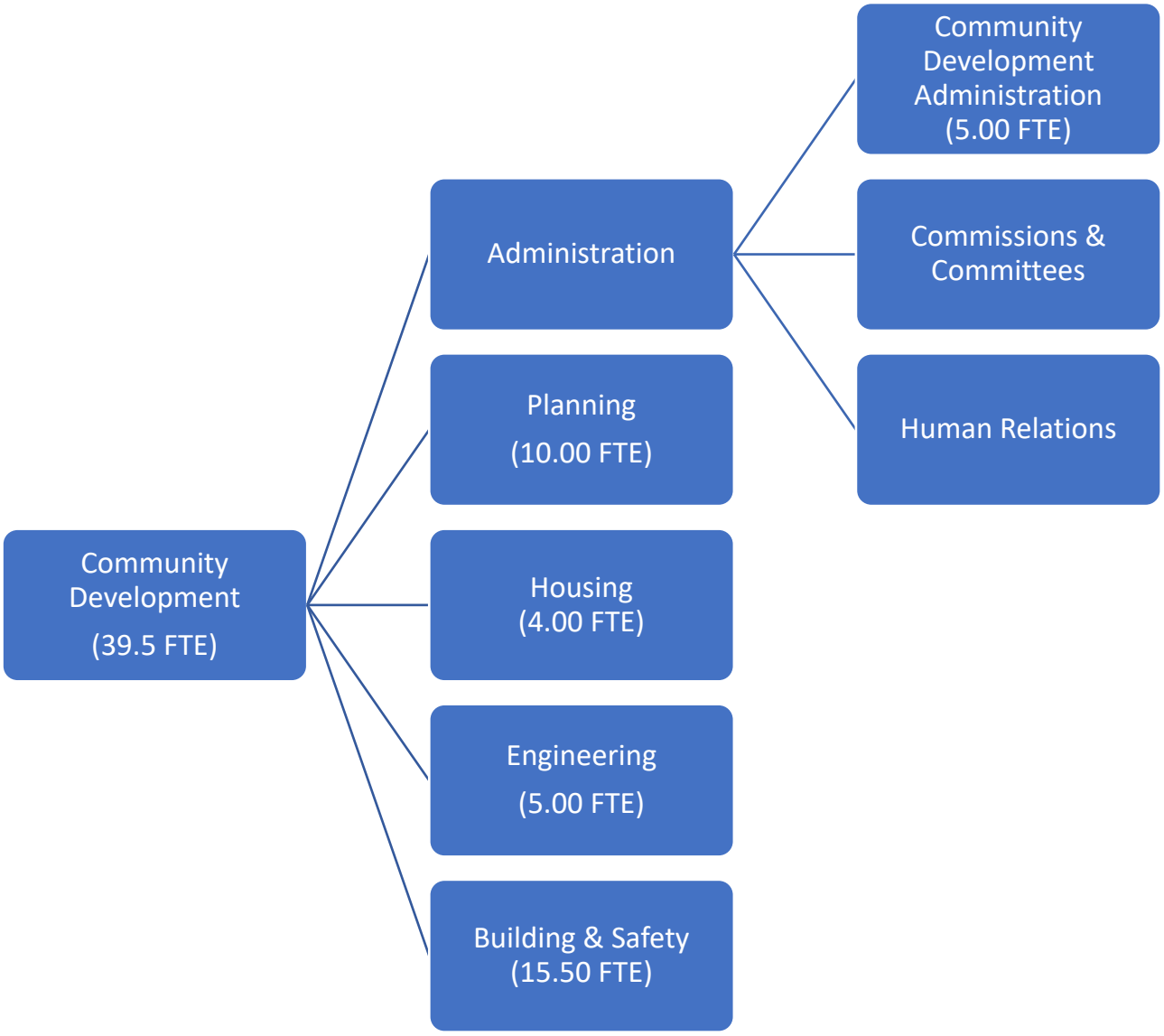
Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
Community Services Group Admin – Multi Departmental (PW, Parks & Rec, CDD)	$9,593	$404,998	$665,501	$575,391



	2021-22	2022-23
Existing FTEs	30.5	30.5
Additional FTEs (per SOBCs)	9	9
Supplemental/Contract FTEs	1.3	1.3
TOTAL	40.8	40.8

[1] Planning, Engineering, and Development Services were combined into a single cost program for FY 20-21. Planning and Engineering are separated out for the 21-23 Financial Plan.

Department Organizational Chart[2]



[2] Does not include supplemental or contract positions.

Operating Budget Changes

	SOBC	Description	Type	2021-22	2022-23
Community Services Group Administration (Serves Public Works, CDD, P&R, and Utilities)					
1	Conversion of Supplemental Position to CSG Marketing Coordinator FTE	Under the Community Services Group, the Marketing focused Community Coordinator is a business support position that provides communications for fee for service activities and promotion of these fee for service activities across the CSG departments. This position supplants a variety of advertising and marketing contracts previously utilized by City staff for marketing and communication purposes. This position also compliments the City's current contract resource with AMF Media Group. Staff is requesting this position (temporary contract was approved during the 2019 Organization of the Future Symposium) become permanent and the funding is on-going.	Ongoing	$40,043	$43,016
2	Reallocation of Contract Services Budget to Part-Time Administrative Assistant	Staff has assessed staffing and organizational structure needs as related to the Organization of the Future effort and is requesting reallocation of $37,000 in Contract Servicesto a part-time (20 hours/week) Administrative Assistant II (+.5 FTE) to support the Assistant City Manager, Business Manager and Community Services Group analysts when working on cross-departmental projects under the Business Manager's direction.	Ongoing	$0	$0

	SOBC	Description	Type	2021-22	2022-23
Community Services Group Administration (Serves Public Works, CDD, P&R, and Utilities)					
3	Community Workforce Agreement Study	Hire a consultant, support legal review, and establish an internal working group and hire a consultant to research methods to support local contractors, local vendors, and labor through workforce agreements, local purchasing requirements, alternative project delivery methods and other options to support local businesses and employees. The Community Services Group will be leading this effort.	One-time	$105,000	$0
Community Development Department					
4	919 Office Reconfiguration	Funding is needed to plan and implement changes at 919 Palm to accommodate increased staff associated with high development permit activity as well as increased Capital Improvement Project activity. The plan will incorporate all CDD and PW employees and include space sharing in support of ongoing remote work opportunities.	One-time	$150,000	$50,000
5	Cannabis Business Program Position	This request is for a dedicated support position for the City's Cannabis Business Program and is funded through business fees in addition to a position reduction in the Police Department. This position is necessary to support the implementation and oversight of the City's Cannabis Program, including leading all cannabis permitting, coordinating all cannabis-related activities within the City, working with and monitoring cannabis operators, developing cannabis policies, supporting ongoing, current or proposed cannabis projects, coordinating with all local, state and federal entities on regulatory and policy efforts, and implementing all City Council directives and recommendations for the Cannabis Program.	Ongoing	$111,898	$115,996
6	Cannabis Business Support Contract Services	This request is for required consultant support of the Cannabis Business Program and is funded through business fees. The new fee structure approved by the Council includes consultant support	Ongoing	$52,095	$57,345

	SOBC	Description	Type	2021-22	2022-23
Community Development Department					
		for application completeness checks, proctored application review, principal and employee background checks, compliance checks and other support efforts to respond to the needs of the program.			
7	Code Enforcement Body Cameras	This request will help provide for the safety of code enforcement officers as they operate independently and conduct inspections in a wide variety of places, including on private properties. Currently code officers have no protective gear other than their phones.	Ongoing	$5,440	$1,440
8	Housing Element Program Implementation; Consultant Support	Consultant support is needed to complete four specific Housing Element Programs (2.13, 4.6, 5.4, 6.20). This includes updating our Inclusionary Housing Ordinance, Missing Middle Housing and Subdivision Regulations. Inclusionary Housing Ordinance = 120k; Missing Middle Housing = 100k; Subdivision Regulations = 35k.	One-time	$140,000	$115,000
9	Safety Element Environmental Review	One-time expense for consultant support to complete the environmental review for the safety element update. Use of a consultant ensures that the environmental documents can be completed in a timely manner, in coordination with the project team. The expense is not eligible for grant funding via the Cal Trans Resilient SLO grant.	One-time	$25,000	-
10	Zoning Regulations Update for Downtown Uses and Flexible Use of Outdoor Spaces Citywide	Two major updates to the Zoning Regulations will require consultant support for graphics, strategic input, best practices review and public outreach. The first project will look directly at Downtown SLO to identify and implement appropriate changes to allowed uses and simplify the process of "re-tenanting" vacant buildings. The second project looks at commercial uses citywide to implement changes that will allow more effective use of outdoor spaces, including parking lots.	One-time	$125,000	$0

SOBC		Description	Type	2021-22	2022-23
Community Development Department					
11	Homelessness Strategic Plan	The Homelessness Response Manager position includes the creation of a strategic plan to help guide the efforts of all City staff engaged in managing the many challenges associated with helping unhoused City residents and addressing the impacts of homelessness on the community. The funding will be used for materials, public outreach, and limited consultant support.	One-time	$35,000	$0
12	Pilot: Housing and Homelessness Major City Goal (25% Expansion of 40 Prado HSC Beds) - Proportions City share to County contribution	Work with CAPSLO to help fund an expansion of shelter beds at the HSC by 25%. CAPSLO has capacity but not funding for additional shelter beds. This one-time increase in funding will help match the local need with available services.	One-time	$63,826	$63,826
13	Pilot: Housing and Homelessness Major City Goal (Consultant Contract)	This consultant contract is necessary for the overall management and administration of the City's Inclusionary Housing Inventory, including ownership units, rentals, and financing. Over the past several years the City's Inclusionary Housing Inventory has grown substantially. Staff does not have the necessary training, expertise, capacity, or resources to effectively accomplish the management and administration of this effort moving forward.	One-time	$117,000	$117,000
14	Building and Safety Division Streamlining and Succession Planning (1 FTE - Deputy Building Official)	This new position will provide supervision to all three programs in the Building and Safety Division (Inspections, Permits, Code Enforcement), and will provide for continuity following the conclusion of the current assignment of the Fire Marshall/Chief Building Official. This request will improve customer service, program development, implementation of performance management and transparency projects, and support for the Construction Board of Appeals.	Ongoing	$138,291	$143,497

	SOBC	Description	Type	2021-22	2022-23
Community Development Department					
15	Building and Safety Division Streamlining and Succession Planning (Net Cost of Reclassification of Building and Safety Supervisor and Permit Services Coordinator)	This SOBC would implement an organizational structure change to align all building permit plan check and permit issuance activities under a single supervisor. This requires reclassification of the Permit Services Coordinator to a Building Permit Services Manager. In addition, the Building and Safety Supervisor position would be reclassified as a Supervising Building Inspector to provide more field resources for inspections and an improved level of customer service in the field.	Ongoing	$40,000	$40,000
16	Development Services Program Capacity Building (1 FTE - Assistant Planner)	This request is to convert a current contract position into a regular FTE. The position was originally funded as a contract during the 2019-21 Financial Plan. The Assistant Planner works at the front counter and responds to e-mail and phone calls from customers. Although the duty used to be shared by many staff, the workload has grown to where it is far more efficient to have a single planner be the public point of contact for planning and development inquiries.	Ongoing	$78,844	$82,983
17	Development Services Program Capacity Building (1 FTE - Associate Planner)	This request is to convert a current contract position into a regular FTE. The position was originally funded as a contract during the 2019-21 Financial Plan. The Associate Planner manages complex development review and long-range planning projects. On-going workload indicates that the position is necessary to maintain appropriate response times on planning applications and will reduce the use of consultants for both long-range and current planning projects.	Ongoing	$99,978	$104,773
18	Training & Education / Trips & Meetings	This request will help fund training and education activities that were delayed during the pandemic in FY 20-21. This request also reflects the training and education (including required certifications) needed for staff hired during FY 20-21.	Ongoing	$11,700	$11,700

	SOBC	Description	Type	2021-22	2022-23
Community Development Department					
19	Building and Safety Division Streamlining and Succession Planning (2 FTE - Building Permit Technicians)	Convert two current contract Building Permit Technicians to FTE positions. These regular positions are necessary to accomplish the intake and issuance of building permits and the City has funded the positions under contract for the past two years. Permit technicians provide a critical customer service function by ensuring applications are complete and ready for plan check and assisting customers with fee estimates and other informational assistance.	Ongoing	$132,214	$142,681
20	Building and Safety Division Streamlining and Succession Planning (software for reporting, performance management, and customer transparency)	Software Support, maintenance, and project implementation for: 25 Bluebeam licenses, IG Workforce APPs, Energov License & Regulatory Suite, Socrata Citizen Connect, Energov Decision Engine, Socrata-Energov Executive Insights, and Energov e-Review. These software packages will help the Building Division improve customer service and transparency into the permit process by allowing customers to access plan check status and submit plans and plan revisions online.	Ongoing	$46,528	$39,234
21	Development Services Program Capacity Building (temp salaries for Engineering Division)	The Engineering Development Review Division in Community Development uses temporary salary budget to address two key functions - building permit plan check and surveyor services. The alternative to using temporary staff would be to utilize the County for surveyor services at a significantly increased cost. Temporary staff have also proved helpful with managing peak building permit plan check workload.	Ongoing	$88,206	$89,408
22	Housing and Homelessness Major City Goal (1 FTE - Code Enforcement Tech II - 75% Safe Housing, 25% Homelessness Prevention)	Request for a regular, full-time Code Enforcement Technician II to perform safe housing inspections, homelessness prevention, and outreach and education on safe housing. This activity is consistent with 2017 City Council direction provided in relation to code enforcement priorities. At least 25% of staff time will be allocated to eviction	Ongoing	$73,882	$77,281

SOBC		Description	Type	2021-22	2022-23
Community Development Department					
		protection support - connecting community members with needed services available in the community for rental assistance and landlord-tenant dispute resolution.			
23	Housing and Homelessness Major City Goal (1 FTE - Housing and Homelessness Division Manager)	This position is necessary to provide management and oversight for a new Housing Policy and Programs section in the Planning Division. The position will supervise the Housing Coordinator, Homelessness Response Manager, and Assistant Planner. This manager will also oversee work of Associate Planner's in the Planning Division working on implementation projects for the City's 6th cycle Housing Element.	Ongoing	$124,143	$124,143
24	Housing and Homelessness Major City Goal (1 FTE Assistant Planner)	This position is necessary to assist with Housing Element Program implementation for the City's 6th cycle Housing Element. The Assistant Planner will support the rest of the team in the division (including the Housing Policy and Programs Manager, Homelessness Response Manager, and Housing Coordinator) on high level tasks and work assignments to support implementation of the Major City Goal, including implementation of Housing Element programs.	Ongoing	$89,558	$93,788
25	TIPP Fast 2.0 - Utilize $250k from $2 million restricted	The TIPP-FAST program provides expedited Tenant Improvement permits for new businesses. The City is working to offer these permits free of charge for a limited period.	One-time	$250,000	$0
			TOTAL	**$2,143,646**	**$1,513,111**

2021-23 Department Goals

Department strategic priorities for the 2021-23 Financial Plan are to help advance the City's overall goals tied to Major City Goals, Department Strategic Plans, and other priorities as they may arise. These goals are in addition to ongoing community program services (listed in program sub-sections)

Strategic Goal(s)

Lead the implementation of the Housing and Homelessness Major City Goal

Support the implementation of the Climate Action and Economic Recovery Major City Goals

Provide excellent customer service to internal and external customers, and advisory body members, in the processing of permit applications

Ensure a safe community through implementation of Building and Safety Division programs, including Code Enforcement

Monitor growth, and support and update General Plan policies and Zoning Regulations standards to ensure coordination with all City Departments that provide municipal services for the community

Economic Stability

Housing

Climate Action

DEI

Other Department Objectives

Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives

Objective	Measure	2019-20 Actual	2020-21 Actual	2021-22 Target	2022-23 Target
Affordable housing production *Strategic Goal: Housing*	Number of affordable housing units secured through entitlements or construction	115	40	50	50
Provide Excellent Customer Service *Strategic Goal: Other Department Objectives*	Customer survey response positivity rate			95%	95%
Ensure a Safe Community *Strategic Goal: Housing*	Percent of Code Enforcement cases investigated on-time: First Tier - 24 Hours, Second Tier - 2 Days, and Third Tier - 3-5 Days	96%	88%	85%	85%
Development Review activities *Strategic Goal: Other Department Objectives*	The target goal of meeting cycle times 75% of the time reflects an increase in more complex and resource intensive development review activities.	85%	80%	75%	75%
Building Inspections *Strategic Goal: Economic Stability*	Percent of inspections performed the next working day	87%	92%	85%	85%

Community Development Administration

Program Description

The Community Development Administration program provides management and support for the Planning, Housing Policy and Programs, Engineering, and Building & Safety divisions of the Community Development Department. The department also supports the work of the City Council through its recommendations, and provides liaison services to the Planning Commission, Architectural Review Commission, Cultural Heritage Committee, Human Relations Commission, and the Construction Board of Appeals. The program goals are: 1) providing effective and efficient management and support for other operating divisions; 2) establishing customer service and performance management standards for the Community Development Department; 3) coordinating priorities and tasks with other City departments; 4) establishing and maintaining complete and accurate records of staff and advisory body actions; and 5) providing prompt, courteous and accurate responses to request for public information.

Core Services & Objectives

- Community Development Department leadership, management, and organizational development
- Database and records management, including citywide addressing; public information support services
- Building inspection scheduling coordination
- Front counter cashiering/revenue collection
- Housing and Climate Action Major City Goals
- Implement proactive public engagement tools for projects
- Identify and support ideas for continued improvement and development within the Community Development Department.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$689,798	$623,721	$659,222	6%	$678,803	3%
Contract Services	$21,302	$3,600	$153,600	4167%	$53,600	-65%
Other Operating Costs	$156,063	$172,805	$181,560	5%	$185,260	2%
Total Program	**$867,164**	**$800,126**	**$994,382**	**24%**	**$917,663**	**-8%**

Major City Goal Contributions

The Administrative division supports maintaining complete and accurate records of staff and advisory body actions and major city goals related to housing and economic stability. The administrative team oversees the scheduling building inspections for the Building and Safety division to ensure that housing and business developments continue to progress and provide services to the community.

Opportunities and Challenges

Software and online tools are becoming increasingly important to our efficiencies and efficacy in supporting the City. The implementation and use of online payments and online scheduling of building inspections by customers will reduce the volume of calls staff receives. The online services will also allow the applicant to review plan and inspection notes online rather than calling CDD. The reduction of call volume will translate to increased time to support of other division's major city goal objectives. Retaining qualified people for the workload continues to pose a challenge.

Commissions & Committees

Program Description

Three commissions, one committee, and an appeal board advise the City Council on planning, building, and social and human service issues. Community Development Department staff serve as the staff liaison to all four of these commissions and committees.

Core Services & Objectives

- **Planning Commission (PC).** Implement General Plan, Zoning Regulation, Subdivision Regulation and Community Design Guideline goals, policies, objectives and standards in plan and project reviews
- **Architectural Review Commission (ARC).** Implement the Community Design Guidelines in plan and project reviews
- **Cultural Heritage Committee (CHC).** Help identify and advise on suitable treatment for archaeological and historical resources
- **Human Relations Commission (HRC)**. Advise on matters concerning human health and social issues
- **Construction Board of Appeals.** Hear and decide appeals of orders, decisions, and determinations made by the Chief Building Official and serve as the Appeals Board for Disabled Access.
- **City Objectives.** Protect, maintain, and enhance the social and economic values created by past and present investments in the community by requiring all future development to respect these traditions and require that all buildings and structures placed on the land respect the natural landforms, and become a compatible part of the total community environment.
- **Long Term Financial Stability.** Maintain a sustainable City budget and level of services by focusing on infrastructure maintenance, new revenue sources, and prudent use of Local Revenue Measure Funds.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$11,426	$26,753	$23,739	-11%	$23,739	0%
Other Operating Costs	$4,087	$24,700	$11,200	-55%	$11,200	0%
Total Program	**$15,513**	**$51,453**	**$34,939**	**-32%**	**$34,939**	**0%**

Major City Goal Contributions

Commissions and Committees review and approve entitlements for housing projects, density bonuses, tract maps, conditional use permits, and affordable housing projects. The planning staff prepares and oversees reports that study the environmental effects of development projects and identify ways of avoiding environmental damage (CEQA). Staff reports, attends meetings, and presents the development proposals to the Commissions and Committees to evaluate for consistency with the City's General Plan, and all other applicable plans and regulations.

Opportunities and Challenges

Virtual advisory meetings have presented new opportunities to facilitate more streamlined and efficient meetings, with more control for the chair to preside over the meeting, and ease for staff to share documents and resources on the screen. However, this also poses a challenge due to accessibility resulting in a reduction in public comment.

Planning

Program Description

The Planning Program assists the community with land use issues and evaluates all types of development applications (including City-sponsored projects) relating to compliance with the City's General Plan, Zoning Regulations, Subdivision Standards, and other development regulations. Development review also maintains the City's development regulations. Reviewing development proposals prior to allowing construction is a key component of the City's General Plan implementation strategy. New development must conform to goals and standards established for housing, economic development, and environmental protection. Program goals are to 1) assist in achieving desired development in conformance with established policies, guidelines, standards, and acceptable timeframes; 2) provide timely processing of applications consistent with State and Local laws and policies; 3) create and maintain enjoyable places to live, work, and visit; 4) protect the public health, safety and welfare, and 5) create high public awareness of decisions on planning and environmental issues.

Core Services & Objectives

- **Residential Development**. Support the City's Housing Program objectives, specifically, facilitate the approval of housing developments for Margarita Area, Orcutt Area, San Luis Ranch, Avila Ranch, Froom Ranch, and other sites identifies in the Housing Element and other key infill sites.
- **Commercial Development.** Support the City's Economic Development Program objectives by facilitating approval of mixed-use projects and businesses which bring head-of-household jobs to the community.
- **Process Improvements.** Continue to improve the development review process by implementing the recommendations of the Department's Organizational Assessment.
- **Performance Measures**. Continue to monitor a comprehensive performance management system to track the efficiency and effectiveness of permit reviews.

Program Budgets

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Staffing	$894,724	$2,251,417	$1,549,521	-31%	$1,616,517	4%
Contract Services	$139,343	$284,500	$436,595	53%	$291,845	-33%
Other Operating Costs	$19,480	$27,950	$35,200	26%	$35,200	0%
Total Program	**$1,053,548**	**$2,563,867**	**$2,021,316**	**-21%**	**$1,943,562**	**-4%**

Major City Goal Contributions

The Planning division reviews plan submittals and aims to increase the production of housing options for all income groups in the community. This includes working with developers and commissions and committees to align projects with City housing goals and objectives.

Opportunities and Challenges

Opportunities to expand our software and research tools are becoming increasingly important to our efficiencies and efficacy in supporting the City, Department, and Division goals and objectives. Software that allows customers to submit plans online will create an opportunity for customers to see progress of their applications in real-time. Challenges such as the reliance on non-profit and for-profit developers to come forward with development proposals to increase the supply of housing since the City does not own, manage, or build affordable housing itself.

Engineering

Program Description

The Engineering Program oversees design and construction of various public works projects build by private developers for city ownership. These projects typically include additions to the City's water, wastewater, recycled water storm drain, street, flood protections, and park systems. This program is also responsible for the review of the design of commercial, industrial, and residential private development projects for compliance with the Grading Ordinance, Parking & Driveway Standards, site development and drainage designs.

This program is responsible for verifying plan compliance with Waterway Management Plan Drainage Design Manual and the adopted Post Construction Stormwater Regulations as promulgated by the Regional Water Quality Control Board for all private development projects. To ensure public safety, this program also grants permission for various uses of public right-of-way and issues permits accordingly. The program represents the City as Floodplain Manager and prepares regular responses and reports to Federal Emergency Management Agency (FEMA) and the public in this regard. The program reviews development projects for compliance with the Tree Regulations and coordinates with the City Arborist on tree removals, tree plantings, and tree preservations requirements. The program's goal is to ensure compliance with the City's Engineering Standards, Community Stormwater Regulations and to provide for the construction of safe, effective, and efficient public works which meet established engineering standards and specifications.

Core Services & Objectives

- **Development Review.** Reviewing parcel maps, subdivision maps, and subdivision construction plans as required by the Subdivision Map Act; reviewing submittals for private building and development project plans for compliance with standards; reviewing Planning Applications for establishment of Mitigation Measures, Conditions and code requirements
- **Encroachment Permit Review/Issuance.** Process all encroachments into the public right-of-way, including: private constructions, construction staging, pedestrian an traffic control plans, utility installation and repair, news racks, and outdoor dining facilities. Coordinate with the Public Works Department inspectors regarding plan requirements, project conditions, compliance with City Engineering Standards, and permit conditions. Monitoring Truck routes and issuing wide-load transportation/trucking permits.
- **Recordkeeping.** Preparing and filing record drawings of private and public works construction; preparing legal descriptions for property transactions; preparing abandonment, easement, and covenant requests. Document all construction activities, reports, and filings related to the Floodplain Management Regulations.
- **Miscellaneous Projects.** Coordinating miscellaneous engineering activities, enforcing FEMA standards which are intended to reduce damage caused by flooding; implementations of National Pollution Discharge Elimination System (NPDES) initiatives, implementation of the stormwater ordinance and post construction guidelines being prepared by other departments or divisions.

Participation in neighborhood wellness efforts related to sidewalk upgrades, tree plantings, and undergrounding of overhead wiring. Downtown vitality efforts relate to private development projects and the enforcement of our news rack ordinance.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Staffing	$46,271	$-	$608,398	-	$618,125	2%
Contract Services	$68,722	$-	$57,000	-	$57,000	0%
Other Operating Costs	$-	$-	$13,500	-	$13,500	0%
Total Program	$114,993	$-	$678,898	-	$688,625	1%

Major City Goal Contributions

The Engineering Division supports the Planning Division entitlement process, Building Division permitting process, and is the lead for processing subdivision maps and subdivision improvement plans. The most significant housing development projects have required a subdivision map and related improvement plan approvals. As such, most of the work of the division supports housing. The housing and construction industry supports the economy, jobs, and has remained vital throughout the pandemic. The division is involved in many in-fill housing projects, mixed-use projects, and commercial developments that support recovery and reopening.

Opportunities and Challenges

The Engineering division assists other City departments, divisions, and the development community in the collaborative contribution to our Major City Goals. The division continues to endeavor to meet established process cycle times, provide timely encroachment permits, and coordination with other stakeholders, including the Downtown Association on permits within the downtown core. The challenges include the development review process, namely the surges in applications and associated activities that are submitted with limited warning. Keeping up with the workload in a timely manner will continue to be a challenge. Increasing staffing levels and cross-training will be important remedies to this challenge.

The Engineering Division supports the Planning Division entitlement process, Building Division permitting process, and is the lead for processing subdivision maps and subdivision improvement plans. The most significant housing development projects have required a subdivision map and related improvement plan approvals. As such, most of the work of the division supports housing. The housing and construction industry supports the economy, jobs, and has remained vital throughout the pandemic. The division is involved in many in-fill housing projects, mixed-use projects, and commercial developments that support recovery and reopening.

Building and Safety

Program Description

The Building and Safety Division implements the adopted construction codes and other state and local laws that regulate building construction, use, and maintenance, including disabled access regulations, and the California Building, Residential, Electrical, Plumbing, Mechanical, Energy, and Green Building Codes.

The program operates a public permit counter responsible for the processing and coordinating of construction applications which are reviewed by other departments including Public Works, Planning, Utilities, and Fire, as well as external agencies such as County Environmental Health and the Air Pollution Control District. Building & Safety is responsible for calculation and collection of all fees at time of construction permit issuance. The program also includes a major focus on Neighborhood Wellness and code enforcement to address blight and public nuisances in order to preserve the community's aesthetics, health and safety, property values, and the quality of life for city residents. Overall program goals are a safe, accessible, and energy-efficient build environment that is compliant with all applicable construction regulations.

Core Services & Objectives

- **Community Health and Safety.** Building inspectors ensure new and remodel construction adheres to state and local laws for building, electrical, mechanical and plumbing code. Ensure new development is constructed in accordance with the highest standards of safety and existing structures are maintained in safe condition. Enforcement and updating of relevant codes.
- **Permitting Center.** Receive and review building permit applications for completeness. Route to required departments for review. Ensure efficient and timely plan review. Coordination and collection of building permit fees and impact fees. Permit issuance.
- **Plan Review.** In-house pre-application review process for applicants that have complex & mixed-use projects for code compliance as well as for other applicants seeking advice and coordinate with other divisions as needed.
- **Neighborhood Preservation.** Promote and preserve neighborhood wellness by coordinating proactive code enforcement activities and timely compliance with a variety of regulatory programs city wide.
- **Code Enforcement.** Investigate potential building code and land use violations in response to complaints. Enforce fire and life safety codes on public and private property.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,274,958	$1,284,865	$1,912,176	49%	$1,973,054	3%
Contract Services	$962,970	$150,000	$290,000	93%	$265,000	-9%
Other Operating Costs	$31,570	$28,500	$94,468	231%	$83,174	-12%
Total Program	**$2,269,498**	**$1,463,365**	**$2,296,644**	**57%**	**$2,321,228**	**1%**

Major City Goal Contributions

The Building and Safety division reviews initial plan submittals and issues permits for all development in the City, including affordable housing projects and solar permits. The program also manages and tracks the Clean Energy Choice Reach Code from the beginning to end of a permit application.

Opportunities and Challenges

With the addition of two full-time Building Permit Technicians, faster processing times and opportunities to generate additional revenue from permit processing will be realized. Successful recruitments are a challenge for this program. Two current vacancies with unsuccessful recruitments, along with new positions listed in the financial plan, will pose a challenge for the department to keep up with workload demands while keeping costs down with consultant services.

Housing Policy & Programs

Program Description

This section of the Planning Division includes the management, administration, and implementation of the City's Housing Element, Inclusionary Housing Program, and federal, state, and local grant and loans administration. Staff in this program also serve as the liaison to the Human Relations Commission (HRC) and oversee the streamlined coordination of City homeless services and support. Housing program activities include: aggressively seeking grants; issuance of low-interest loans; development of public-private housing partnerships, and other types of affordable housing assistance; monitoring and supporting new and existing deed-restrictions on units in the City's Below Market Rate (BMR) portfolio; coordinating on housing programs with public and private agencies; evaluating non-identified infill areas for new residential developments; managing the Community Development Block Grant (CDBG), Affordable Housing Fund (AHF), and HRC Grants-in-Aid (GIA) program; offering technical assistance to other departments; preparing federal environmental documents associated with housing financing applications;. Additionally, the Housing Policy & Program section will also provide funding assistance and policy recommendations to help meet the housing needs of homeless persons in San Luis Obispo. The goals of these programs are: 1) achieve the City's housing goals set forth in the General Plan; 2) help support sheltering programs that meet immediate housing needs of homeless persons; 3) serve as a liaison to the community and Council, regarding social and human service issues; and 4) monitor and inform the Council, Advisory Bodies, and the community on policies, achievements, and areas for improvement impacting the overall health and well-being of the community.

Core Services & Objectives

- **Housing Programs Coordination.** Coordinate with housing developers to facilitate the production of affordable housing; develop partnerships (when appropriate) to expand prevalence of applications for grant and other housing-related financing and funding programs; BMR portfolio administration and monitoring; grant and City financing program administration and monitoring (i.e. CDBG, AHF, GIA); annual housing reporting (i.e. DOF, APR); Housing Element Program implementation; and staff liaison to the Human Relations Commission (HRC).
- **Housing Element Implementation.** Implement Housing Element policies and programs; facilitate development of missing-middle affordable, supportive and transitional housing options; assist with identifying gaps and financial support for needed infrastructure within associated housing developments.
- **Homeless Services Coordination.** Enhance City Homeless Team coordination among various key staff from City Departments and develop a strategic plan to guide City actions; initiate and participate in regional collaboration efforts and seek out grant opportunities to support regional solutions to reduce chronic homelessness; support implementation of a Mobile Crisis Unit (MCU) for outreach to the chronically homeless population, which can be adopted by other agencies and scaled up to meet the regional need; and continue and work to expand support for funding of

non-profit social service providers that specialize in services to help people transition into housing.

- **Homeless Services Support.** Overall administration and management of annual financial assistance to Community Action Partnership of SLO County (CAPSLO) for ongoing operations and associated programs at the Homeless Services Center located at 40 Prado Road;
- **Grant and Loan Administration and Management.** Overall program administration and management of the City's various grant and loan programs, including the Community Development Block Grant (CDBG), HRC Grants-in-Aid (GIA), and Affordable Housing Fund (AHF). Support and coordinate with the HRC when appropriate.
- **Low Income Water and Sewer Customer Subsidy.** Coordinate with Utilities and Finance Departments to continue providing reduced rates for low-income utility customers.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Staffing		$-	$429,831	100%	$443,318	3%
Contract Services		$-	$512,152	100%	$477,652	-7%
Other Operating Costs		$-	$10,000	100%	$10,000	0%
Total Program		**$-**	**$951,983**	**100%**	**$930,970**	**-2%**

Major City Goal Contributions

The implementation of the City's Housing Element and Inclusionary Housing Program are key major city goal work efforts. The Housing Policy and Programs division continues to work towards developing a strategic plan to guide city actions to reduce chronic homelessness.

Opportunities and Challenges

The reestablished Housing Policy and Programs division has a specific focus on housing opportunities, production, affordability and advocating for resources and solutions to homelessness. This includes the addition of the Housing Programs Manager and the Homelessness Response Manager to aid in mitigating the situation with regional partners. However, the ongoing changes to State Legislation related to Housing and Land Use policies that may require periodic amendment and/or update of our housing policies and programs creates a challenge.

FINANCE

Mission Statement

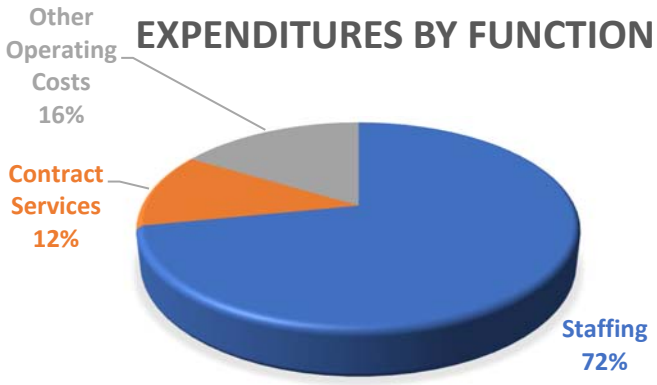
Safeguarding the City's resources and fiscal health by implementing financial policies, procedures, and reporting systems to serve the citizens and enable operating departments to achieve their objectives.

About the Department

The Finance Department is responsible for managing the City's financial operations in accordance with applicable law, policies, standards, and procedures. This includes the preparation of the City's budget and financial reports, administration of the City's treasury and revenue operations, management of the City's fiscal resources, and administration of the accounting functions including indirect City-wide costs not easily charged to operating programs or projects. The Department also prepares the City's audit and its Comprehensive Annual Financial Report as well as the Popular Annual Financial Report. Lastly, the Department assists the City Manager's office in monitoring and reporting on both annual revenues and expenditures.

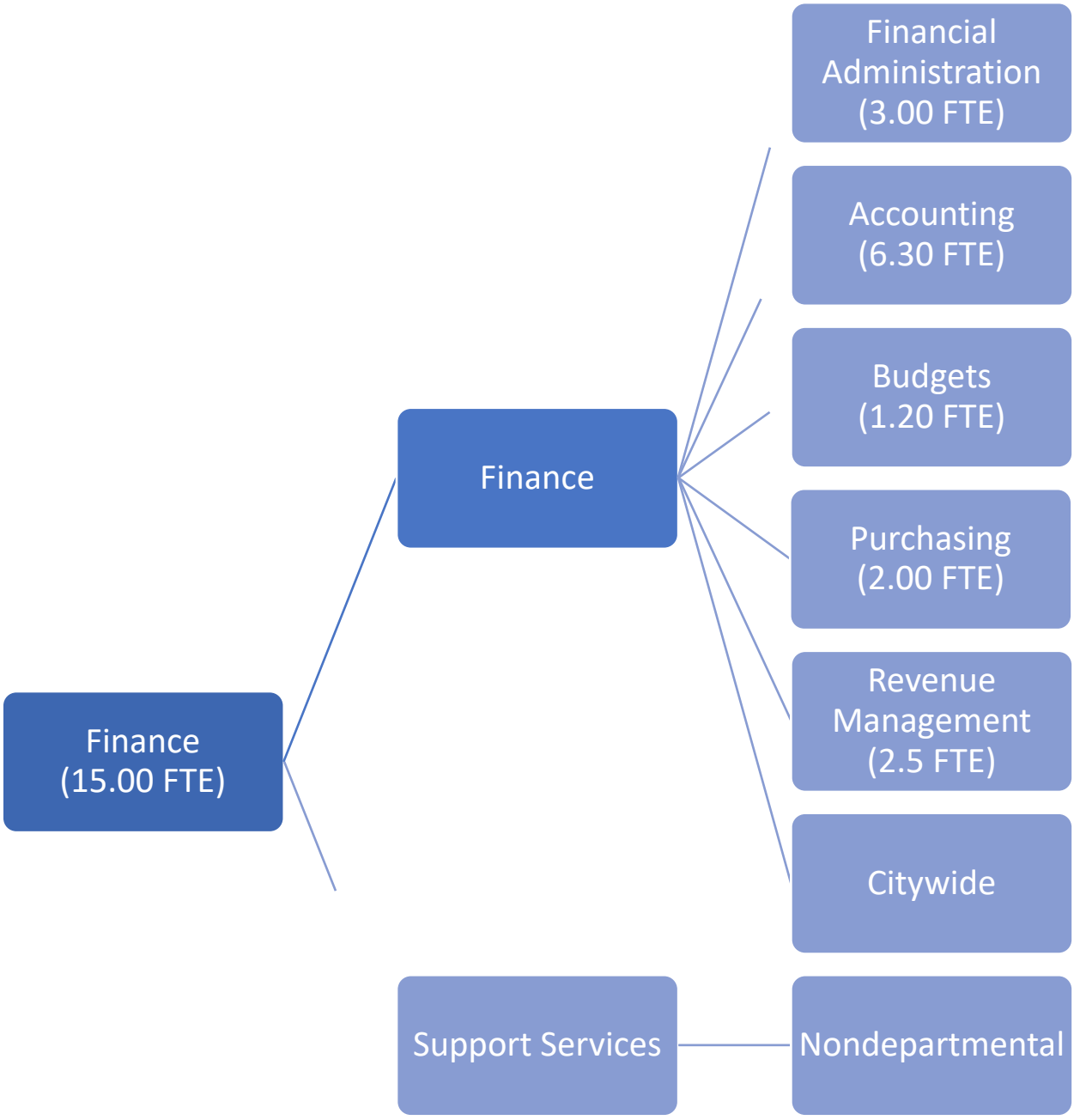
The Department at a glance

Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
Finance Administration	$434,843	$451,906	$492,719	$492,334
Budgets	$151,090	$191,859	$155,510	$185,543
Revenue Management	$300,855	$381,120	$410,752	$444,732
Purchasing	$133,014	$208,482	$225,183	$236,398
Accounting	$770,086	$821,057	$906,663	$932,335
Non-Departmental (Citywide)	$605,465	$944,474	$730,358	$2,161,928
Total Finance	**$2,395,353**	**$2,998,897**	**$2,921,186**	**$4,453,272**



	2021-22	2022-23
Existing FTEs	13	13
Additional FTEs (per SOBCs)	2	2
Supplemental/Contract FTEs	.5	.5
TOTAL	15.5	15.5

Department Organizational Chart[1]



[1] Does not include supplemental or contract positions.

Operating Budget Changes

	SOBC	Description	Type	2021-22	2022-23
1	Financial Specialist - Payroll (reclassification)	Reclassification of an existing Accounting Assistant to a Payroll Specialist for account for the increased workload and higher level duties.	Ongoing	$ 3,520	$ 3,566
2	MOTION Subject Matter Expert (.5 FTE Supplemental)	This request is for a subject matter expert to help continue the implementation and enhancement of the Oracle ERP system in support of relevant, accurate and timely accounting processes.	One-time	$ 34,017	$ 35,568
3	Cannabis Auditing Resources	This request is to augment the current budget for annual Cannabis audits required for local Cannabis businesses. This ongoing requests assumes all business are open by FY 22-23.	Ongoing		$ 18,000
4	Accounting Assistant (1 FTE)	These requests are to right-size the finance department resources in line with the growth of the City and the workload associated with protecting the City's financial stability. These positions are vital to track and account for the additional measure G-20 revenue that the City will be managing. **(MCG 1.5 b)**	Ongoing	$ 68,004	$ 71,106
5	Financial Specialist - Accounting (1 FTE)		Ongoing	$ 73,882	$ 77,281
6	Reallocate Supplemental Resources to Ongoing FTE		Ongoing	$(25,157)	$ (25,759)
			TOTAL	**$154,266**	**$ 179,762**

2021-23 Department Goals

Department strategic priorities for the 2021-23 Financial Plan are to support the advancement of the City's overall objectives tied to Major City Goals, Department Strategic Plans, and other priorities as they may arise. These goals are in addition to ongoing community program services assigned to an internal services department (listed in program sub-sections).

Strategic Goal(s)

Continue to monitor the City's unfunded liabilities for the pension and retiree health plan and make recommendations as needed to achieve the City Council directed goal to reduce the pension unfunded liabilities and maintain the retiree health plan.

In coordination with Information Technology and Human Resources, continue to enhance and utilize the Oracle ERP and Human Resources Management System in support of accurate and timely accounting processes and reporting.

In coordination with the Office of Sustainability and administration, continue to enhance the City's purchasing policy to support Climate Action, DEI, and the Local Economy.

Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives.

Objective	Measure	2019-20 Actual	2020-21 Target	2021-22 Target	2022-23 Target
Enables & enhances transparency, accountability & integrity. *Strategic Goal: Fiscal Policies*	# of calendar days following year-end until CAFR is issued	180	180	170	170
	# of audits/reviews conducted/ # of additional agreed upon procedure audits performed	2/2	2/1	2/2	2/2
Protects & prudently manages its financial resources. *Strategic Goal: Fiscal Policies*	# of funds within fund balance requirements/ total funds with fund balance requirements	8/8	8/8	8/8	8/8
	Net direct debt per capita (General Fund)	$59	$59	$44	$44
	Twelve-month total rate of return/City portfolio	4.79%	3.9%	3%	3%

Economic Stability

Housing

Climate Action

DEI

Other Department Objectives

Finance Administration

Program Description

This program leads, organizes, and monitors the divisions within the Finance Department. It is responsible for managing the City's treasury function and financial operations in accordance with established accounting standards, policies and strategic plans.

Core Services & Objectives

- Be a proactive participant in citywide strategic planning and decision-making adding value as a provider of financial strategy advice, analysis, auditing, and investment and debt management.
- Continue developing and implementing operation efficiencies and best practices.
- Fiscal policy advice and guidance.
- Department Administration and Leadership.
- Manage cash flow and invest cash in accordance with established policies and procedures.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$352,116	$418,806	$439,619	5%	$459,234	4%
Contract Services	$61,299	$12,500	$32,500	160%	$12,500	-62%
Other Operating Costs	$21,429	$20,600	$20,600	0%	$20,600	0%
Total Program	**$434,843**	**$451,906**	**$492,719**	**9%**	**$492,334**	**0%**

Major City Goal Contributions

The Finance Department supports all Major City Goals by providing timely and regular reporting to the City Council and the community on status and progress of the strategic goals. The department has a integral role in the Economic Stability goal and its strategic approach to pension obligations and funding.

Opportunities and Challenges

The fiscal situation brought on by the worldwide pandemic offers its unique challenges as well as opportunities in a low-interest rate environment. Finance Administration is at the forefront of investment and debt issuance strategies which will both be strategically pursued to best serve the long-term fiscal health of the City.

Budget

Program Description

The Budget Program is responsible for citywide coordination of the development and preparation of the City's two-year Financial Plan budget, the Supplemental Budget and corresponding quarterly and mid-year reports to the City Council. The Financial Plan allocates the City's resources to achieve the highest priority objectives established by Council. The program is responsible for implementation of budgetary controls and financial reporting and compliance with adopted Financial Plans and budget appropriations.

Core Services & Objectives:

- Lead development and preparation of the two-year Financial Plan in accordance with Council adopted highest priorities and fiscal policies.
- Evaluate, monitor, and produce reports documenting the City's financial progress for internal customers and for presentation to the City Council every three months.
- Manage and update the five-year budget forecast for all major funds and prepare periodic revenue and expenditure estimate updates.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$138,451	$167,359	$153,010	-9%	$161,043	5%
Contract Services	$10,877	$22,000	$-	-100%	$22,000	-
Other Operating Costs	$1,762	$2,500	$2,500	0%	$2,500	0%
Total Program	**$151,090**	**$191,859**	**$155,510**	**-19%**	**$185,543**	**19%**

Opportunities and Challenges

As the City recovers from the pandemic, the Budget division will need to continue to closely monitor revenues and expenditures and ensure a sustainable and balanced budget. With the full implementation of a new budgeting software ready in FY 21-22, staff hopes to be able to improve the budgeting process internally and increase transparency with the use of an online publicly accessible budget portal.

Revenue Management

Program Description

The Revenue Management Program administers the City's treasury and revenue operations in accordance with established fiscal policies and industry best practices. It provides day-to-day cashier service to City customers and is proactive in developing automated features and conveniences for an efficient revenue collection.

Core Services & Objectives

- Ensure Fiscal Sustainability and Responsibility
- Administer the Finance public counter and daily cashiering duties such as deposits and invoices.
- Promote and enhance electronic payment options for customers.
- Administer the City's Business tax and license program.
- Monitor receipts of local revenues and initiate effective collection strategies to ensure that revenues and taxes are paid by those who are obligated to pay them.
- Manage collection programs for Transient Occupancy Tax, Utility User Tax, , and Cannabis Tax.
- Coordinates the annual update and periodic changes to the Master Fee Schedule, ensuring that customers are being charged the Council-approved rate.
- Provides revenue analytics and forecast updates on a monthly basis.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$197,328	$216,380	$254,812	18%	$264,792	4%
Contract Services	$94,336	$148,540	$139,740	-6%	$163,740	17%
Other Operating Costs	$9,191	$16,200	$16,200	0%	$16,200	0%
Total Program	**$300,855**	**$381,120**	**$410,752**	**8%**	**$444,732**	**8%**

Opportunities and Challenges

The Revenue Management Program is updating the City's Revenue Management Manualto allow for day-to-day operational efficiencies and the training of new employees. The division continues its transactional data analysis which will drive future decisions on cash flow levels and liquidity for use in investments and acquisitions.

Purchasing

Program Description

The Purchasing Program is responsible for supporting and facilitating the timely and efficient procurement of supplies, materials, equipment, and services required by City Departments while ensuring compliance to City Policies, applicable government regulations, and best practices in public sector procurement to obtain the lowest cost while maintaining appropriate internal controls. The program aids all departments in their purchasing activities.

Core Services and Objectives:

- Responsible for City purchasing and contracting policies to effectuate more efficient and standardized purchasing procedures for citywide implementation.
- Oversee City purchasing and ensure compliance with all applicable laws, regulations, and policies.
- Develop and maintain standards and procedures for purchasing activities for all departments.
- Maintain best practices in purchasing to ensure responsible use of City funds.
- Administer City contracts, assist in contract negotiations, and performance compliance.
- Provide quality service, analytical support and information regarding procurement and contracting to all departments.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$132,511	$195,472	$206,973	6%	$218,188	5%
Contract Services	$-	$8,510	$13,710	61%	$13,710	0%
Other Operating Costs	$503	$4,500	$4,500	0%	$4,500	0%
Total Program	**$133,014**	**$208,482**	**$225,183**	**8%**	**$236,398**	**5%**

Opportunities and Challenges

Purchasing is updating the City's purchasing policy to reflect lessons learned since Oracle ERP go-live. Suggested revisions will allow for more operational efficiencies across all departments.

Purchasing is updating the City's sustainable purchasing policy to support the City's Climate Action goals to assist with the impact of purchased products onthe enviroment, , human health, and social standing.

Accounting

Program Description

The Accounting Program prepares citywide financial statements, ensures integrity of financial data, processes accounts payable and payroll, and prepares financial reports in compliance with Federal and State regulations. The Program is responsible for developing and monitoring the reporting systems that help assure the City's long-term fiscal health, providing quality customer service, and protecting the City's financial assets from unauthorized use.

Core Services and Objectives:

- Provide accurate and timely financial reports to internal and external stakeholders.
- Process timely cash disbursements to City business partners.
- Maintain City employee payroll records and meet payroll disbursement and reporting deadlines.
- Provide general oversight over the City's investments, banking, and debt services.
- Manage banking services and debt service administration.
- Provides General Accounting services to the organization and monitors compliance with accounting standards, policies and best practices.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$660,051	$651,937	$736,543	13%	$762,215	3%
Contract Services	$106,993	$159,020	$160,020	1%	$160,020	0%
Other Operating Costs	$3,041	$10,100	$10,100	0%	$10,100	0%
Total Program	**$770,086**	**$821,057**	**$906,663**	**10%**	**$932,335**	**3%**

Opportunities and Challenges

Completing the implementation of all aspects of the Oracle Motion system, such as bank reconciliation and accounts payable scanning, will provide challenges to workload and staffing resources that will need to be involved in the deployment of the system while simultaneously providing ongoing operations. Appropriate resource have been approved in this budget as these investments will result in more efficient, effective, and accurate day-to-day operations in the long-term.

Support Services & Non-Departmental Expenses

Program Description

The Support Services and Non-Departmental Program accounts for indirect Citywide costs not easily charged to operating programs or projects. The Finance Department is responsible for disbursing the allocated budget according to established policies.

Core Services and Objectives:

- Effective budgeting, disbursement, and accounting for Citywide costs in accordance with adopted City policies

Budget is allocated for:

- Citywide copier maintenance and supplies.
- Citywide postage and mailing supplies.
- Citywide membership and conference fees for the League of California Cities.
- Ventures and Contingency Funding for use at the City Manager's discretion to support innovative proposals.
- General Fund leave payouts and staffing related contingency funds.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$5,688	$541,285	$307,658	-43%	$1,739,228	465%
Contract Services	$438,461	$333,189	$352,700	6%	$352,700	0%
Other Operating Costs	$599,777	$403,189	$422,700	5%	$422,700	0%
Total Program	**$1,043,927**	**$1,277,663**	**$1,083,058**	**-15%**	**$2,514,628**	**132%**

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FIRE

Mission Statement

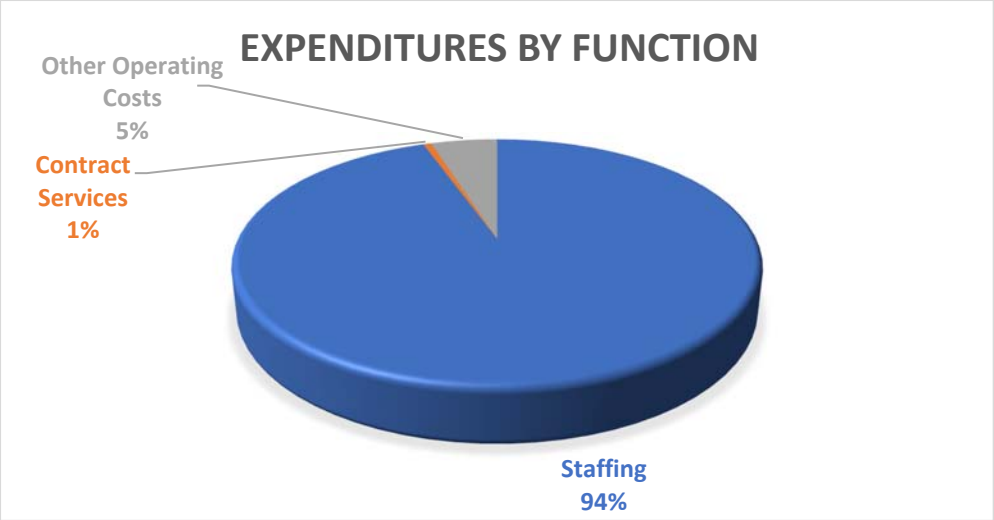
To enhance and protect the lives, environment, and property of our community and its visitors.

About the Department

In addition to providing exceptional and compassionate emergency response, the Fire Department embraces inclusive fire prevention and education strategies that includes fire and life safety inspections, plan review services, fire/arson investigation, fire safety and public safety education, and disaster preparedness classes. The Fire Department has automatic and mutual aid agreements with surrounding departments, California Office of Emergency Services, and the Los Padres National Forest. With the values of Service, Loyalty, Ownership, Family, Integrity, Respect and Excellence the Department's vision is to be a progressive organization that leads the community in public safety and preparedness demonstrated through an unwavering commitment to the protection of lives, property, and our environment. The service we provide will be of the highest quality recognized against local, state, and federal standards.

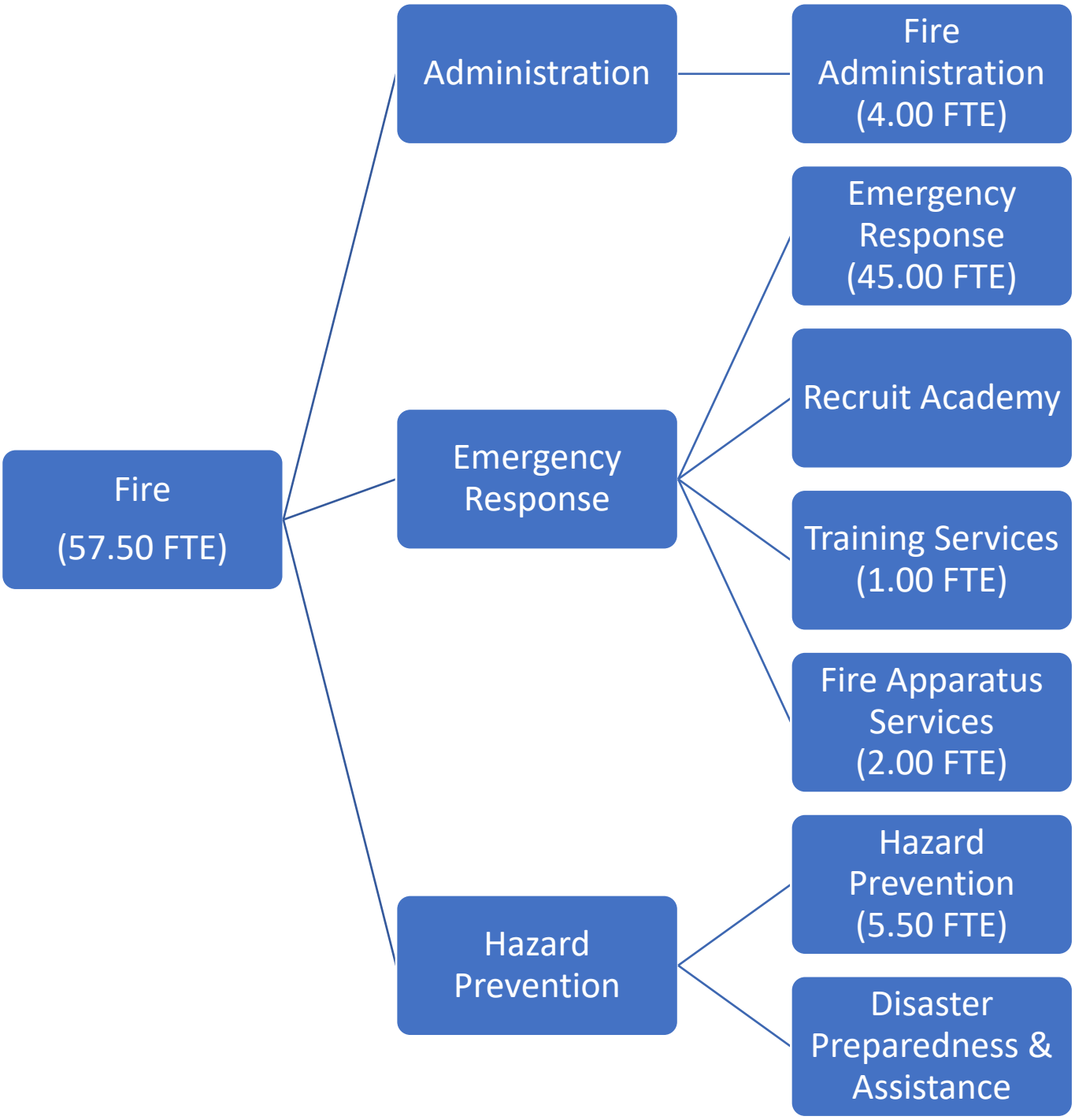
The Department at a glance

Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
Fire Admin	$936,461	$1,041,211	$1,032,267	$1,233,678
Emergency Response	$10,175,128	$10,129,843	$10,721,361	$11,074,406
Hazard Prevention	$885,601	$825,723	$865,767	$898,617
Training Services	$73,793	$140,550	$392,673	$381,076
Recruit Academy	$-	$32,000	$137,200	$-
Fire Apparatus Services	$379,185	$401,966	$466,149	$474,223
Fire Station Facility Support	$30,106	$37,625	$44,955	$42,305
Mobile Crisis Support		$-	$300,000	$300,000
Disaster Preparedness and Assistance	$62,052	$6,860	$37,175	$37,175
Fire Total	**$12,542,326**	**$12,615,778**	**$13,997,547**	**$14,441,480**



	2021-22	2022-23
Existing FTEs	56.5	57.5
Additional FTEs (per SOBCs)	1	1
Supplemental/Contract FTEs	1.75	1.75
TOTAL	60.25	60.25

Department Organizational Chart[1]



[1] Does not include supplemental or contract employees.

Operating Budget Changes

	SOBC	Description	Type	2021-22	2022-23
1	Fire Station Generator Maintenance - Moved from Public Works	This request is to transfer $8,300 in budget from Public Works Fleet Division to Fire Apparatus Services to maintain fire station generators due to newly agreed upon Service Level Agreement between the Fire Department and Public Works.	Ongoing	$0	$0
2	Recruit Academy Overtime Reduction - Training/Safety Captain Offset	Reduction in bi-annual overtime amount due to the hiring of a full-time Fire Training Captain (LRM Funded)	Ongoing	-$67,775	$0
3	Technical Rescue Team Expansion	This request is to fund the increase of the City's Technical Rescue Team roster from 3 to 6 firefighters to improve the City's open space rescue capabilities and improve self-sufficiency following the first 72 hours of a regional disaster such as earthquake or flood where resources are often limited. Costs of the roster increase include training, PPE and salary pay incentives. This is not an increase in FTEs, but rather increasing the capabilities of existing staff members.	Ongoing	$17,850	$9,150
4	Pilot: Mobile Crisis Unit	The Mobile Crisis Unit includes a social worker paired with an Emergency Medical Technician. The unit will be dispatched to non-emergency calls for service involving unhoused residents and is intended to improve residents' ability to access needed social services and reduce law enforcement and paramedic response in non-emergency situations, when possible.	One-time	$300,000	$300,000

SOBC	Description	Type	2021-22	2022-23
5 Fire Intern Program	Request to implement a Fire Intern Program that serves all areas of the department. Staff will focus intern recruitment on younger individuals in the community that do not traditionally seek the fire service out as a career and used as a tool to improve diversity within the Department. The department has a strong history of hiring previous interns for full time positions in the department and an intern program would improve the department's ability to increase diversity within the department's permanent position ranks.	One-time	$22,691	$23,257
6 Training and Permit Compliance Software	This request is to fund the costs of Lexipol software which ensures policy compliance and tracking for emergency response staff. Lexipol software helps reduce liability for the department to ensure department polices are in-line with regional, state and national standards and includes the ability to ensure all personnel that are impacted by the policy have read it.	One-time	$11,169	$9,369
7 Mobile Eyes Software	This request is to fund the ongoing costs of a mobile fire inspection software that the Fire Department implemented in FY2021. The fire department was able to secure one-time funding to implement the software and now need ongoing budget to fund the annual service costs. The new software has eliminated significant inefficiencies including paper records that require manually entry after an inspection has occurred.	Ongoing	$12,200	$12,200

SOBC		Description	Type	2021-22	2022-23
8	Public Safety Equipment Replacement Project	This request is for the ongoing contribution amount for the Public Safety Equipment Replacement Sustainability Project that was established and funded beginning in FY20. The project funds the replacement of essential personal protective equipment (PPE), and critical gear such as cardiac monitors/AEDs, rescue equipment and fire hose/nozzles. The initial funding covered the first three years of the project until the project's annual contribution amount levels out after near term equipment replacement needs take place.	Ongoing	$0	$177,499
	Suppression Staff Training Support	*This request is to support the fire department's ability to carry out essential training to protect the health and safety of both firefighters and the community. A training/safety captain is needed to deliver a consistent and effective training program. Additionally, the Training/Safety Captain will increase needed capacity for the Deputy Fire Chief and Administration staff to focus on emergency management duties for the City including City training, certification, policy management and public preparedness education. The added Training/Safety Officer will result in a reduced need for overtime budget that was previously utilized to pull a fire captain away from normal duties to run the recruit academy. The overtime savings will be realized every other year moving forward as the recruit academy is budgeted every other year. Live-fire training facility improvements are needed to ensure live-fire trainings are both frequent and sustainable and the injury reduction program funding is*			
9	Fire Training/Safety Captain		Ongoing	$191,276	$191,276
10	ER Live-Fire Training Improvements		One-time	$20,045	$17,570
11	Injury Reduction Program		Ongoing	$18,000	$18,000

SOBC		Description	Type	2021-22	2022-23
		needed to further the reduction of on job injuries related to Musculo-skeletal injuries.			
12	Recruit Academy Support	This request is to fund additional background investigations and purchase additional personal protective equipment for fire recruits selected for the department's planned recruit academy in FY 2022. The department's base budget for the recruit academy budgets for four recruits and the department is anticipating a larger than normal academy size of six to seven.	One-time	$29,000	$0
13	Emergency Management Services	In the absence of a full-time emergency manager, this request is to support emergency management services both FY2022 and FY2023. This funding will help provide key staff with Emergency Operation Center (EOC) position specific training, EOC readiness and City costs associated with the FEMA Emergency Management Institute Community Specific Training Course in Emmitsburg, MD awarded to the City in 2019 and scheduled for calendar year 2022.	One-Time	$30,000	$30,000
			TOTAL	**$584,456**	**$788,321**

2021-23 Department Goals

Department strategic priorities for the 2021-23 Financial Plan are to help advance the City's overall goals tied to Major City Goals, Department Strategic Plans, and other priorities as they may arise. These goals are in addition to ongoing community program services (listed in program sub-sections).

Strategic Goal(s)

In coordination with Public Works and Human Resources, continue to enhance the department's diversity, equity, and inclusion through improvements to fire station facilities, firefighter recruitment and training.

In coordination with the Office of Sustainability, continue to reduce the department's carbon footprint to support Climate Action through best practices and thoughtful replacement of department apparatus resources.

In coordination with Community Development and Administration, implement mobile health care response model to connect services to unhoused residents and visitors in the City.

Continue the implementation of the five strategic directions identified in the Department's Annual Operational Plan as part of the 5-Year Strategic Plan by connecting with our community, continuously evaluate programs and service delivery, analyze relevant data to inform decision making, improve organizational culture, sustainability, and health, and support fiscal sustainability in department operation.

Economic Stability

Housing

Climate Action

DEI

Other Department Objectives

Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives.

Objective	Measure	2019-20 Actual	2020-21 Actual[2]	2021-22 Target	2022-23 Target
Deliver Timely Emergency Response to ensure rapid care and hazard mitigation. *Strategic Goal: Other Department Objectives*	Meet the Response Time objective as defined by General Plan Safety Element of 4 minutes to 95% of all lights-and-siren emergencies in the City.	6:05	6:17	4:00	4:00
	Meet the Total Response Time (TRT) goal of 7 minutes or less to 90% of all lights-and-siren emergencies in the City as defined by the Department's Master Plan. TRT Includes Call Processing Time, Turnout Time, and Travel Time.	8:25	8:27	7:00	7:00
	Meet the Call Processing Time goal of 1 minute or less to 90% of all lights-and-siren emergencies in the City as part of TRT.	1:57	2:01	1:00	1:00
	Meet the Turnout Time goal of 2 minutes or less to 90% of all lights-and-siren emergencies in the City as part of TRT.	3:10	3:11	2:00	2:00
	Meet the Travel Time goal of 4 minutes or less to 90% of all lights-and-siren emergencies in the City as part of TRT.	6:05	6:15	4:00	4:00
Provide timely service to the development community. *Strategic Goal: Housing*	% of Fire Department Development Review activities completed within published cycle times.	62%	67%	80%	80%

[2] 2020/21 Actuals are July 1, 2020 through March 15, 2021.

Fire Administration

Program Description

The Fire Administration program provides strategic leadership to the organization through planning, directing and evaluating all Fire Department programs and their activities.

Core Services & Objectives

- Provide responsive, effective, and efficient fire department emergency service programs
- Develop well planned, long-term sustainability focus for fire department personnel, service, facilities, equipment, and organization
- Department Administration and Leadership
- Public Information and support services
- Human resource recruitment, testing and management
- Fiscal and contract management
- Disaster preparedness and document management

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$785,925	$855,232	$824,380	-4%	$843,017	2%
Contract Services	$5,809	$4,400	$5,750	31%	$5,550	-3%
Other Operating Costs	$144,727	$181,579	$202,137	11%	$385,111	91%
Total Program	**$936,461**	**$1,041,211**	**$1,032,267**	**-1%**	**$1,233,678**	**20%**

Major City Goal Contributions

The fire department is requesting a significant operating budget change to implement a new fire intern program in support the City's Diversity, Equity, and Inclusion Major City Goal. The intern program will seek young individuals in the community that do not traditionally seek the fire service out as a career. The department has a strong history of hiring previous interns for full time positions in the department and staff would like to use this as a recruitment tool to improve diversity within the department's ranks.

Emergency Response

Program Description

The Emergency Response Program is responsible for protecting life, the environment, and property by responding to a wide variety of all-risk emergencies, including, but not limited to: medical emergencies, structure fires, vegetation fires, hazardous materials incidents, vehicle fires/accidents, flooding, utility emergencies, and a wide range of urgent public assists.

Core Services & Objectives

- Deliver Timely Response
- Provide exceptional Emergency Medical Services (EMS) including Advanced Life Support
- Provide effective weight of response personnel for initial attack on all types of fires
- Provide effective incident response to protect life and limit environmental damage caused by release of hazardous materials
- Minimize property damage through quick and efficient incident mitigation
- Provide exceptional fire protection efforts to limit the cause and spread of fire
- Provide modern technical rescue such as vehicle extrication and care of victims trapped in wrecked vehicles, collapsed buildings, swift water rescues, trench rescue and trail/cliffside/open space

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$10,030,164	$9,988,492	$10,570,093	6%	$10,922,638	3%
Contract Services	$13,063	$13,120	$15,175	16%	$16,175	7%
Other Operating Costs	$131,902	$128,231	$136,093	6%	$135,593	0%
Total Program	**$10,175,128**	**$10,129,843**	**$10,721,361**	**6%**	**$11,074,406**	**3%**

Major City Goal Contributions

The fire department is requesting a significant operating budget change to expand the roster of the Department's Technical Rescue Team to support the Open Space component of the Major City Goal of Climate Action, Open Space, & Sustainable Transportation. The requested funding will allow the department's technical rescue specialty trained staff to increase from 3 to 6 members. This change will improve City's ability to serve those who encounter emergencies while out in the growing Open Space areas.

Hazard Prevention

Program Description

The Hazard Prevention Program prevents injury and loss of life, property and the environment damaged by fire, explosion or exposure to hazardous materials.

Core Services & Objectives:

- Reduce and/or eliminate fire hazards and investigate fires in buildings, properties and equipment through plan review and safety inspection services.
- Participate in the County Certified Unified Program Agency (CUPA) program to track, inspect, and increase safety related to hazardous materials.
- Expand public awareness about the dangers of fire and hazardous materials.
- Conduct thorough Fire and life safety inspections and abatement.
- Conduct Fire investigation cause and origin determination, support SLOPD for Arson Investigations.
- Conduct Hazardous material inspection and abatement.
- Provide prompt building plan review and construction inspections.
- Ensure proper Hazardous waste removal and disposal.
- Provide modern Fire Prevention Education.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$813,684	$770,773	$796,186	3%	$828,275	4%
Contract Services	$33,556	$4,500	$1,500	-67%	$1,500	0%
Other Operating Costs	$38,361	$50,450	$68,081	35%	$68,842	1%
Total Program	**$885,601**	**$825,723**	**$865,767**	**5%**	**$898,617**	**4%**

Training Services

Program Description

The Fire Training Program schedules, coordinates, and documents both in-house and outside training and certification for fire department staff. The program also works to maintain and improve the health fitness of fire department employees. The overall program goal is to provide and support highly qualified, well trained, safe, healthy, and fit employees.

Core Services & Objectives

- Provide and support highly qualified, well-trained employees to maintain safety, good health, and fitness among fire department staff.
- Provide high quality and modern in-service training delivery on All-Risk incident topics.
- Support external training opportunities for State Fire and CICCS Training Certifications.
- Continue to improve on the functional fitness injury reduction program.
- Provide required safety training to all employees including after action reporting.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$-	$62,700	$261,276	317%	$259,926	-1%
Contract Services	$25,034	$29,000	$47,852	65%	$48,730	2%
Other Operating Costs	$48,760	$48,850	$83,545	71%	$72,420	-13%
Total Program	**$73,793**	**$140,550**	**$392,673**	**179%**	**$381,076**	**-3%**

Recruit Academy

Program Description

The Recruit Academy Program is responsible for coordinating and completing the training of new hire firefighters.

Core Services & Objectives

- Conduct ten-week task-based recruit-training for all new hire firefighters
- Outfit all firefighter recruits with proper personal protective equipment (PPE)

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$-	$32,000	$46,900	47%	$-	-100%
Contract Services	$-	$-	$18,000	-	$-	-100%
Other Operating Costs	$-	$-	$72,300	-	$-	-100%
Total Program	$-	$32,000	$137,200	329%	$-	-100%

Fire Apparatus Services

Program Description

The Fire Apparatus Program performs fire apparatus services, maintenance, and repair of light and heavy fire apparatus and vehicles.

Core Services & Objectives

- Perform all required maintenance on light and heavy fire vehicle apparatus and vehicles and related equipment
- Maintain all apparatus and equipment in sound working order
- Maintain all fire station generators in sound working order
- Oversee annual inspections of both ground and aerial ladders

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$227,250	$212,186	$259,876	22%	$267,650	3%
Contract Services	$8,384	$13,980	$24,235	73%	$27,235	12%
Other Operating Costs	$143,551	$175,800	$182,038	4%	$179,338	-1%
Total Program	**$379,185**	**$401,966**	**$466,149**	**16%**	**$474,223**	**2%**

Fire Station Facilities Support

Program Description

Fire Stations Facilities Support manages and maintains the City's four fire station facilities, their grounds and miscellaneous related equipment, appliances, and furnishings.

Core Services & Objectives

- Maintain safe, functional, attractive, and energy efficient fire stations.
- Work closely with the Public Works Department to facilitate building repairs and landscape maintenance.
- Minor facilities maintenance
- Public Access Automatic External Defibrillators (AED) maintenance
- Fire Mapping Program
- Fire Radio System and Equipment

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$-	$730	$630	-14%	$630	0%
Contract Services	$3,392	$8,020	$6,450	-20%	$12,800	98%
Other Operating Costs	$26,714	$28,875	$37,875	31%	$28,875	-24%
Total Program	**$30,106**	**$37,625**	**$44,955**	**19%**	**$42,305**	**-6%**

Disaster Preparedness & Assistance

Program Description

The Disaster Preparedness Program has three areas of focus: 1) ensures that City personnel can provide appropriate rescue and relief services following a major disaster such as earthquake, flood, nuclear power accident, hazardous material spill, wildland fire and pandemics: 2) provides information and education on disaster preparedness, and fire safety to the general public: and 3) provides assistance to communities outside of the City of San Luis Obispo as part of the State's Mutual Aid system.

Core Services & Objectives

- Provide disaster response training to City employees.
- Maintain up-to-date hazard mitigation and disaster response plans.
- Provide outreach and education to residents and businesses in disaster and emergency preparedness.
- Participate in the State's Mutual Aid response system.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$-	$3,460	$3,360	-3%	$3,360	0%
Contract Services	$37,486	$-	$30,000	-	$30,000	0%
Other Operating Costs	$24,566	$3,400	$3,815	12%	$3,815	0%
Total Program	**$62,052**	**$6,860**	**$37,175**	**442%**	**$37,175**	**0%**

Mobile Crisis Support

Program Description

Mobile Crisis Support is a pilot program for the Fire Department newly established for the 2021-23 Financial Plan. The pilot program establishes a Mobile Crisis Unit which is staffed with a social worker paired with an Emergency Medical Technician and will be dispatched to non-emergency calls for service involving unhoused residents and community members in crisis.

Core Services & Objectives

- Provide crisis support to unhoused residents.
- Improve unhoused resident access to needed social services.
- Reduce law enforcement and paramedic response in non-emergency situations when possible.
- Improved patient care; reduced emergency room transports.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Staffing			$91,612	-	$95,014	4%
Contract Services			$105,335	-	$105,335	0%
Other Operating Costs			$103,053	-	$99,651	-3%
Total Program			**$300,000**	**-**	**$300,000**	**0%**

Contributions to Major City Goal Objectives

In partnership with the community development and police departments, the fire department is requesting a significant operating budget change to create a two-year Mobile Crisis Unit pilot program. The establishment of this program is aligned with the City's Major City Goal of Housing and Homelessness and is intended to provide needed support to the unhoused residents of San Luis Obispo while also reducing the strain on emergency services staff within the Fire and Police Departments. During the pilot period of FY22 and FY23 staff will monitor and analyze the effectiveness and long-term viability of the program. The results will help shape potential ongoing budget requests as part of the 2023-25 Financial Plan.

HUMAN RESOURCES

Mission Statement

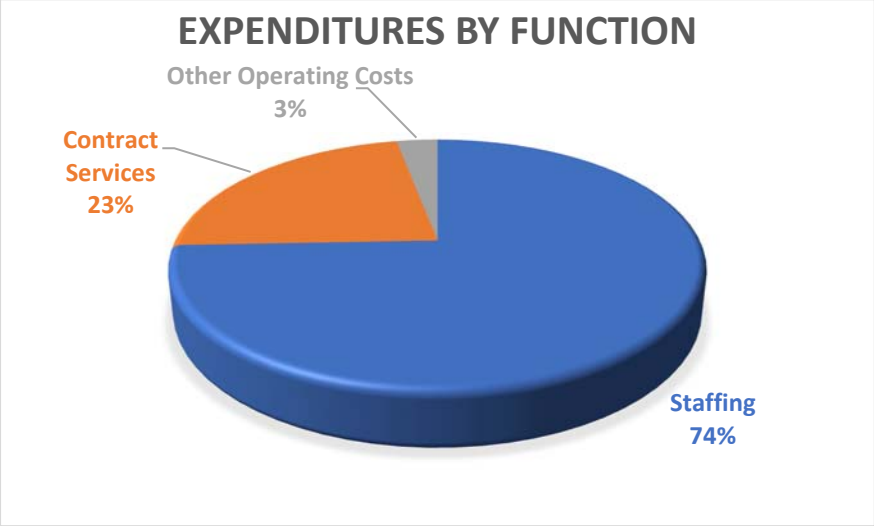
Helping employees realize their full potential so they can effectively serve our community.

About the Department

The Human Resources Department provides support to all City departments through programs: Human Resources Administration, Risk Management, and Wellness. The services provided under the Human Resources Administration program include coordination of recruitment and selection processes; classification and compensation; labor relations and negotiations; performance management; employee training and development; and employee benefit administration. Services provided in the Risk Management program include liability and property claims administration; workers' compensation administration; employee safety and compliance; and insurance review. The Wellness program promotes a healthy organization through the Employee Assistance Program and various education and wellness activities.

The Department at a glance

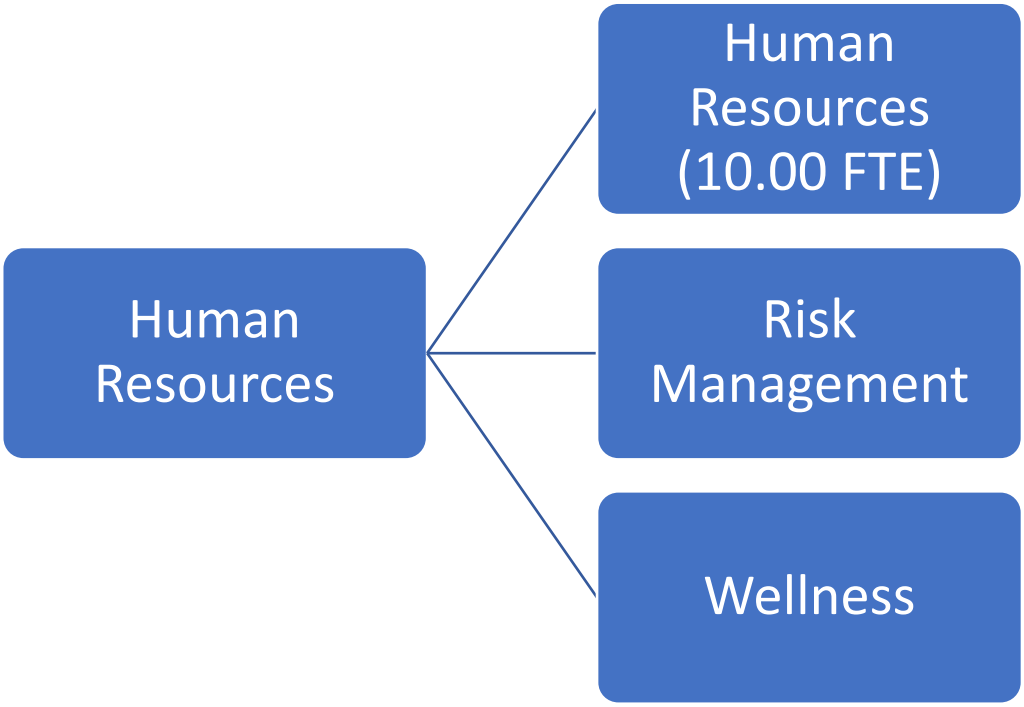
Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
Human Resources Admin	$1,217,672	$1,317,975	$1,683,438	$1,665,812
Risk Management[1]	$5,402	$15,200	$-	$-
Wellness	$3,114	$17,411	$17,411	$17,411
Human Resources Total	**$1,226,188**	**$1,350,586**	**$1,700,849**	**$1,683,223**



	2021-22	2022-23
Existing FTEs	6	6
Additional FTEs (per SOBCs)	4	4
Supplemental/Contract FTEs	.5	.5
TOTAL	10.5	10.5

[1] The administrative risk management costs have been absorbed in the human resources administration cost center.

Department Organizational Chart[2]



[2] Does not include supplemental or contract positions.

Operating Budget Changes

	SOBC	Description	Type	2021-22	2022-23
1	Pay Equity Audit	This request will allow the Human Resources Department to conduct an internal pay equity audit through use of consultant support. This project is in support of the Major City Goal of Diversity, Equity, and Inclusion.	One-time	$30,000	
2	Onboarding software	This request provides funding for onboarding software. The onboarding software allows the Human Resources Department to effectively communicate with new hires, and efficiently track that the onboarding process is fully complete.	Ongoing	$11,000	$11,500
3	HR Reorganization to support organizational demands	Additional 1.5 Human Resources Analyst II to support demands and complexities of the citywide organization. 0.5 FTE is for a leave and benefits focus. 1.0 FTE is for support for labor negotiations, meet and confer, performance management, and general high-level analytics of changing legislation and regulations.	Ongoing	$165,589	$172,175
4	Convert 2.5 FTE Contract staff to Regular staff	Convert contract staff that have been retained for the past five years. Support includes: 1 FTE for employee data entry, transferred from Finance to HR and increased with system capabilities. 1 FTE for general administrative support, as the previous admin support is now dedicated to the benefits module. 0.5 FTE to support leave and worker's comp administration.	Ongoing	$192,106	$195,246
5	Office furniture to support New Staff	This request is for an office reorganization and additional furniture/equipment to support staff.	One-time	$34,000	
6	Compensation Study	This request is to fund consultant support for a compensation study.	One-time	$30,000	

SOBC		Description	Type	2021-22	2022-23
7	Transition to electronic files	This request is to hire a scanning company to transition files from paper to electronic.	One-time	$11,000	
8	Increased tuition reimbursement	Funding to bring the total tuition reimbursement budget in line with recent historical averages.	Ongoing	$7,500	$7,500
9	Increases to recruitment-related expenses	Increases to recruitment-related expenses to utilize technology for more efficient and effective recruitment processes. Includes text-messaging capabilities for candidates and software for dispatch testing.	Ongoing	$6,300	$7,800
10	Funding for Investigations	This request provides funding for 2 Investigations per year outside of the City Attorney's capacity.	Ongoing	$15,000	$15,000
11	Intern Funding	Funding for an ongoing Human Resources Intern to assist with special projects and succession planning.	One-time	$16,005	$16,364
12	Professional Recruiter	Anticipated need for a Department Head recruitment using a professional recruiter.	One-time		$40,000
			TOTAL	**$518,500**	**$465,585**

2021-23 Department Goals

The Human Resources Department has developed a strategic plan that aligns with the 2021-23 Financial Plan and includes strategic objectives of integrated human resources services, employee development and growth, and an engaged and aware culture. The Human Resources Department aims to achieve the objectives listed above through the following strategic goals.

Strategic Goals

Present high-quality integrated human resources solutions, aligned with fiscal sustainability, to effectively deliver city services.

Provide tools and opportunities that empower employees to reach their full potential.

Promote a high-performing and self-sufficient employee organization that is connected to the community through shared organizational values and goals.

Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives.

Objective	Measure	2019-20 Actual	2020-21 Actual*	2021-22 Target	2022-23 Target
Integrated HR Services *(Strategic Goal)*	Average days between injury and Workers' Compensation claim filed.	15	9	4	3
	Achieved lower severity of Workers' Compensation claims than the risk pool	No	Yes	Yes	Yes
	Annual liability claims payment under the Self-Insured Retention amount.	Yes	No	Yes	Yes
Employee Development & Growth *(Strategic Goal)*	Percentage of On-Time Employee Performance Evaluations	81%	88%	95%	95%
	Percentage of Internal Promotions	51%	48%	40%	40%
	Training Sessions Coordinated	35	29	35	35
Engaged and Aware Culture *(Strategic Goal)*	Number of Policies Communicated	9	9	5	5
	Informational Sessions Coordinated	65	122	80	90

**As of 03/10/2021*

Economic Stability

Housing

Climate Action

DEI

Other Department Objectives

Human Resources

Program Description

The Human Resources Administration Program provides support to all City departments in all aspects of attracting and retaining highly qualified employees. The Program manages a variety of functions including coordination of recruitment and selection, classification and compensation, performance management, employee training and development, labor relations and negotiations, employee benefits and statutory and regulatory compliance.

Core Services & Objectives

- Employee recruitment, selection, orientation, development, and training administration.
- Employee classification, compensation, and benefits administration.
- Employee performance management.
- Employee/employer labor relations and negotiations.
- Legal compliance.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$922,624	$1,059,475	$1,265,198	19%	$1,308,129	3%
Contract Services	$270,102	$225,300	$369,840	64%	$308,883	-16%
Other Operating Costs	$24,946	$33,200	$48,400	46%	$48,800	1%
Total Program	**$1,217,672**	**$1,317,975**	**$1,683,438**	**28%**	**$1,665,812**	**-1%**

Major City Goal Contributions

HR supports the Economic Recovery Major City Goal through continued enhancement to the Oracle Cloud system to increase efficiencies and overall effectiveness of the system. It also contributes by negotiating successor agreements with employee groups in alignment with Council adopted Labor Relations Objectives.

The program also supports the Diversity, Equity, and Inclusion Major City Goal through review and revision of Human Resources policies and practices.

Wellness

Program Description

The Wellness Program aids in managing the life experience of our employees by providing employee tools and education to improve their physical and emotional well-being, thus enhancing employee productivity, resiliency, and performance. The program provides employees with fitness, nutrition, and health and safety information, education, and programs as well as professional counseling and referral services through the Employee Assistance Program.

Core Services & Objectives

- Maintain wellness rooms for employee use.
- Encourage physical activity and healthy lifestyle.
- Provide health, wellness, and safety information to employees.
- Continue to encourage utilization of the Employee Assistance Program.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Contract Services	$3,114	$14,911	$14,911	0%	$14,911	0%
Other Operating Costs	$-	$2,500	$2,500	0%	$2,500	0%
Total Program	**$3,114**	**$17,411**	**$17,411**	**0%**	**$17,411**	**0%**

Risk Management – Insurance Fund

Program Description

The Risk Management Program aims to promote safety in the workplace and in the community by minimizing accidents, reducing liabilities and associated costs. The City established an Insurance Fund for the purpose of paying its annual premiums for liability, Workers' Compensation, special events, volunteer, and property insurance needed to protect the City and to manage the fluctuations in claims-related expenses.

Core Services & Objectives:

- Continue to review and update safety policies and procedures, increase safety awareness, and reduce preventable injuries through training and education of employees.
- Monitor liability claims and workers' compensation claims and recommend operating changes to reduce risk of liability or injury.
- Review insurance plans and coverage and process renewals annually, seeking the most cost-effective methods of insuring.
- Review standards for insurance requirements in contracts with those who do business with the City to make sure the City is adequately protected in the event of liability claims.
- Support a culture of safety among city employees, maintain compliance with applicable regulations, and implement improvements to ensure a high quality of life in the community.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing[3]	$2,611,827	$2,037,611	$2,181,044	7%	$2,668,844	22%
Other Operating Costs	$1,710,500	$1,781,006	$2,002,059	12%	$2,055,128	3%
Total Program	**$4,322,327**	**$3,818,617**	**$4,183,103**	**10%**	**$4,723,972**	**13%**

Major City Goal Contribution

Supports the Economic Recovery Major City Goal through continuing to monitor liability and workers' compensation claims through actions aimed at reducing liability and workers' compensation costs.

[3] Staffing costs in the Insurance Fund represent workers' compensation insurance costs.

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PARKS AND RECREATION

Mission Statement

Inspiring happiness by creating community through people, parks, programs, and open spaces.

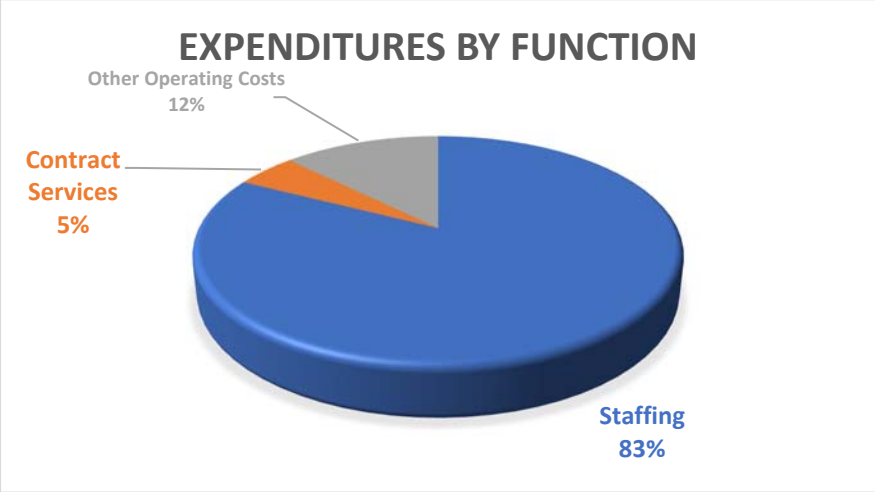
About the Department

The Parks and Recreation Department is committed to providing quality parks and facilities (such as the SLO Swim Center, Damon-Garcia Sports Complex, and Laguna Lake Golf Course) where recreation programs, special events, activities for youth and seniors, cultural and educational opportunities occur in an effort to encourage wellness and develop community through leisure, cultural, and social pursuits. The Department also protects and preserves the City's natural resources and open spaces.

The Parks and Recreation budget is predominately related to staffing costs. In addition to the annual full-time Parks and Recreation employees, the Department relies heavily on supplemental employees who provide service to the community year-round. Depending on the season, the Department may have 150 to 200 supplemental employees providing services such as lifeguarding and instructional swim lessons, providing afterschool childcare, hosting special events and pop-up events, providing open space enforcement, promoting all the department activities and classes through social media and more.

The Department at a glance

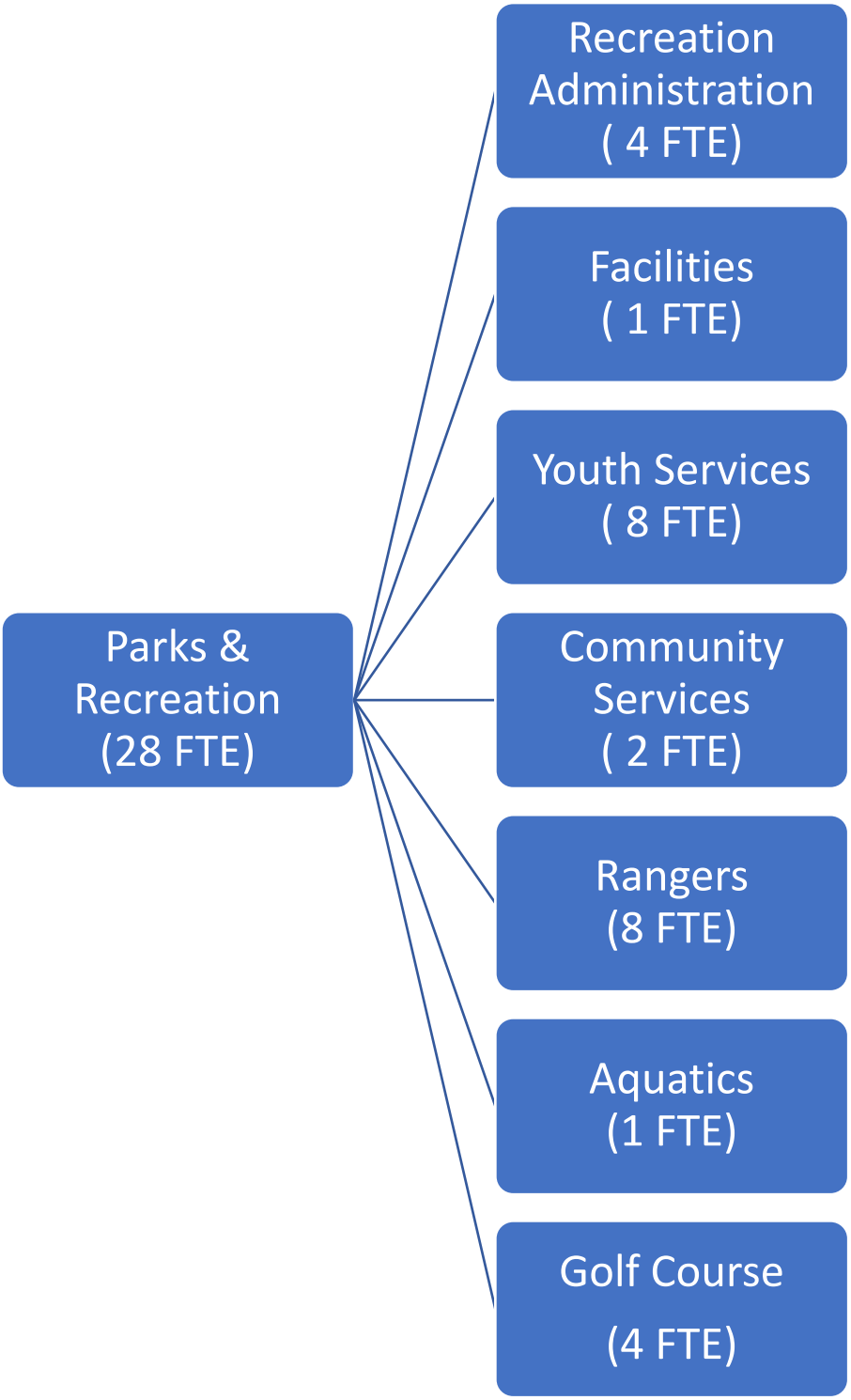
Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
Recreation Admin	$780,489	$738,905	$768,149	$797,183
Recreation Facilities	$190,312	$238,878	$284,066	$310,738
Youth Services	$853,586	$997,873	$1,255,147	$1,332,290
Community Services[1]	$481,757	$623,395	$649,546	$685,228
Ranger Service	$496,081	$525,780	$817,872	$864,222
Aquatics	$402,346	$483,225	$651,167	$624,856
Golf Course	$595,060	$666,245	$700,871	$721,653
Parks and Recreation Total	$3,799,632	$4,274,301	$5,126,817	$5,336,170



	2021-22	2022-23
Existing FTEs	17	17
Additional FTEs (per SOBCs)	11	11
Supplemental/Contract FTEs	45.3	45.3
TOTAL	73.3	73.3

[1] Includes $10,500 operating budget for the Jack House each year.

Department Organizational Chart[2]



[2] Does not include supplemental or contract positions.

Operating Budget Changes

	SOBC	Description	Type	2021-22	2022-23
1	Fuel Reduction Crew (4000 Supplemental Staff Hours)	***Open Space Fire Fuel Reduction Resources (MCG 4.5):*** *This request is to establish an Open Space Fire Fuel Reduction Crew (part-time staff, 4,000 hours), including procurement of necessary equipment, to ensure that the City has a reliable means of conducting fuel reduction activities.*	Ongoing	$60,140	$61,589
2	Fire Fuel Reduction Crew Tools and PPE		One-time	$4,500	
3	Net New Ranger Maintenance Worker (1 New FTE)	***Ranger Staffing Resources (MCG 4.1):*** *This request is to add an additional Ranger Maintenance Worker and convert supplemental staff to full-time to create a sustainable Ranger staffing model in response to increased Open Space acreage. The additional staffing resources are needed to properly maintain the City's Open Spaces, including recent acquisitions in fall 2018 of the Miossi property and Waddell Ranch property in fall 2016, resulting in a combined increased Open Space to 4,050 acres (55+ miles of trail system). Staffing resources have not been augmented since either acquisition.*	Ongoing	$70,854	$74,105
4	Conversion of Ranger LBTs to FTE (Equals 4 FTE Additions)		Ongoing	$84,561	$92,421
5	Open SLO Downtown Dining Resources (MCG 1.4a)	This request is for additional supplemental staffing budget to support the Open SLO Program Downtown Dining within Mission Plaza.	One-time	$13,688	$27,375
6	Open Space Environmental Clean-up Resources (MCG 3.7)	This request is to provide additional financial resources for environmental clean-ups in the City's Open Spaces associated with increased volume of abandoned personal property and trash. The trash poses environmental issues, specifically related to water quality and fire safety.	Ongoing	$10,000	$15,000
7	Aquatics Resources to Implement COVID-19 Safety Protocols	This request is for additional staffing resources to adhere to COVID-19 safety guidelines at the SLO Swim Center. Additional staff are required to conduct health screenings, clean all surfaces and equipment (kickboards, pull buoys) in between swim times, as well as adhere to class ratio requirements (smaller class sizes).	One-time	$62,000	$0
8	SLO Swim Center Minor Capital Maintenance	This request is for resources to update and replace operational safety equipment such as lane lines, lane line reels, and stanchion posts for participant safety at the SLO	One-time	$30,000	$30,000

SOBC		Description	Type	2021-22	2022-23
		Swim Center. These purchases are based on life expectancies (5-10 yrs.).			
9	Youth Services Staffing Resources (MCG 1.2a)	This request is for equitable wages and benefits for Youth Services Site Specialists to provide a sustainable staffing model to support quality childcare programming and program enhancements due to retention and recruitment challenges.	Ongoing	$93,227	$132,045
			TOTAL	**$428,969**	**$432,535**

2021-23 Department Goals

Department strategic priorities for the 2021-23 Financial Plan are to help advance the City's overall goals tied to Major City Goals, Department Strategic Plans, and other priorities as they may arise. These goals are in addition to ongoing community program services (listed in program sub-sections).

Strategic Goal(s)

Continue to activate parks and public spaces with an emphasis on neighborhoods and downtown through pop-up events and public art that promote inclusivity, provides cultural unity, develops a sense of community and supports healthy lifestyles.

Adopt the Parks and Recreation Blueprint for the Future and initiate public engagement for prioritization of projects, focused on meeting amenity needs identified by the City-wide inventory assessment and specific to City subareas, that also factor in to help achieve carbon neutrality, inclusivity and accessibility.

In coordination with the Office of Natural Resources, continue to develop the new networks of Open Space Trails at Righetti Hill and Miossi preserve while maintaining the current 4,000+ acres of Open Space and trail system. Continued focus on fire fuel reduction and creek and flood control.

Continue to provide quality childcare to the community to support economic recovery through regional partnerships to enhance and expand childcare offerings to the community.

Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives.

Objective	Measure	2019-20 Actual	2020-21 Actual	2021-22 Target	2022-23 Target
Provide inclusive, accessible programming that serves the whole community. *Strategic Goal: Programming is Directed to Diverse Users (P&R Strategic Plan Goal), DEI and Economic Vitality MCGs*	# of Department Community Events	10	15	20	20
	# of non-profit permitted Facility Uses	110	15*	120	120
	# of program registrations	2,865	1,833 as of 3/12/21	3,200	3,500
	# of program offerings	270	168 as of 3/12/21	300	320
	# of childcare spots filled/offered	1085 /1085	152/152*	1085 /1085	1100 /1100
	# of children receiving subsidy	51 CAPSLO 27 City scholarship	22 CAPSLO* 27 City scholarship	51 CAPSLO 27 City scholarship	51 CAPSLO 27 City scholarship

Objective	Measure	2019-20 Actual	2020-21 Actual	2021-22 Target	2022-23 Target
In Coordination with Public Works, engage the public to prioritize new and revitalized Recreational Amenities *Strategic Goal: Expand Parks & Facilities (P&R Strategic Plan Goal), MCG Economic Stability*	# of public outreach meetings	2	5	6	6
	# of updated or new parks and amenities in process	2	3	4	5
Creates and fosters a sense of community through citizen involvement *Strategic Goal: Maximize Community Resources & Collaborations (P&R Strategic Plan Goal)*	# of volunteers/hours	36/108hrs*	11/22hrs*	100/400hrs	400/1200hrs
	# of temporary Public Art or Cultural Art Events	3	4	5	5
Leverage technology to engage the community and promote program offerings *Strategic Goal: Programming is Directed to Diverse Users (P&R Strategic Plan Goal)*	# of Instagram followers	5,220	5,507 as of 3/12/21	6,700	7,900
	# of Facebook followers	4,408	4,547 as of 3/12/21	4,890	5,200
	# of Virtual Program Offerings	19	15	15	15
Open Space Preservation and Enhancement *Strategic Goal: Nurture Open Space (P&R Strategic Plan Goal), Climate Action MCG*	# of miles of Open Space trails maintained	58.5	60 as of 3/12/2021	61	61.75
	# of staff hours dedicated to fuel reduction	76*	304	2,500	2,500
	# of encampment site clean-ups removed from Open Spaces	44*	103 as of 3/12/21	60	60

**FY 19-20 programming was suspended in March 2020 due to COVID-19 and FY 20-21 programming was modified due to COVID-19 restrictions (includes COVID-10 restrictions surrounding encampment clean-ups and modified childcare programming from traditional school year to cohort programming during SLCUSD distanced learning)*

Recreation Administration

Program Description

The Recreation Administration Program plans for new improvements to existing parks and recreation facilities, applies for, and administers grant programs, research industry trends and best practices. It provides clerical assistance department-wide including the hiring of supplemental staff and manages the overall department budget. Staff provides support to two advisory bodies; the Parks and Recreation Commission and the Jack House Committee and manages the Public Art program.

Core Services & Objectives

- Department Administration and Leadership
- Supplemental staff recruitment and onboarding
- Oversees Department and Division budgets for financial sustainability and accountability.
- Oversees Registration Software and program registration.
- Provide customer service to the public associated with Department programming.
- Support and facilitation of Parks and Recreation Advisory Bodies (Parks and Rec Commission and Jack House)
- Public Art Program implementation and policy development
- Recreational Capital Improvement Project Management in alignment with new Parks and Recreation Plan and Element of the General Plan
- Management of Parkland and Public Art Impact Fee Funds
- Marketing and Community Engagement surrounding Recreational programming and construction of recreational facilities.
- Implement and/or plan for the Parks and Recreation Department Strategic Plan

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$681,743	$675,590	$673,334	0%	$702,368	4%
Contract Services	$80,214	$15,255	$15,255	0%	$15,255	0%
Other Operating Costs	$18,533	$48,060	$79,560	66%	$79,560	0%
Total Program	**$780,489**	**$738,905**	**$768,149**	**4%**	**$797,183**	**4%**

Major City Goal Contributions

Recreation Administration supports the Economic Recovery Goal through supporting Arts and Culture and assisting in Downtown Vitality efforts.

Opportunities and Challenges

With the anticipated Parks and Recreation Blueprint for the Future, the Department will be focused on community outreach and planning for new and improved recreational amenities. The Department will update programmatic focus for each division with the next Financial Plan to reflect the major goals and objectives of the Blueprint. Work on that effort will begin with the Blueprint adoption.

With COVID-19 impacts, staff will evaluate the department service desk and determine appropriate staffing for when the office reopens to the public.

Other Key Points

The Marketing Specialist Limited Benefit temporary position has been reclassified to an on-going regular permanent FTE that supports marketing and promotions for all four departments within the Community Services Group. The budget for this position has been moved to the Community Services Group Cost Center from Recreation Administration.

Registration software fees (including credit card processing fees) are now budgeted as an expenditure and not a reduction in revenue. This is an administrative change recommended based on accounting best practices. There is no net budgetary effect from this change.

Facilities

Program Description

The Facilities Program manages, supervises, and schedules the use and maintenance of community recreation buildings and reserved park areas, and oversees the approval and issuance of facility rental permits, banner permits, and film permits. The department additionally supports the Downtown Dining Mission Plaza program through equipment set-up and staffing.

Core Services & Objectives

- Manage and coordinate use of City indoor and outdoor facilities to optimize use and availability.
- Manage the commemorative Bench Program and associated Donations.
- Coordination of Street Banner Reservations and Commercial Filming Permits.
- Hire, recruit and train supplemental staff to facilitate use of City's indoor and outdoor facilities

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$179,606	220,948	$266,051	20%	$292,723	10%
Contract Services	$2,343	$5,100	$5,100	0%	$5,100	0%
Other Operating Costs	$8,363	$12,830	$12,915	1%	$12,915	0%
Total Program	**$190,312**	**$238,878**	**$284,066**	**19%**	**$310,738**	**9%**

Major City Goal Contributions

Facilities supports the Economic Recovery Major City Goal and Downtown Vitality by providing resources to assist with OpenSLO.

Opportunities and Challenges

With COVID-19 impacts, staff will need to adjust and or modify indoor programming when authorized by state and county health guidelines.

Youth Services

Program Description

The Youth Services program provides licensed childcare during school closures (before and after school, spring break, teacher workdays, and throughout the summer) with a focus on healthy and positive development of children through anti-bias curriculum, STEAM based activities, social experiences, focus on inclusion and opportunities that promote learning, awareness of community, fitness and health, academic support and recreational play.

Core Services & Objectives

- Collaborate with SLCUSD to provide school age childcare programs on City school campuses and CAPSLO to provide subsidized care for qualifying families.
- Provide school age childcare through the State Community Care Licensing
- Continue to assess and modify the current business practices to optimize number of children receiving care (accommodating wait list) and accommodate increasing number of children needing care due to changes in school schedules and increased TK programs in the school district.
- Provide a variety of childcare programming during school closure times, including: before and after school childcare, summer camp, Spring Break Camps and Teacher Workday camps.
- Develop inclusive care programs with community partners to provide support for children with special needs (using agency partners and internal trained support staff).
- Stay current on professional trends, both academic and developmental, and incorporate trainings and practices to ensure an environment that is diverse and inclusive.
- Recruit, onboard and retain quality staff through professional development opportunities and relevant workforce training.
- Plan and implement curriculum which spotlights community partnerships, educational opportunities, guest speakers and local field trips, encouraging children to be lifelong learners and active community members.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$762,126	$855,543	$1,109,377	30%	$1,186,520	7%
Contract Services	$9,761	$17,900	$20,300	13%	$20,300	0%
Other Operating Costs	$81,700	$124,430	$125,470	1%	$125,470	0%
Total Program	**$853,586**	**$997,873**	**$1,255,147**	**26%**	**$1,332,290**	**6%**

Major City Goal Contributions

Youth Services supports the Economic Recovery Major City Goal through business support by providing childcare to the community to enable residents to return to work. In addition, the division supports the Diversity, Equity and Inclusion Major City Goal and workforce recruitment and retention by serving as a community partner involved in the SLO County Child Care Study (First 5's analysis). The division will review, evaluate and implement findings from the study as resources permit.

Opportunities and Challenges

There are also recruitment and retention challenges surrounding the COVID-19 pandemic and hesitancy and concern surrounding health and safety of working in the classroom.

The division continues to adjust programming as the district changes the classroom schedule in response to the COVID pandemic.

Other Key Points

The City reclassified the Limited Benefit Temporary Site Specialists to Regular Benefited Full-time staff, increasing full-time budget and decreasing temporary staffing for a net increase of $93,227 to address on-going compaction and retention issues and fair wages surrounding job tasks.

Youth Services employs many supplemental employees and the update to the supplemental salary schedule in response to mandated minimum wage increases and subsequent compaction has led to an increase in supplemental staffing budget.

Community Services

Program Description

The Community Services Program hosts a variety of community-based events (community wide and neighborhood based), coordinates special event permits, manages youth and adult athletic leagues, offers recreational activities and classes, manages the City's community gardens, manages the skate park and senior center. The programming promotes community engagement, healthy lifestyles and social interactions, and coordinates volunteer opportunities.

Core Services & Objectives

- Continued partnership with Cal Poly Industry Experience Management Department students' to develop and support innovative programming
- Host community-wide events and events in neighborhoods based on City subareas
- Expand enrichment class offerings to the community
- Coordinate volunteer activities for the Department
- Offers sports clinics and coordinate youth and adult athletic leagues
- Develop and offer pilot recreational programs designed to support unmet community needs
- Serve as liaison to the Jack House Committee
- Coordination and upkeep of community gardens
- Management and provide safe programming of Skate Park
- Assist with Senior Center program and facility management
- Coordination of special event permits
- Develop new marketing strategies for promotion of recreational sports and program offering

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Staffing	$350,549	$384,225	$415,136	8%	$443,918	7%
Contract Services	$63,235	$119,000	$122,800	3%	$123,600	1%
Other Operating Costs	$67,973	$120,170	$111,610	-8%	117,710	6%
Total Program	**$481,757**	**$623,395**	**$649,546**	**4%**	**$685,228**	**6%**

Major City Goal Contributions

Community Services supports the Economic Recovery Goal through supporting Arts and Culture and assisting in Downtown Vitality efforts.

Challenges and Opportunities

The COVID-19 pandemic has proven to be a challenge to event programming. The Division will need to strategically and creatively develop events and build community while safely adhering to County guidelines.

Other Key Points

Due to COVID-19 capacity restrictions on large group gatherings, the TRI event for July 2021 was cancelled. Accordingly, operating budgets for FY 22 were adjusted. Staff anticipate holding the TRI event in July 2022 and operating budgets for FY 23 are reflected to show the staffing and material cost.

Community Services employs many supplemental employees and the update to the supplemental salary schedule in response to mandated minimum wage increases and subsequent compaction has led to an increase in supplemental staffing budget.

Ranger Service

Program Description

The Ranger Service Program preserves and protects the natural resources in the City's open space with daily maintenance, construction, rehabilitation, mitigation projects, and patrol. Rangers conduct year-round environmental education programs and hikes and educate the community about how to help protect the City's natural resources and open spaces.

Core Services & Objectives

- Complete installation of adopted trail systems in new Open Space acquisitions
- Maintain the Open Space consistent with the adopted Open Space Maintenance Plan
- Facilitate mitigation and fire fuel reduction projects in the City's Open Spaces
- Assist with the City's Storm Water Program compliance
- Conduct environmental education programs and hikes
- Support encampment clean-ups and facilitation between the unhoused community and the Homeless Response Manager and CAT program staff.
- Remove trash and debris in the City's Open Spaces and creeks
- Patrol open space areas ensuring compliance with the City Open Space Ordinances, the safety of users, and preservation of the natural environment

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$446,656	$483,550	$759,592	57%	$805,442	6%
Contract Services	$28,843	$17,400	$27,400	57%	$32,400	18%
Other Operating Costs	$20,583	$24,830	$30,880	24%	$26,380	-15%
Total Program	$496,081	$525,780	$817,872	56%	$864,222	6%

Major City Goal Contributions:

Ranger Services supports the Housing Major City Goal through supporting Environmental Protection and Water Quality and plays a key role in the Climate Action Major City Goal through the team's work on preservation, maintenance and enhancement of City's open space and urban forest, and the team's planning and implementation for resilience.

Opportunities and Challenges

Currently with COVID-19 restrictions, educational programs and hikes are limited by County Health guidelines but staff is creatively utilizing technology to continue to educate the public.

Open Space usage has increased by 30% amidst the COVID-19 pandemic and staff anticipates this trend to continue post-COVID-19. Due to increased usage, there is a need for more education and patrol.

Other Key Points

The division increased their full-time staff by one net new Ranger Maintenance Worker to meet level of service standard consistent with recent Open Space expansion.

To provide reliable, consistent staffing, reclassified Ranger Service Limited Benefit Temporary staff to full-time staff resulting in a net increase of $84,561.

Increased supplemental staffing budget by 4,000 hours and operating budget for machinery and equipment to establish a fire fuel reduction crew in order to ensure the City has a reliable means of conducting fuel reduction activities.

Aquatics

Program Description

The Aquatics Program provides a safe, well-maintained facility offering the community diverse aquatic activities designed to incorporate recreation swim, fitness, therapy, exercise, rehabilitation, skill development and socialization regardless of economic status, disability, fitness level or age. The aquatics program additionally provides well-trained and skilled staff to ensure patron safety and provides emergency response if needed.

Core Services & Objectives

- Provide instructional, lap, and recreational swimming programs
- Provide a wide range of aerobic activities to meet a diverse population (therapy, exercise, etc.)
- Maintain a clean, accessible and safe facility as paramount to the prevention of incidents and injury at the SLO Swim Center.
- Adjust programing to be creative and meet the needs of the community
- Ensure all staff maintain California and American Red Cross certifications and attend monthly in-service trainings
- Provide water safety, educational and preventative events throughout the year.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Staffing	$348,345	$431,395	$565,167	31%	$538,057	-5%
Contract Services	$36,624	$37,800	$38,500	2%	$39,299	2%
Other Operating Costs	$17,377	$14,030	$47,500	239%	$47,500	0%
Total Program	**$402,346**	**$483,225**	**$651,167**	**35%**	**$624,856**	**-4%**

Opportunities and Challenges

County Health Department guidelines for operating an Aquatic facility during a pandemic led to capacity restrictions and additional staffing needs to adhere to sanitation and health protocols. The division's supplemental staffing budget increased for FY 2022 to provide the staffing needs to follow County Health guidelines and requirements.

Other Key Points

The Division increased its Machinery and Equipment budget for the ongoing replacement of program facility equipment (manikins, pace clocks, etc.) and for minor capital replacements (lane lines, lane line reels, and stanchion posts).

Golf Course

Program Description

The Golf Course Program operates and maintains the Laguna Lake Golf Course as a 10-hole par three golf course, Pro-Shop, and driving range.

Core Services & Objectives

- Maintain and enhance the Laguna Lake Golf Course including equipment maintenance and irrigation repair.
- Provide a comprehensive Pro-Shop operations and reliable customer service.
- Promote and provide alternative golf related programming.
- Provide community focused events to enhance the use of the facility.
- Identify environmental initiatives focused on creek preservation, water conservation, and long-term sustainability.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$394,711	$402,701	$444,048	10%	$462,695	4%
Contract Services	$27,050	$21,560	$21,560	0%	$21,713	1%
Other Operating Costs	$173,298	$241,984	$235,263	-3%	$237,245	1%
Total Program	$595,060	$666,245	$700,871	5%	$721,653	3%

Opportunities and Challenges

Due to antiquated infrastructure, on-going irrigation leaks monopolize staff time and take away from standard course maintenance.

Demand for golf activities have increased amidst the pandemic, and staff are developing new and diverse programming.

Other Key Points

Other Operating costs decreased due to a change in budgeting for Golf Cart Leases. Per GASB 87 – Lease Accounting, budget for the leases has been moved from the Golf Course operating budget to the Debt Service Fund.

POLICE

Mission Statement

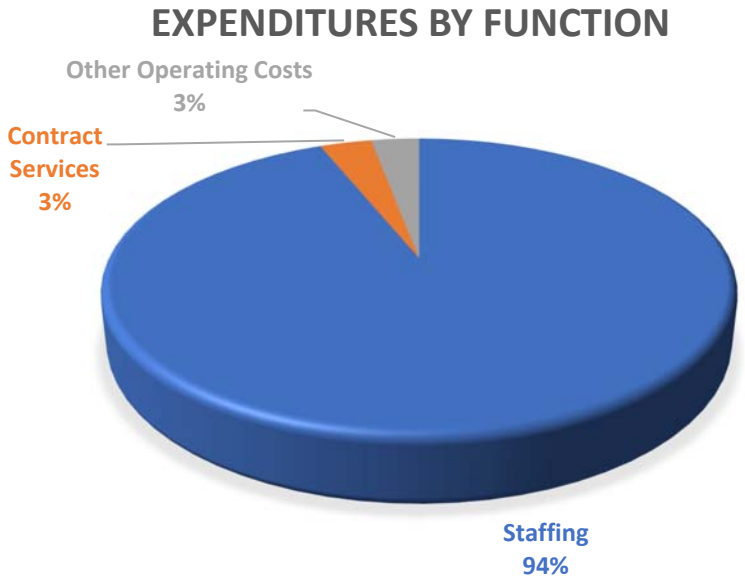
Maintaining a safe city by working in partnership with the community to protect life and property, prevent and reduce crime, and improve the quality of life in our neighborhoods while preserving the rights of all through a commitment to Service, Pride and Integrity.

About the Department

The Police Department consists of two operating bureaus: Operations and Administration. The Operations Bureau consists of patrol services, traffic safety, and neighborhood services. The Administrative Services Bureau includes administrative services, investigative division, communications, and records units.

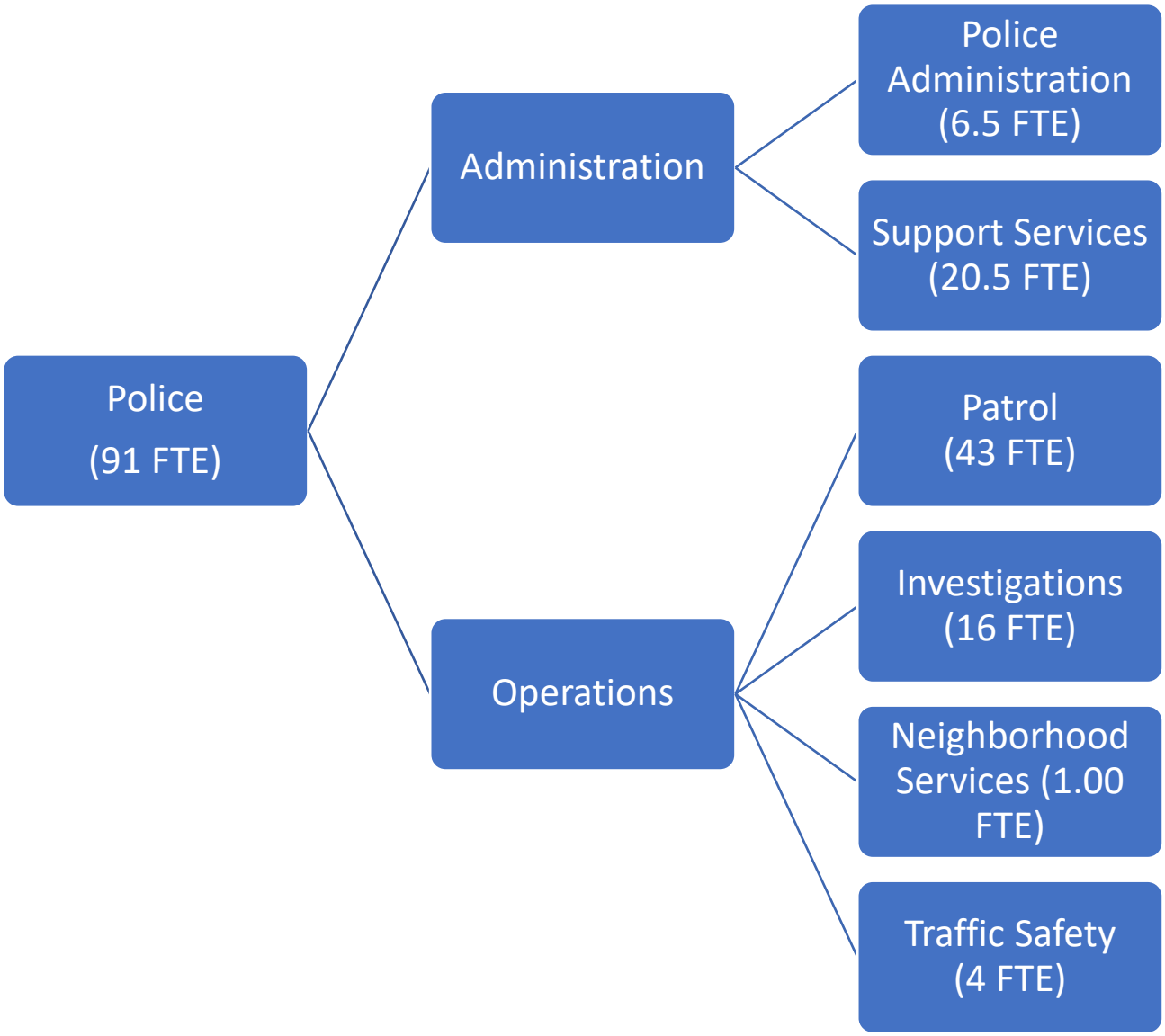
The Department at a glance

Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
Police Admin	$1,997,594	$1,925,154	$2,126,833	$2,171,555
Patrol	$9,337,298	$9,659,843	$9,493,388	$10,049,646
Investigations	$2,786,997	$2,662,527	$3,458,235	$3,623,590
Police Support Services	$2,484,815	$2,524,226	$2,908,916	$3,019,376
Neighborhood Services	$229,238	$260,956	$272,863	$277,062
Traffic Safety	$796,078	$770,156	$881,108	$910,143
Police Total	**$17,632,020**	**$17,802,862**	**$19,141,343**	**$20,051,371**



	2021-22	2022-23
Existing FTEs	90.5	90.5
Additional FTEs (per SOBCs)	.5	.5
Supplemental/Contract FTEs	1.7	1.7
TOTAL	92.7	92.7

Department Organizational Chart[1]



[1] Does not include supplemental or contract employees.

Operating Budget Changes

	SOBC	Description	Type	2021-22	2022-23
1	Reclassification for Police Operations Support Specialist	Reclassifying the Police Operations Support Specialist from a supplemental to FTE position, but annual hours will remain at 1040. Staff will work with Human Resources to change pay grade	Ongoing	$12,200	$13,751
2	EvidenceOnQ and DigitalOnQ	EvidenceOnQ is software that integrates with Spillman but has a much more robust tracking/reporting capability for evidence data. DigitalOnQ is specific to the storage of digital evidence, which will be stored on the cloud and provide a proper chain of command.	Ongoing	$8,555	$8,555
3	Reclassification for SNAP Employees	Changing the pay grade of SNAP employees is intended to help with recruitment and retention of civilian supplemental employees that has become increasingly difficult to retain over the past few years. Increases in parking districts have resulted in an increased workload for SNAP and the change in pay grade would bring the positions in line with a Parking Enforcement Officer.	Ongoing	$9,622	$9,622
4	Lead Records Clerk	This position will assist the Records Supervisor with Public Records Requests and other time sensitive/complex tasks. The workload for the Supervisor has increased related to public records requests which are time consuming and involve working with the City Attorney to ensure compliance.	Ongoing	$93,696	$97,868
5	Ongoing costs related to Cannabis backgrounds and operation compliance	Funding for police will be used to assist with operator and employee background checks, monitoring and investigating all criminal service calls and complaints related to cannabis businesses, conducting non-qualified sales operations, and staying involved with decisions regarding the oversight and the implementation of the cannabis program	Ongoing	$95,272	$105,292
6	Eliminate Cannabis Officer Position	Eliminate an officer position due to fewer business permits than anticipated; as a result, the program has been reassessed and modified.	Ongoing	-$192,150	-$194,026

SOBC		Description	Type	2021-22	2022-23
7	Supplies for Downtown Sergeant's educational program	Ongoing costs for supplies created and used by the downtown Sergeant for educational programs for downtown business owners. This may include printed materials, easels, binders, etc.	Ongoing	$1,000	$1,000
8	Social Worker -TMHA Support - Fully Burdened Cost	Adding a second social worker to the Community Action Team to enhance current service levels and enable the team to reach out to more homeless persons in need of assistance. Position will be hired by THMA and contracted with the City.	Ongoing	$118,688	$116,188
9	Onetime costs for Social Worker position	Set up costs related to office supplies, desk, and phone for Social Worker position. Office will be located at the Police Department.	One-time	$6,500	
10	Public Safety Supplies	Costs related to ammunition have increased significantly and the number of officers requesting monthly allotment (per the POA MOA) has increased as well. Duty ammunition must replace annually based on the manufacturer's recommendations.	Ongoing	$11,600	$11,600
11	Spillman RIPA Module	The Racial and Identity Profiling Act (RIPA) was formed as part of AB953. California law enforcement agencies will be required to collect data for stops made by law enforcement personnel. Annual reporting to DOJ is a requirement.	One-time	$15,400	
12	Public Safety Equipment Replacement Project	Ongoing Contribution amount for the Public Safety Equipment Replacement Sustainability Project that was established and funded beginning in FY20. The Funding covered the first three years of the project until the project's annual contribution amount leveled out as near-term equipment replacement needs took place. Ongoing funding for this project was added to the long-term budget forecast for Police.	Ongoing	$0	$58,281
			TOTAL	**$180,384**	**$228,131**

2021-23 Department Goals

Department strategic priorities for the 2021-23 Financial Plan are to help advance the City's overall goals tied to Major City Goals, Department Strategic Plans, and other priorities as they may arise. These goals are in addition to ongoing community program services (listed in program sub-sections).

Strategic Goals

Continue to provide public safety presence in the downtown by utilizing the downtown Bike patrol team.

The Police department will develop an educational program, which will include in-person presentations for business owners (including visitor serving) to know how to deal with situations requiring public safety support.

Continue to provide public safety services by utilizing the Community Action Team; includes two officers and a social worker. (Costs include existing social worker position, but funding for the position is provided by the County). Develop a CAT staffing plan with second social worker, to ensure public safety and social service resources in both the downtown and creek area.

Evaluate a plan to reestablish a downtown substation for public safety (Potential of adding to Mission Plaza Project). Additionally, the department will track and analyze hours worked (regular and overtime hours) by the downtown sergeant and downtown officers and tracking crime statistics.

Implement all state and federal government changes in law enforcement including the Governor's recommendations regarding protests when issued and the After-Action Report recommendations.

Focus on and enhance de-escalation and diversity training.

Review new Police Station building program and budget for opportunities to reduce costs to preserve resources for community service investments.

Active Transportation Plan - Micro mobility: Continue to monitor state of micro mobility industry and feasibility of a future city bikeshare system.

Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives.

Objective	Measure	2019-20 Actual	2020-21 Actual	2021-22 Target	2022-23 Target
Reduce Crime *Strategic Goal: Economic Recovery, Department Mission*	# of total Part I Crime by year.[2]	1,925	1,825	1,825	1,789
Provide safe roadways for pedestrians, vehicles, and bicyclists. *Strategic Goal: Patrol Objectives, Department Mission*	# of total traffic collisions.[3]	Vehicle: 588	Vehicle: 288	Vehicle: 500	Vehicle: 475
		Pedestrian: 31	Pedestrian: 19	Pedestrian: 30	Pedestrian: 25
		Bicycle: 44	Bicycle: 44	Bicycle: 42	Bicycle: 40
	# of targeted enforcement operations conducted under the Office of Traffic Safety Grant per year	DUI Checkpoints: 3	DUI Checkpoints: 2	DUI Checkpoints: 2	DUI Checkpoints: 2
		DUI Saturation Patrols: 16	DUI Saturation Patrols: 21	DUI Saturation Patrols: 30	DUI Saturation Patrols: 30
		Traffic Enforcement Operations: 13	Traffic Enforcement Operations: 10	Traffic Enforcement Operations: 15	Traffic Enforcement Operations: 15
		Motorcycle Safety Enforcement: 2	Motorcycle Safety Enforcement: 2	Motorcycle Safety Enforcement: 2	Motorcycle Safety Enforcement: 2
		Bicycle & Pedestrian Enforcement: 6	Bicycle & Pedestrian Enforcement: 4	Bicycle & Pedestrian Enforcement: 6	Bicycle & Pedestrian Enforcement: 6
Reduce Homeless related Calls for Service through proactive engagement. *Strategic Goal: Economic Recovery, Department Mission, Patrol Objective*	# calls related to homelessness[4]	7032	7344	7200	7000
	# of unique individuals contacted by CAT	437	524	600	700
	# of Family & Agency Reunification	47	56	60	65
	# of Local Permanent Housing	22	26	28	30
	# of major camp cleanups	3	6	10	12
	# of Mental Health/Substance Abuse Treatment Referrals	112	146	160	180

[2] Part 1 Crimes include: homicide, forcible rape, robbery, aggravated assault, burglary, and motor vehicle theft. Figures shown represent calendar year.
[3] Traffic Collision data is shown by calendar year.
[4] All stats related to homelessness are based on calendar year.

Police Administration

Program Description

The Police administration program plans, directs, and evaluates all police services, including overall department leadership provided by the Chief of Police. Police administration provides business and fiscal management; personnel hiring and training; risk management; claims/lawsuit coordination; contract service administration; equipment purchases and maintenance; and computer application support for public safety information systems, including computer aided dispatch (CAD) and records management applications. This program is also responsible for preparing and implementing policies and procedures, ensuring appropriate training and performance standards are maintained and ensuring compliance with mandates.

Core Services & Objectives

- Provide overall department administration and leadership.
- Implement strategies to enhance intelligent lead policing to work toward reducing crime.
- Provide business and fiscal administration including grant management and contract administration.
- Process and oversee internal affairs investigations.
- Manage the hiring and training of department personnel.
- Manage Lexipol and policy development.
- Ensure department fiscal sustainability and responsibility.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,315,158	$1,211,337	$1,274,885	5%	$1,323,998	4%
Contract Services	$393,782	$404,665	$527,458	30%	$528,767	0%
Other Operating Costs	$288,655	$309,152	$324,490	5%	$318,790	-2%
Total Program	**$1,997,594**	**$1,925,154**	**$2,126,833**	**10%**	**$2,171,555**	**2%**

Major City Goal Contributions

The Police Administration program will be responsible for ensuring the department contributes to the work programs for the following Major City Goals: Housing and Homelessness; Economic Recovery; Resiliency and Fiscal Sustainability; Diversity, Equity and Inclusion; and Climate Action and Open Space.

Opportunities and Challenges

With an incoming new Police Chief, the department will be able to incorporate ideas from a new perspective. The Chief will also need to familiarize himself with the laws of California and department business processes and culture.

Patrol

Program Description

The police patrol services program utilizes uniformed personnel to respond to emergencies and calls for service; conduct preliminary investigations of criminal activity and routine traffic collisions; enforce state and City laws and statutes; apprehend criminals; manage unusual incidents; implement crime prevention strategies; and provide other public safety services.

Core Services & Objectives

- Use intelligent lead policing strategies focusing on neighborhood safety and quality of life and utilizing the current Neighborhood Officer Program.
- Enforce traffic laws focused on violations that tend to increase collisions.
- Deploy the Community Action Team and Downtown Bike Unit to address adverse behavior and homeless issues within the downtown and explore ways to manage and address homeless related issues that negatively impact our community.
- Continue to partner with Transitions Mental Health Association (TMHA) to address the needs of individuals that may be dealing with Mental Health related issues within our community.
- Utilize the department's two Field Service Technicians to respond to non-emergency calls for service and posting of abandon vehicles throughout the city.
- Provide emergency and non-emergency response and service to the community.
- School Resource Officer provides public safety resources to local educational communities.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$9,173,299	$9,554,943	$9,365,488	-2%	$9,868,465	5%
Contract Services	$505	$-	$-	-	$-	-
Other Operating Costs	$163,493	$104,900	$127,900	22%	$181,181	42%
Total Program	**$9,337,298**	**$9,659,843**	**$9,493,388**	**-2%**	**$10,049,646**	**6%**

Major City Goal Objectives

- Housing & Homelessness – The Patrol program will expand current Community Action Team (CAT) resources by adding an additional social worker position. The downtown bike team will also continue to provide public safety services to the downtown core.
- Economic Recovery & Resiliency – in addition to resources provided by the downtown bike team and CAT, the department will develop an educational program for business owners to become more familiar with how to handle emergency situations that require public safety support.

Opportunities and Challenges

The replacement of the officer's Mobile Data Computers is slated to occur in FY 20-21. The MDCs allow officers to rapidly obtain critical updates to calls for service as they are responding, and to ensure the safety of the public and successful resolution of the call for service. The department continues to have challenges with recruitment and retention, as the current national and local narrative in law enforcement creates difficulties in recruiting high quality candidates for officer positions.

Investigations

Program Description

This program provides investigation of any kind of criminal activity. Program staff also interview and monitor convicted sex and arson offenders, coordinate and deliver enforcement, intervention, and education services to the high school, and junior high, provide forensic investigative services and evidence collection and analysis, and process and dispose of evidence and property.

Core Services & Objectives

- Collaborate with organizations to identify and improve sexual assault prevention and investigation efforts.
- Conduct pro-active investigations in crime trends which victimize City residents and businesses.
- Provide crime awareness and public training opportunities to reduce victimization within the community.
- Manage all evidence and property in accordance with the law and established policy.
- Work collaboratively with other law enforcement agencies to address criminal activity.
- Conduct compliance checks in accordance with the City's Municipal Code related to alcohol and tobacco licenses.
- Monitor licensed cannabis retail/delivery businesses and conduct investigations related to illegal cannabis retail.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$2,757,125	$2,632,227	$3,329,263	26%	$3,484,598	5%
Contract Services	$356	$4,600	$99,872	2071%	$109,892	10%
Other Operating Costs	$29,516	$25,700	$29,100	13%	$29,100	0%
Total Program	**$2,786,997**	**$2,662,527**	**$3,458,235**	**30%**	**$3,623,590**	**5%**

Opportunities and Challenges

The department has seen a high turnover rate in the detective bureau, as multiple detectives have left and taken employment with other law enforcement agencies. Officers in the detective bureau are typically some of the highest caliber employees and it is challenging to replace them with new officers who need to attend over six weeks of training to reach a minimum competency level.

Police Support Services

Program Description

The support services program is divided into two divisions: Communications and Records. The program is involved in Department of Justice audits, acts as custodian of criminal records and compliance with State and Federal regulations. Staff are responsible for receiving, processing and dispatching emergency and non-emergency calls for service, public outreach, processing police reports and citations, tracking and reporting crime statistics, and maintaining confidential information.

Core Activities & Objectives

- Public Safety Answer Point for all emergency and non-emergency calls.
- Dispatch all police and fire related calls for service in a timely and efficient manner.
- Provide effective communication to support public safety personnel at all times.
- Process all police records and provide quality assurance.
- Respond and prepare public records requests and discovery letters.
- Prepare and submit all mandated statistical reports to Department of Justice and other agencies.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$2,342,760	$2,357,126	$2,706,481	15%	$2,832,341	5%
Contract Services	$124,760	$129,200	$159,735	24%	$144,335	-10%
Other Operating Costs	$17,295	$37,900	$42,700	13%	$42,700	0%
Total Program	**$2,484,815**	**$2,524,226**	**$2,908,916**	**15%**	**$3,019,376**	**4%**

Opportunities and Challenges

Challenges for Support Services include getting the new Records Clerks and Dispatchers trained as the department fills vacancies due to retention issues. As we return from the pandemic, it will be an opportunity to provide in-person service to the community by opening the department lobby and counter.

Neighborhood Services

Program Description

The Neighborhood Outreach & Education Program is responsible for the coordination of services and outreach to community members with an emphasis on residential neighborhoods. The Program coordinates response to violations of the City noise ordinance, along with related follow-up, data collection, and the issuance of warning notices and administrative citations to property owners. The program also includes support to various committees and neighborhood groups as well as receiving and acting on concerns of neighborhood residents about issues affecting the quality of life.

Core Activities & Objectives

- Collaborate with patrol to improve public outreach related to crime trends including web/social media outreach, in-person presentations, media releases, videos, etc.
- Respond to neighborhood concerns/complaints, facilitate assistance for residents.
- Create social media content calendar and push information via Nextdoor, Instagram, Facebook, and Twitter.
- Evaluate, update, and enhance noise and Safety Enhancement Zone materials to maintain the positive downward trend of noise disturbances in the neighborhoods.
- Management of S.N.A.P. (Student Neighborhood Assistance Program)
- Enforcement of neighborhood parking regulations.
- Oversee Party registration requests.
- SLO Solutions contract management for conflict resolution.
- Department Volunteer Coordination.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Staffing	$191,889	$209,556	$217,463	4%	$221,662	2%
Contract Services	$16,822	$23,000	$27,000	17%	$27,000	0%
Other Operating Costs	$20,527	$28,400	$28,400	0%	$28,400	0%
Total Program	**$229,238**	**$260,956**	**$272,863**	**5%**	**$277,062**	**2%**

Opportunities and Challenges

The Neighborhood Services program is always looking for opportunities to enhance communication with the community with the use of social media and other forms of messaging. An ongoing challenge has been the hiring and retention of SNAP employees. The proposed increase in SNAP employee's salary will potentially help with recruitment and ongoing retention in the future.

Traffic Safety

Program Description

The traffic safety program provides enforcement of traffic laws, collision investigations, education programs, and coordination and support of special events.

Core Activities & Objectives

- Conduct special enforcement operations in the City's most hazardous intersections and roadways to reduce collisions, including a focus on collisions involving bicycles and pedestrians.
- Provide enforcement efforts of DUI violations.
- Implement data-driven approaches to crime and traffic safety to maximize resources and reduce crime and collisions and conduct programs designed to increase traffic safety in the neighborhoods.
- Continue to actively participate in traffic safety programs such as Selective Traffic Enforcement Programs through the California Office of Traffic Safety grants.
- Conduct collision investigations and special event coordination within the city.
- Work collaboratively with the City's Public Works Engineering staff to improve overall traffic and pedestrian safety.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$769,482	$743,056	$849,108	14%	$884,543	4%
Contract Services	$-	$6,200	$6,200	0%	$6,200	0%
Other Operating Costs	$26,596	$20,900	$25,800	23%	$19,400	-25%
Total Program	**$796,078**	**$770,156**	**$881,108**	**14%**	**$910,143**	**3%**

Major City Goal Objectives

Climate Action, Open Space and Sustainable Transportation: work with Public Works to achieve meaningful progress towards the "Vision Zero" goal by implementing recommendations from the City's annual Traffic Safety & Operations Program. Continue Active Transportation Education and Outreach.

Opportunities and Challenges

The department is currently operating at a 33% reduced capacity in Traffic which greatly affects the department's ability to conduct education and enforcement. The department cannot fully staff Traffic due to ongoing recruitment and retention issues at the officer level.

PUBLIC WORKS

Mission Statement

Preserve and enhance city infrastructure for an accessible, safe, and inclusive community experience.

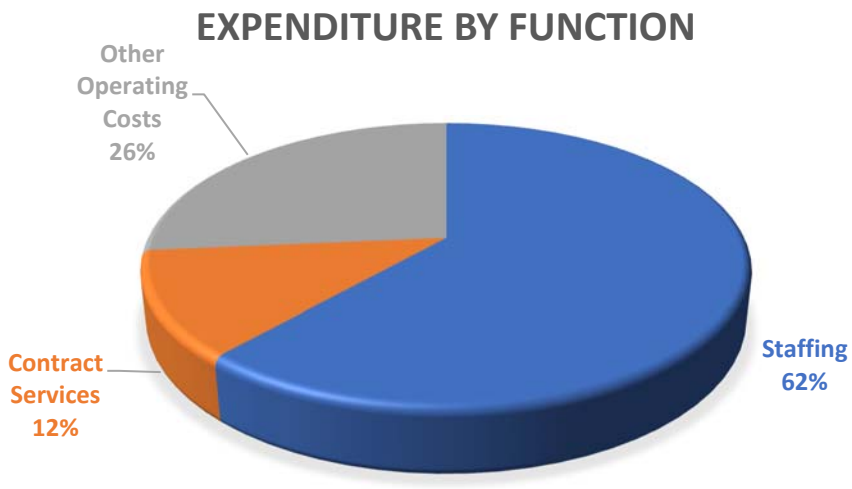
About the Department

The City of San Luis Obispo's Public Works Department accomplishes its mission in two primary ways. One is by providing safe mobility options for residents and visitors so that all may enjoy the cultural, recreational, economic, educational, and quality of life amenities in San Luis Obispo. The other is to build and maintain the City's assets and infrastructure to enhance community safety, health, and wellness. None of the City's assets are an end unto themselves but rather enable residents and visitors to experience an enhanced quality of life. The Department's Vision: '*Inspiring you to have the best day you have ever had,'* essentially means if we provide high quality mobility options and well-maintained infrastructure, then users can experience the full benefit of living, visiting, and working in San Luis Obispo.

The Department's twelve programs each have a critical and unique role in fulfilling the Department's mission. Most of the Department is funded by the General Fund, and two programs, Parking and Transit, are Enterprise Funds, funded by users of those services.

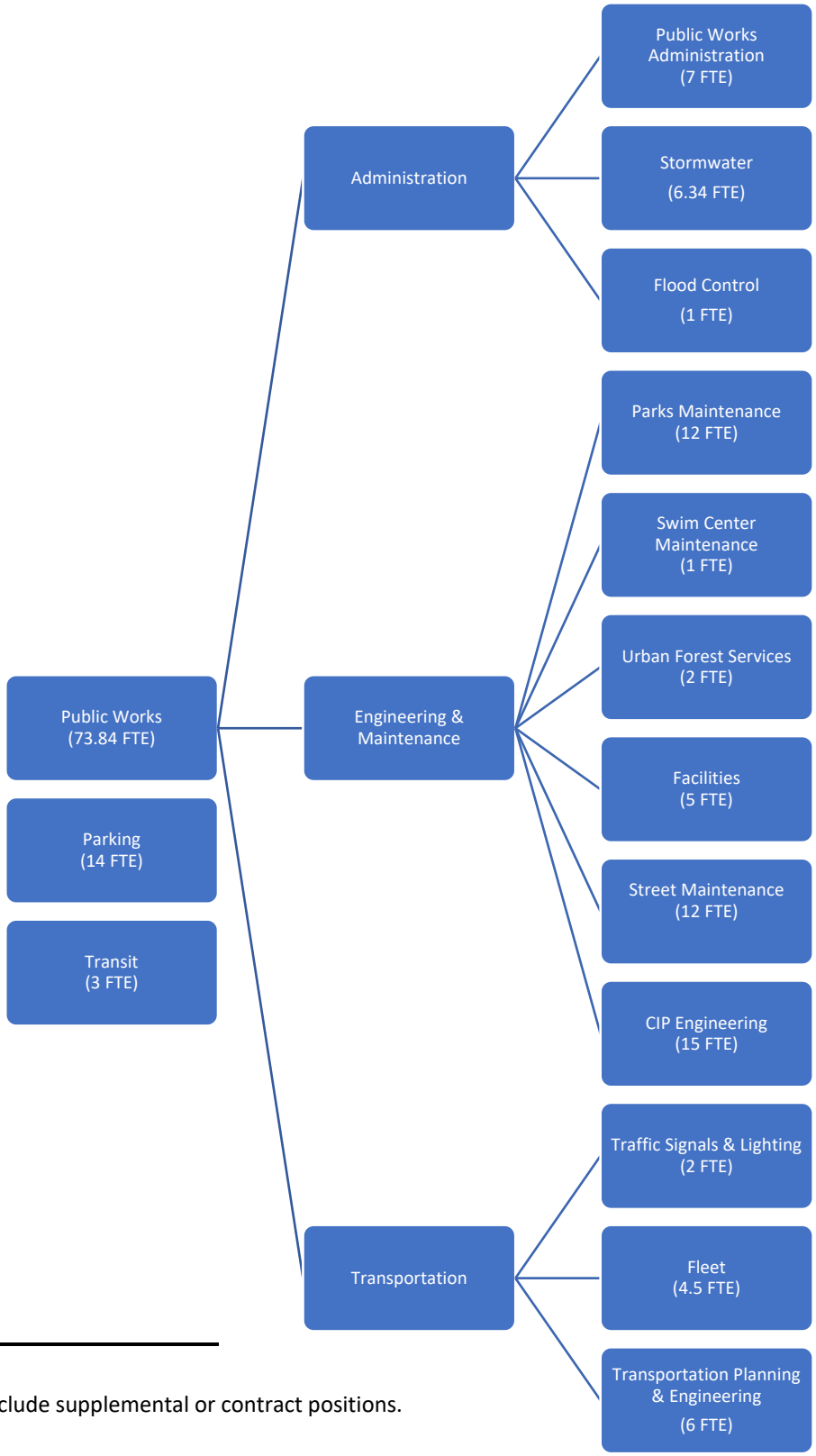
The Department at a glance

	Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
1	Public Works Admin	$945,448	$860,714	$854,910	$872,405
2	Parks Maintenance	$2,587,151	$2,935,567	$3,261,245	$3,399,785
3	Swim Center Maintenance	$504,654	$479,743	$578,561	$602,752
4	Urban Forest Services	$830,659	$680,571	$441,419	$457,534
5	Facilities Maintenance	$1,157,246	$1,142,493	$1,353,398	$1,389,285
6	Streets & Sidewalk Maint	$1,143,992	$1,276,107	$1,955,852	$2,089,464
7	Traffic Signals and Lighting	$519,399	$524,166	$562,586	$519,510
8	Fleet	$1,076,773	$1,114,498	$1,370,660	$1,389,527
9	CIP Project Engineering	$2,205,278	$2,240,356	$2,127,337	$2,221,737
10	Transportation Plan and Eng	$896,195	$902,428	$1,013,980	$1,027,504
11	Stormwater & Flood Control	$793,352	$1,039,816	$1,155,690	$1,186,536
12	**Public Works Total**	**$12,660,147**	**$13,196,459**	**$14,675,638**	**$15,156,041**



	2021-22	2022-23
Existing FTEs	83.64	83.64
Additional FTEs (per SOBCs)	6.2	7.2
Supplemental/Contract FTEs	17.7	17.45
TOTAL	107.54	108.3

Department Organizational Chart[1]



[1] Does not include supplemental or contract positions.

Operating Budget Changes

	SOBC	Description	Type	2021-22	2022-23
1	Office Modifications	This one-time request is to fund office modifications to accommodate anticipated additional CIP Engineering staff at the 919 Palm office.	One-time	$0	$20,000
2	Utilities Locator Position Salary-Split Cost Centers	Administrative change to change the funding for the Utilities Locator from the Water Fund to the Water, Sewer, and General Funds to better reflect the position's benefit to each of the funds. The Utilities Locator is an existing position responsible for all physical mark-outs of underground City utilities: water, sewer, storm drains, street light conduits, and fiber optic conduits.	Ongoing	$14,367	$14,367
3	Mobility as a Service Study	Prepare a Mobility as a Service Study to guide potential implementation of programs and software tools to create an integrated platform linking access to transit, future bikeshare and ridesharing services, as called for in CAP Connected Communities task 1.2.	One-time	$25,000	
4	Transportation Interns	This request will provide 2 paid Transportation Interns at 1,000 hours/yr @ minimum wage. Prior to the pandemic, Transportation has had 2 interns throughout the year to perform traffic volume and speed survey data collection, administer red curb permits, perform intersection/driveway sight distance studies, assist with AutoCAD drafting for design projects, assist with mailers for public meeting noticing, and enter traffic collision data into the database used for our Annual Traffic Safety Report. Current staffing levels cannot handle all these tasks.	One-time	$30,350	$31,071
5	Variable Electricity Costs until Solar Costs are Known at Swim Center	The Swim Center is converting to solar power in fall of 2021. The total cost of electricity is anticipated to increase; however, the ultimate amount is still unknown.	One-time	$25,000	$25,000
6	CIP Interns	Increase hours on 2 paid CIP Interns from 740 to 1,000 hours/yr @ minimum wage. Historically, CIP Engineering Program has used paid interns to assist with delivering CIP projects including assisting engineers with preparing plans, specifications, and estimates for capital improvement projects, as well as assisting inspection staff with their duties and represent a good value to cost.	One-time	$5,000	$5,900

SOBC		Description	Type	2021-22	2022-23
7	Increased budget to existing Landscape Maintenance Contracts	This contract funding will fund increase maintenance in Mission Plaza and Downtown to maintain creek walk and maintain newly City owned landscape improvements in developments and landscape improvements within separated bike lanes.	Ongoing	$55,000	$65,000
8	Pilot: Contract Services for increased trash and recycling services in Public Spaces	Increased solid waste in the parks has been challenging because of Covid dining restrictions and increased use of the facilities. This increased funding will provide contract services to address the solid waste levels in the parks and continue to test the recycling pilot program within the parks. This level of funding provides trash services to the parks system 3 days a week and recycling service in 8 to 10 parks 2 days a week.	One-time	$125,000	$125,000
9	Supplemental Street and Parklet Sweeping	The City's current street sweeping program consist of over 260 miles of curb and gutter and is at capacity. Currently, arterial streets, alleys, new developments, and center medians are not included in the regular sweeping program and are swept as staff has ability. This additional funding will allow the department to increase sweeping throughout the City and will support the ongoing weekly sweeping and cleaning of downtown parklets and new protected bikeways proposed in Active Transportation Plan on a contract basis.	One-time	$250,000	$250,000
10	Increased contract services budget for abandoned personal property and trash cleanup for parks, paths, bridges, and railroad right of way	The number of homeless camps and the amount of property the City is responsible for addressing is increasing. This additional funding will allow the department to keep up with the anticipated work.	Ongoing	$55,000	$55,000
11	Additional Streets Operator for Maintenance of Streets and Right of Way	The City is scheduled to accept multiple new residential developments as well as separated bike lanes. This additional infrastructure will cause increased maintenance for the Streets program.	Ongoing	$0	$78,312
12	Continue supplemental Accessibility and Process Improvement Manager for Project Completion	This position will assist the department with completing the ADA ROW assessment and transitioning this into work plans, as well as reprogramming in the City's asset management system to align workflows with optimal efficiencies. Additional duties include programing software for workflow efficiencies, training on programing, assistance with a variety of reports and	One-time	$34,000	$12,000

SOBC		Description	Type	2021-22	2022-23
		requests for proposals, document fleet disposal auction process.			
13	Contract Heavy Equipment Mechanic	This funding will provide added capacity in the Fleet program and addresses a current staffing shortage. In addition, this will provide flexibility as the program evaluates long term needs considering transitioning the fleet to electric vehicles.	One-time	$85,220	$89,065
14	Contract with Body Shop for Vehicle Accident Repairs	This request is for specialized repair work performed by body shops to repair accidents on City vehicles. These repairs are outside the scope of the fleet maintenance function.	Ongoing	$20,000	$20,000
15	Fleet Intern	This funding would allow the City to partner with Cuesta College's Automotive Technology Intern Program. The intern will assist the fleet program with non-technical preventative maintenance, vehicle transport, and parts runs. This method will allow mechanics and other Fleet staff to focus on higher level tasks.	One-time	$17,991	$18,398
16	Increased Asphalt and Concrete Budget	The City is scheduled to accept multiple new residential developments as well as separated bike lanes. This additional infrastructure will cause increased maintenance for the Streets program. This budget is used for asphalt and concrete used for street patching and sidewalk repair within the different pavement zones by City staff.	Ongoing	$60,000	$60,000
17	Increased budget for Signals and Street Light Equipment	This will provide for miscellaneous traffic signal and street light equipment to support increasing signal/streetlight maintenance costs with many new installations from new development and high rate of damaged equipment from vehicle collisions. This funding increase provides for at least one additional replacement signal cabinet and controller annually. Current funding is unsustainable to support increased needs with expanded signals in the network.	Ongoing	$15,000	$15,000
18	Increased Chemical Costs at the Swim Center	The Swim Center is a popular City Facility and the increased programming over the years has resulted in higher than budgeted chemical costs. With Covid the Health Department is requiring a higher sanitizer level. To keep up expected increased	Ongoing	$25,000	$25,000

SOBC		Description	Type	2021-22	2022-23
		chemical costs and increased supply requirements additional funds are needed.			
19	Increased Contract Funds for Specialized Mechanic Services	Additional funding is needed to provide specialized mechanic services while the City's fleet transitions to electric vehicles.	Ongoing	$50,000	$50,000
20	Increased Electricity Costs for New Signals and Street Lights	This provides budget for the continued acceptance of privately developed lights and signals associated with new residential developments as well as other increases in light and signal inventory.	Ongoing	$10,000	$10,000
21	Increased Misc. Materials and Supplies	Facilities maintenance has historically overspent in materials and supplies and made up the difference with utilities savings that were a result of efficiency projects. As the peak time of day electricity rates significantly increase, the savings historically used to offset these purchases is no longer available.	Ongoing	$30,000	$30,000
22	One Time Tools and City uniforms - Mechanic interns	These are onetime costs associated with the Mechanic Intern program.	One-time	$3,000	$0
23	Payment Correction Hwy 227 Signals/Street Lights	This is a one-time request to correct an error in transitioning the billing for signal/street electrical costs mistakenly billed to Caltrans, instead of the City, during the relinquishment of Highway 227.	One-time	$60,000	$0
			TOTAL	**$994,927**	**$999,112**

2021-23 Department Goals

Department strategic priorities for the 2021-23 Financial Plan are to help advance the City's overall goals tied to Major City Goals, Department Strategic Plans, and other priorities as they may arise. These goals are in addition to ongoing community program services (listed in program sub-sections).

Strategic Goal(s)

Invest in critical infrastructure in the form of the City's Capital Improvement Plan (CIP) that furthers the success of the Major City Goals and provides transparency and information sharing with the community, including downtown businesses.

Implement objectives from the Active Transportation Plan including trail, pedestrian, and bicycle improvements and street enhancements to uphold traffic safety.

Further the preservation, maintenance, and enhancement of the City's Urban Forest, including the completion of the Urban Forest Strategic Maintenance and Operations Plan which will include a comprehensive tree inventory update.

Continue to enhance community and downtown cleanliness through daily sidewalk scrubbing, street sweeping and clean up, and ongoing maintenance and rehabilitation of parks and facilities utilized by all residents to ultimately support the revitalization of the City.

Economic Stability

Housing

Climate Action

DEI

Other Department Objectives

Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives.

Objective	Measure	2019/20 Actual	2020/21 Actual	2021/22 Target	2022/23 Target
Proactively enhances traffic safety by providing a system of safe, reliable and well-maintained roadways, sidewalks, traffic signals and streetlights. *MCG: Climate Action* Strategic Goal: Enhance Safe & Efficient Transportation (PW Strategic Plan)	Pavement Condition Index	72	74	74	74
	Bicycle network in total miles (Class I/II/III/IV)	11/27.7/23/7/0	11/28.4/25/0.1	12.4/28.9/24.6/2.1	14.7/31/24.8/4
	Street miles maintained	134	134	135	137
Enhance the City's Urban Forest and maintains visually appealing public spaces. *MCG: Climate Action* Strategic Goal: Proactively Manage Assets (PW Strategic Plan)	# of trees to be maintained	20,000	20,000	20,250	20,500
	Total acreage of park inventory	570	582	583	585
Provide high quality services to the community through efficient and effective delivery of capital improvement projects and management of the City's infrastructure. *MCG: Economic Recovery Strategic Goal: Connect with our Community (PW Strategic Plan)*	Total value of CIP Managed	$19M	$28M	$59M	$64M

Public Works Administration

Program Description

The Public Works Administration Program helps plan and direct the twelve operating programs, the capital improvement program, and provides department-wide administrative and fiscal support.

Core Services & Objectives

- Provides leadership and strategic planning to enhance ongoing Department operations.
- Manages staff, fiscal and other resources to ensure efficient maintenance, inspection, operation, and construction service delivery.
- Provides Department leadership, organization development, and fiscal support services.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$896,021	$822,810	$816,710	-1%	$834,205	2%
Contract Services	$28,060	$1,000	$1,000	0%	$1,000	0%
Other Operating Costs	$21,366	$36,904	$37,200	1%	$37,200	0%
Total Program	**$945,448**	**$860,714**	**$854,910**	**-1%**	**$872,405**	**2%**

Major City Goal Contribution

In partnership with Utilities, establish an internal working group to research methods to support local contractors, local vendors and labor through workforce agreements, local purchasing requirements, alternative project delivery methods and other options to support local businesses and employees.

Opportunities and Challenges

Adjusting budgets to adapt to the economic impacts of COVID have been a challenge requiring deferment and delay to many Capital Improvement Plan projects. With the passage of Measure G 2020 delivery of these deferred or delayed projects as well as adjusting the City delivery capacity for an increased Capital Improvement Plan budget will be imperative to meet community expectations.

As the City's infrastructure ages and population density increases additional emphasis on infrastructure maintenance is a priority. Filling the Maintenance Operations Manager and City Engineering vacancies with permanent staff to support the City's infrastructure needs is a high priority.

Parks Maintenance

Program Description

The Park Maintenance Program maintains City parks and landscaped areas as well as oversees contract services for janitorial maintenance of restrooms and park buildings and landscape maintenance of smaller parks and medians.

Core Services & Objectives

- Provides the community with safe park facilities.
- Partner with the Parks and Recreation Department to provide venues for recreational programs and services.
- Provides maintenance of park and other landscaped areas.
- Provides special event support.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,200,920	$1,181,598	$1,316,745	11%	$1,372,385	4%
Contract Services	$507,493	$462,385	$570,000	23%	$580,000	2%
Other Operating Costs	$878,738	$1,291,584	$1,374,500	6%	$1,447,400	5%
Total Program	**$2,587,151**	**$2,935,567**	**$3,261,245**	**11%**	**$3,399,785**	**4%**

Major City Goal Contribution

In partnership with Parks and Recreation, environmental clean-ups in City Parks and public spaces associated with abandoned personal property and trash. (Housing & Homelessness, #3.7.b)

Opportunities and Challenges

Covid-19 dining restrictions, abandoned property clean ups, and increased vandalism within the parks system has been challenging to the Parks Maintenance program. The program is optimistic the City's Major City Goal for Housing and Homelessness will ease some of these impacts.

Swim Center Maintenance

Program Description

The Swim Center Maintenance Program maintains the swimming/diving pool and the therapy pool including all water treatment and mechanical equipment in compliance with Health Department Standards. Additionally, this program the two bathhouses and swim deck area. All of these facilities are located at the pool complex located at Sinsheimer Park and referred to as the SLO Swim Center.

Core Services & Objectives

- Maintain the aquatic facilities in a clean, safe, and efficient manner.
- Provides skilled maintenance and specialized technical services.
- Operates the aquatic facilities in compliance with Health Department Regulatory requirement

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$232,763	$144,311	$157,361	9%	$160,852	2%
Contract Services	$14,916	$24,900	$24,900	0%	$25,100	1%
Other Operating Costs	$256,975	$310,532	$396,300	28%	$416,800	5%
Total Program	**$504,654**	**$479,743**	**$578,561**	**21%**	**$602,752**	**4%**

Opportunities and Challenges

The Swim Center Maintenance Program is eager to assist the Parks and Recreation Department implement recommendations resulting from the soon to be completed Strategic Plan as well as reopening the Swim Center to maximum operational capacity post-COVID.

Urban Forest Services

Program Description

The Urban Forestry Program maintains the urban forest located in streets and parks areas by pruning, removing, replacing, and plantings trees. The Program also provides staff liaison support to the Tree Committee, Downtown SLO's Urban Foresters, and assist in tree related development review activities.

Core Services & Objectives

- Provide and maintains a sustainable urban forest to increase neighborhood wellness, increase carbon sequestration to mitigate impacts of climate change, and provides aesthetic and other quality of life improvements to the community.
- Maintains the City's inventory of publicly owned and maintained trees within streets and parks.
- Provides staff support for the Tree Committee.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22[2]**	**Change**	**2022-23**	**Change**
Staffing	$537,253	$600,293	$360,969	-40%	$376,584	4%
Contract Services	$272,307	$54,078	$54,000	0%	$54,000	0%
Other Operating Costs	$21,099	$26,200	$26,450	1%	$26,950	2%
Total Program	**$830,659**	**$680,571**	**$441,419**	**-35%**	**$457,534**	**4%**

Major City Goal Contributions

In partnership with Administration and Information Technology Department, staff will evaluate the Urban Forest Program's future role in advancing sustainability goals and objectives and complete the Urban / Community Forest Master Plan, comprehensive tree inventory update, database tracking system, pruning and maintenance (CAP Natural Solutions 2.1) and will adjust maintenance activities and delivery to reflect the Plan objectives.

Opportunities and Challenges

The Department will continue to evaluate the Urban Forest Program to develop a program model that best meets the community's needs. Increased contract services are more prevalent in many agencies due to the risks and injuries associated tree maintenance work. The program has made significant progress with tree maintenance through contract services recently eliminating a backlog of work and moving into more routine area pruning. This has been possible by the recent increase in contract funding, which is programmed to continue in 2021-23 Financial Plan.

[2] The 2021-22 budget is lower than the 2020-21 for several reasons: 1) An Urban Forest Services FTE position was transferred to the Streets Maintenance program. 2) One-time Major City Goal funding was allocated during the 2019-21 Financial Plan.

Facilities

Program Description

The Facilities Maintenance Program provides interior and exterior maintenance services for City buildings, except for the Utilities Treatment Plants and Pump Stations, , Parking Structures, Bus Yard facility, Parks Restrooms, Laguna Lake Golf Course, and City Adobes. The program oversees unplanned repairs to existing building features such as roofs, ceiling, walls, floors, doors, windows, HVAC, plumbing, electrical systems, Hayworth systems furniture, security and fire alarm systems. The program also oversees planned and budgeted building maintenance minor capital projects that are not costly or complex enough to require engineering oversight, as well as contract services for HVAC, janitorial services (where applicable), applicable fire suppression, limited first aid kit service, elevator inspection, alarm monitoring and testing, sprinkler system testing and certification, and pest control.

Core Services & Objectives

- Maintain City buildings in a clean, safe, and efficient manner.
- Provides skilled maintenance and specialized technical services.
- Oversee contract maintenance services.
- Provides technical support and consultation services for building improvements

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$496,916	$592,575	$654,398	10%	$667,785	2%
Contract Services	$157,525	$254,000	$254,700	0%	$258,000	1%
Other Operating Costs	$502,806	$295,918	$444,300	50%	$463,500	4%
Total Program	**$1,157,246**	**$1,142,493**	**$1,353,398**	**18%**	**$1,389,285**	**3%**

Opportunities and Challenges

The program has been dealing with staffing reductions over the past fiscal year due to the Program Manager working out of grade as the Maintenance Operations Manager. Returning to appropriate staffing levels will be essential as facilities start to reopen.

This program will play an integral role assisting the City to meet Carbon Neutrality goals. This will be accomplished by facility improvements funded through capital projects and on-bill financing. The partnership between Facilities and the Office of Sustainability has been instrumental in managing the inception of the solar and on-bill financing project that are scheduled to be constructed later this calendar year.

Street and Sidewalk Maintenance

Program Description

The Street Maintenance Program maintains the paved portion of the City's streets and manages the sidewalk maintenance program. Staff within this program repair and reconstruct streets, as well as sidewalks damaged by City owned street trees. They maintain street furnishings, signs, and pavement markings, provides regular downtown trash pickup, and oversees sidewalk scrubbing, and provide weekly traffic control for the Farmer's Market.

Core Services & Objectives

- Provides the community safe public transportation infrastructure.
- Maintains existing roadway infrastructure including pavement, striping and signs.
- Provides traffic control services for Farmer's Market.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$827,811	$872,457	$1,093,852	25%	$1,214,264	11%
Contract Services	$63,993	$60,200	$317,600	428%	$318,600	0%
Other Operating Costs	$252,188	$343,450	$544,400	59%	$556,600	2%
Total Program	**$1,143,992**	**$1,276,107**	**$1,955,852**	**53%**	**$2,089,464**	**7%**

Major City Goal Contributions

Reconstruct and resurface streets; shared-use path maintenance; traffic signs and striping maintenance; additional street sweeping for sidewalks, bike lanes and downtown parklets; and sidewalk repairs and ADA curb ramp installations. *(Climate Action, 4.4: e., f., g.)*

Opportunities and Challenges

The roadway infrastructure the Streets and Sidewalk Maintenance Program maintains will increase during the next several years due to the construction of multiple new residential developments, additional protected pedestrian and bicycle improvements, and the need for additional cleaning and street sweeping in the downtown. The approval of an additional Streets Maintenance Operator position in FY 2022-23 will allow the program to keep up with the large increase of infrastructure maintenance. Support for the additional street sweeping contract funding will help meet the community's expectations for clean and well-maintained streets.

Traffic Signals & Lighting

Program Description

The Signal and Light Maintenance Program operates and maintains traffic signals and streetlights on City streets, and the installing, operating, and monitoring of the City's traffic management and detection systems.

Core Services & Objectives

- Provides safe and efficient traffic flow for all modes of travel through signalized intersections.
- Provides appropriate lighting for streets and neighborhoods.
- Maintains traffic signal operations and maintenance and street light operations and maintenance.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$224,615	$239,205	$258,186	8%	$263,110	2%
Contract Services	$9,535	$13,881	$75,000	440%	$15,000	-80%
Other Operating Costs	$285,249	$271,080	$229,400	-15%	$241,400	5%
Total Program	**$519,399**	**$524,166**	**$562,586**	**7%**	**$519,510**	**-8%**

Opportunities and Challenges

With ongoing installation of new streetlights, off-street path lights, downtown decorative "zig-zag" lighting, and new traffic signals throughout the City, the Traffic Signal and Streetlight Program will need to continually evaluate staffing resources and operating budgets to ensure that there are sufficient funds to maintain the traffic signal and streetlight infrastructure in a state of good repair. Approval of the SOBCs requesting additional equipment budget and additional funds for electricity costs will help ensure that sufficient resources are available for this program.

With both City's existing Traffic Signal/Streetlight Technicians nearing eligible age for retirement within the next five years, there will likely be a need funds to recruit a third full-time technician looking ahead towards the FY2023-25 Financial Plan to ensure that there is adequate staffing overlap and opportunity for training and transition planning.

The increasing availability of solar street and path lighting products presents a significant opportunity for the City to install and repair lighting infrastructure without the additional costs and delays often associated with coordinating hard-wired electrical installations with PG&E. Continued funding of the New Streetlight Annual Asset Maintenance and New Solar Path Lighting Capital Improvement Project requests will allow for additional flexibility and efficiencies with maintaining the City's streetlight infrastructure.

Fleet

Program Description

The Fleet Maintenance Program maintains and repairs all City vehicles and construction equipment except those used in the Transit Program and Fire Department.

Core Services & Objectives

- Provides a safe and reliable City fleet balancing maintenance and capital outlay costs.
- Provides comprehensive support for Police fleet asset maintenance and repair.
- Responsible for safeguarding and disposal of hazardous material stored at the Corporation Yard.
- Provides specialized maintenance and fabrication services.
- Completes vehicle procurement and disposal.
- Completes reporting for State and Federal regulatory programs.
- Completes fuel purchasing.
- Maintains fuel dispensing station and vehicle wash facility.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$451,494	$444,598	$627,660	41%	$643,427	3%
Contract Services	$95,056	$90,325	$160,300	77%	$160,300	0%
Other Operating Costs	$530,224	$579,575	$582,700	1%	$585,800	1%
Total Program	**$1,076,773**	**$1,114,498**	**$1,370,660**	**23%**	**$1,389,527**	**1%**

Major City Goal Contributions

In partnership with Administration and Information Technology Department, install electric vehicle chargers to support the transition to all-electric fleet vehicles.

Opportunities and Challenges

The Fleet program will be essential in the City being successful in achieving carbon neutral goals. This will be accomplished though reducing the number of vehicles and equipment that produce GHG's. Many fleet replacements were deferred to allow for additional electric options to come onto the market.

Approval of the Heavy Mechanic and intern positions as well as the increased contract funding will allow the program to keep up the workload while delivering a high level of customer service. This interim direction will assist in keeping a well maintained, aging fleet which ultimately will expedite the transition of City's fleet to electric and other green options.

Capital Improvement Plan Engineering

Program Description

The CIP Project Engineering Program oversees design and construction of infrastructure projects in the City's Capital Improvement Plan (CIP) and provides inspection services for public infrastructure improvements built by the private sector.

Core Services & Objectives

- Deliver the City's capital construction program in a timely and cost-effective manner
- Inspect private development to meet community needs and engineering standards
- CIP project design
- CIP project construction management
- Private development inspection
- CIP administration
- Maintain current City Engineering Specifications and Standards

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$2,121,148	$2,154,681	$2,002,036	-7%	$2,074,736	4%
Contract Services	$18,355	$-	$24,400		$24,500	0%
Other Operating Costs	$65,775	$85,675	$100,901	18%	$122,501	21%
Total Program	$2,205,278	$2,240,356	$2,127,337	-5%	$2,221,737	4%

Major City Goal Contributions

In partnership with Utilities, ensure the business community is updated and aware of major city projects (CIP and others) that will impact their operations. Coordinate with business adjusting working hours and construction impacts to reduce impacts.

Replace the existing Mission Plaza Restrooms in compliance with Mission Plaza Concept Plan and Council Direction; construct the new Palm/Nipomo structure in coordination with SLO REP theatre; and establish and implement a plan to make the Zig Zag lights permanent in the current locations as well as other locations in the downtown.

Investing in critical infrastructure: The City will invest in critical infrastructure based on the approved 2021-23 CIP or as otherwise directed by the City Council. Projects that 1) facilitate economic recovery, 2) enhance safety, resilience, fire prevention, 3) address past commitments (previously budget, approved

planning documents), 4) are partnership projects with a significant portion of the cost covered by private development, 5) address existing core infrastructure maintenance needs and 6) provide positive impact towards climate change goals and/or Diversity Equity and Inclusions needs will be prioritized for inclusion and Council's consideration in the 2021-23 CIP.

In partnership with Community Development, develop and present a long-term plan for the initiatives started under the Open SLO like parklets and street closures in the downtown.

In partnership with Administration and Information Technology, Implement Laguna Lake Dredging and Sediment Management and Shoreline Stabilizations Projects in order to begin restoration of the lake for recreation and habitat improvement purposes.

Complete various CIP projects such as, New Bob Jones Trail & Railroad Safety Trail Solar Path Lighting, and Prado Road Creek Bridge Replacement & S. Higuera/Prado Road Protected Intersection.

Opportunities and Challenges

With the passage of Measure G 2020 the funding provided to implement Capital Improvement Plan projects will increase. The Capital Improvement Plan Engineering program will need to scale in order to implement. Consultant services has been retained to develop recommendations for change to deliver a larger Capital Improvement Plan.

Transportation Planning & Engineering

Program Description

The Transportation Planning and Engineering Program manages analysis, planning, operations, and design of the City's multimodal circulation systems.

Core Services & Objectives

- Enhance accessible regional transit, bicycle, and pedestrian mobility.
- Create safe and accessible walking and bicycling opportunities.
- Provide infrastructure supporting housing and reducing Vehicle Miles Traveled (VMT).
- Support emerging transportation trends and technologies to transition towards sustainability.
- Completes Transportation Planning and Engineering Services in compliance with regulatory requirements.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$845,125	$854,851	$927,680	9%	$964,004	4%
Contract Services	$5,921	$9,000	$39,000	333%	$15,000	-62%
Other Operating Costs	$45,149	$38,577	$47,300	23%	$48,500	3%
Total Program	**$896,195**	**$902,428**	**$1,013,980**	**12%**	**$1,027,504**	**1%**

Major City Goal Contributions

- Establish consistent mode split tracking and reporting method, consistent with performance monitoring recommendations as called for in the Active Transportation Plan and CAP Connected Communities task 1.1. *(Climate Action, 4.4.a)*
- Prepare a Mobility as a Service Study to guide potential implementation of programs and software tools to create an integrated platform linking access to transit, future bikeshare and ridesharing services, as called for in CAP Connected Communities task 1.2. *(Climate Action, 4.4.b)*
- Prepare a Transit Innovation Study to provide a blueprint to guide the transition to increased service frequency, electrification and feasibility of no-fare service for students, seniors, and others as called for in CAP Connected Communities tasks 4.2, 4.3, and 4.4. *(Climate Action, 4.4.c)*
- Active Transportation Plan (ATP) Implementation: Implement infrastructure improvements and programs specifically identified in the City's Active Transportation Plan to improve access, mobility and safety for walking and bicycling citywide. Actions support

the CAP Connected Communities task 2.1, ATP. Specific projects and programs within the current work program include:

- Plan, Design and Construct the ATP Tier 1 Network
- Construct Minor Bicycle and Pedestrian Access & Safety Improvement
- Complete preliminary design and right-of-way acquisition for the Railroad Safety Trail (Tiburon to Orcutt Road)
- Implement complete street improvements as part of 2021 and 2022 Roadway Sealing Projects
- Continue to monitor trends in the Micromobility industry and feasibility of future SLO Bikeshare Program.
- Complete construction of the Broad/Woodbridge Pedestrian Hybrid Beacon crossing *(Climate Action, 4.4.d)*

- Perform additional sweeping to remove debris and obstructions along sidewalks, shared-use paths, and bike lanes, including use of narrow street sweeping machinery and manual sweeping to clear protected bike lanes, parklets and painted bulbouts. *(Climate Action, 4.4.e)*
- Construct sidewalk repairs and new ADA curb ramps to improve access and safety for pedestrians, particularly those with mobility challenges. *(Climate Action, 4.4.f)*
- Vision Zero - Implement recommendations from the City's Annual Traffic Safety & Operations Program, with particular focus on eliminating injury collisions involving vulnerable road users such as bicyclists, pedestrians, seniors and children. *(Climate Action, 4.4.g)*
- Construct the Anholm Neighborhood Greenway Phases 1B and 2, completing the priority bicycle and pedestrian route between Foothill Boulevard and Downtown SLO, including safety lighting and public artwork at the US 101/Chorro Undercrossing. *(Climate Action, 4.4.h)*
- Complete construction of the Orcutt Road/Tank Farm Road Roundabout, reducing congestion and auto emissions and improving access and safety for bicycles, pedestrians and drivers. *(Climate Action, 4.4.i)*
- Complete construction of the California/Taft Roundabout, reducing congestion and auto emissions and improving access and safety for bicycles, pedestrians and drivers. *(Climate Action, 4.4.j)*
- Install new streetlights throughout the city and new solar path lights along the Bob Jones and Railroad Safety Trails, utilizing solar options where feasible, to improve safety for active transportation users. *(Climate Action, 4.4.k)*
- Construct Prado Road Creek Bridge Replacement & S. Higuera/Prado Road intersection reconstruction, adding protected bicycle lanes, sidewalks and a bicycle protected intersection as recommended in the Active Transportation Plan. *(Climate Action, 4.4.l)*
- Complete construction of the Prado Road Interchange project, proving more efficient connectivity for motor vehicles and transit service (reducing VMT), and providing physically separated facilities for bicycles and pedestrians as recommended in the Active Transportation Plan. *(Climate Action, 4.4.m)*

- Continue Active Transportation Education and Outreach to encourage safe behaviors for all road users and to encourage interest and use of active transportation modes. *(Climate Action, 4.4.n)*
- Prepare Feasibility Study for Potential City VMT Mitigation Program, providing a programmatic mechanism to reduce VMT and GHG production of new development projects within the city. *(Climate Action, 4.4.o)*
- Continue advancing the electrification of the SLO Transit vehicle fleet, including electrification of buses and bus charging infrastructure. *(Climate Action, 4.4.p)*
- Replace SLO Transit bus shelters to maintain a quality environment for new and future transit users. *(Climate Action, 4.4.y)*

Opportunities and Challenges

With the passage of Measure G 2020, the funding provided to implement the sustainable transportation projects within the Capital Improvement Plan will increase. In addition, the likely continuation of a very active private development market within the city will also continue to increase the level of responsibilities required by the Transportation Planning and Engineering program, which is heavily involved in development entitlement review, CEQA technical studies, design, and construction review of new development-driven transportation infrastructure. The Transportation Planning and Engineering program will likely need to scale up in order to continue to support both the City's Capital Improvement Program, development-related transportation activities, and overall maintenance of transportation infrastructure in a state of good repair.

Consultant services operating budget has been retained to help assist City staff with these responsibilities and the team is requesting ongoing SOBC to support funding for two part-time transportation interns.

Stormwater

Program Description

The Stormwater and Flood Control Program maintains storm drain facilities within the City, coordinates emergency response during storms, and implements the State's National Pollutant Discharge Elimination System (NPDES) Permit and City Storm Water Management Plan.

Core Services & Objectives:

- A well-maintained storm drainage system that minimizes property damage from flooding.
- A creek system maintained to balance conveyance with environmental concerns.
- Regularly swept streets to minimize pollution entering storm drains and creeks.
- Cost-effective implementation of the City's Storm Water Management Plan.
- Implementation of San Luis Obispo Creek Wasteload Allocation Attainment Plan (WAAP)
- Meet State and Federal water quality regulations.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$586,595	$758,485	$819,122	8%	$849,680	4%
Contract Services	$146,602	$220,900	$243,112	10%	$243,325	0%
Other Operating Costs	$60,155	$60,431	$93,456	55%	$93,531	0%
Total Program	**$793,352**	**$1,039,816**	**$1,155,690**	**11%**	**$1,186,536**	**3%**

Operating Budget Changes for Stormwater

SOBC	Description	Type	2021-22	2022-23
Stormwater Inspector	This position will oversee storm water compliance on all construction sites across the City to remain compliant with storm water permit requirements to inspect construction sites. This position will report to the Supervising Building Inspector and follow the guidance provided in the City's internal Stormwater MOU between operating departments engaged in storm water permit compliance efforts.	One-time	$93,506	$97,945

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BUSINESS ACTIVITIES

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UTILITIES

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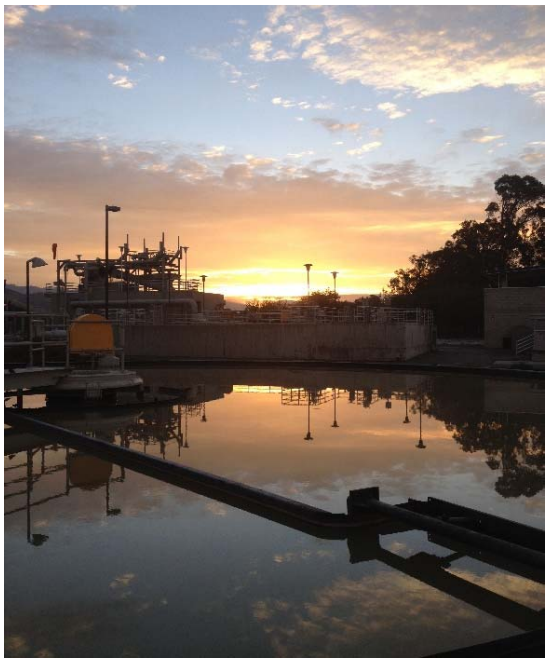


UTILITIES

Mission Statement

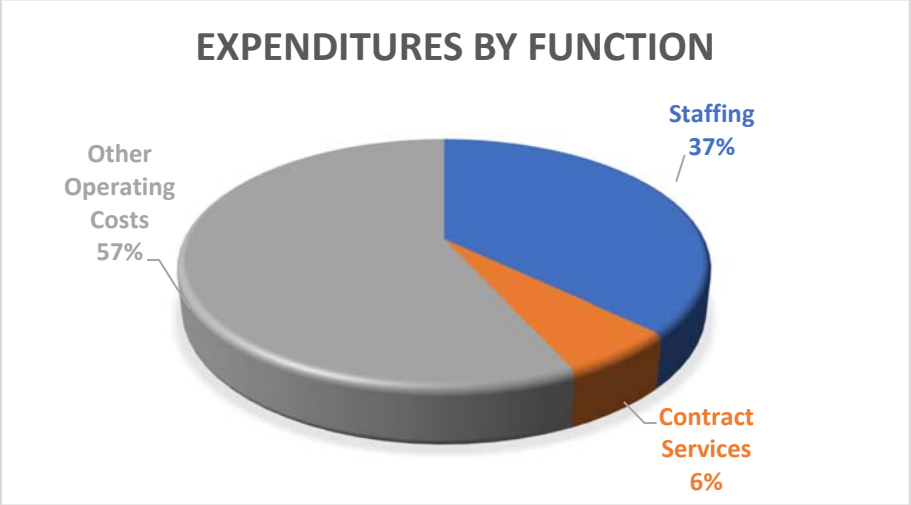
Ensuring safe and reliable essential water and sewer services.

About the Department

The Utilities Department provides essential services that support the community's health, well-being, and quality of life. Through its efforts, water for the community is safely transported, treated, distributed, used, collected, recovered, and beneficially reused. These efforts are accomplished by the department's water and wastewater divisions. Additionally, the department manages the City's solid waste program and administers the City's stormwater compliance program. Long range planning for water resources and infrastructure needs, environmental stewardship, and business management are required to provide these vital services and are critical functions of the Utilities Department. In total there are 14 programs that constitute the Utilities Department.

The Department at a glance

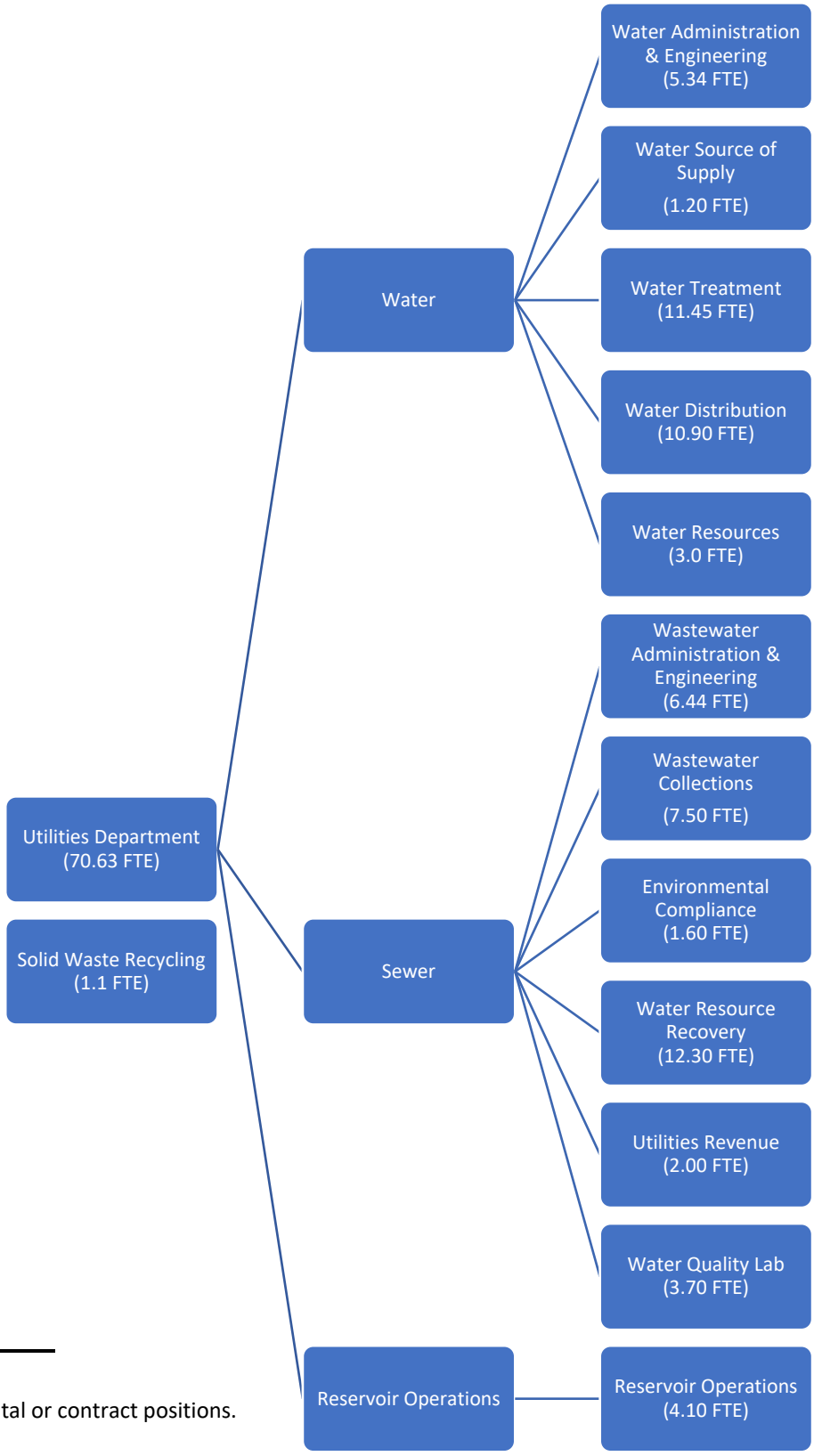
Program	2019-20 Actuals	2020-21 Budget	2021-22 Budget	2022-23 Budget
Water Admin and Engineering	$1,679,135	$1,005,075	$1,378,025	$1,383,469
Water Source of Supply	$10,944,379	$10,675,781	$10,400,483	$10,233,236
Water Treatment	$2,519,796	$3,096,837	$3,196,356	$3,229,197
Water Distribution	$1,708,336	$1,746,863	$1,814,548	$1,867,617
Water Resources	$243,077	$403,698	$498,435	$465,259
Wastewater Admin and Engineering	$1,787,048	$1,058,249	$1,506,939	$1,511,145
Wastewater Collection	$1,076,390	$1,177,019	$1,219,795	$1,261,897
Environmental Programs	$111,533	$270,079	$278,695	$274,771
Water Resource Recovery	$3,443,196	$3,937,511	$4,001,618	$4,062,458
Utilities Revenue	$563,736	$525,979	$548,120	$561,214
Water Quality Lab	$581,483	$872,297	$864,379	$827,721
Solid Waste & Recycling[1]	$87,156	$159,318	$199,699	$176,280
Total	**$24,745,265**	**$24,928,706**	**$25,907,092**	**$25,854,264**



	2021-22	2022-23
Existing FTEs	69.88	69.88
Additional FTEs (per SOBCs)	.75	.75
Supplemental/Contract FTEs	1.60	1.60
TOTAL FTEs	**72.23**	**72.23**

[1] This program is funded through the General Fund but managed by the Utilities department.

Department Organizational Chart[1]



[1] Does not include supplemental or contract positions.

2021-23 Department Goals

Department strategic priorities for the 2021-23 Financial Plan are to help advance the City's overall goals tied to Major City Goals, Department Strategic Plans, and other priorities as they may arise. These goals are in addition to ongoing community program services (listed in program sub-sections).

Strategic Goal(s)

Continue to pursue grant funding and innovative funding strategies to mitigate rate increases and ensure continued affordability.

Improve resiliency to ensure continued service delivery through emergency planning, infrastructure maintenance, and expansion of source water supplies.

In coordination with the Community Development Department, continue to optimize water and wastewater systems to facilitate the City's housing goals.

Improve community outreach and education.

Economic Stability

Housing

Climate Action

DEI

Other Department Objectives

Performance Measures

Performance measures are designed to determine accountability, improve service quality, allocate resources, and evaluate departmental performance in meeting San Luis Obispo's goals and objectives.

Objective	Measure	2019-20 Actual	2020-21 [2]Actual	2021-22 Target	2022-23 Target
Manage Assets Responsibly & Transparently *Strategic Goal: Public Stewardship*	Grant and partnership dollars to be obtained to offset rates	$78,814	$1,196,575	$4,454,168	$939,368
	Minimize number of Customers Shut-Off for Nonpayment[3]	306	0	500	450
	Average Infrastructure Asset Age (years)[4]	21.34	20.92	20.42	19.92
Connecting the Community to High Quality & Reliable Service *Strategic Goal: Public Service*	# Unplanned Service Interruptions[5]	68	38	0	0
	# of Sewer Lateral Replacements including Offsets	168	70	100	100
	Recycled Water Delivered (CCF)	234.71	130.69	300	325
Foster Leadership, productivity, and opportunity for personal and professional growth. *Strategic Goal: Workforce*	% of New Hire Safety Trainings Conducted	N/A[6]	33%[7]	100%[8]	100%
Provide Coworkers and the Community with Information & Opportunities to Participate in Decisions that Impact them *Strategic Goal: Communication*	Public Outreach : # of Communications with the Community[9]	120	107	170	200

[2] As of March 15, 2021
[3] Both 2019-2020 and 2020-2021 are artificially low due to the Covid-19 shut-off moratorium. In 2018-2020 (a typical year), there were 533 shut-offs for non-payment.
[4] Average asset age from City fixed assets data. This should decrease each year as assets are replaced.
[5] Includes water main and service line outages; and sanitary sewer overflows.
[6] Did not start tracking until 2020-21.
[7] New hire training has been delayed due to Covid-19.
[8] Goal is to have all safety trainings conducted for all new employees within their first three months of employment.
[9] Includes Facebook posts, blog posts, email bulletins, groundbreaking event, quarterly project reports, the Resource, website news articles, and bill inserts.

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WATER FUND

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WATER FUND LONG TERM FORECAST

	(in thousands)	Actual	Budget	**Budget**	**Budget**	Projected	Projected	Projected
	REVENUES BY TYPE	2019-20	2020-21	**2021-22**	**2022-23**	2023-24	2024-25	2025-26
1	Water Services Charges	14,464	13,785	15,776	16,329	16,900	17,492	17,841
2	Base Fee Revenue	5,052	5,168	5,560	5,754	5,956	6,164	6,287
3	Cal Poly Sales	966	920	972	1,006	1,041	1,077	1,099
4	Cal Poly Resilience & Capacity	-	398	223	225	230	235	240
5	Recycled Water	898	910	962	995	1,030	1,066	1,088
6	Development Impact Fees	3,723	3,032	1,548	1,370	789	800	800
7	Investment & Property Revenue	818	303	408	424	394	430	451
8	Proceeds from Debt	-	14,300	-	-	-	-	-
9	Grants	-	1,197	256	-	-	-	-
10	Miscellaneous Revenue	563	367	396	396	396	396	396
11	Rate Assistance Subsidy	-	(100)	(100)	(100)	(100)	(100)	(100)
13	**TOTAL**	**$ 26,484**	**$ 40,280**	**$ 26,001**	**$ 26,399**	**$ 26,636**	**$ 27,561**	**$ 28,102**
14	**EXPENDITURE BY CATEGORY**							
15	Salaries & Benefits	4,761	4,520	4,735	4,901	5,557	5,816	5,943
16	Operating Expenditures	12,333	12,409	12,827	12,554	12,670	12,786	12,904
17	Capital Outlay	15,594	13,999	2,944	5,215	1,881	3,213	5,160
18	Debt Service	4,441	1,488	2,449	2,443	1,870	1,869	1,866
19	Transfers Out	2,564	2,595	2,546	2,519	2,818	2,865	2,939
20	**TOTAL**	**$ 39,693**	**$ 35,011**	**$ 25,501**	**$ 27,632**	**$ 24,797**	**$ 26,550**	**$ 28,812**
21	**EXPENDITURE BY FUNCTION**							
22	General Government	2,592	2,594	2,572	2,546	2,846	2,893	2,966
23	Water Source of Supply	14,188	14,144	10,550	10,383	10,457	10,539	10,622
24	Water Treatment	18,491	8,579	6,242	7,289	6,947	6,947	6,384
25	Water Distribution	2,435	8,284	3,888	5,268	2,432	3,843	6,665
26	Water Resources	243	402	533	465	452	463	474
27	Water Administration	1,743	1,008	1,442	1,400	1,372	1,568	1,397
28	Utilities Revenue (Billing)	-	-	274	281	291	297	302
29	**TOTAL**	**$ 39,693**	**$ 35,011**	**$ 25,501**	**$ 27,632**	**$ 24,797**	**$ 26,550**	**$ 28,812**
30	**CHANGES IN FINANCIAL POSITION**							
31	Working Capital - Beginning	28,373	15,164	20,433	20,933	19,700	21,539	22,550
32	Revenues over (under) Expenditure	(13,209)	5,269	500	(1,233)	1,839	1,011	(710)
33	**Working Capital - Year End**	**$ 15,164**	**$ 20,433**	**$ 20,933**	**$ 19,700**	**$ 21,539**	**$ 22,550**	**$ 21,841**
34	Operating Reserve	4,827	4,201	4,510	4,483	4,583	4,667	4,730
35	Rate Stabilization	2,048	1,987	2,231	2,309	2,390	2,473	2,523
36	CALPERS Down Payment	252	180	180	120	120	120	120
37	UFL Trust Fund	120	120	120	120	96	72	-
38	**Unreserved Working Capital**	**$ 7,917**	**$ 13,944**	**$ 13,891**	**$ 12,668**	**$ 14,349**	**$ 15,217**	**$ 14,467**

Water Fund

The City's water operations provide safe potable water to the City's customers year-round. They rely on service rate revenue to cover almost all costs for operations and maintenance, infrastructure replacement, debt service, and payment for general City services provided to the fund (cost allocation) and are accounted for in the Water Enterprise Fund. Taxes, including the Utility User Tax[1], do not support these services.

Despite the uncertainty created by the Covid-19 pandemic, the Water Fund's financial position is currently stable. At the onset of the Covid-19 pandemic, and associated stay-at-home order and business closures, the potential impact to the Water Fund was uncertain. The Utilities Department has closely monitored revenue since March 2020 and, while there has been some shift in usage patterns in residential and commercial sectors, overall, there has been no significant net impact to Water Fund revenue. 2019-20 water sales revenue ended the year very near to the original 2019-20 budget and 2020-21 is on track to exceed the original budget, attributed to a slight increase in residential use.

Although the region has experienced lower than average amounts of rainfall this year, the City's reservoirs currently store enough water to provide the City with water for over ten years. These secure water supplies ensure that short-term droughts do not adversely impact the community's access to water and the Water Fund's fiscal situation. The health of the Water Fund will also benefit from improved impact fee and investment revenue budget projection methodologies, and an additional revenue source from Cal Poly.

2021-23 Financial Plan

Key Assumptions

When preparing the budget, the Water Division analyzes past financial results, reviews upcoming operational and capital needs, and current and future debt obligations to assess the financial position of the fund for its continued health. The budget prepared for the two-year financial plan follows a "zero based budgeting" approach, considering each line item and its future needs. Asset condition, infrastructure age, and future capacity needs are driving factors in determining the Capital Project plan and debt financing evaluations.

The needed revenue to cover the assessed expenses is then evaluated based on current rates and revenue levels, analysis of current water use and effects on future revenue potential to provide a rate recommendation and possible increases.

[1] Utility User's Tax (UUT) is a general fund tax which is applied to most utility bills. Customers pay a 5% UUT on their water bill.

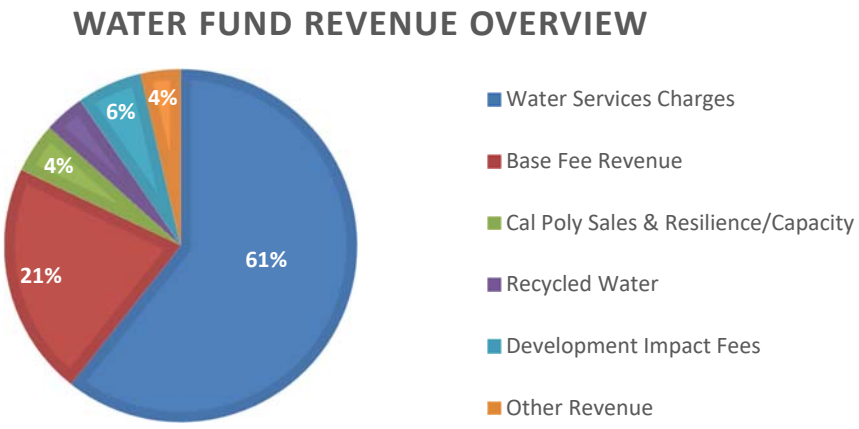
FUND REVENUES

As an enterprise fund, the Water Fund finances its operation mainly with rates charged for water services. According to its mandate, rates must be sufficient to cover operation, capital asset improvements and maintenance, debt obligations, and appropriate reserve levels to keep the fund healthy and prepared for unforeseen and future funding needs. Revenues are collected from multiple sources which include:

- Water Service Charges combining a base fee and volumetric charge per unit
- Sales to Cal Poly
- Development Impact Fees
- Miscellaneous charges such as account set-up fees, late charges, meter sales, and connection fees
- Investment and Property Revenue

Revenue Forecast

	Actual 2019-20	Budget 2020-21	Projected 2021-22	Projected 2022-23
Investment and Property Revenue	$817,787	$303,000	$407,600	$423,500
Water Service Fees	$14,463,879	$13,785,121	$15,776,464	$16,328,641
Water Base Fees	$5,051,588	$5,167,974	$5,559,695	$5,754,284
Cal Poly Sales	$966,478	$919,895	$971,788	$1,005,801
Cal Poly Resilience & Capacity	$0	$398,180	$223,000	$224,795
Recycled Water Sales	$897,650	$910,455	$961,817	$995,481
Development Impact Fees	$3,723,460	$3,032,000	$1,548,200	$1,370,400
Other Revenue	$563,058	$367,010	$396,000	$396,000
Grants	$0	$1,196,575	$256,395	$0
Debt Proceeds	$0	$14,300,000	$0	$0
Rate Assistance Program	$0	($100,000)	($100,000)	(100,000)
Total Revenue	**$26,483,900**	**$40,280,209**	**$26,000,960**	**$26,398,902**



Water Rate Increase

Recommended water rate increases for 2021-22 and 2022-23 are ***lower*** than originally projected. The Water Fund is requesting a rate increase of 3.5% effective July 1, 2021 and 3.5% effective July 1, 2022. The most recent rate study, conducted in 2018, had projected the water rate increase would need to be 5.5% in 2021 and 5.5% in 2022. The City's rate consultant recently completed a rate confirmation study to confirm or modify these rate increase estimates. As a result of additional revenue from Cal Poly and refined investment and impact fee revenue projections, the rate consultant has now recommended lower than previously projected rate increases.

The recommended rate increases are subject to a public notification and protest process, including a public hearing scheduled for June 15, 2021. The proposed rates, if adopted, will add increased long-range stability and predictability to revenues and provide funding necessary to meet future infrastructure needs.

Water Rate Increases		
2021-22 Proposed	2022-23 Proposed	2023-24 Projected
3.5%	3.5%	3.5%

Rate Assistance Program

The Water Fund is recommending a more robust rate assistance program. Proposition 218 does not allow for any water rate charges billed to a customer to be used for anything but the cost to deliver these services. For this reason, the current rate assistance program is subsidized by the City's General Fund and is very restrictive, allowing very few customers to qualify for the discount. The new program will be compliant with Proposition 218 as it will be funded by late charges paid by utilities customers who do not make their payments on time. Late charges are not considered rates for service, so they are not restricted by Proposition 218. Late charges available to subsidize the rate assistance program exceed the general fund subsidy so the rate assistance program will be revised to include a larger range of community members. It is important to note that all customers across the City are subject to the same late fees. This includes large corporate customers, other businesses, and all residential customers.

Development Impact Fees – Improved Budget Projections

The collection of impact fees is fully dependent on development activity and therefore can vary significantly from year-to-year. Historically, impact fees were budgeted based on the historic lowest amount collected and adjusted at mid-year if fee revenues were higher than anticipated. With the hiring of the Infrastructure Analyst position in the Finance Department, the City has been able to better project actual impact fee collection based upon upcoming development activity. With this improved information, the Water Fund has changed its impact fee budgeting methodology to the average of the next five years of impact fee projections. This equals an additional $748,200 in budgeted impact fee revenue in 2021-22 and an additional $570,400 in 2022-23. This improved budgeting methodology for estimating impact fee revenue in advance of collection could serve to mitigate future rate increases.

Development Impact Fee Methodology		
	2021-22 Budget	**2022-23 Budget**
Historical Methodology	$800,000	$800,000
New Methodology	$1,548,200	$1,370,400
Difference	$748,200	$570,400

Investment Revenue – Improved Budget Projections

Like impact fees, investment revenue has historically been budgeted very conservatively at $50,000 per year. Beginning in 2021-22, the City is revising these projections to align with historical investment earnings of 2% per year. Using this assumption, the Water Fund is budgeting investment revenue at 2% of its previous year ending working capital balance. This equals a $357,600 investment revenue budget increase in 2021-22 and an increase of $423,500 in 2022-23. This improved budgeting methodology for estimating investment revenue in advance of collection could serve to mitigate future rate increases.

Investment Revenue Fee Methodology		
	2021-22 Budget	**2022-23 Budget**
Historical Methodology	$50,000	$50,000
New Methodology	$407,600	$423,500
Difference	$357,600	$373,500

Cal Poly Resilience & Capacity Payment

The City recently signed agreements with Cal Poly to renegotiate its rate and capacity agreements with the City. Part of this effort included Operational Resiliency, which compensates the City for providing the University with source water from a City water supply source for short periods if the University's Whale Rock water supply is unavailable. Also part of the rate agreement update, the Treatment Capacity payment is Cal Poly's contribution to the Water Treatment Plant (WTP) upgrade to maintain the University's capacity interest in the plant. These agreements will generate an additional $223,000 of Water Fund revenue each year, $137,000 per year for Operational Resiliency and $86,000 per year for the term of the WTP upgrade loan.

FUND EXPENDITURES

Operating Programs

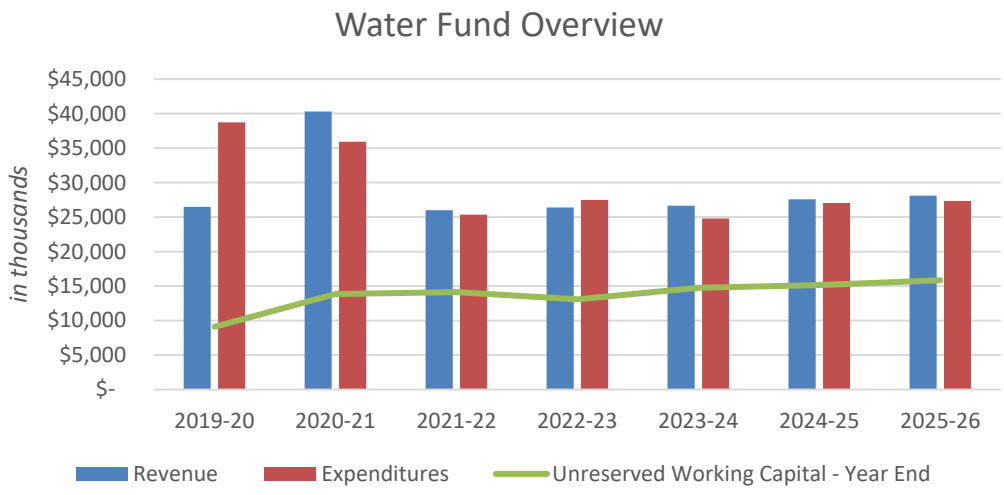
Water Fund operating expenditure budgets are comprised of salaries, employee benefits, and other operating expenditures such as contract services, chemicals, and electricity. The Water Fund operating program budgets are summarized below. The summary reflects the operating program budget amounts for fiscal years 2021-22 and 2022-23.

Operating Expenses	2020-21 Budget	2021-22 Projected	2022-23 Projected
Water Admin	$1,005,075	$1,378,025	$1,383,469
Source of Supply	$10,675,781	$10,400,480	$10,233,236
Water Treatment	$3,096,837	$3,196,353	$3,229,196
Water Distribution	$1,799,483	$1,814,549	$1,867,616
Water Resources	$403,698	$498,434	$465,257
Utilities Revenue [2]	----	$274,060	$280,608
General Government	$2,595,274	$2,546,009	$2,519,158
Total Expenses	**$19,523,527**	**$20,107,911**	**$19,978,537**

Proposed Enhancements to Operating Programs

Overall, operating expenditure budgets are changing very little in 2021-22 and 2022-23. The Water Fund is requesting the following budget changes.

	2021-22	2022-23
Program Enhancements	**$353,571**	**$234,734**



[2] These costs were previously not split between Water and Sewer Funds.

Program Enhancements Detail

Key	SOBC	Description	One-time/ Ongoing	MCG or Core Services	FY 2021-22	FY 2022-23
	Utilities - Water					
1	Deputy Director - Planning & Engineering	This position will support the specialized long-term needs of the Utilities department and water and wastewater infrastructure. The work is not new, but the Utilities department sees an increasing need for continual infrastructure maintenance and replacement, implementation of emerging technology, and adherence to new and more stringent State and Federal regulations into the foreseeable future. There has also been an increased role coordinating with Public Works and Community Development work efforts, which could include such things as policy, workflow, and practices. This position will be split between the water, sewer, and Whale Rock funds (50% Sewer, 40% Water, 10% Whale Rock). This line reflects just the water fund contribution.	Ongoing	Core Services	$60,292	$62,583
2	Expanded Recruitment Services Expenses to Augment Human Resources	Expand recruitment beyond Utilities professional agencies including direct recruitment to persons with applicable certifications. Utilities would also like to diversify recruitment activities to further Diversity, Equity, and Inclusion efforts.	Ongoing	DEI	$10,000	$10,000
3	Utility Billing - Split Cost Center	Administrative change to split the Utility Billing program between the water and sewer funds to better reflect the programs benefit to both funds.	Ongoing	Core Services	$0	$0
4	Moving Various Budget Items from the Water Resources to the Water Administration Cost Center	Moving and increasing public outreach responsibility and budget from Water Resources to Water Administration.	Ongoing	Core Services	$144,000	$144,000
5	Qualtrax Quality Management System - Implementation and Ongoing	The Water Quality Lab is required by State mandate to comply with new The Nelac Institute (TNI) regulations by January 2023. Qualtrax software will meet TNI policy, operating procedure, audit, document control, corrective actions, Quality Assurance/ Control, and staff competency requirements. This SOBC is split between the water and sewer funds (75% Sewer,	Ongoing	Core Services	$4,250	$2,250

Program Enhancements Detail

Key	SOBC	Description	One-time/ Ongoing	MCG or Core Services	FY 2021-22	FY 2022-23
	Utilities - Water					
		25% Water). This line reflects just the water fund contribution.				
6	Velosimo - Springbrook/Cityworks Integration	Replace the software integration between Springbrook (water and sewer billing software) and Cityworks (Utilities asset management software). This SOBC is split between the water and sewer funds. (50% water, 50% sewer). This line reflects just the water fund contribution.	Ongoing	Core Services	$8,000	$5,000
7	Utilities Locator Position Salary-Split Cost Centers	Administrative change to the funding for the Utilities Locator from the Water Fund to the Water, Sewer, and General Funds to better reflect the position's benefit to each of the funds. The Utilities Locator is an existing position responsible for all physical mark-outs of underground City utilities: water, sewer, storm drains, street light conduits, and fiber optic conduits. This line reflects the impact of this SOBC to the water fund.	Ongoing	Core Services	-$43,101	-$43,101
8	Cost of Liquid Oxygen	The most recent bid for liquid oxygen was much higher than in the past partially due to an oxygen shortage because of the Covid-19 pandemic.	Ongoing	Core Services	$54,000	$54,000
9	Recycled Water Chemicals	Additional funding for chemicals required because the price of chemicals is increasing, and more recycled water is being produced. These chemicals will likely be significantly reduced or eliminated after the new facility comes online and the City receives State approval of the new Ultraviolet (UV) disinfection process.	Ongoing	Core Services	$9,880	$0
10	Maximization of Recycled Water Resources	Fund work related to determining the feasibility and costs of delivering recycled water to new customers with the intent of maximizing use of this resource for the benefit of the community. With the WRRF upgrades and the expansion of the recycled water infrastructure within the City's Water Reuse Master Plan Area, the City has an opportunity to deliver surplus recycled water to additional customers. Ultimately, this work will refine and document the Utilities Department policies on delivery of recycled water, so that future project plans can be developed with the best available data.	One-time	Core Services	$50,000	$0

Program Enhancements Detail

Key	SOBC	Description	One-time/ Ongoing	MCG or Core Services	FY 2021-22	FY 2022-23
	Utilities - Water					
11	Filter Media Assessment	The Water Treatment Plant (WTP) uses anthracite, sand, and gravel media to filter water suitable for drinking. This is a one-time purchase to have the WTP filter media analyzed and the WTP's current filter media monitoring program evaluated in FY 21/22.	One-time	Core Services	$20,000	$0
12	Replacement of Controllers on Filter Effluent Turbidity Meters	The Water Treatment Plant is required by regulatory agencies to have filter effluent turbidity meters on each filter (4 total). Turbidity is the cloudiness or haziness of water caused by large numbers of individual particles that are generally invisible to the naked eye. The measurement of turbidity is a key test of water quality and water treatment performance. The current controllers are outdated and no longer supported with parts and service by the manufacturer.	One-time	Core Services	$10,000	$0
13	Community Workforce Agreement Study	Hire a consultant, support legal review, and establish an internal working group and hire a consultant to research methods to support local contractors, local vendors, and labor through workforce agreements, local purchasing requirements, alternative project delivery methods and other options to support local businesses and employees. The Community Services Group will be leading this effort.	One-time	Economic	$26,250	$0
				TOTAL	**$353,571**	**$234,732**

Capital Improvement Plan

Infrastructure maintenance and replacement continues to be a top Water Fund priority. Both the City's source water and treated drinking water infrastructure are aging and need to be continually maintained. The amount of work needed to ensure continued service is significant, with source water supplied to the City from reservoirs as far as 50 miles away and with over 190 miles of publicly owned drinking water pipelines inside the community, the majority of which have not been replaced since their original construction. The Water Fund's capital improvement program funding requirement is $ 2,943,998 in 2021-22 and $ 5,215,253 in 2022-23 as detailed at the end of this section.

Below is a highlight of the 2021-23 Water Fund capital projects:

1. **Reservoir 2 Cover Replacement**. This project will replace the floating cover on the City's largest treated water storage tank. This cover has reached its expected useful life and is in need of replacement. This project will cost $10,000 in 2021-22 and $950,000 in 2022-23.
2. **California – Stafford to Mill Waterline Project**. This project replaces segments of a 16" water main that supplies water to approximately half of the City. This segment of pipeline runs through the bridge deck over Highway 101 and has a high consequence of failure. This project will cost $140,000 in 2021-22 and $1,650,000 in 2022-23.
3. **Broad Street – Tank Farm to Aerovista Recycled Water Expansion Project**. This project will extend a recycled water pipeline from the intersection of Tank Farm and Broad Streets to Aerovista where this water can be utilized within the Airport area. This project will cost $45,000 in 2021-22 and $1,040,000 in 2022-23.
4. **Water Treatment Plant Infrastructure Renewal Strategy**. The renewal strategy will allow plant staff to prioritize Water Treatment Plant related capital improvement projects for the next decade. This project will cost $150,000 in 2021-22.

Debt Service

Debt Issue - Asset	Outstanding Principal	Annual Payment	Final Year
		2022	
2012 Water Revenue Refunding Bond	$1,080,000	$573,200	2023
2018 Refunding Bond (Dispatch Center)	$267,235	$27,422	2039
2018 Refunding Water Bond (Refund 2006 Bonds)	$8,785,000	$889,700	2035
2020 State I-Bank Loan – Water Treatment Plant	$13,740,196	$958,524	2040
Total Water Fund Debt	**$23,872,431**	**$2,448,846**	

1. **2012 Water Revenue Refunding Bond** – This bond paid for upgrades to the Water Treatment Plant in 2002 to meet water quality standards.
2. **2018 Refunding Bond** – This bond paid for Water Treatment Plant improvements in 2006.
3. **2018 Refunding Water Bond** – This is the water fund's contribution to construction of the Public Safety Dispatch Center.
4. **2020 Infrastructure Bank Loan** – This loan is paying for the current Water Treatment Plant upgrade.

Water Rates

Usage

	Current Rates	2021-22 Rates	2022-23 Rates
Single-Family (three tiers)			
Tier 1: 0 to 5 units	$6.44	$6.67	$6.90
Tier 2: 6 to 12 units	$7.51	$7.77	$8.04
Tier 3: 13+ units	$13.76	$14.24	$14.74
Multi-Family (all use)	$7.36	$7.62	$7.88
Non-Residential (all use)	$8.93	$9.24	$9.57
Landscape (all use)	$10.95	$11.33	$11.73

Monthly Base Fee

	Current Rates[3]	2021-22 Rates	2022-23 Rates
Residential	$22.52	$23.31	$24.12

Multi-Family, Non-Residential, and Landscape By Water Meter Size:			
¾ inch or less	$22.52	$23.31	$24.12
1-inch meter	$37.60	$38.92	$40.28
1.5-inch meter	$75.04	$77.67	$80.38
2-inch meter	$120.06	$124.26	$128.61
3-inch meter	$225.27	$233.15	$241.31
4-inch meter	$375.50	$388.64	$402.24
6-inch meter	$750.82	$777.10	$804.30
8-inch meter	$1,201.35	$1,243.40	$1,286.92

Water System Access Charge[4]	$91.34	$94.54	$97.85

[3] Current rates effective February 1, 2021 (deferred from July 2020)
[4] This charge applies where the City provides fire protection only to businesses that utilize a private well for domestic purposes.

Water Fund Capital Improvement Plan

ID	CIP#	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
1	6	1000052	**Buchon-Santa Rosa Intersection Improvements**	**$0**	**$150,000**	**$0**	**$0**	**$0**
2	108	1000513	**Electric Vehicle Charging Station at Various Facilities**	**$37,500**	**$0**	**$0**	**$0**	**$0**
3			Utilities - 879 Morro	$37,500	$0	$0	$0	$0
4	16	1000521	**Fleet Replacement: Utilities**	**$50,000**	**$15,000**	**$0**	**$207,500**	**$175,000**
5			Water Resources - Chevy Bolt	$35,000	$0	$0	$0	$0
6			Water Distribution Signboard (0613)	$15,000	$0	$0	$0	$0
7			WTP 1/2 ton Crew Cab 4X4 Pickup (1004-F150)	$0	$0	$0	$0	$75,000
8			Water Distribution Valve turning trailer (1005)	$0	$0	$0	$150,000	$0
9			Water Distribution Compact Pickups (1011,1012 Dakota)	$0	$0	$0	$0	$100,000
10			Waste Water Collections Dump Truck (0840)	$0	$0	$0	$57,500	
11			Water Distribution Trailer (0235)	$0	$15,000	$0	$0	$0
12	17	1000059	**Fredericks Paving**	**$0**	**$0**	**$0**	**$0**	**$300,000**
13	20	1000074	**IT Replacement**	**$24,498**	**$13,753**	**$14,500**	**$228,917**	**$30,322**
14			Asset Management (Cityworks - Utilities Integration)	$14,120	$0	$0	$11,960	$0
15			VMware Infrastructure Upgrade	$7,875	$0	$0	$0	$15,822
16			Uninterruptible Power Supplies (UPS's Servers and Storage)	$2,503	$0	$0	$1,963	$0
17			Firewall Replacement	$0	$0	$0	$12,713	$0
18			City SAN	$0	$8,146	$0	$0	$0
19			Motion ERP	$0	$0	$14,500	$14,500	$14,500
20			Utility Billing System	$0	$0	$0	$75,000	$0
21			Virtual Private Network Replace	$0	$0	$0	$2,341	$0
22			VoIP Telephone System	$0	$0	$0	$16,510	$0
23			Network Security Upgrade	$0	$0	$0	$8,953	$0
24			Wireless System Citywide	$0	$5,607	$0	$0	$0
25			Network Switching Infrastructure Equipment	$0	$0	$0	$29,977	$0
26			Radios, Mobiles and stations not replaced - EF & PW Only	$0	$0	$0	$55,000	$0
27	22	1000075	**Major Facility Maintenance**	**$0**	**$7,500**	**$50,000**	**$0**	**$0**
28			879 Morro - Roof	$0	$7,500	$50,000	$0	$0
29	74	90649	**Mid-Higuera Bypass**	**$0**	**$100,000**	**$0**	**$0**	**$0**
30	33	1000531	**Recycled Water Annual UV Bulb Replacement**	**$0**	**$0**	**$10,000**	**$10,000**	**$10,000**
31	118	1000528	**Recycled Water Broad Street - Tank Farm to Aerovista**	**$45,000**	**$1,040,000**	**$0**	**$0**	**$0**
32	119	1000529	**Recycled Water Orcutt Street - Fernwood to Laurel**	**$0**	**$0**	**$0**	**$25,000**	**$675,000**
33	77	1000530	**Recycled Water Tank**	**$237,500**	**$50,000**	**$0**	**$0**	**$0**
34	78	91368	**Reservoir 2 Replacement**	**$0**	**$0**	**$0**	**$780,000**	**$0**
35	43	1000150	**Sustainable Groundwater Management Act GSP**	**$150,000**	**$150,000**	**$150,000**	**$150,000**	**$150,000**
36	46	99653	**Treatment Major Facilities Maintenance**	**$274,000**	**$109,000**	**$109,000**	**$180,000**	**$150,000**
37			Ozone System Maintenance	$125,000	$40,000	$40,000	$0	$0
38			WTP Roof Repair	$80,000	$0	$0	$0	$0
39			Air Compressor and Dryer Maintenance	$36,000	$36,000	$36,000	$0	$0
40			Chemical System Maintenance	$33,000	$33,000	$33,000	$0	$0
41			WTP Major Maintenance	$0	$0	$0	$180,000	$150,000
42	48	91147	**Trench Repairs- Water**	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$200,000**
43	51	1000540	**Water Distribution System Hydraulic Model Update**	**$100,000**	**$0**	**$0**	**$0**	**$0**
44	52	1000062	**Water Meters and Boxes**	**$143,000**	**$165,000**	**$167,500**	**$171,500**	**$175,000**
45	53	1000034	**Water Storage Tank Maintenance**	**$50,000**	**$1,355,000**	**$1,000,000**	**$0**	**$0**
46			Wash water tank #1	$40,000	$325,000	$0	$0	$0
47			Reservoir 2 Cover Replacement	$10,000	$950,000	$0	$0	$0
48			Edna Tank Recoating	$0	$80,000	$1,000,000	$0	$0

ID	CIP#	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
49	123	1000541	**Water Treatment Plant - Power Storage Units Tesla Battery Grant**	**$30,000**	**$0**	**$0**	**$0**	**$0**
50	124	1000126	**Water Treatment Plant Emergency Power - PSPS**	**$465,000**	**$0**	**$0**	**$0**	**$0**
51	54	1000542	**Water Treatment Plant Major Facility Maintenance**	**$270,000**	**$180,000**	**$50,000**	**$0**	**$25,000**
52			Facility Master Plan	$150,000	$0	$0	$0	$0
53			Aluminum Bulk Tank #1 Replacement	$50,000	$0	$0	$0	$0
54			Cityworks Integration (water)	$45,000	$90,000	$0	$0	$0
55			Transfer Pump CLA-VAL Re-build	$25,000	$0	$0	$0	$0
56			Actiflo Poly Blend Units	$0	$0	$0	$0	$25,000
57			Package Thickener	$0	$25,000	$50,000	$0	$0
58			Actiflo Train #2 Mixer Bearing/Gear	$0	$35,000	$0	$0	$0
59			Lab TOC Analyzer Replacement	$0	$30,000	$0	$0	$0
60	55	91149	**Water Valve Cover Adjustments**	**$50,000**	**$30,000**	**$30,000**	**$30,000**	**$30,000**
61	88	1000545	**Waterline Replacement: California Ave - Stafford to Mill**	**$140,000**	**$1,650,000**	**$0**	**$0**	**$0**
62	89	1000547	**Waterline Replacement: Chorro - Highland to Meinecke**	**$0**	**$0**	**$100,000**	**$1,100,000**	**$0**
63	90	1000556	**Waterline Replacement: Craig, Christina, Jaycee**	**$0**	**$0**	**$0**	**$0**	**$880,000**
64	91	1000544	**Waterline Replacement: Highland - Oakridge to Cuesta**	**$0**	**$0**	**$0**	**$130,000**	**$1,430,000**
65	92	1000546	**Waterline Replacement: Highland at UPRR and Cal Poly**	**$0**	**$0**	**$0**	**$0**	**$850,000**
66	93	1000543	**Waterline Replacement: Stenner Canyon**	**$0**	**$0**	**$0**	**$0**	**$80,000**
67	56	1000065	**Waterline Replacements - Point Repair**	**$590,000**	**$0**	**$0**	**$0**	**$0**
68	59	1000077	**WRRF Major Maintenance**	**$87,500**	**$0**	**$0**	**$0**	**$0**
69			Chain Link Fence Extension	$87,500	$0	$0	$0	$0
71			**Grand Total**	**$2,943,998**	**$5,215,253**	**$1,881,000**	**$3,212,917**	**$5,160,322**

Water Administration

Program Description

The Water Fund's Administration program provides guidance and direction for effective management of the Water Fund programs. It evaluates and provides strategic and long-term planning, rate setting and funding, and engineering and capital plan development for the water system. Program goals are 1) efficient management and achievement of Water enterprise Core Services & Objectives and 2) well-planned and effectively delivered capital improvement project implementation.

Core Services & Objectives

- Department Administration and Leadership.
- Continue developing and implementing operational efficiencies.
- Monitor water enterprise fund financial condition and recommend rates and revenues needed to support program and service objectives.
- Administer Capital Improvement and planning activities.
- Continue implementation and tracking of strategic planning activities.
- Continue safety assessments and ensure compliance with safety regulations.
- Manage water-related public outreach and communication efforts.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,573,694	$858,443	$867,358	17%	$902,452	4%
Contract Services	$42,773	$66,350	$107,200	56%	$78,700	-24%
Other Operating Costs	$62,668	$80,282	$403,467	397%	$402,317	0%
Total Program	**$1,679,135**	**$1,005,075**	**$1,378,025**	**54%**	**$1,383,469**	**1%**

Challenges and Opportunities

In 2021-22 the Utilities Department will establish a new program, Planning & Engineering, separate from the Water and Sewer Administration programs. The program will be directed by a new Deputy Director of Planning & Engineering and will be staffed by the Utilities Engineer and Utilities Project Manager. The newly expanded program will provide additional support to the City's Water Treatment Plant and source water supply. These areas of focus are not fully supported by the Public Works Engineering team which generally focuses on potable water distribution system improvement projects such as waterline replacements, tank replacements, and pump station upgrades. Engineering support for Water Treatment

Plant upgrades and work related to the City's groundwater program and surface water storage supplies are currently largely contracted out and not managed internally, this change should allow the City to better plan for and accommodate non-distribution system capital projects.

Additionally, the Administration section intends to focus efforts over the next financial plan on finalizing the City's Groundwater Sustainability Plan (GSP). Scheduled to be completed in January 2022, this plan will ensure the City has a detailed outline on how it will ensure the groundwater basin is operated in a sustainable manner. Upon completion of the GSP, work efforts related to implementing projects and management actions will be transitioned to the City's Water Resources section.

Water Source of Supply

Program Description

The Water Source of Supply program procures raw water from the City's three primary surface sources: Whale Rock Reservoir, Salinas Reservoir (Santa Margarita Lake), and Nacimiento Reservoir, to provide a dependable supply of raw water for treatment at the City's water treatment plant. Additional sources of supply include highly treated recycled water from the City's Water Resource Recovery Facility that is used for irrigation and other approved purposes, and groundwater supplies that are currently being redeveloped and expanded.

Core Services & Objectives

- Deliver raw water supplies in a reliable, cost-effective manner.
- Operate, maintain, and repair supply facilities.
- Maximize production and use of recycled water.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$60,398	$157,172	$165,265	5%	$171,281	4%
Contract Services	$13,513	$20,600	$20,915	2%	$23,915	14%
Other Operating Costs	$10,870,468	$10,498,009	$10,214,303	-3%	$10,038,040	-2%
Total Program	**$10,944,379**	**$10,675,781**	**$10,400,483**	**-3%**	**$10,233,236**	**-2%**

Opportunities and Challenges

For many years the Source of Supply program has focused its efforts on expanding surface water supplies to meet City water needs. Surface water supplies are currently maximized so the department is focusing efforts on expansion of recycled water supplies as well as reestablishment of its groundwater pumping program. Expansion of these alternative supplies will help alleviate demand on the City's surface water supplies and will provide the department with additional sources of supply to combat drought and climate change. More details about the expansion of these water supplies can be found in the Water Resources program narrative.

Water Treatment

Program Description

The Water Treatment program receives raw water from three surface reservoirs, treats it to meet potable water standards, and delivers it into the water distribution system. The Water Treatment Plant produces an average of 4.7 million gallons of potable water per day for the City of San Luis Obispo and Cal Poly. The program goal is to provide an adequate water supply, treated to State and Federal standards, for domestic consumption and fire suppression.

Core Services & Objectives:

- Protect public health - Continue to provide uninterrupted supply of high-quality water to the distribution system.
- Continue to meet all treatment standards as required by Environmental Protection Agency (EPA), State Water Resource Control Board's (SWRCB) Division of Drinking Water, and other regulatory agencies.
- Continue with succession planning goals through development of standard operating procedures, an internship program, etc.
- Continue development of computerized maintenance database and work order system.
- Continue development and implementation of Capital Improvement Projects.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,545,568	$1,792,632	$1,754,966	-2%	$1,814,249	3%
Contract Services	$238,760	$285,320	$316,185	11%	$302,185	-4%
Other Operating Costs	$735,469	$1,018,885	$1,125,205	10%	$1,112,763	-1%
Total Program	**$2,519,796**	**$3,096,837**	**$3,196,356**	**3%**	**$3,229,197**	**1%**

Opportunities and Challenges

In 2021-22, the Water Treatment Plant will begin utilizing the upgrades that were made as part of the Water Treatment Plant Energy Efficiency Project. These improvements include a new ozone disinfection system that decreases electrical demand while providing the section with increased operational flexibility to treat water from any of the City's sources without having to

blend with higher-quality Whale Rock water. The new ozone system is modular in nature and designed so that any equipment failures will only disable small portions of the ozone treatment system, leaving the remaining in place to continue treating water for public consumption. Additionally, this project includes major updates to the Water Treatment Plant's SCADA system which allows for computerized operation of the plant as well as highly sophisticated water quality and plant performance tracking and monitoring. During the next fiscal year staff will be learning the new systems and developing Standard Operating Procedures and other operational plans.

Beyond the newly installed infrastructure, Water Treatment Plant staff will begin work on digitally mapping the Water Treatment Plant and selecting a vendor for a new Computerized Maintenance Management System. This new system will help improve tracking of scheduled maintenance activities and should result in fewer operational issues that impact the plant's ability to provide water to the community. The selection of this technology will take place alongside the City's Water Resource Recovery Facility to ensure that both facilities are using the same technology.

Water Distribution

Program Description

The Water Distribution Program is responsible for the delivery of potable water from the Water Treatment Plant and wells to system users and fire hydrants via 12 water storage facilities, seven pump stations, and approximately 180 miles of water mains. The Water Distribution Program also delivers recycled water from the Water Resource Recovery Facility to landscape irrigation users via approximately 13 miles of recycled water mainlines (purple pipelines). Program staff collaborates with Public Works to design, construct, and commission capital improvement projects. The program goal is uninterrupted water flow at adequate pressure with minimum water leakage.

Core Services & Objectives:

- Continue the water distribution system improvements in accordance with the Capital Improvement Plan.
- Design, construct, and implement the recommendations in the Water System Improvement Plan.
- Maintain compliance with all applicable regulations and protect public health.
- Conduct preventative maintenance programs to reduce infrastructure life-cycle costs while reducing the likelihood of leaks and breaks that result in water outages for City residents and businesses.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,378,566	$1,410,138	$1,460,905	4%	$1,509,074	3%
Contract Services	$72,417	$78,600	$86,515	10%	$88,515	2%
Other Operating Costs	$257,353	$258,125	$267,128	3%	$270,028	1%
Total Program	**$1,708,336**	**$1,746,863**	**$1,814,548**	**4%**	**$1,867,617**	**3%**

Challenges and Opportunities:

The Water Distribution section operations are forecasted to be impacted substantially by the large amount of development occurring within the City. The section intends to focus efforts on ensuring safe and orderly expansion of water distribution infrastructure while ensuring that existing customers are minimally impacted by water distribution system expansion. The

department plans to focus new efforts on increasing the use of digital mapping software to help manage the process of bringing new developments online and into the City's distribution system.

In addition to system expansions due to new development, the section will be leading several Capital Improvement projects to decrease asset age, increase fire flow capacity, and reduce the likelihood of water outages within the community. These projects include replacement of the floating cover on Reservoir 1, replacing under-sized water lines on Jeffrey Drive, and replacing aged infrastructure on Cuesta Drive, Loomis Street, and Beebee Street.

By focusing on expanding its preventative maintenance programs for assets such as fire hydrants, pressure reducing valves, pump stations, and water tanks, the section will continue to increase its ability to serve its customers with minimal interruption while reducing the life cycle costs of expensive infrastructure. Over the next few years an area of specific focus for the section is related to the replacement of aging water meter infrastructure. Additional CIP funding has been requested to support additional meter replacement work efforts on an annual basis.

Water Resources

Program Description

The Water Resources program coordinates the planning, development, implementation, and regulatory reporting for programs and services related to water use projections, recycled water, water conservation, and groundwater pumping.

Core Services & Objectives:

- Increase water conservation and water use efficiency opportunities within the community.
- Implement water conservation programs in alignment with California's goals for making water conservation a way of life.
- Monitor development trends and City growth and ensure water resources are available.
- Increase the beneficial use of recycled water to offset potable water use and to sustain local water supplies.
- Expand the use of groundwater as a source of supply through groundwater quality and availability related studies and projects.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$203,234	$301,118	$402,135	34%	$419,009	4%
Contract Services	$4,892	$8,000	$58,100	626%	$8,200	-86%
Other Operating Costs	$34,951	$94,580	$38,200	-60%	$38,050	0%
Total Program	**$243,077**	**$403,698**	**$498,435**	**23%**	**$465,259**	**-7%**

Challenges and Opportunities

In accordance with the Sustainable Groundwater Management Act (SGMA), the City is required to adopt a Groundwater Sustainability Plan (GSP) by January 31, 2022. Upon adoption of this plan the department will enter the implementation phase of SGMA and will be tasked with ensuring basin-wide groundwater sustainability is achieved by 2042. The Water Resources section will be tasked with ensuring SGMA-related projects and management actions are

implemented in accordance with the GSP and will monitor groundwater levels to ensure the basin is operated in a sustainable manner.

Alongside sustainable groundwater management, the Water Resources section will be tasked with completing the PCE Groundwater Contamination Study for which the department was recently awarded a $2,000,000 grant. This study hopes to pinpoint and better understand the source of PCE contamination within the groundwater basin so remediation efforts can be implemented by the state.

Emerging from the 2011-2015 drought, the State of California set in place new indoor and outdoor water use efficiency standards for water purveyors across the state. For the first time in history, the state is in the process of setting separate water use goals for indoor uses versus outdoor uses within a community. While the regulation tracks water use cumulatively, and not on a customer-by-customer basis, Water Resources section staff will be tasked with ensuring that the City has appropriate programs in place to comply with the upcoming standards.

SEWER FUND

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SEWER FUND LONG TERM FORECAST

	(in thousands)	Actual	Budget	**Budget**	**Budget**	Budget	Budget	Budget
	REVENUES BY TYPE	2019-20	2020-21	**2021-22**	**2022-23**	2023-24	2024-25	2025-26
1	Sewer Service Charges	11,179	10,851	12,359	12,792	13,176	13,571	13,978
2	Base Fee Revenue	4,412	4,346	4,653	4,816	4,960	5,109	5,262
3	Cal Poly Sales	819	508	992	1,026	1,057	1,089	1,122
4	Cal Poly Capacity	-	244	244	244	473	473	473
5	Development Impact Fees	2,031	870	1,384	1,190	618	600	600
6	Industrial User Charges	77	6	85	85	85	85	85
7	Investment & Property Revenue	1,182	539	402	608	732	585	537
8	Proceeds from Debt Financing	14,846	96,368	23,921	4,865	-	-	-
9	Miscellaneous Revenue	605	367	3,866	396	404	412	420
10	Rate Assistance Subsidy	-	-	(100)	(100)	(100)	(100)	(100)
11	**TOTAL**	**$ 35,152**	**$ 114,098**	**$ 47,805**	**$ 25,923**	**$ 21,405**	**$ 21,823**	**$ 22,377**
12	**EXPENDITURE BY CATEGORY**							
13	Salaries & Benefits	4,993	4,786	4,814	4,952	5,968	6,114	6,240
14	Operating Expenditures	2,569	3,055	3,334	3,271	3,320	3,370	3,421
15	Capital Outlay	23,365	109,420	20,923	6,623	9,652	4,993	2,406
16	Debt Service	1,382	1,388	1,384	7,190	7,285	7,100	7,099
17	Transfers Out	2,430	2,296	2,400	2,331	2,562	2,599	2,651
18	**TOTAL**	**$ 34,738**	**$ 120,944**	**$ 32,855**	**$ 24,367**	**$ 28,788**	**$ 24,177**	**$ 21,816**
19	**EXPENDITURE BY FUNCTION**	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	General Government	2,460	2,327	2,430	2,361	2,592	2,629	2,681
21	Wastewater Collection	3,383	14,068	7,330	7,195	5,284	5,919	4,118
22	Environmental Compliance	112	305	279	275	291	299	306
23	Water Resource Recovery	25,653	101,763	20,044	11,885	17,026	11,483	10,992
24	Utilities Revenue	564	526	274	281	306	313	319
25	Water Quality Lab	581	932	864	828	867	888	908
27	Wastewater Administration	1,986	1,023	1,634	1,542	2,423	2,646	2,493
28	**TOTAL**	**34,738**	**120,944**	**32,855**	**24,367**	**28,788**	**24,177**	**21,816**
29	**CHANGES IN FINANCIAL POSITION**							
30	Working Capital - Beginning	26,504	26,917	20,072	35,021	36,577	29,194	26,840
31	Revenues over (under) Expenditures	413	(6,846)	14,950	1,555	(7,383)	(2,354)	562
32	**Working Capital - Year End**	**$ 26,917**	**$ 20,072**	**$ 35,021**	**$ 36,577**	**$ 29,194**	**$ 26,840**	**$ 27,402**
33	Operating Reserve	2,268	2,305	2,386	3,549	3,827	3,837	3,882
34	Rate Stabilization	820	785	900	932	960	988	1,018
35	CALPers Down Payment	252	180	180	120	120	120	120
36	UFL Trust Fund	120	120	120	120	96	72	-
37	WRRF Upgrade Debt Reserve	-	2,953	5,903	5,903	5,903	5,903	5,903
38	**Unreserved Working Capital - Year En**	**$ 23,458**	**$ 13,729**	**$ 25,533**	**$ 25,954**	**$ 18,289**	**$ 15,921**	**$ 16,479**

Sewer Fund

The City's sewer operations rely on service rate revenue to cover almost all costs for operations and maintenance, infrastructure replacement, debt service, and payment for general City services provided to the fund (cost allocation). Taxes, including the Utility User Tax[1], do not support these services.

Despite the uncertainty created by the Covid-19 pandemic, the Sewer Fund's financial position is currently stable. At the onset of the Covid-19 pandemic, and associated stay-at-home order and business closures, the potential impact to the Sewer Fund was uncertain. The Utilities department has closely monitored revenue since March 2020 and, while there has been some shift in usage patterns in residential and commercial sectors, overall, there has been no net impact to Sewer Fund revenue. The largest impact was on the Cal Poly campus, where sewer flows were down up to 80% from previous years. 2019-20 sewer revenue ended the year very near to the original 2019-20 budget and 2020-21 is on track to exceed the original budget.

The Sewer Fund will benefit from improved impact fee and investment revenue budget projection methodologies and a new revenue source from Cal Poly.

2021-23 Financial Plan

Key Assumptions

When preparing a new budget, the Wastewater Division analyzes the Sewer Fund's past financial results, upcoming operational and capital needs, current and future debt obligations, and the financial outlook of the fund ten years into the future. The financials prepared for the two-year financial plan follows a "zero based budgeting" approach, considering each line item and its future need anew. The condition, infrastructure age, and future capacity needs are driving factors in determining the Capital Project plan presented in this report and influence the assessment of debt issuance needs. This forms the base for the evaluation of required revenue and the rate levels needed to support ongoing operation for wastewater collection and treatment.

[1] Utility User's Tax (UUT) is a general fund tax which is applied to most utility bills. Customers pay a 5% UUT on their water bill.

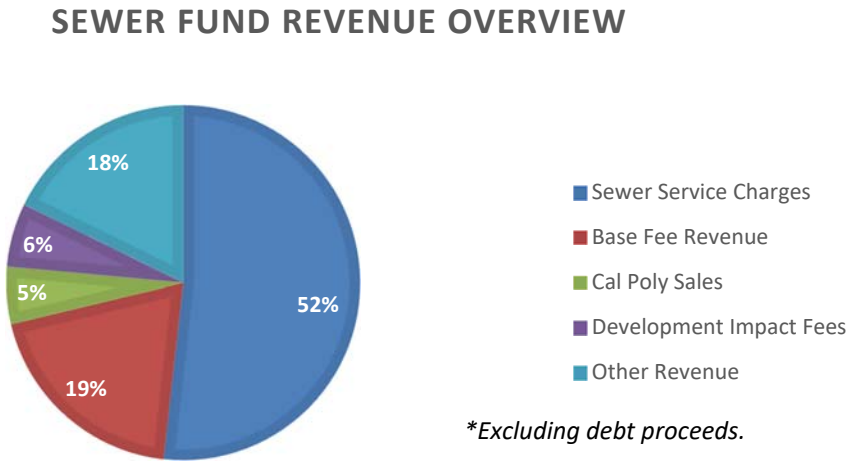
FUND REVENUES

As an enterprise fund, the Wastewater Division finances its operation mainly with rates charged for sewer services. Additional revenue is collected from development impact fees, and sewer account related charges. In accordance with its mandate, sewer rates need to be sufficient to cover operation, capital asset improvements and maintenance, debt obligations, and appropriate reserve levels to keep the Sewer Fund healthy and prepared for unforeseen and future funding needs. Sewer Fund revenue is collected from multiple sources which include:

- Sewer Service Charges, including a base fee and volumetric charge per unit
- Sales to Cal Poly
- Development Impact Fees
- Industrial User Fees
- Misc. Charges such as account set-up fees, late charges, meter sales, and connection fees.
- Investment and Property Revenue

Revenue Forecast

Revenue Type *(in thousands)*	**Actual**	**Budget**	**Projected**	**Projected**
	2019-20	**2020-21**	**2021-22**	**2022-23**
Sewer Service Charges	11,179	10,851	12,359	12,792
Base Fee Revenue	4,412	4,346	4,653	4,816
Cal Poly Sales	819	508	992	1,026
Cal Poly Capacity	-	244	244	244
Development Impact Fees	2,031	870	1,384	1,190
Industrial User Charges	77	6	85	85
Investment & Property Revenue	1,182	538	402	608
Proceeds from Debt Financing	14,846	96,368	23,921	4,865
Miscellaneous Revenue	605	367	3,866	396
Rate Assistance Subsidy	-	-	(100)	(100)
Total Revenue	**$35,152**	**$114,097**	**$47,804**	**$25,923**



**Excluding debt proceeds.*

Sewer **Rates Increase**

Recommended sewer rate increases for 2021-22 and 2022-23 are ***lower*** than originally projected. The Sewer is requesting a rate increase of 3.5% effective July 1, 2021 and 3.5% effective July 1, 2022. The most recent rate study, conducted in 2018, projected the sewer rate increase would be 6.5% in 2021 and 6.5% in 2022. The City's rate consultant recently completed a rate confirmation study to confirm or modify these rate increase estimates. As a result of additional revenue expected from Cal Poly and refined investment and impact fee revenue projections, the rate consultant has recommended lower than previously recommended rate increases.

The recommended rate increases were subject to a public notification and protest process. The proposed rates, if adopted, will add increased long-range stability and predictability to revenues and rates and are necessary to meet future infrastructure funding needs.

Sewer Rate Increases		
2021-22 Proposed	**2022-23 Proposed**	**2023-24 Projected**
3.5%	3.5%	3.5%

Rate Assistance Program

The Sewer Fund is recommending a more robust rate assistance program. Proposition 218 does not allow for any sewer rate charges billed to a customer to be used for anything but the cost to deliver these services. For this reason, the current rate assistance program is subsidized by the City's General Fund and is very restrictive, allowing very few customers to qualify for the discount. The new program will be compliant with Proposition 218 because it will be funded by late charges paid by utilities customers who do not make their payments on time. Late charges are not "rates" for service, so they are not restricted by Proposition 218. Late charges available to subsidize the rate assistance program exceed the general fund subsidy so the rate assistance program has been revised to include a larger range of community members. It is important to note that all types of customers across the City are subject to the same late fees. This includes large corporate customers, other businesses, and all types of residential customers.

Development Impact Fees **– Improved Budget Projections**

The collection of impact fees is wholly dependent on development activity and therefore can vary significantly from year-to-year. Historically, impact fees were budgeted based on historic lowest amount collected and adjusted at mid-year if fee revenues were higher than anticipated. With the hiring of the Infrastructure Analyst position in the Finance department, the City has been able to better project actual impact fee collection based upon upcoming development activity. With this improved information, the Sewer Fund has changed its impact fee budgeting methodology to the average of the next five years impact fee projections. This equals an additional $783,900 budgeted impact fee revenue in 2021-22 and an additional $590,200 in 2022-23. This improved budgeting methodology for estimating impact fee revenue in advance of collection could serve to mitigate future rate increases.

Development Impact Fee Methodology		
	2021-22 Budget	**2022-23 Budget**
Historical Methodology	$600,000	$600,000
New Methodology	$1,383,900	$1,190,200
Difference	$783,900	$590,200

Investment Revenue – **Improved Budget Projections**

Like impact fees, investment revenue has historically been budgeted very conservatively at $50,000 per year. Beginning in 2021-22, the City is revising these projections to align with historical investment earnings of 2% per year. Using this assumption, the Sewer Fund is budgeting investment revenue at 2% of its previous year- end working capital balance. This equals a $351,514 investment revenue budget increase in 2021-22 and an increase of $558,300 in 2022-23. This improved budgeting methodology for estimating investment revenue in advance of collection could serve to mitigate future rate increases.

Investment Revenue Fee Methodology		
	2021-22 Budget	**2022-23 Budget**
Historical Methodology	$50,000	$50,000
New Methodology	$401,514	$608,300
Difference	$351,514	$558,300

Cal Poly Capacity Payment

The Utilities Department recently signed agreements with Cal Poly to renegotiate its rate and capacity agreements with the City. The capacity payment is Cal Poly's contribution to the Water Resource Recovery Facility (WRRF) upgrade to maintain the University's capacity interest in the plant. These agreements will generate an additional $243,568 in each of the two years of the financial plan and then $472,534 each year going forward for the term of the WRRF upgrade loan.

FUND EXPENDITURES

Operating Programs

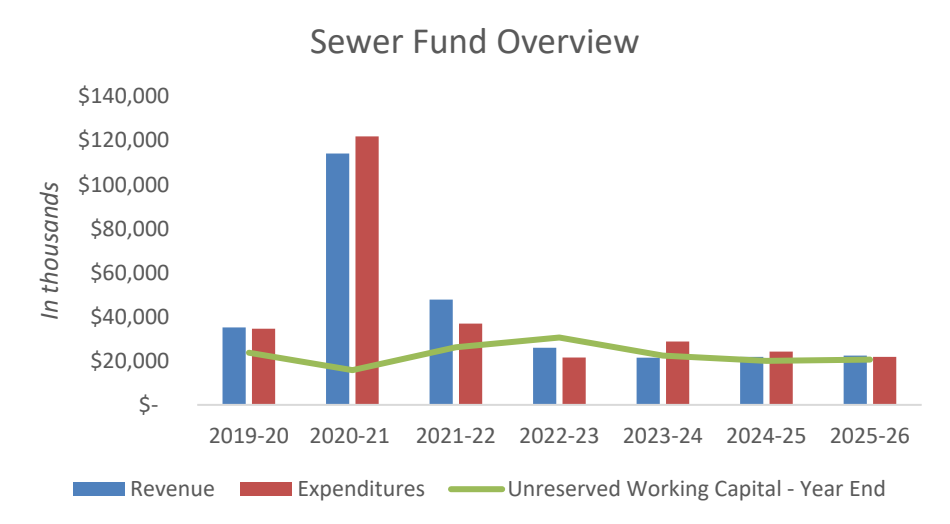
Sewer Fund operating expenditure budgets are comprised of salaries, employee benefits, and other operating expenditures such as contract services, chemicals, and electricity. The Sewer Fund operating program budgets are summarized below. The summary reflects the operating program base budget amounts for fiscal years 2021-22 and 2022-23.

Operating Expenses	2020-21 Budget	2021-22 Projected	2022-23 Projected
Wastewater Admin	$1,058,249	$1,506,939	$1,511,145
Wastewater Collection	$1,177,019	$1,219,795	$1,261,897
Environmental Programs	$270,079	$278,695	$274,771
Water Resource Recovery	$3,937,511	$4,001,618	$4,062,458
Water Quality Lab	$872,297	$864,379	$827,721
Utilities Revenue (Billing)[2]	$525,979	$278,340	$284,997
General Government	$2,327,026	$2,399,836	$2,331,358
Total Expenses	**$10,168,161**	**$10,549,692**	**$10,554,347**

Proposed Enhancements to Operating Programs

Overall, operating expenditure budgets are changing very little in 2021-22 and 2022-23. The Sewer Fund is requesting the following changes.

	2021-22	2022-23
Program Enhancements	**$386,148**	**$474,952**



[2] These costs were previously not split between Water and Sewer.

Program Enhancement Detail

Key	SOBC	Description	One-time/ Ongoing	MCG or Core Services	FY 21-22	FY 22-23
	Utilities - Sewer					
1	Deputy Director - Planning & Engineering	This position will support the specialized long-term needs of the Utilities department and water and wastewater infrastructure. The work is not new, but the Utilities department sees an increasing need for continual infrastructure maintenance and replacement, implementation of emerging technology, and adherence to new and more stringent State and Federal regulations into the foreseeable future. There has also been an increased role coordinating with Public Works and Community Development work efforts, which could include such things as policy, workflow, and practices. This position is split between the water, sewer, and Whale Rock funds. This line reflects the sewer portion of the position.	Ongoing	Core Services	$75,365	$78,229
2	Expanded Recruitment Services Expenses to Augment Human Resources	Expand recruitment beyond Utilities professional agencies including direct recruitment to persons with applicable certifications. Utilities would also like to diversify recruitment activities to further Diversity, Equity, and Inclusion efforts.	Ongoing	DEI	$10,000	$10,000
3	Utility Billing - Split Cost Center	Administrative change to split the Utility Billing program between the water and sewer funds to better reflect the programs benefit to both funds.	Ongoing	Core Services	$0	$0
4	Pretreatment Program Software - LINKO - Implementation and ongoing license and fees	Software will allow Environmental Programs to transition from paper to electronic records.	Ongoing	Core Services	$21,000	$7,000
5	Qualtrax Quality Management System - Implementation and Ongoing	The Water Quality Lab is required by State mandate to comply with new The Nelac Institute (TNI) regulations by January 2023. Qualtrax software will meet TNI policy, operating procedure, audit, document control, corrective actions, Quality Assurance/Quality Control, and staff demonstration of competency requirements. This SOBC is split between the water and sewer funds (75% sewer, 25% water). This line reflects just the sewer portion.	Ongoing	Core Services	$12,750	$6,750

Program Enhancement Detail

Key	SOBC	Description	One-time/ Ongoing	MCG or Core Services	FY 21-22	FY 22-23
	Utilities - Sewer					
6	Verizon Monthly Data Services	Administrative change to move cell phone data charges from the cost allocation to operational budgets.	Ongoing	Core Services	$19,200	$19,200
8	Velosimo - Springbrook/Cityworks Integration	Replace the software integration between Springbrook (Utilities billing software) and Cityworks (Utilities asset management software). This SOBC is evenly split between the water and sewer funds. This line reflects just the sewer portion.	Ongoing	Core Services	$8,000	$5,000
9	Compliance and Surveillance Sampling	Increase Environmental Programs surveillance monitoring for the five significant industrial users.	Ongoing	Core Services	$10,000	$10,000
10	Maintenance of Dual Software Systems during WRRF Upgrade	New process control system software at the WRRF will require additional funding during construction.	One-time	Core Services	$8,065	$11,865
11	WRRF Contract Services - Biosolids	The new biosolids handling process designed to reduce odors at the Water Resource Recovery Facility (WRRF) will require additional hauling costs from the City's biosolids contractor beginning in 2022-23.	Ongoing	Core Services		$22,586
12	National Pollutant Discharge Elimination System (NPDES) Permit Analysis	Contracted laboratory testing prices have remained constant since January 2017. The existing lab contract will expire January 2022 and discussions with vendors have suggested increases in the cost of analysis contract services in the range of 15%. Award of this contract will be through a competitive bid process.	Ongoing	Core Services	$34,270	$34,270
13	NPDES Studies and Whole Effluent Toxicity	New water quality regulations require Species Sensitivity Screening to establish a representative aquatic species for the discharge requirements in the WRRF's NPDES permit. The City is required to conduct the analysis and present the results to the Central Coast Water Board. The results will become the requirements for the new discharge limitations. This request is for testing and increased sampling to establish the Toxicity Requirements and ongoing effluent toxicity sampling. Sampling frequency may increase from annually to monthly with the City advocating for the most reasonable requirements.	Ongoing	Core Services	$36,654	$44,910
14	Utilities Locator Position Salary-Split Cost Centers	Reallocation of the funding for the Utilities Locator to the Water, Sewer, and General Funds to better reflect the position's benefit to each fund. The Utilities Locator is an existing position responsible for all physical mark-outs of underground City utilities: water, sewer, storm drains, street light	Ongoing	Core Services	$25,142	$25,142

Program Enhancement Detail

Key	SOBC	Description	One-time/ Ongoing	MCG or Core Services	FY 21-22	FY 22-23
	Utilities - Sewer					
		conduits, and fiber optic conduits. This line reflects the impact to the sewer fund.				
15	WRRF Electrical	Electrical costs at the WRRF are expected to increase due to new processes coming online in 2022-23. Some savings may be realized when the new processes are optimized, and operations become normalized after construction.	Ongoing	Core Services		$150,000
16	COVID-19 Wastewater Analysis	Wastewater surveillance for COVID-19 is used as a complementary dataset to be combined with clinical testing results and is an ongoing work effort. Sampling is focused at Cal Poly, the immediate surrounding area, and the WRRF influent. The data is shared with Cal Poly and the County. Wastewater measurements have been documented by the CDC and EPA studies to trend 4 to 10 days ahead of clinical results. This surveillance allows the City to concentrate on select neighborhoods and Cal Poly campus to partner on communication and corrective actions to limit the spread of COVID-19.	One-time	Core Services	$49,452	
17	Public Outreach	Increasing public outreach budget.	Ongoing	Core Services	$50,000	$50,000
18	Community Workforce Agreement Study	Hire a consultant, support legal review, and establish an internal working group and hire a consultant to research methods to support local contractors, local vendors, and labor through workforce agreements, local purchasing requirements, alternative project delivery methods and other options to support local businesses and employees. The Community Services Group will be leading this effort.	One-time	Economic	$26,250	$0
				TOTAL	**$386,148**	**$474,952**

Capital Improvement Plan

Infrastructure maintenance and replacement continues to be a top Sewer Fund priority. Based upon aging wastewater infrastructure, the Sewer Fund needs to continue replacement of sewer mainlines to reduce inflow and infiltration into the collection system, reduce scheduled maintenance, increase capacity to allow for development, and reduce wastewater overflows. The Sewer Fund continues work on the Water Resource Recovery Facility (WRRF) upgrade and is also preparing for the costs of near-term projects including the potential relocation of the Wastewater Collection shop as it is projected to be impacted by the City's Prado Road Overpass project. The Sewer Fund's capital improvement program funding requirement is $ 20,923,401 in 2021-22 and $6,623,483 in 2022-23, as presented at the end of this section.

Below is a highlight of the 2021-23 Sewer Fund capital projects and their proposed expenditures:

1. **WRRF Project**. The WRRF will continue construction through the 2021-23 Financial Plan with project completion estimated in late 2023 or early 2024. This is an ongoing project with a total construction budget of $140,000,000.

2. **Calle Joaquin Lift Station Replacement**. This project will replace the aging lift station and sewer line crossings at San Luis Obispo Creek and Highway 101. The new station will meet the demands of the Froom annexation and new development in the Laguna area. Recent bids received for this project exceeded the budget and staff will return to Council with a request to rebid with modified scope and additional funding in Fall of 2021.

3. **Airport Gravity Mainline**. This project will replace the existing airport lift station with a gravity sewer. The new mainline will serve existing customers, recent annexations, and future development in the airport area. This project will cost $2,020,000 in 2021-22.

4. **Mainline Replacements**. Replacements on Morro St, Mill St, and Santa Rosa St along with replacement of mainlines in the capacity constrained areas of Sierra Way, Henry, and Islay St. These projects will cost $1,571,000 in 2021-22 and $5,345,000 in 2022-23.

5. **Inflow and Infiltration.** Ongoing **f**unding for voluntary sewer lateral replacements and mainline repairs to reduce the Inflow and Infiltration (I/I) of stormwater into the wastewater collection system. This project will cost $200,000 in 2021-22 and $250,000 in 2022-23.

Debt Service

Debt Issue - Asset	Outstanding Principal	Annual Payment	Final Year
		2022	
2008 Suntrust Loan	$515,000	$183,165	2024
2009 State I-Bank Loan - Farm Lift Station	$6,938,580	$553,411	2038
2014 US Bank Wastewater Lease Agreement	$4,404,405	$617,584	2029
2018 Refunding Bond (Dispatch Center)	$295,365	$30,308	2039
2019 SRF Loan – WRRF Upgrade	$140,000,000		2052
Total Sewer Fund Debt	**$152,153,350**	**$1,384,469**	

1. **2008 Suntrust Loan** – This loan was used to construct the Tank Farm Lift Station and Force Main Project.
2. **2009 Infrastructure Bank Loan** – This loan was also used to construct the Tank Farm Lift Station and Force Main Project.
3. **2014 US Bank Lease Agreement** – This lease was used to construct energy conservation improvements at the Water Resource Recovery Facility.
4. **2018 Refunding Bond** – This is the sewer fund's contribution to construction of the Public Safety Dispatch Center.

The Sewer Fund has approval for a $140 million, 30-year loan from the Clean Water State Revolving Fund (SRF) for the upgrade of the Water Resource Recovery Facility. The loan carries a 1.8% interest rate with an annual payment of $ 5,902,953 with the first payment of $5,808,792 anticipated in 2023.

Sewer Rates

Usage

	Current Rates	2021-22 Rates	2022-23 Rates
Single-Family and Multi-Family Residential Per Unit Cost (Up to Sewer Cap)[3]	$8.58	$8.88	$9.19
Non-Residential Per Unit Cost (for All Water Consumption)	$8.58	$8.88	$9.19

Monthly Base Fee

	Current Rates[4]	2021-22 Rates	2022-23 Rates
Single-Family Residential	$20.43	$21.15	$21.89
Multi-Family and Non-Residential By Water Meter Size:			
¾ inch or less	$20.43	$21.15	$21.89
1-inch meter	$34.12	$35.31	$36.55
1.5-inch meter	$68.02	$70.40	$72.86
2-inch meter	$108.88	$112.69	$116.63
3-inch meter	$204.28	$211.43	$218.83
4-inch meter	$340.53	$352.45	$364.78
6-inch meter	$680.85	$704.68	$729.34
8-inch meter	$1,089.40	$1,127.53	$1,166.99
10-inch meter	$1,566.17	$1,620.99	$1,677.72

[3] One Unit = 748 Gallons
[4] Current rates effective February 1, 2021 (deferred from July 2020)

Sewer Fund Capital Improvement Plan

ID	CIP#	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
1	108	1000513	**Electric Vehicle Charging Station at Various Facilities**	**$37,500**	**$0**	**$0**	**$0**	**$0**
2			Utilities - 879 Morro	$37,500	$0	$0	$0	$0
3	16	1000521	**Fleet Replacement: Utilities**	**$120,000**	**$505,000**	**$60,000**	**$102,500**	**$0**
4			WRRF F550 Flatbed with crane (0611-F550 Diesel)	$80,000	$0	$0	$0	$0
5			WRRF Forklift (0622)	$40,000	$0	$0	$0	$0
6			Sewer WRRF Compact Pickup (0851)	$0	$0	$0	$45,000	$0
7			Waste Water Collections Dump Truck (0840)	$0	$0	$0	$57,500	$0
8			Sewer Hydrocleaner (0718)	$0	$475,000	$0	$0	$0
9			Sewer WWCL Portable Pump (0826)	$0	$0	$60,000	$0	$0
10			Sewer WWCL Tilt-Trailer (0616)	$0	$30,000	$0	$0	$0
11	70	1000094	**Foothill Sewer Siphon**	**$0**	**$0**	**$0**	**$0**	**$200,000**
12	18	91739	**Inflow/Infiltration Reduction**	**$200,000**	**$250,000**	**$250,000**	**$250,000**	**$0**
13	19	91736	**Infrastructure Renewal Strategy Report Update**	**$0**	**$250,000**	**$100,000**	**$80,000**	**$0**
14			Flow Study	$0	$250,000	$100,000	$80,000	$0
15	20	1000074	**IT Replacement**	**$87,838**	**$19,358**	**$14,982**	**$254,015**	**$35,745**
16			IT Pipes Inspection Software and Licenses	$58,750	$0	$0	$0	$0
17			Asset Management (Cityworks - Utilities Integration)	$17,650	$0	$0	$7,060	$0
18			VMware Infrastructure Upgrade	$8,114	$0	$0	$0	$20,630
19			Uninterruptible Power Supplies (UPS's Servers and Storage)	$3,324	$0	$0	$2,942	$0
20			City SAN	$0	$8,146	$0	$0	$0
21			Motion ERP	$0	$0	$14,500	$14,500	$14,500
22			Firewall Replacement	$0	$0	$0	$13,357	$0
23			Radios, Mobiles and stations not replaced - EF & PW Only	$0	$0	$0	$55,000	$0
24			Utility Billing System	$0	$0	$0	$75,000	$0
25			Network Security Upgrade	$0	$0	$0	$8,521	$0
26			Virtual Private Network Replace	$0	$0	$0	$13,378	$0
27			Network Switching Infrastructure Equipment	$0	$0	$0	$50,379	$0
28			VoIP Telephone System	$0	$0	$0	$13,396	$0
29			Wireless System Citywide	$0	$11,212	$0	$0	$0
30			Public Surveillance Citywide Cameras Storage add redundancy	$0	$0	$0	$482	$0
31			Public Surveillance Cameras -citywide 5 year replace, 1/3 of cameras	$0	$0	$482	$0	$615
32	22	1000075	**Major Facility Maintenance**	**$0**	**$7,500**	**$50,000**	**$0**	**$0**
33			879 Morro - Roof	$0	$7,500	$50,000	$0	$0
34	79	1000093	**Serrano, Bressi, Dana Pipe Replacement**	**$0**	**$0**	**$25,000**	**$1,275,000**	**$0**
35	35	1000084	**Sewer Maintenance Hole Cover Adjustments**	**$85,000**	**$25,000**	**$25,000**	**$25,000**	**$25,000**
36	47	91740	**Trench Repairs- Sewer**	**$25,000**	**$25,000**	**$25,000**	**$25,000**	**$25,000**
37	83	1000091	**Verde, Luneta, Ramona Pipe Replacement**	**$1,276,000**	**$0**	**$0**	**$0**	**$0**
38	50	1000527	**Wastewater Collections System - Point Repairs**	**$50,000**	**$50,000**	**$0**	**$0**	**$0**
39	84	1000539	**Wastewater Collections System Improvements**	**$160,000**	**$3,860,000**	**$2,450,000**	**$135,000**	**$1,485,000**
40			Morro, Mill, Santa Rosa	$135,000	$1,485,000	$0	$0	$0
41			Islay, Henry, Sierra Way	$25,000	$1,825,000	$0	$0	$0
42			San Jose, Ramona, Monte Vista, California	$0	$25,000	$1,225,000	$0	$0
43			Taft, Hathaway, Phillips, Buena Vista, Loomis	$0	$25,000	$1,225,000	$0	$0
44			Broad, Murray, Chorro	$0	$0	$0	$135,000	$1,485,000
45			Murray, Chorro, Meineke	$0	$500,000	$0	$0	$0

ID	CIP#	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
46	85	91369	**Wastewater Lift Station Rehabilitation: Airport Lift Station**	**$2,020,000**	**$0**	**$0**	**$0**	**$0**
47	122	1000083	**Wastewater Lift Station Rehabilitation: New Buckley Lift Station**	**$396,000**	**$0**	**$0**	**$0**	**$0**
48	86	1000082	**Wastewater Lift Station Rehabilitation: Silver City Lift Station**	**$0**	**$70,000**	**$100,000**	**$0**	**$1,980,000**
49	52	1000062	**Water Meters and Boxes**	**$143,000**	**$165,000**	**$167,500**	**$171,500**	**$175,000**
50	95	1000552	**WRRF - Demolish Old Effluent Structure**	**$0**	**$0**	**$50,000**	**$495,000**	**$0**
51	96	100551	**WRRF - Digester Flare Upgrade**	**$0**	**$100,000**	**$385,000**	**$0**	**$0**
52	97	100550	**WRRF And Wastewater Collection Shop**	**$150,000**	**$350,000**	**$5,500,000**	**$0**	**$0**
53	59	1000077	**WRRF Major Maintenance**	**$252,500**	**$520,000**	**$400,000**	**$125,000**	**$125,000**
54			Chain Link Fence Extension	$87,500	$0	$0	$0	$0
55			Security Lighting	$50,000	$0	$0	$0	$0
56			Cityworks Integration	$50,000	$100,000	$0	$0	$0
57			Digester Portable Heaters	$50,000	$0	$0	$0	$0
58			Coating Maintenance	$15,000	$0	$0	$0	$0
59			Headworks Grit Piping and Blowers	$0	$95,000	$0	$0	$0
60			Screenings Washer Auger	$0	$0	$350,000	$0	$0
61			UV Bulb Replacement (annual replacement)	$0	$0	$50,000	$50,000	$50,000
62			Rebuild Influent Storm Pumps	$0	$0	$0	$75,000	$75,000
63			Headworks Grit Pump	$0	$175,000	$0	$0	$0
64			Lab Improvements	$0	$150,000	$0	$0	$0
65	98	91219	**WRRF Upgrade**	**$15,920,563**	**$426,625**	**$0**	**$0**	**$0**
66			Construction	$11,069,088	$22,335	$0	$0	$0
67			Construction Management	$3,088,281	$257,357	$0	$0	$0
68			Office Engineering	$1,235,313	$102,943	$0	$0	$0
69			Program Management	$527,881	$43,990	$0	$0	$0
71			**Grand Total**	**$20,923,401**	**$6,623,483**	**$9,602,482**	**$2,938,015**	**$4,050,745**

Wastewater Administration & Engineering

Program Description

The Wastewater Administration & Engineering program leads, evaluates, and provides guidance and direction for effective resource management for the various wastewater programs. It provides strategic and long-term planning and engineering for wastewater systems, production of recycled water and the water quality laboratory and environmental programs sections. Program goals include: 1) efficient management and achievement of wastewater enterprise objectives; 2) well-planned and efficient delivery of capital improvement plans; and 3) protection of water quality.

Core Services & Objectives:

- Monitor sewer enterprise fund financial operations and recommend rates and revenues needed to support program and service objectives.
- Continue implementation and tracking of strategic planning activities.
- Ensure compliance with water quality regulations.
- Continue safety assessments and ensure compliance with safety regulations.
- Continued optimization of program operations.
- Administer capital improvement and planning activities.
- Manage wastewater-related public outreach and communication efforts.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,713,092	$939,207	$1,091,887	33%	$1,122,243	3%
Contract Services	$30,558	$43,500	$79,750	75%	$53,500	-30%
Other Operating Costs	$43,398	$75,542	$335,302	344%	$335,402	0%
Total Program	**$1,787,048**	**$1,058,249**	**$1,506,939**	**60%**	**$1,511,145**	**1%**

Opportunities and Challenges

In 2021-22 the Utilities Department will establish a new program, Planning & Engineering, separate from the Water and Sewer Administration programs. The program will be directed by a new Deputy Director of Planning & Engineering and will be staffed by the Utilities Engineer and Utilities Project Manager. The newly expanded program will focus on projects and studies outside the areas currently not supported by Public Works engineering, such as lift stations, the WRRF, and flow studies. The program will continue to manage the Water Resource Recovery Facility upgrade, development, and infrastructure planning.

Wastewater administration will continue to focus on supporting housing and climate action major City goals as it strategically replaces infrastructure, explores additional energy efficiency measures and on-site self- generation of power. Water quality programs will continue to see increased focus as stormwater and wastewater regulations become more stringent. Collaboration with other City departments and coordinating activities to accommodate goals, regulations, studies and projects is an ongoing focus of wastewater administration.

Wastewater Collections

Program Description

The Wastewater Collection program is responsible for delivering wastewater from its various sources to the Water Resource Recovery Facility (WRRF) via eight pump stations and 147 miles of gravity sewer mains. The program goals are: 1) to operate the wastewater collection system to meet all Federal and State regulatory requirements; 2) provide uninterrupted wastewater flow without health hazard, leakage, or groundwater inflow/ infiltration (I/I).

Core Services & Objectives:

- Evaluate and optimize the sewer main maintenance and hydro-cleaning program.
- Evaluate the operation and maintenance of the sewer lift stations.
- Complete the wastewater collection main replacement capital improvement projects.
- Continue Closed Circuit Television (CCTV) sewer main inspections and prioritize structural condition ratings.
- Continue to optimize the Infrastructure Renewal Strategy Plan.
- Continue to implement program recommendations to reduce inflow/ infiltration (I/I), including voluntary and offset lateral replacements.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$859,556	$922,662	$976,441	6%	$1,003,555	3%
Contract Services	$52,894	$68,965	$51,035	-26%	$51,235	0%
Other Operating Costs	$163,940	$185,392	$192,319	4%	$207,107	8%
Total Program	**$1,076,390**	**$1,177,019**	**$1,219,795**	**4%**	**$1,261,897**	**3%**

Opportunities and Challenges

The Wastewater Collection section continues to identify and address I/I in both the public and private (laterals) wastewater collection system. I/I causes spills and regulatory violations, harms water quality, threatens human health, limits capacity in the City's wastewater collection system, and results in significant electrical and chemicals use to pump and treat wastewater at the WRRF. A second wastewater collection system flow study will begin in 2022-23 to determine system issues, focus staff activities, and inform future capital projects.

Ongoing I/I programs as well as the flow study and Infrastructure Renewal Strategy will help accommodate infill and new housing projects and will reduce power and chemical consumption to meet the City's Major City Goals related to Housing and Climate Action.

The Wastewater Collection Program is not requesting any Significant Operating Program Changes.

Environmental Programs

Program Description

The Environmental Programs section is responsible for ensuring compliance with various aspects of the Clean Water Act. This involves the coordination, planning, development, and implementation of mandated industrial pretreatment and stormwater programs. Industries are permitted and inspected to ensure industrial waste discharges do not harm the wastewater collection system, treatment processes at the Water Resource Recovery Facility (WRRF), and Utilities department staff. Environmental Programs is also responsible for administration of the City's stormwater program which protects local waterways from construction site run-off, commercial, residential, and municipal activities. The Program goals are:

- Full compliance with State, Federal, and local pretreatment and stormwater regulations.
- Protection of the environment, human health, and wastewater facilities from damage or injury caused by illegal discharge of regulated pollutants.
- Ensuring wastewater effluent and biosolids can be safely recycled and the prevention of harmful discharges to the City's sanitary sewer system.
- Protection of local waterways.
- Inspection of industrial users and stormwater discharges.
- Implementing the Stormwater Management Plan, WRRF Industrial Stormwater Plan, best management practices, and reporting requirements.

Core Services & Objectives

- Implement all Best Management Practices related to the Municipal Stormwater Permit.
- Revise and implement WRRF Industrial Stormwater Plan to reflect changes in General Industrial Permit.
- Implement Wasteload Allocation Attainment Plan for Pathogen TMDL.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$81,518	$227,929	$195,645	-14%	$205,721	5%
Contract Services	$23,942	$23,850	$40,050	68%	$40,050	0%
Other Operating Costs	$6,073	$18,300	$43,000	135%	$29,000	-33%
Total Program	**$111,533**	**$270,079**	**$278,695**	**3%**	**$274,771**	**-1%**

Opportunities and Challenges

The Environmental Programs program has assumed overall administration of the City's stormwater program. Future challenges include implementation of the State's revised Municipal Stormwater General permit anticipated to include significant additional requirements and changes. The new permit is expected to be released later in 2021 or the first half of 2022.

Additional administration, permitting, and inspections will be required to meet the current and future requirements of the stormwater program for construction and municipal activities along with industrial and commercial facilities. The City will modify documentation and workflows to meet the current requirements and future changes.

Environmental Programs will be implementing a facility management software program to transition from its paper-based tracking system to better track permitted industries and required inspections in the Pretreatment and Stormwater programs.

Water Resource Recovery Facility

Program Description

The Water Resource Recovery Facility (WRRF) receives and treats an average of 3 million gallons of wastewater per day. Program goals are:

- Protecting public and environmental health by treating and discharging wastewater that continuously meets all State and Federal standards.
- Beneficial reuse of biosolids that continuously meet all State and Federal standards and harnessing biogas for on-site electrical generation.
- Treating and delivering recycled water to the recycled water distribution system.
- Continuous compliance with local air quality regulations.
- Continual optimization of operating and treatment processes.
- Creating and maintaining safety and emergency response programs that meet all State and Federal requirements.
- Promoting awareness of WRRF operations through community outreach, education, and volunteer training programs.

Core Services & Objectives

- Assist in construction of the WRRF upgrade project.
- Meet increased demand for recycled water.
- Participate in community outreach by giving tours, presentations and providing a volunteer internship program. Continue to build upon the partnerships established with local educational institutions.
- Continue succession planning goals and development of standard operating procedures.
- Continue to foster a safety culture and pursue energy efficiency programs.
- Continue to explore initiatives that address the objectives identified in the City's Climate Action Plan.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,712,262	$1,875,260	$1,927,463	3%	$1,978,484	3%
Contract Services	$340,302	$357,975	$362,931	1%	$382,916	6%
Other Operating Costs	$1,390,632	$1,704,276	$1,711,224	0%	$1,701,058	-1%
Total Program	**$3,443,196**	**$3,937,511**	**$4,001,618**	**2%**	**$4,062,458**	**2%**

Opportunities and Challenges

The WRRF must meet regulatory requirements while under construction, including the production of recycled water. This includes start up and commissioning of new processes while operating elements of the old facility. The new ultraviolet (UV) process will require a study to validate disinfection requirements while other process will require careful coordination with the contractor before City acceptance. Construction and Utilities staff are coordinating and facilitating these activities as the project progresses. The WRRF will be under construction during the 2021-23 financial plan and its operating budget reflects the anticipated changes in operations associated with simultaneously operating two treatment systems until construction is complete.

The WRRF's National Pollutant Discharge Elimination System (NPDES) permit is anticipated to be reissued in 2021 and will contain additional sampling and monitoring requirements and some additional studies. These changes are also reflected in the WRRF's and Water Quality Laboratory operating budgets.

The WRRF will be modernizing its out-of-date computerized asset management program to a GIS based system that will allow staff to optimize maintenance and operational activities.

The WRRF project will increase treatment capacity to meet the requirements for the City's General Plan and the Housing Major City Goal.

Water Quality Lab

Program Description

The Water Quality Laboratory (WQL) is an Environmental Laboratory Accreditation Program (ELAP) State certified laboratory which performs sampling and/or analyses in support of City services including wastewater, recycled water, groundwater, drinking water, San Luis Obispo Creek watershed, and protecting public health and biosolids. The WQL operates under regulations as defined in Title 22 of the California Code of Federal Regulations ensuring compliance with Federal, State and local regulations, ELAP, and National Pollutant Discharge Elimination System (NPDES) permit guidelines with other directive documents.

Core Services & Objectives

- Laboratory Analyses and Sampling. Providing analysis and sampling in support of City services. Analyzing untreated and treated drinking water supplies, wastewater, recycled water, new construction, drinking water line repairs, surface waters, and biosolids which are used for process control, permit compliance sampling, and protecting public health. Investigation and analysis of special projects as they arise.
- Participation in ELAP. Participating in ELAP certification allows the City to perform its own analysis for certain constituents, allowing for self-reporting to regulatory agencies. ELAP allows the City to streamline sample turnaround and reduces analysis costs.
- Community Outreach. Participating in community-based facility tours, internship programs enhance relationships and communication between the City, students, community organizations, Cal Poly and Cuesta College.
- Reporting and Record-keeping. Preparing and submitting reports to local, State, and Federal regulatory agencies monthly and annually for the WRRF, Water Treatment Facility and Stormwater program. Maintaining comprehensive files, records, reports, and computer databases.
- Special Projects. Providing analysis, sampling, and documents in support of Utilities' special projects and internal WQL projects such as: negotiating the WRRF NPDES permit, WRRF nutrient loading and removal, onboarding new processes of the WRRF Upgrade, storage and generation of electronic reports, and optimization of the WRRF.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Staffing	$468,415	$642,374	$536,311	-17%	$548,149	2%
Contract Services	$68,842	$159,200	$235,426	48%	$194,230	-17%
Other Operating Costs	$44,226	$70,723	$92,624	37%	$85,342	-10%
Total Program	**$581,483**	**$872,297**	**$864,379**	**0%**	**$827,721**	**-4%**

Opportunities and Challenges

The Water Quality Laboratory will be implementing a new standard for accreditation referred to as The Nelac Institute (TNI). The State Water Resources Control Board adopted the new regulations in May 2020 and the Water Quality Lab must make several changes to maintain its accreditation. These requirements are reflected in its operating budget and four SOBCs.

The lab has expanded its role in collecting additional sampling for the Water Treatment Plant and has taken the lead role in community wastewater COVID-19 sampling and in the State required San Luis Obispo Creek pathogen sampling among other regulations.

The lab will be a key resource for sampling, analysis, studies, and reports for the WRRF project as the City validates new processes and provides reports and samples to determine if it meets specifications and requirements for regulatory agencies.

Utilities Revenue

Program Description

The Utilities Revenue program is responsible for the accurate and timely collection of revenues that support the City's water and wastewater programs. It provides the customer interface for billing inquiries and service requests as well as account auditing and data analysis that supports other Utilities programs.

Core Services & Objectives

- Provide exceptional, respectful service.
- Responsible for collection of 90% of all water and sewer revenue.
- Proactively manage utility meter reading contract and continually maintain the water meter database.
- Conduct accurate and timely monthly water and sewer billing and daily payment collection.
- Maintain programs designed to reduce past-due payment and associated service terminations.
- Monitor usage trends and analyze water use data for use in multiple studies and reports.
- Maintain awareness of and compliance with applicable regulations related to utility service.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$157,789	$178,529	$168,720	-5%	$178,314	6%
Contract Services	$196,587	$205,500	$200,000	-3%	$202,000	1%
Other Operating Costs	$209,360	$141,950	$179,400	26%	$180,900	1%
Total Program	**$563,736**	**$525,979**	**$548,120**	**4%**	**$561,214**	**2%**

Opportunities and Challenges

During 2021-23, the Utilities Revenue program will implement a new rate assistance program. Under the City's current rate assistance program, only about 100 of nearly 16,000 customers are eligible. The new program will allow more customers to qualify for a 15% discount on their monthly water and sewer bill. The program is compliant with Proposition 218 because it will be funded by customer late charges, not from water and sewer rates for service. The Utilities Revenue program will also continue to monitor past due customer balances and strategize ways to incentivize payment.

Solid Waste & Recycling

Program Description

The Solid Waste & Recycling program coordinates the planning, development, and implementation of programs and services related to solid waste, recycling, organic waste, zero waste, and other waste diversion programs. The program goals are to:

Core Services & Objectives

- Increase organics recycling in order to reduce greenhouse gas emissions and create a local source of renewable energy.
- Promote the use of reusable items in order to reduce solid waste generation and embedded energy costs of material production and transportation.
- Partner with the Integrated Waste Management Authority (IWMA) to provide household hazardous waste and motor oil disposal, and to provide school education and other special programs to the community.
- Ensure adequate and efficient solid waste, recycling, and organics services are provided to businesses and residents within the City of San Luis Obispo at rates that comply with Proposition 218.
- Assist in meeting the goals of the Climate Action Plan associated with waste diversion.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$73,209	$112,808	$124,189	10%	$129,770	4%
Contract Services		$10,000	$39,000	290%	$10,000	-74%
Other Operating Costs	$13,947	$36,510	$36,510	0%	$36,510	0%
Total Program	**$87,156**	**$159,318**	**$199,699**	**25%**	**$176,280**	**-12%**

Opportunities and Challenges

The Solid Waste program is a key component to the City's Climate Action Plan Major City Goal. In 2021-23 the Solid Waste program will, in coordination with the IWMA and the waste hauler, implement the State's most extensive solid waste law of the past 30 years (SB1383) which prescribes actions the City will take to reduce California's landfilled organic waste by 75% by 2025. Components of the law include: updating the City's three franchise hauling agreements, passing up to seven local ordinances or adopting regional IWMA ordinances, facilitating data share and waste generation reports, and updating the solid waste sections of the City's Municipal Code.

Operating Budget Changes for Solid Waste & Recycling

SOBC	Description	Type	2021-22	2022-23
Civic Spark Fellow	The CivicSpark fellow will execute waste reduction measures aligned with the vision of the SW&R section and the City's Climate Action Plan pillar, "Circular Economy". The fellow will, under supervision by the SW&R Coordinator, create a Municipal Operations Waste Reduction Plan and assist in getting the City certified as a zero-waste organization.	One-time	$29,000	$0

Reservoir Operations

Program Description

The Whale Rock Commission is a joint powers authority with six voting members that represent two state agencies and the City of San Luis Obispo. This commission was formed to build the Whale Rock Reservoir and sets policy for its operation. The City of San Luis Obispo (City), California Men's Colony (CMC), and California Polytechnic State University (Cal Poly) are the actual water users, sharing the costs and benefits of the reservoir in proportion to their original investment, with the City at 55%, Cal Poly at 34%, and CMC at 11%. The reservoir operations program provides for raw water storage in a 38,967 acre-foot reservoir and raw water delivery through 18 miles of pipeline and two pump stations. The program goal is safe dam operation and maintenance, and a reliable, easily treatable supply of raw water for the participating agencies.

Core Services & Objectives

- Collect, store, and pump raw water to member agencies in a reliable, cost-effective manner.
- Protect the dam from vandalism and contamination through effective surveillance.
- Increase awareness of Whale Rock Reservoir as a community asset. Promote public use of fishing, biking, and hiking trails. Identify additional recreational activities that do not negatively impact water quality.
- Maintain reservoir infrastructure to maximize lifespan. Manage the capital improvement program to renew infrastructure and ensure reliability of water delivery.

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$549,573	$634,497	$605,171	-5%	$619,740	2%
Contract Services	$39,949	$154,000	$120,796	-22%	$123,296	2%
Other Operating Costs	$297,090	$385,100	$398,868	4%	$407,043	2%
Total Program	**$886,612**	**$1,173,597**	**$1,124,835**	**-4%**	**$1,150,079**	**2%**

Opportunities and Challenges

During the next budget cycle, staff at Whale Rock Reservoir have several capital projects that will occupy their time. During this time, the team plans begin go out to bid for construction on the spillway drain repairs project that was required by the Division of Safety of Dams (DSOD). This project will ensure that the spillway underdrain system is fully operational, protecting the structural integrity of the earthen dam

and spillway. Additionally, the team will conduct another capital project to repave the existing road that travels from the Whale Rock office up to the face of the dam. This paving project will ensure that staff and contractors have safe and continuous access to the face of the dam, intake structure, and spillway.

Aside from CIP projects, Whale Rock staff will complete the update of the Emergency Action Plan (EAP) which is a regulatory document that outlines the emergency actions that dam staff and local partners will take in case of any type of dam failure, spillway damage, or significant flooding. This document requires large amounts of community outreach and coordination to ensure that emergency response agencies and regulators are all informed of the plan's contents and prepared to respond in case of emergency.

PARKING FUND

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PARKING FUND LONG-TERM FORECAST

	(in thousands)	Actual 2019-20	Budget 2020-21	**Budget 2021-22**	**Budget 2022-23**	Projected 2023-24	Projected 2024-25	Projected 2025-26
1	**REVENUES**							
2	Service Charges							
3	Parking Meter Collections							
4	Lots	84	77	122	108	135	129	159
5	Streets	1,047	821	2,056	2,197	2,676	2,630	3,201
6	Parking Structure Collections	838	200	1,275	2,007	2,551	2,527	3,474
7	Long-Term Parking Revenues	689	431	862	883	919	896	915
8	Lease Revenues	486	363	459	461	471	466	471
9	Parking In-Lieu Fees	15	21	21	21	21	21	21
10	***Total Service Charges***	**3,159**	**1,913**	**4,795**	**5,676**	**6,773**	**6,668**	**8,240**
11	Investment and Property Revenues	546	79	76	64	55	30	39
12	Fines and Forfeitures	704	297	642	726	748	731	746
13	Other Revenues	22	7	30	28	30	29	29
	Debt Proceeds					37,052		
14	**TOTAL REVENUES**	**$ 4,430**	**$ 2,296**	**$ 5,542**	**$ 6,494**	**$ 44,658**	**$ 7,458**	**$ 9,055**
15	**EXPENDITURES (Including SOBCs)**							
16	Operating Programs							
17	Operating Expenses	2,488	2,414	2,720	2,784	2,820	3,037	3,208
	SOBCS			67	48	23	17	11
18	General Government (CAP Transfer)	537	710	870	870	870	870	870
19	Operating Transfers	228	(394)	235	235	235	235	235
20	***Total Operating Programs***	**3,253**	**2,731**	**3,893**	**3,938**	**3,948**	**4,159**	**4,325**
21	Capital Improvement Plan Projects	1,177	1,162	1,799	6,731	38,004	376	318
22	Debt Service	857	856	855	852	852	2,981	2,948
23	**TOTAL EXPENDITURES**	**$ 5,287**	**$ 4,748**	**$ 6,547**	**$ 11,520**	**$ 42,804**	**$ 7,516**	**$ 7,591**
24	**Revenues Over/(Under) Expenditures**	$ (857)	$ (2,451)	$ (1,005)	$ (5,026)	$ 1,854	$ (58)	$ 1,464
25	**Working Capital, Beginning of Year**	**$ 16,492**	**$ 14,550**	**$ 12,098**	**$ 11,090**	**$ 6,060**	**$ 7,914**	**$ 7,857**
26	**Adjustment for LT Accruals**	$ (1,085)	$ -	$ -	$ -	$ -	$ -	$ -
27	**Working Capital, End of Year**	**$ 14,550**	**$ 12,098**	**$ 11,093**	**$ 6,127**	**$ 7,914**	**$ 7,857**	**$ 9,321**
28	*Reserve*	$ 605	$ 625	$ 718	$ 731	$ 738	$ 781	$ 816
29	**UNRESERVED WORKING CAPITAL**	**$ 13,944**	**$ 11,473**	**$ 10,375**	**$ 5,396**	**$ 7,176**	**$ 7,075**	**$ 8,505**

The Service of Parking

The City's Access and Parking Management Plan is the Parking Services Program's strategic document and provides guidance regarding critical access to parking facilities and resources throughout the City with focus on the downtown area and residential neighborhoods. It will be updated during this Financial Plan. Parking, access and traffic circulation are interrelated in the community and parking plays an integral role in the successful operations of the City's transportation infrastructure. The Parking Services Program works with stakeholders including businesses, residents, other government agencies, and visitors to meet their diverse parking and access needs. The Program promotes services through direct education, community outreach, engineering, and enforcement efforts that strive to balance the high demand for access to areas by providing a variety of transportation and parking options.

2021-23 Financial Plan

Key Assumptions

When preparing the budget, the Parking Services Program analyzed impacts from the ongoing COVID-19 pandemic, past financial results, upcoming operational and capital needs, as well as projected future debt obligations to assess the financial position and overall health of the Parking Fund. The budget prepared for the two-year financial plan follows a "zero based budgeting" approach, considering each line item and its future needs anew. Asset conditions, infrastructure age, and future parking capacity needs are driving factors in determining the Capital Improvement Plan projects and debt financing scenarios.

The revenues needed to support future operations and projects are then evaluated based on current rates and fee structures, analysis of current parking asset uses, and effects on future revenue potential to provide rate adjustment recommendations. This is imperative since, as an Enterprise Fund, Parking relies solely on those revenue streams. Consistent with previously adopted policies and considering impacts associated with the pandemic, the Parking Fund's proposed revenue sources and fee structure assume a conservative annual growth rate over the entire projection period.

The prolonged impacts from the pandemic and the support of economic recovery efforts provided to the Downtown have strained the Parking Fund. End of year unreserved working capital is projected to be $12.6 million, well short of the Budget Supplement projections and revenues over expenditures fall well below the ratio requirements for debt service. This debt service ratio coverage is a critical component for future funding and could jeopardize the Fund's ability to receive an I-Bank loan. As such, based on current revenue and expenditure projections, the Parking Fund as of the writing of this report is anticipating the need for a General Fund loan of up to $650,000 at fiscal year-end to support the Fund's ability to meet debt service requirements for the FY 2020-21.

The Program is also recommending multi-year rate increases over the next five years in accordance with the Fund's periodic rate adjustment plan. The proposed systemwide rate increases in FY 2021-22 will help offset impacts from the pandemic and recovery efforts as well as begin to cover debt services associated with the parking structure project located at Palm and Nipomo Streets.

Minimum operating reserves should equal at least 20% of the total Operating Program expenditures according to the City's fiscal policy and fund specific risk assessments. Based upon this policy, the minimum reserve level should be approximately $605,000 for FY 2021-22 and will increase incrementally through the Fund's long-term projections. However, as an Enterprise fund, Parking can build unreserved working capital in preparation for larger infrastructure maintenance and replacement needs and smooth rate increases to accomplish capital investments.

Revenues from the past two fiscal years have remained lower than initially anticipated due to the Fund's assistance with economic recovery efforts and downtown vitality. The Fund plans to use remaining working capital to self-finance the approximately $6.5 million to cover the Phase 1 costs of the Palm-Nipomo parking structure and may opt to contribute additional capital towards reducing the debt obligation for the construction costs.

FUND REVENUES

As an enterprise fund, the Parking Services Program finances its operations through rates and fees charged for parking services, property lease income, and one-time incomes such as Parking In-Lieu fee payments. According to City fiscal policies, rates must be sufficient to cover operations, capital asset improvements and maintenance, debt obligations, and maintain appropriate reserve levels to keep the fund healthy and prepared for unforeseen and long-term funding needs.

The revenues needed to support future operations and projects of the Parking Fund has been evaluated based on current rates and fee structures, analysis of current parking asset uses, and effects on future revenue potential to provide rate adjustment recommendations. Consistent with previously adopted policies and considering impacts associated with the pandemic, the Parking Fund's proposed revenue changes assume a conservative annual growth rate over the entire long-term forecast period.

The Fund is recommending multi-year rate increases over the next five years in accordance with the Fund's periodic rate adjustment plan. The proposed systemwide rate increases in FY 2021-22 will help offset impacts from the pandemic and recovery efforts as well as prepare to cover debt service cost associated with the Palm-Nipomo parking structure project.

The Program is recommending a combination of long-term revenue enhancement strategies focused on three areas: the parking garages, on-street and lot parking, and enforcement.

Parking Garages

1. Eliminate 1st Hour of Free Parking in Parking Garages
2. Implement Deferred Rate Increase in Parking Garages (Approved for July 2020)
3. Reduce Parking Garage Max Daily Rate

On-Street & Lot Parking

4. Implement Paid Parking in Upper Monterey Area
5. Implement Paid Parking in Railroad Square
6. Implement Deferred Rate Increase for On-Street and Lot Parking (Approved for July 2020)
7. Expand Enforcement Hours from 6pm to 9pm for On-Street and Lot Parking
8. Transition to Tier-Based Pricing for On-Street and Lot Parking

Enforcement

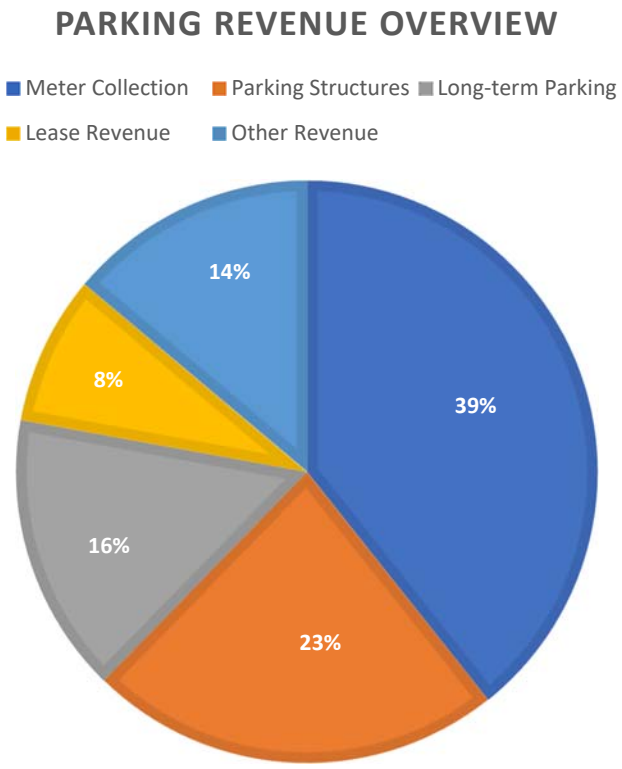
9. Expand Enforcement Hours from 6pm to 9pm
10. Increase Penalty Schedule for Safety Violation Fine Amounts
11. Implement and Establish Residential Parking Permit District in Old Town and Upper Monterey Area Districts
12. Enforcement of the Old Town Parking District

Proposed Potential Revenue Strategies

		Potential Revenue	Implementation Year
	Garages		
1	Elimination of 1st 60 Minutes Free	$702,500	2022-23
2	Reduction of Max Daily Rate	$(112,800)	2021-22
3	Rate Increase (Approved for July 2020)	$230,300	2021-22
4	**On-Street and Lots**		
5	Expansion of Enforcement Hours (6p-9p)	$319,500	2021-22
6	Rate Increase (Approved for July 2020)	$224,200	2021-22
7	Tier-Based Pricing	$ 0	2021-22
8	Paid Parking at Railroad Square	$91,200	2021-22
9	Paid Parking in Upper Monterey Area	$169,500	2022-23
10	Loss of Meters to Old Town District	$(45,800)	2021-22
11	**Enforcement**		
12	Expansion of Enforcement Hours (6p-9p)	$159,200	2021-22
13	State and County Parking Citation Surcharges	$(86,900)	2021-22
14	Penalty Schedule Fine Increases	$48,900	2021-22
15	Old Town District Enforcement	$61,200	2021-22
16	**Districts**		
17	Establishment of Old Town District	$35,600	2021-22
18	**TOTAL**	**$ 1,796,600**	

These changes to parking operations are estimated to be sufficient in meeting existing debt service ratios and in preparing to cover the projected debt service costs for the Palm-Nipomo parking structure that are projected to begin in FY 2025. Staff have been proactive, meeting with the Downtown SLO – Parking and Access Committee to outline current and future needs of the Fund and gain community feedback regarding the proposed revenue enhancements. The Parking Fund long-term forecast also includes rate increases for parking meters and parking structures in FY 2023-24 and again in FY 2025-26. Historically, rate increases have occurred every second to third fiscal year in order to keep revenues above expenses and ensure there is sufficient reserves for future capital funding.

REVENUES	Actual	Budget	Projected	Change	Projected	Change
	2019-20	2020-21	2021-22		2022-23	
Meter Collections - Lots	$ 83,961	$ 76,700	$ 122,400	60%	$ 107,600	-12%
Meter Collections - Streets	$ 1,047,023	$ 821,300	$ 2,055,500	150%	$ 2,196,600	7%
Parking Structure Collections	$ 837,513	$ 200,000	$ 1,274,900	537%	$ 2,007,400	57%
Long-Term Parking Revenues	$ 688,941	$ 431,300	$ 862,200	100%	$ 882,700	2%
Lease Revenues	$ 485,737	$ 363,200	$ 459,200	26%	$ 460,900	0%
Parking In-Lieu Fees	$ 15,405	$ 20,600	$ 20,600	0%	$ 20,600	0%
Investment & Property Revenue	$ 546,118	$ 78,500	$ 75,600	-4%	$ 64,100	-15%
Fines and Forfeitures	$ 703,686	$ 297,300	$ 641,600	116%	$ 726,300	13%
Other Revenues	$ 21,706	$ 7,400	$ 30,000	305%	$ 28,100	-6%
Total	**$ 4,430,090**	**$ 2,296,300**	**$ 5,542,000**	**141%**	**$ 6,494,300**	**17%**



PARKING RATES

The Parking Fund was previously approved by Council to implement a rate increase for parking meter rates, parking structures rates, and related permit costs effective July 1, 2020; however, the Council subsequently elected to defer the rate increase due to the COVID-19 pandemic. The forecast proposes that the deferred hourly rate increases take effect July 1, 2021. The increase will be coupled with a reduction to the daily max rate in the structures and a hold on present rates for long-term permit programs. This is proposed because the Fund wants to promote the participation, particularly by downtown employees, in the long-term parking programs and appropriate parking behavior. The Fund forecast also includes out-year rate increases that are shown in the table below but are not part of Council action for this Financial Plan. The Fund will recommend these increases as part of future financial plans.

	Parking Rate Changes	Current Parking Rates	Proposed* Effective July 1, 2021	Proposed** Effective July 1, 2023	Proposed** Effective July 1, 2025
	Parking Meters (Hourly)				
1	Tier 1 (Super Core)	$1.75	$2.00	$2.50	$3.00
2	Tier 2 (Core)	$1.50	$1.75	$2.50	$3.00
3	Tier 3 (Outlying Areas)	$1.00	$1.25	$1.50	$2.00
4	**Parking Structures**				
5	Hourly/Daily Max	$1.25/$12.50	$1.50/$6.00	$1.75/$7.00	$2.00/$8.00
6	Monthly/Quarterly	$85/$255	$85/$255	TBD	TBD
7	DROP (Overnight parking for DT residents)	$125/$375	$125/$375	TBD	TBD
8	**Permits**				
9	Residential Parking Permit	$20	$20	$25	$25
10	DT Residential Parking Permit	$20	$20	$25	$25
11	10-Hour Meter Permit	$60	$60	TBD	TBD
12	**Other**				
13	Parking Structure Validations	$75 for 100	$90 for 100	$100 for 100	$100 for 100

**Previously approved by Council to take effect July 1, 2020 but was deferred due to COVID pandemic.*

***Not part of the action items for Council but are included in the Long-Term Forecast and will be addressed in future budget discussions.*

The Fund is also proposing expansions to certain parking programs to help fund the one-time and on-going costs for the Palm-Nipomo parking structure that is scheduled to begin construction in FY 2023-24.

FUND EXPENDITURES

Operating Programs

The Parking Services Program operating costs for the 2021-23 Financial Plan are summarized below. The primary operating costs consist of staffing, contracted services, capital infrastructure investments, and debt service payments. Indirect costs to the Parking Fund consist of reimbursement to the General Fund for general government services to support parking programs. These amounts are calculated annually through the City's Cost Allocation Plan.

In response to the COVID pandemic, the Parking Fund reduced budgeted amounts for several non-staffing line-item expenditures as part of the FY 2020-21 Supplemental Budget. The Parking Fund has continued these reductions forward into FY 2021-22 based on the continued effects of the COVID pandemic. Also, as part of the FY 2020-21 Supplemental Budget, the Parking Fund decided to temporarily freeze the filling of two full-time vacant positions as well as reduce part-time staffing levels. The Fund will continue the temporary freeze of the positions until the recovery from the pandemic necessitates the filling of the positions. Part-time staffing levels will also continue at a reduced rate due to the low activity currently experienced in the parking structures.

Operating Expenditures by Program (Including SOBCs)

	19-20 Actual	20-21 Budget[1]	21-22 Budget	22-23 Budget
Parking Admin	$1,838,624	$2,414,155	$2,039,648	$2,058,029
Parking Enforcement	$205,098	$0	$288,131	$297,443
Parking Structures	$378,552	$0	$368,806	$380,647
Parking Lots and Streets	$66,045	$0	$90,094	$96,291
General Government	$765,047	$316,600	$1,105,100	$1,105,100
Total Parking Fund*	**$3,253,366**	**$2,730,755**	**$3,891,779**	**$3,937,510**

**Does not include debt or capital*

Operating Expenditures by Type (Including SOBCs)

	19-20 Actual	20-21 Budget	21-22 Budget	22-23 Budget
Staffing	$1,465,774	$1,177,211	$1,666,213	$1,803,012
Contract Services	$626,375	$776,265	$553,265	$449,265
Other Operating Costs	$396,169	$460,678	$568,201	$580,133
Transfers	$765,047	$316,600	$1,105,100	$1,105,100
Total Parking Fund	**$3,253,366**	**$2,730,755**	**$3,891,779**	**$3,937,510**

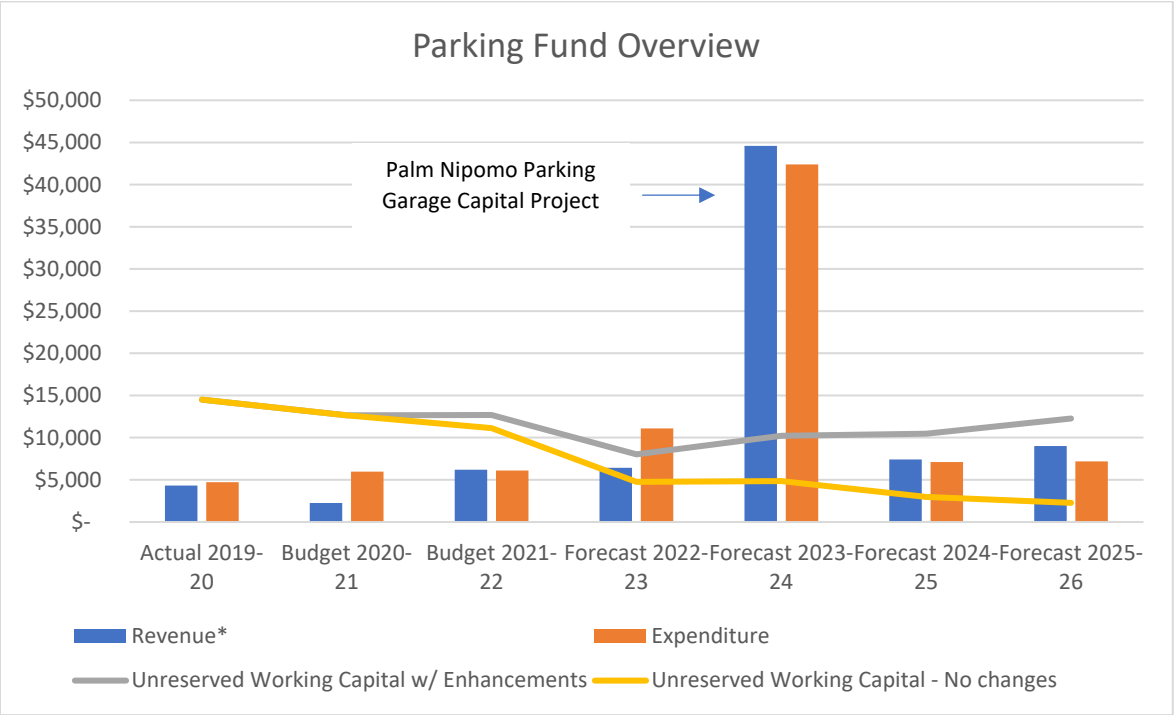
[1] All budget was loaded into the Parking Administration Cost Center (Program) in FY 20-21.

Proposed Changes to Operating Programs

The proposed budget includes a series of Significant Operating Budget Changes necessary to address daily needs of the Parking operations for the City. These enhancements are necessary to ensure that the Parking Fund can effectively expand operations to cover the Fund's debt service even during times of economic uncertainty.

- **Parking Enforcement Staff (3 FTE)** –The additional enforcement staff will be responsible for evening enforcement in the downtown area, patrolling the parking structures, and nighttime parking district enforcement. The costs of the new positions will be offset by the additional revenue generated from enforcement and by the elimination of the parking structure security contract.
- **Parking Maintenance Staff (2 FTE)** –These new positions would be responsible for landscaping, cleaning / janitorial services, and minor maintenance and repairs throughout the City's parking facilities. The cost of these positions will be offset by the elimination of the landscaping contract and the structures and parking lots cleaning contracts.
- **Reduction of Contracted Services** – Elimination of service contracts including landscaping, cleaning, and security as these responsibilities will be taken on in-house by the new positions being added to the Parking Division. Power washing services currently provided by contracted service providers will continue to be contracted out due to the specialty equipment required to perform the work. This will result in an annual savings.

SOBCs	2021-22	2022-23
One-time		
Community Workforce Agreement Study	$ 17,500	
Ongoing		
Parking Enforcement (3 FTE Additions)	$ 220,927	$ 230,947
Parking Maintenance (2 FTE Additions)	$ 69,375	$ 144,392
Contract Services Reduction	$ (240,500)	$ (327,000)
Revenue Offset	$ (317,100)	$ (317,100)
Total	**$ (249,797)**	**$ (268,761)**



**includes debt proceeds*

Capital Improvement Plan

The Five-Year Forecast continues reinvestments in the City's parking assets with annual funding for the rehabilitation of the three parking structures to extend their useful lives as outlined in the Condition Assessment and Management Plan (CAMP). The proposed CIP budget, as part of the 2021-23 Financial Plan, has continued funding for the CAMP report implementation by earmarking $900,000 in FY 2021-22, FY 2022-23, and FY 2023-24 for structural repairs, waterproofing and deck sealing maintenances. This work is imperative to guaranteeing the Fund is properly maintaining its resources which will help secure a lower interest rate on future loans. Project budget estimates in the capital plan forecast include inflationary adjustments assuming a moderate increase in material costs over time. The Fund continues to make infrastructure improvements with the addition of multi-space pay-stations which will expand sidewalk mobility and the implementation of mobile application and gateless parking operations at the structures.

All operational improvement elements have been proposed to help ensure the Fund is able to meet the completion goal for the Palm-Nipomo Parking Structure. Currently estimates for the structure are at $43.5 million with initial work beginning in FY 2021-22. A $6.5 million contribution from working capital for phase 1 that will occur in FY 2021-22 and FY 2022-23 and $37 million from debt proceeds for phase 2 of construction that will begin in FY 2023-24. The construction phase is estimated to take 18-24 months with the structure opening for operation at the beginning of FY 2025-26. For complete CIP detail ***Capital Improvement Plan section of this Financial Plan.***

Capital Improvement Plan Overview

CIP Project	2021-22	2022-23	2023-24	2024-25	2025-26	5-Year Sum
Palm-Nipomo Parking Structure	$ 850,000	$5,582,000	$37,052,000	$0	$0	$43,484,000
871 Marsh Maintenance	$400,000	$400,000	$400,000	$125,000	$125,000	$1,450,000
842 Palm Maintenance	$400,000	$400,000	$400,000	$125,000	$125,000	$1,450,000
919 Palm Maintenance	$100,000	$100,000	$100,000	$50,000	$50,000	$400,000
Enforcement and Gate Entry Equipment	$40,000	$90,000	$0	$0	$0	$130,000
HVAC Air Handler	$5,000	$25,000	$0	$0	$0	$30,000
IT Replacement	$4,160	$4,279	$14,693	$76,091	$18,227	$117,450
Fleet Replacement	$0	$130,000	$37,000	$0	$0	$167,000
Total	**$1,799,160**	**$6,731,279**	**$38,003,693**	**$376,091**	**$318,227**	**$47,228,450**

Debt Service

Parking Fund Detail and Debt Retirement

Debt Issue - Asset	Outstanding Principal	Annual Payment	Final Year
		FY 2022	
2001 State I- Bank Loan - Marsh St. Garage	$3,763,140	$415,085	2032
2018 Refunding Bond (919 Palm Street Structure)	$4,289,825	$440,193	2039
Total Parking Fund Debt	**$8,052,965**	**$855,278**	

The Parking Fund will begin to construct its fourth Downtown parking structure in 2023-24. To finance the construction cost, the fund will seek a loan for $35 million to be financed over 30 years.

Employee Summary Parking

Parking Fund	2020-21	2021-22	2022-23
Parking Operations & Maintenance	9.0	14.0	14.0
Parking Services Manager	1.0	1.0	1.0
Parking Services Supervisor	1.0	1.0	1.0
Parking Meter Repair Worker	1.0	1.0	1.0
Parking Coordinator	0.0	0.0	0.0
Parking Maintenance Worker	0.0	2.0	2.0
Parking Enforcement Officer	4.0	7.0	7.0
Supervising Administrative Assistant	0.0	0.0	0.0
Administrative Assistants	2.0	2.0	2.0

Parking Operations and Maintenance

Program Description

The Parking Services program implements the Access and Parking Management Plan and directs the operation and maintenance of the City's parking lots, on-street metered spaces, parking structures, residential permit parking districts and timed parking areas.

Objectives

- Promote economic and social vitality in the downtown core.
- Implement the Conceptual Physical Plan for the City's Center.
- Provide enough parking in the commercial core for visitors and employees.
- Reduce parking demand.
- Implement the transportation strategy presented in the General Plan Circulation Element.

Activities

- Compliance/Enforcement.
- Parking Fund Revenue Management.
- Structure Operations.
- Parking Management and Demand Reduction

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing	$1,465,774	$1,177,211	$1,666,213	42%	$1,803,012	8%
Contract Services	$626,375	$776,265	$553,265	-29%	$449,265	-19%
Other Operating Costs	$396,169	$460,678	$568,201	23%	$580,133	2%
Total Program	**$2,488,319**	**$2,414,155**	**$2,787,679**	**15%**	**$2,832,411**	**2%**

TRANSIT FUND

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TRANSIT FUND LONG TERM FORECAST

	(in thousands)	Footnote	Actuals FY 2019-20	Budget FY 2020-21	Budget FY 2021-22	Budget FY 2022-23	Projected FY 2023-24	Projected FY 2024-25	Projected FY 2025-26
1	***Revenue Projections***								
2	Federal		$ 2,308	$ 3,477	$ 3,547	$ 1,463	$ 1,567	$ 1,613	$ 1,638
3	State		$ 780	$ 858	$ 2,973	$ 1,976	$ 2,012	$ 2,050	$ 2,123
4	State (Direct Contribution to RTA from SLOCOG)	1	$ 580	$ 691	$ 634	$ 712	$ 726	$ 740	$ 755
5	Local		$ 689	$ 473	$ 750	$ 800	$ 840	$ 850	$ 850
6	Secured Grant		$ -	$ 690	$ 109	$ -	$ -	$ -	$ -
7	Unsecured Grant or Funding		$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	***TOTAL***		**$ 4,356**	**$ 6,189**	**$ 8,012**	**$ 4,950**	**$ 5,145**	**$ 5,254**	**$ 5,366**
9	**Expenditures & Obligations**								
10	***Non-Operating Annual Expenditures***								
11	Contribution to RTA Directly from SLOCOG	1	$ 580	$ 691	$ 634	$ 712	$ 726	$ 740	$ 755
12	***Operating Annual Expenditures***								
13	Operating Expenditures - Purchased Transportation		$ 2,563	$ 2,849	$ 2,949	$ 2,896	$ 2,980	$ 3,039	$ 3,100
14	Operating Expenditures - Fuel & Maintenance		$ 487	$ 545	$ 553	$ 560	$ 588	$ 617	$ 648
15	Operating Expenditures - Overhead/Admin		$ 432	$ 449	$ 482	$ 496	$ 500	$ 504	$ 508
16	Operating Expenditures - Cost Allocation		$ 277	$ 322	$ 226	$ 231	$ 235	$ 240	$ 245
17	Capital Expenditures	2	$ 18	$ 1,744	$ 2,825	$ -	$ -	$ -	$ -
18	Depreciation/ GASB Adjustments		$ 415	$ -	$ -	$ -	$ -	$ -	$ -
19	***TOTAL***		**$ 4,772**	**$ 6,600**	**$ 7,669**	**$ 4,895**	**$ 5,030**	**$ 5,142**	**$ 5,257**
20	**Changes in Financial Position**								
21	Beginning Working Capital		$ 2,788	$ 2,372	$ 1,961	$ 2,305	$ 2,360	$ 2,475	$ 2,588
22	Revenues Over / (Under) Expenditures		$ (416)	$ (411)	$ 343	$ 55	$ 115	$ 113	$ 110
23	**Ending Working Capital**		**$ 2,372**	**$ 1,961**	**$ 2,305**	**$ 2,360**	**$ 2,475**	**$ 2,588**	**$ 2,697**
24	Operating Reserve		$ 755	$ 833	$ 842	$ 837	$ 861	$ 880	$ 900
25	**Unreserved Working Capital - Year End**		**$ 1,617**	**$ 1,128**	**$ 1,463**	**$ 1,523**	**$ 1,614**	**$ 1,708**	**$ 1,797**

1. *This funding is directly provided by SLOCOG to RTA from the City's apportionment of State funding. While the City does not receive this revenue or the associated expense, this shows the value of services provided by RTA and the City's share of that cost.*

2. *Capital Projects are highly reliant on future discretionary grant funding. Capital Projects and the associated grant revenue for outer years are not included in the long-term forecast at this time. Projects will not move forward unless funding is secured. However, in order to apply for funding, Council must approve the projects first. The long-term forecast will be updated and presented to Council on an annual basis.*

The Service of Public Transit

SLO Transit is the local fixed-route public transit operation for the City of San Luis Obispo. SLO Transit operates 14 vehicles at peak period, along eight routes within the 23 square miles of the city limits of San Luis Obispo and California Polytechnic State University. Services operate 363 days a year. On average, one million rides are utilizing the service annually. Ridership demographics reflect a broad cross section of the community, including seniors, disabled community members, Indigent, K-12 students, University students, commuters and visitors. Trips are routinely taken to access educational, medical, employment, commercial and social services throughout the area. Transit services play a vital role, not only as a "safety net" for the transit-dependent, but also addresses climate change issues associated with greenhouse gases.

The Transit Enterprise fund closes out the 2019-21 Financial Plan with a balanced budget. The budget is balanced for two reasons: federal funds continue to be provided to assist transit during the pandemic and the program relies upon purchased transportation (with its contract operator) and as a result with reduced services come reduced costs. At present, the Fund holds approximately $2.7 Million in working capital. Of that amount, $539,498 has been identified as the operating reserve for the Fund to continue to weather volatility in revenues while pursuing electrification of its fleet of buses. The fiscal outlook for the next five years and the uncertainty in future ridership post pandemic (affecting all public transportation services) has resulted in restrained projections.

At this time, revenues are projected to sufficiently keep pace with escalating costs. However, any significant changes, such as the expansion of the transit program, will require additional funding sources. During the second year of this Financial Plan, the Transit program will issue a Request for Proposals to obtain a new contract for Transit Operations & Maintenance (also referred to as purchased transportation). These costs for forecast purposes have been projected at current contract cost.

2021-23 Financial Plan

Key Assumptions

When preparing the budget, the Transit Division analyzes past subsidies (federal, state, and the Cal Poly contract) and ridership trends to forecast revenues. Transit service based on costs are then matched to revenue forecasts. Bus replacement schedules are based on federally approved "useful-life" criteria and best-case scenarios for aging vehicles. However, the availability of funds is highly dependent on discretionary grants from the state and federal government. Without these subsidies, bus replacements are often deferred. The budget prepared for this two-year financial plan follows a "zero based budgeting" approach, considering each line item and its future needs anew.

FUND REVENUES

As an Enterprise Fund, Transit funds its operations within subsidy and fare revenues. Revenues are projected to sufficiently keep pace with escalating costs. However, any expansion of the transit program will require additional funding sources.

Federal funding assistance is provided to SLO Transit in the form of Federal Transit Administration (FTA) 5307 grant funds that can be used for transit service operating and capital expenses. These Federal resources are available to urbanized areas, with a population of 50,000 or more. The SLO Urbanized area includes populations of Cal Poly and adjacent county areas which reach the 50,000 population criteria. The federal share for the funding of any one of these activities is not to exceed 50 percent of operating expenses or 80 percent of capital expenses of the net project cost.

State funding assistance is provided to SLO Transit in the form of the State's Transportation Development Act (TDA) funding. TDA is comprised of two sources of funding for transportation programs. The first is Local Transportation Fund (LTF) which is derived from ¼ cent retail sales taxes, the second is State Transportation Assistance (STA) which is derived from the statewide sales tax on diesel fuel. Both funds are distributed to the regions by the State. San Luis Obispo Council of Governments (SLOCOG) then allocates this amount regionwide to each of the seven cities, the County of San Luis Obispo, and the Consolidated Transportation Services Agency for the San Luis Obispo region. LTF funds are apportioned according to population numbers, for: public transit, street/road improvements and bikeway/pedestrian facilities. STA funds are formula-based and used for public transit purposes.

Local revenue from cash fares, pass sales and Cal Poly uses (an agreement with Cal Poly providing a Transit pass for students), is 20% of the total Transit Fund operating budget. These sources are expected to see modest gains; enough to meet the mandated farebox recovery.

Cal Poly plays a considerable role in the generation of local farebox and the overall health of the Transit Fund. The last four-year agreement expired June 30, 2016. Staff has been working with Cal Poly administration to develop a new agreement since that time. To date, the agreement has been annually extended multiple times. The University has requested another one-year extension as both SLO Transit and Cal Poly transition from away from pandemic operations. This extension will be provided for Council's consideration in the coming months.

The crux of this issue for Cal Poly is that the university is receiving a large number of services verses the funding that it provides. Additionally, Cal Poly has yet to define and obtain an additional funding source so that it may contribute more towards the transit services provided. Providing this transit service to Cal Poly also benefits the City's transit system to be able to meet local generated revenue targets and a large increase in ridership. The new agreement will need to address each agency's benefits from the agreement and be financial sustainable for the long-term. The transit fund is anticipating that cash fares will likely continue to be impacted by the pandemic and potentially lower ridership and revenue generation.

Proposed Rate Increases

On April 4, 2017, the Council adopted the transit fare and interior bus advertisement rates which included annual rate increases. This is critically important to achieve the SLO Transit's 20% local farebox requirements.

To better support SLO Transit's customers during the pandemic, between March 2020 and July 2020 SLO Transit went fare-free and delayed the planned July 2020 rate increases. This action protected both SLO Transit customers and staff. In July 2021, delayed rate increases will go into effect. Regular Pass cost will increase from $38 to $40 and Senior and Disabled Pass cost will increase from $18 to $20.

Revenue Forecast

	Actual 2019-20	Budget 2020-21	Projection 2021-22	Projection 2022-23
Federal Funding	$2,307,585	$3,477,321	$3,546,517	$1,462,600
State Funding	$779,667	$858,414	$2,973,064	$1,975,804
State (SLOCOG)[1]	$580,000	$690,993	$633,596	$711,723
Local Fare Box Revenue	$688,506	$473,040	$750,000	$800,000
Other Secured Grant		$689,641	$109,000	
Total Revenue	**$4,355,767**	**$6,189,409**	**$8,012,177**	**$4,950,127**

In order to maintain Federal and State Funding, the local jurisdiction has to provide at least 20% of revenue from its bus fares and set rates accordingly. Legislation acknowledged the toll Covid-19 has taken on transit services and FY2019-20 and FY2020-21 were not held to that mandate. The required revenue corresponds with the base subsidies and does not apply to additional funding received through the CARES and American Rescue Plan Act, nor can CARES and American Rescue Plan Act funding be used as a contribution towards the 20% revenue for fares.

FUND EXPENDITURES

Operating Programs

As mentioned, reduced usage of public transit during the pandemic has resulted in lowered expenditures. It is uncertain when ridership will return to "normal" after the pandemic. Under the purchased transportation model, expenditures for the Operations and Maintenance contract are anticipated to increase to align with revenues and transit demands. Staff will be releasing a Request for Proposal for this contract during year one of the Financial Plan and will update the impacts of that new agreement with the Budget Supplement in 2022-23.

As mentioned previously, negotiations with Cal Poly to develop a short-term Transit Service Agreement continue. While both agencies desire a long-term agreement to service Cal Poly's transit needs, many unknowns remain concerning recovery from the pandemic and how quickly riders will return to public transit. Part of that conversation is also focused on the capital investment needed to "green the Transit fleet" and the proportional share of this substantial investment for all users.

[1] This funding is directly provided by SLOCOG to RTA from the City's apportionment of State funding. While the City does not receive this revenue or the associated expense, this shows the value of services provided by RTA and the City's share of that cost.

Expenditure Type*	Actual 2019-20	Budget 2020-21	Budget 2021-22	Budget 2022-23
Staffing	$357,718	$327,181	$358,181	$372,314
Contract Services	$2,562,826	$2,849,033	$2,949,033	$2,895,950
Other Operating Costs	$561,239	$666,800	$676,600	$684,100
Cost Allocation	$276,806	$321,727	$226,183	$230,707
Contribution to RTA[1]	$580,000	$690,993	$633,596	$711,723
Total	**$4,338,589**	**$4,855,735**	**$4,843,593**	**$4,894,793**

**Operating costs only, does not include capital or depreciation (as shown in the long-term forecast).*

Proposed Operating Budget Enhancements

The Transit Fund is requesting two SOBCs as outlined below. These costs are included in the long-term forecast and division expenditures overview.

One-time	2021-22	2022-23
Regional Transit Authority Analysis		
The RTA is currently building a Regional Transit HUB 800 feet from the City's SLO Transit Bus Yard. Much of the infrastructure that supports SLO Transit is aged and nearing the end of its lifespan. All transit providers are required to shift the fleet of transit vehicles to zero emission vehicles. This funding would support the analysis and review of SLO Transit's operations and infrastructure to determine if there is an advantage to sharing infrastructure, equipment or centralizing services with RTA at the same or reduced costs.	$ 50,000	
Transit Innovation Study		
Prepare a Transit Innovation Study to provide a blueprint to guide Transit to increased service frequency, electrification, and feasibility of no-fare service for students, seniors, and others as called for in CAP Connected Communities strategies 4.2, 4.3, and 4.4.	$ 50,000	
Total	**$ 100,000**	

Capital Improvement Plan

The City of San Luis Obispo Transit Division maintains several capital assets.

1. 17 Revenue Vehicles and two Support Vehicles
2. Operations & Maintenance Facility
3. Bus wash system
4. Transit Center with Sawtooth bays and four deluxe shelters
5. 165 bus stops

Capital needs are based on federally approved "useful-life" criterion and best-case scenarios for replacing aging equipment.

Capital projects continue to be a challenge for the Transit Fund due to its reliance on discretionary grants. Proposed projects are limited to those that are essential and that can be funded from grants. Of those projects, the replacement of diesel buses with electric vehicles are the highest priority as well as the installation of necessary charging infrastructure to support electric vehicles. And while original discretionary grant awards have been less than previously anticipated, the 5307 Federal funds, because of the previous infusion of CARES Act funds, can use these funds to off-set any shortfalls. Even then, a modest amount of unreserved transit fund balance will still be required to complete the projects.

	Capital Improvement Projects	2021-22	2022-23[2]
1	Bus Shelter Replacement	$ 105,000	$ -
2	Bus Replacement with Electric Vehicles	$ 1,854,000	$ 1,910,000
3	Bus Yard Parking Lot Maintenance	$ 5,000	$ 500,000
4	EV Bus Infrastructure	$ 715,000	$ -
5	Bus Wash Replacement	$ 75,000	$ 450,000
6	Vault Room Addition Study	$ -	$ 15,000
7	Replace Supervisor ADA Van with EV	$ 70,000	$ -
8	VM Infrastructure Upgrade *(Transit Portion of Project)*	$955	
9	Uninterruptible Power Supplies *(Transit Portion of Project)*	$246	
10	City SAN *(Transit Portion of Project)*		$1,121,
11	Wireless Infrastructure Upgrade *(Transit Portion of Project)*		$2,036
12	***TOTAL***	**$ 2,825,201**	**$ 2,878,157**

[2] Capital Projects are highly reliant on future discretionary grant funding. Capital Projects and the associated grant revenue for outer years are not included in the long-term forecast at this time. Projects will not move forward unless funding is secured. However, in order to apply for funding, Council must approve the projects first.

Employee Summary – Transit Fund

Transit Fund	2021-22	2022-23
Transit Operation	3	3
Transit Manager	1	1
Transit Assistant	1	1
Transit Coordinator	1	1

Transit Operations and Maintenance

Program Description

The Transit Program provides local fixed-route public transit operations within the 23 square miles of the City and adjacent Cal Poly University.

Objectives

- Quality transportation for transit dependent people.
- Convenient transportation for all residents.
- An attractive alternative to driving which can reduce traffic congestion and air pollution.

Activities

- Administration.
- Vehicle Operations and Maintenance.
- Non-Vehicle Maintenance.

Program Budget

	Actual	Budget	2019-21 Financial Plan			
	2017-18	**2018-19**	**2019-20**	**Change**	**2020-21**	**Change**
Staffing	$357,718	$327,181	$358,181	9%	$372,314	4%
Contract Services	$2,562,826	$2,849,033	$2,949,033	4%	$2,895,950	-2%
Other Operating Costs	$561,239	$666,800	$676,600	1%	$684,100	1%
Total Program	**$3,481,783**	**$3,843,015**	**$3,983,814**	**4%**	**$3,952,364**	**-1%**

Downtown SLO Business Improvement District

Program Description

The Downtown Business Improvement District (DBID) was established in 1975 as a parking and promotions district for the City's downtown area. As a special fee district, fees are collected from business license holders operating within the designated area and revenue supports the operations of Downtown SLO, a non-profit organization. The City and Downtown SLO (DSLO) agreed by contract that DSLO would provide various services for the economic, social, cultural, and environmental vitality and beautification of downtown San Luis Obispo. The assessment is a special revenue and is administered through a separate and distinct fund.

Objectives

- Support the vitality of downtown San Luis Obispo
- Assist with economic recovery efforts and attract people to shop and dine downtown

Activities

- Special Events. Integral to DSLO's services is the provision of special events in the downtown. Those events include:

  1. Holiday Activities such as the Annual Downtown Holiday Parade, Santa's House and the Classic Carousel in Mission Plaza

  2. Concerts in the Plaza

  3. Thursday Night Promotions including the Farmers' Market

- Services such as: events in Mission Plaza; downtown maintenance, plaza activation & beautification; economic recovery and development

Revenue

The Downtown Business Improvement District assessment is collected annually with the Business Tax renewal as it is based on the gross receipts of businesses located within the geographical boundary of the Downtown District.

Revenue

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Assessment Revenue	$271,714	$252,588	$245,000[1]	-3%	$260,400	6%

Program Operating Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	**2020-21**	**2021-22**	**Change**	**2022-23**	**Change**
Staffing						
Contract Services	$272,165	$252,588	$245,000[1]	-3%	$260,400	6%
Other Operating Costs	-	-	-	-	-	-
Total Program	**$272,165**	**$252,588**	**$245,000**	**-3%**	**$260,400**	**6%**

[1] Decrease based on projected revenue from DBID assessment. Downtown business closures and vacancies will lead to fewer business renewals.

Tourism Business Improvement District Promotion

Program Description

The City established a Tourism Business Improvement District (TBID) as requested by the local lodging industry in 2008. The district levies an assessment on all lodging properties for the purpose of tourism promotion for the benefit of the district's constituents. The assessment is a special revenue and is administered in a separate and distinct fund.

Objectives

- Continue diverse marketing efforts to promote overnight stays in San Luis Obispo.
- Actively participate in local, regional and state organizations such as Visit SLO CAL, Central Coast Tourism Council, Downtown SLO, and other tourism organizations.

Activities

- Tourism marketing efforts.
- Promote and sponsor events that attract visitors from outside the County of San Luis Obispo.
- Coordination with strategic local, regional and statewide tourism partners.
- Participation in tourism tradeshows and industry conferences.
- Development, management, and implementation of the City's TBID Strategic Plan.

Revenue

The TBID assessment levy was set at 2% of the lodging industry's gross receipts. For this Financial Plan the following collection is anticipated:

Revenue

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Assessment Revenue [1]	$1,274,048	$1,254,800	$1,444,000	15%	$1,552,000	7%

1 - Includes projected interest revenue

Program Operating Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Staffing	201,126	213,320	227,580	7%	232,064	2%
Contract Services	1,089,786	923,000	1,125,920	18%	1,229,436	9%
Other Operating Costs	92,297	89,100	89,100	-3%	89,100	0%
Total Program	$1,383,208	$1,225,420	$1,442,600	15%	$1,550,600	7%

Boysen Ranch

Program Description

Boysen Ranch consists of approximately 116 acres bounded by Los Osos Valley Road, Foothill Boulevard, and O'Connor Way. In 2005, the City accepted and currently holds a series of conservation easements that protect approximately 25 acres at the Boysen Ranch to mitigate for impacts to wetlands and waters by the Home Depot, Costco, and other Irish Hills Plaza development projects on Los Osos Valley Road. Boysen Ranch is part of the City's designated greenbelt. The funding was set up as an endowment to fund monitoring and maintenance of the restored wetland area.

Objectives

- Continue to monitor and maintain the approximately 25 acres of conservation easement area as part of the City's greenbelt.
- Continue to monitor and maintain the wetland restoration areas.

Activities

- Monitor the property to ensure adherence to conservation easement terms and successful recruitment of wetland functions and values.

Revenue

The Boysen Ranch Conservation Fund projects to earn $2,000 annually in investment and property revenues.

Revenue

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Investment and Property Revenues	$11,800	$2,000	$2,000	-	$2,000	-

Program Budget

	Actual	Budget	2021-23 Financial Plan			
	2019-20	2020-21	2021-22	Change	2022-23	Change
Total Program	**$3,341**	**$7,500**	**$7,500**	**-**	**$7,500**	**-**

Fund Balance

	As of 2019-20 Year End
Boysen Ranch	$427,140

The Boysen Ranch Conservation fund balance is restricted for spending on mitigation requirements of the United States Army Corps of Engineers in order to offset the loss of wetlands and associated habitat that occurred with the development of Irish Hills Plaza projects on Los Osos Valley Road. The City Council accepted a series of conservation easements that encumber a portion of Boysen Ranch on Foothill Boulevard where the required wetland restoration and enhancement activities took place. The funds can only be used for long-term maintenance and monitoring of the wetland restoration projects, as well as for the long-term administration of the conservation easements.

DEBT SECTION

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Debt

The City of San Luis Obispo is guided by its budget and fiscal policies when managing its debt. In accordance with the policy section "Capital Financing and Debt Management":

- The City's debt capacity cannot exceed 15% of General Fund revenues.
- Its direct debt will not exceed 2% of assessed valuations.
- No more than 60% of capital improvement outlays will be funded from long-term debt.

Debt should only be incurred for one-time capital expenditures and not for on-going operations. Borrowing for one-time capital expenditures allows for the cost of the project to be spread over the useful life of the asset and results in the cost being paid by future beneficiaries as well as current taxpayers.

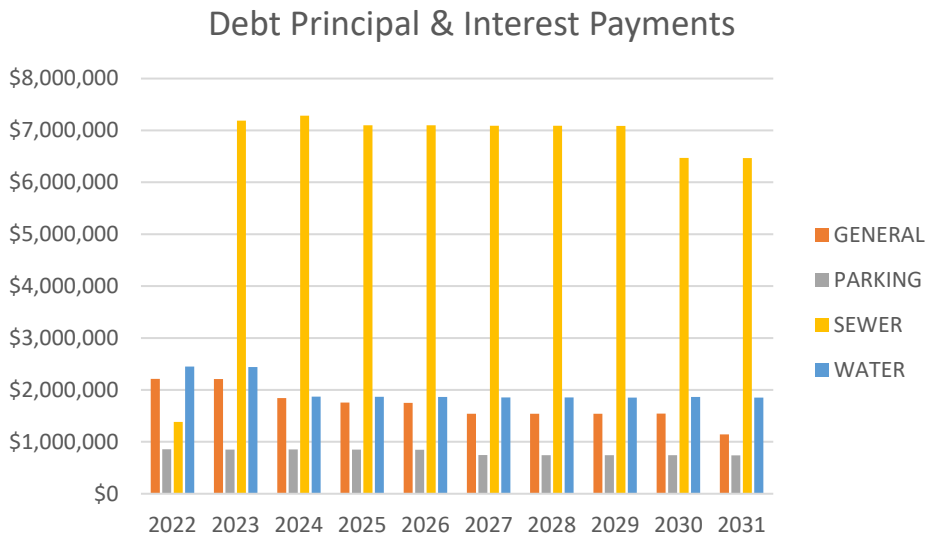
Debt Management

The City's bond issues are periodically reviewed by rating agencies to provide insight to the City's financial outlook and hence its creditworthiness.
The 2018 refinancing of three different lease revenue bonds was rated by Standard & Poor's that gave the City an AA rating. Fitch Ratings reviewed the City's financial condition during the Winter of 2021 and upheld its AA+ rating despite Covid-19 emergency conditions by reflecting on:

- The City's strong operating performance, a moderate long-term liability burden, strong revenue growth and solid expenditure flexibility offsetting a constrained revenue raising environment.
- The City's gap closing capacity being superior given ample reserves and moderate revenue volatility.
- Budget management at times of recovery being very strong, leaving the City well prepared to manage the current period of economic stress.
- The City's engagement in thorough and conservative long-term financial planning with a focus on maintaining structural budget balance.
- The City maintaining its capital assets with minimal debt reliance and proactive efforts to pay down its unfunded retirement liabilities above actuarially determined levels.

The City's Current Debt

The City currently holds $205 million in overall outstanding debt in a combination of lease revenue bonds, State Revolving Fund loans, Infrastructure-Bank loans, and vehicle leases. The longest outstanding maturity is to 2052.



In numbers, the City's debt payments for each of its funds are considered in its long-term financial assumptions and will amount to:

Year	GENERAL	PARKING*	SEWER	WATER	Total
2022[1]	$ 2,214,456	$ 855,278	$ 1,384,469	$ 2,448,846	$ 6,903,041
2023[1]	$ 2,209,804	$ 851,577	$ 7,189,731	$ 2,442,083	$ 12,693,195
2024	$ 1,842,660	$ 852,116	$ 7,285,299	$ 1,870,392	$ 11,850,467
2025	$ 1,757,889	$ 850,609	$ 7,100,094	$ 1,868,807	$ 11,577,399
2026	$ 1,750,515	$ 848,810	$ 7,098,607	$ 1,865,911	$ 11,563,843
2027	$ 1,539,618	$ 745,641	$ 7,090,097	$ 1,855,405	$ 11,230,761
2028	$ 1,539,404	$ 742,858	$ 7,088,453	$ 1,854,858	$ 11,225,573
2029	$ 1,540,008	$ 742,630	$ 7,086,939	$ 1,852,923	$ 11,222,500
2030	$ 1,543,477	$ 741,756	$ 6,469,600	$ 1,864,401	$ 10,619,233
2031	$ 1,142,757	$ 740,233	$ 6,468,162	$ 1,853,539	$ 10,204,691
Total	**$17,080,580**	**$7,971,509**	**$64,261,452**	**$19,777,639**	**$109,091,180**

*Current debt only

[1] 2022 and 2023 General Fund debt amounts include a $217,671 obligation that is transferred directly from the IT Replacement Fund to the Debt Service Fund. Therefore, the amount in the General Fund long-term forecast does not include this loan.

The following tables outline by fund: the current debt, the purpose, the outstanding principal, the annual debt service cost, and the retirement year of the debt. Several smaller debt issues are falling off in 2024, but the next significant retirement of debt payments is not scheduled until 2030.

General Fund Debt Detail and Debt Retirement

Debt Issue - Asset	Outstanding Principal	Annual Payment	Final Year
		FY 2022	
2012 Refunding Bond (Damon Garcia Sport Fields)	$2,970,000	$383,400	2030
2014 Revenue Bond – LOVR Overpass	$6,635,000	$420,231	2045
2018 Refunding Bond (919 Palm Street & Dispatch Center)	$9,212,575	$945,333	2039
2018 Lease – Fire Truck	$316,104	$146,131	2024
2014 State Loan – Energy Conservation	$232,111	$ 94,242	2024
2017 Lease – Golf Carts	$9,300	$ 7,448	2023
2020 Lease – Motorola Radios	$435,342	$217,671	2023
	$19,810,432	**$2,214,456**	

General Fund Debt policy adherence:		
	FY 2022 Revenue	$99,801,000
	Debt Payments	$ 2,214,456
	Percentage of Revenue	**2.2%**
	Maximum Allowed	15%

Parking Fund Debt Detail and Debt Retirement

Debt Issue - Asset	Outstanding Principal	Annual Payment	Final Year
		FY 2022	
2001 State I- Bank Loan - Marsh St. Garage	$3,763,140	$415,085	2032
2018 Refunding Bond (919 Palm Street Structure)	$4,289,825	$440,193	2039
Total Parking Fund Debt	**$8,052,965**	**$855,278**	

The Parking Fund will begin to construct its fourth Downtown parking structure in 2023-24. To finance the construction cost, the fund will seek a loan for $35 million to be financed over 30 years.

Sewer Fund Debt Detail and Debt Retirement

Debt Issue - Asset	Outstanding Principal	Annual Payment	Final Year
		2022	
2008 Suntrust Loan	$515,000	$183,165	2024
2009 State I-Bank Loan - Farm Lift Station	$6,938,580	$553,411	2038
2014 US Bank Wastewater Lease Agreement	$4,404,405	$617,584	2029
2018 Refunding Bond (Dispatch Center)	$295,365	$30,308	2039
2019 SRF Loan – WRRF Upgrade	$140,000,000		2052
Total Sewer Fund Debt	**$152,153,350**	**$1,384,469**	

The Sewer Fund has approval for a $140 million, 30-year loan from the Clean Water State Revolving Fund (SRF) for the upgrade of the Water Resource Recovery Facility. The loan carries a 1.8% interest rate with an annual payment of $ 5,902,953 with the first payment of $5,808,792 anticipated in 2023.

Water Fund Debt Detail and Debt Retirement

Debt Issue - Asset	Outstanding Principal	Annual Payment	Final Year
		2022	
2012 Water Revenue Refunding Bond	$1,080,000	$573,200	2023
2018 Refunding Bond (Dispatch Center)	$267,235	$27,422	2039
2018 Refunding Water Bond (Refund 2006 Bonds)	$8,785,000	$889,700	2035
2020 State I-Bank Loan – Water Treatment Plant	$13,740,196	$958,524	2040
Total Water Fund Debt	**$23,872,431**	**$2,448,846**	

CAPITAL IMPROVEMENT PLAN

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Capital Improvement Program

The Capital Improvement Program (CIP) enables the City to plan, schedule, and finance capital projects to ensure cost effectiveness and conformance with established plans and policies. The City's budget process guides the capital priorities through community input, Council goal setting, Local Revenue Measure priorities, and the biennially adopted Major City Goal work programs. The CIP and its annual implementation of projects is one of the primary functions of local government.

Through its adopted CIP, the City meets community needs by providing the infrastructure required for economic vitality, neighborhood wellness, housing, transportation, sustainability, active and passive recreation, public safety, cleanliness, and other basic amenities.

With each two-year Financial Plan, the City prepares five-year CIP program recommendations for Council consideration and approval. Even though only the first two years are funded within the Financial Plan, five-year planning is a best practice and is recommended to achieve objectives of the Capital Improvement Plan because it allows for the City to forecast, plan and in turn budget over a longer time horizon that aligns better with the lifespan to deliver a capital improvement project.

The City systematically plans, schedules, and finances capital projects to ensure cost-effectiveness and conformance with established policies. Comprehensive policies governing the development and management of the CIP are set forth in the City's fiscal policies. All the City' s construction projects and equipment expenditures costing $25,000 or more are included in the Capital Improvement Plan. Minor capital outlays costing less than $25,000 are included with the Financial Plan operating program budgets.

Capital asset maintenance and replacement represent one of the fundamental functions of local government. Many capital projects extend the life of existing City assets like streets, parks, bridges, water and sewer pipelines, and plants. Other projects replace aging facilities and equipment. Finally, some projects, representing community desires and Council priorities, are new projects intended to enhance the overall quality of life of residents and visitors.

Based on the Council determined goals, and balanced with the City's financial circumstances, the recommended capital improvement projects total $128 million for the 2021-23 Financial Plan and $384.5 million over the five-year plan.

Unprecedented Circumstances

As Council is aware at the writing of this CIP, the City continues to provide ongoing emergency response associated with the COVID pandemic. As such, staff, including those who support the CIP, continue to wear multiple hats. In addition to that unique circumstance, the available CIP budget has nearly tripled because of the voters' general support of Measure G20, the City's local sales tax measure. Moreover, the City is receiving funds from the American Recovery Plan and has the potential to receive additional grant funds for capital projects as part of potential Federal Government funding. What this means is that there is continued uncertainty and there will be a need for a sustained effort to identify, leverage and secure additional funds to deliver vital and meaningful infrastructure projects.

Acknowledgments

A capital budget and plan document takes countless hours of teamwork, collaboration, and patience to produce. I would like to offer special thanks to departments involved in developing the CIP as led by Public Works in partnership with Administration and IT, Community Development, Finance, Fire, Parks and Recreation, Police and Utilities. Completing this budget could not have been accomplished without the skill, dedication, and professionalism of this team. Their willingness to work through these unique circumstances and sacrifice countless hours are a testament to their commitment to this organization and to the community.

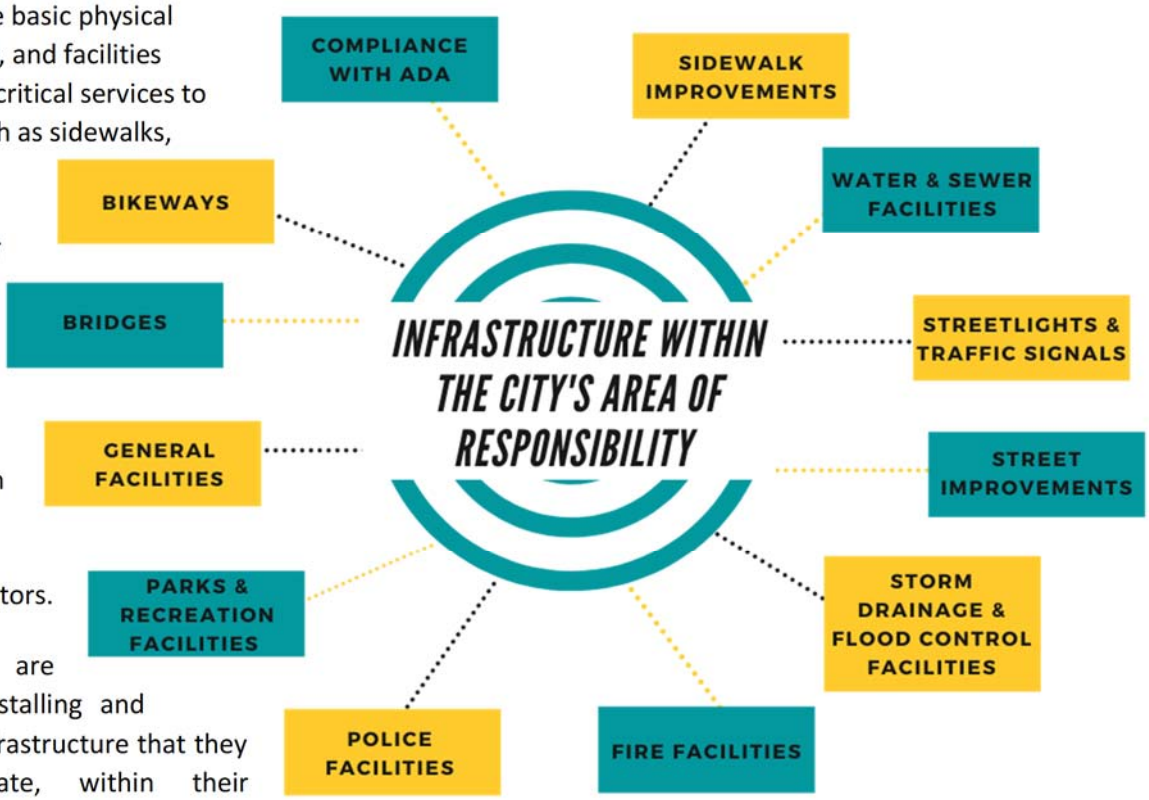
Special thanks are also due to the CIP Review Committee of Shelly Stanwyck, Greg Hermann, Matt Horn, Brian Nelson, Brigitte Elke, Natalie Harnett, Keith Aggson, Greg Avakian, Aaron Floyd, Jennifer Thompson, Miguel Barcenas, Tavy Garcia, Chris Read, Debbie Malicoat, Esteban Cano, James Blattler, and Rebecca Bernstorff. I am also grateful to the Department Directors of our Leadership Team and the department personnel who worked on the material. There are too many to list here by name, but the budget could not have been produced without the analysts, division managers, administrative assistants, and others throughout the organization who helped produce this CIP.

Reader's Guide

The following pages provide a high-level summary of the steps in the process of how infrastructure needs become projects implemented through the City's CIP. The rest of the guide provides detailed supplemental information.

Introduction: What is Infrastructure?

Infrastructure is the basic physical structures, systems, and facilities needed to provide critical services to the community such as sidewalks, streets, parks, fire stations, police facilities, and water and wastewater systems. Infrastructure impacts the public health, safety, and quality of life of San Luis Obispo neighborhoods, businesses, and visitors.



Different entities are responsible for installing and maintaining the infrastructure that they own and operate, within their boundaries or jurisdiction. For example, the City of San Luis Obispo is responsible for maintaining assets such as storm drains, streets, facilities, and the other items listed in the graphic on the right. Multiple City departments own or maintain these assets, known as asset-managing departments. The County of San Luis Obispo, State of California, and U.S. governments also have responsibility for assets within the City of San Luis Obispo, including respective facilities, roads, and highways.

CIP Definitions & Policies

A. CIP Project Amount: Construction projects and equipment purchases that cost $25,000 or more will be included in the CIP. Minor capital outlays of less than $25,000 will be included with the operating program budgets.

B. CIP Purpose: The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness in conformance with established policies. The CIP is a five-year plan organized into the same functional groupings used for the operating programs. The CIP reflects a balance between

capital replacement projects that repair, replace, or enhance existing facilities, equipment, or infrastructure; and capital facility projects that expand or add to the City's existing fixed assets.

C. Project Manager: Every CIP project will have a project manager who will prepare the project scope, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, and periodically report project status.

D. CIP Review Committee: Headed by the City Manager or his/her designee (currently the Public Works Director), this Committee will review project proposals and scope, determine project phasing, assign project managers, review, and evaluate the draft CIP budget document, and report CIP project progress on regular basis.

E. CIP Appropriation: The City's annual CIP appropriation for study, design, acquisition and/or construction is specific to the projects designated by the Council through adoption of the Financial Plan. Adoption of the Financial Plan CIP appropriation does not automatically authorize project contract expenditures and any expenses and purchases must conform to Municipal Code requirements. Spending approval generally occurs only after the preceding project phase has been completed. Accordingly, construction expenditure approvals are generally made when Council authorizes the release of the project plans and specifications for bidding. In that same action the Council authorizes a contract to be entered into if the project costs are within the budgeted amount.

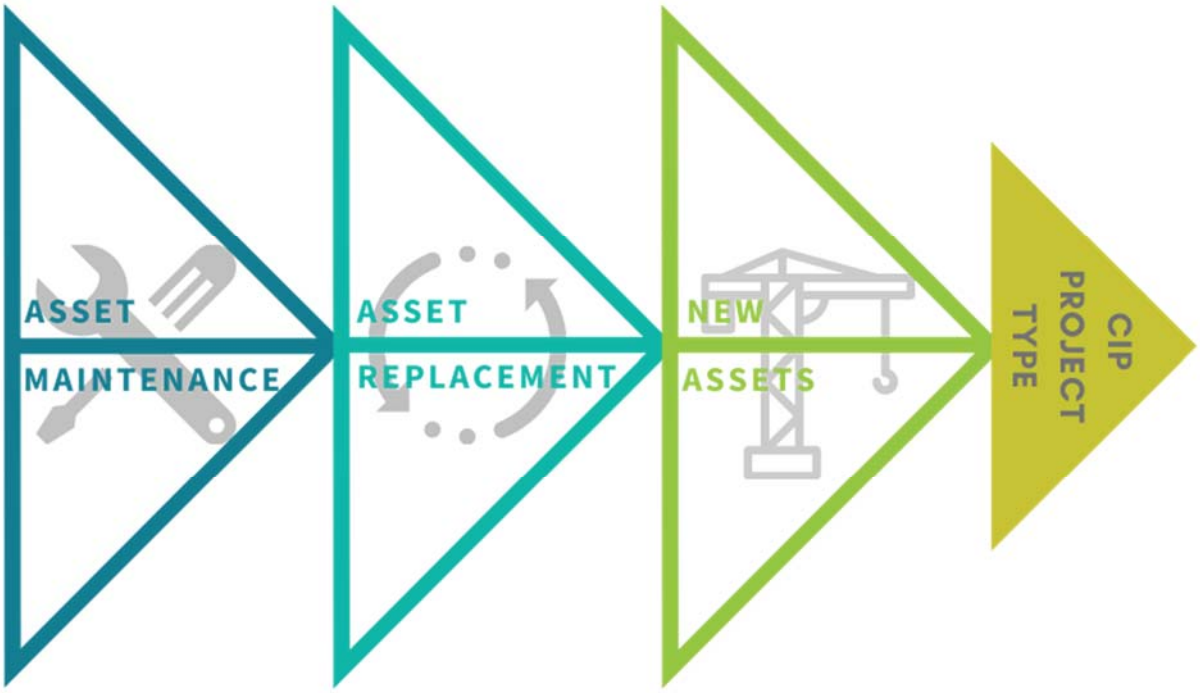
F. CIP Budget Carryover: Appropriations for CIP projects lapse three years after budget adoption if spending approval has not been obtained (see CIP Appropriation). Project accounts, which have received spending approval, will not lapse until completion of the approved project phase.

G. Public Art: CIP projects are evaluated during the budget process for conformance with the City's Public Art policy, which generally requires that 1% of eligible project construction costs be set aside for public art. Excluded from this requirement are underground projects and utility infrastructure projects. It is generally preferred that public art be incorporated directly into the project. In the case this is not practical, an in-lieu contribution to public art will be made. To ensure that funds are adequately budgeted for this purpose regardless of whether public art will be directly incorporated into the project, funds for public art will be identified separately in the CIP.

H. General Plan Consistency Review: The Planning Commission will review the preliminary CIP for consistency with the General Plan as required by California Government Code Section 65401 and provide its findings to the Council prior to plan adoption.

Types of CIP Projects And Framework Used to Develop Recommendations

To assist the City Manager in developing the recommended CIP for the 2021 -23 Financial Plan, a designated CIP Review Committee comprised of the Assistant City Manager, Deputy City Manager, Finance Director, Fire Chief, Utilities Director, Parks and Recreation Director, and Public Works Director, evaluated all departmental requests. Based on prior Council direction and public input regarding the importance of maintaining existing infrastructure, City staff puts **all project requests in the following three project types**.



In categorizing projects and considering them for funding, the CIP Review Committee engaged in a ***rigorous ranking and review process*** to develop the proposed project list for both the General Fund and all Enterprise Funds. In general, projects that maintain existing infrastructure are ranked ahead of asset replacement projects, and asset replacement projects are ranked ahead of building new assets. It is important to note that generally new assets are related to Major City Goals or are critical infrastructure associated with development areas. This "ranking" however is a general guideline and is complemented by the CIP Review Committee evaluation of project feasibility.

CIP Project Categories

The City categorizes CIP projects into broad functional areas that represent fundamental local government activities. Projects within these categories extend the life of existing City assets such as streets, bike and pedestrian pathways, parks and play equipment, bridges, water and sewer infrastructure, trees, and open

spaces to name a few. In addition to the maintenance of existing assets, assets at the end of their life expectancy may need replacement or substantial remodel. Less frequent but more significant are design and construction efforts for new projects on the community and City Council prioritize to enhance the overall quality of life in the City.

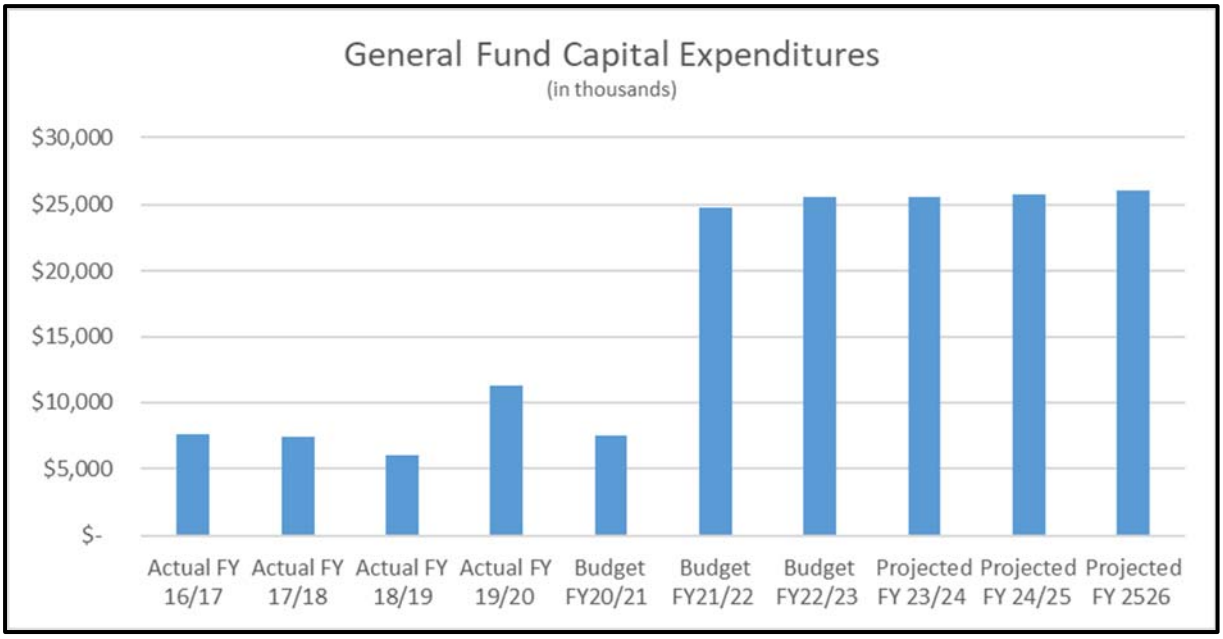
Capital Project Delivery

As mentioned previously, the City's capital budget has grown significantly because of the local sales tax measure and the potential for leveraging precious capital budget dollars further with federal government grants.

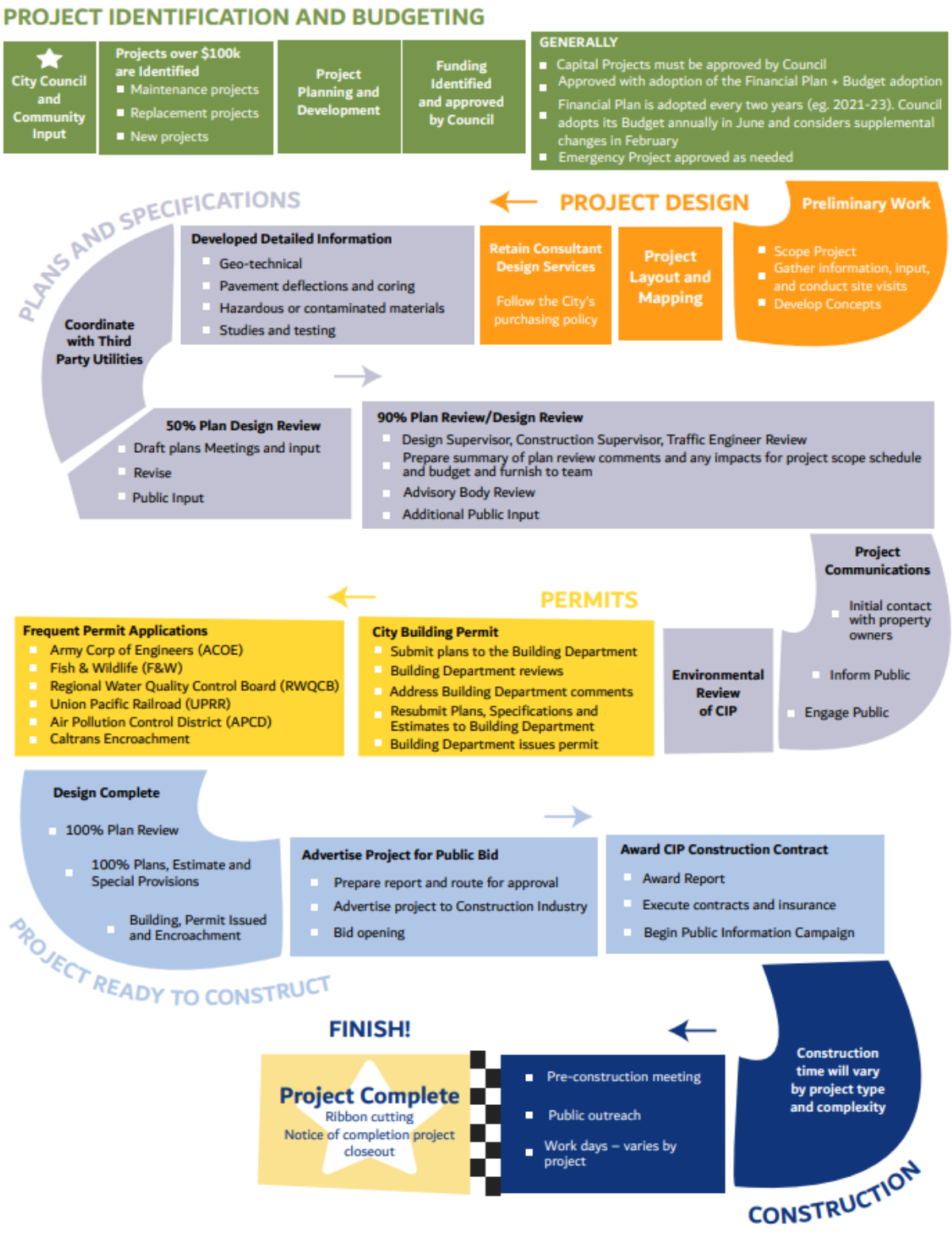
This increased funding is accompanied by a significant number of proposed General Fund projects, as well as significant Enterprise Fund Capital Projects as noted in the summaries below. To "deliver" these projects, staff anticipates that the City will need additional engineering and/or project delivery staffing

resources. Staff is currently analyzing the project resources required to deliver the proposed capital plan over both the two -year and the five- year forecast period.

While City staffing levels are adequate to deliver the current capital program (2019-21), additional funding from the Local Revenue Measure (LRM), SB 1 and SB 1090, and increased Parking, Water and Sewer projects, will require additional staffing. Additional project staffing resources are not reflected in any proposed operating budgets in the 2021-23 Financial Plan, instead a general cost estimate for future expansion of CIP staff is included as a line item in the proposed CIP and is planned to be incorporated into the cost of the project's delivery. Staff is working with a consultant group, Management Partners, to best determine the organizational structure, job types, and functions, and methods of costing to right-size the engineering team. This consultant group has performed this service for other agencies, including Midpeninsula Regional Open Space District that experienced a similar growth in capital budgets due to large revenue increases. Staff anticipates returning to the City Council in February 2022 with recommendations on staffing, policy, and bid process changes to optimize CIP delivery and incorporate any new projects as a result of revenue offsets such as grant funding to advance active transportation or other projects that accelerate policies or Major City Goals.



CIP Project Life Cycle

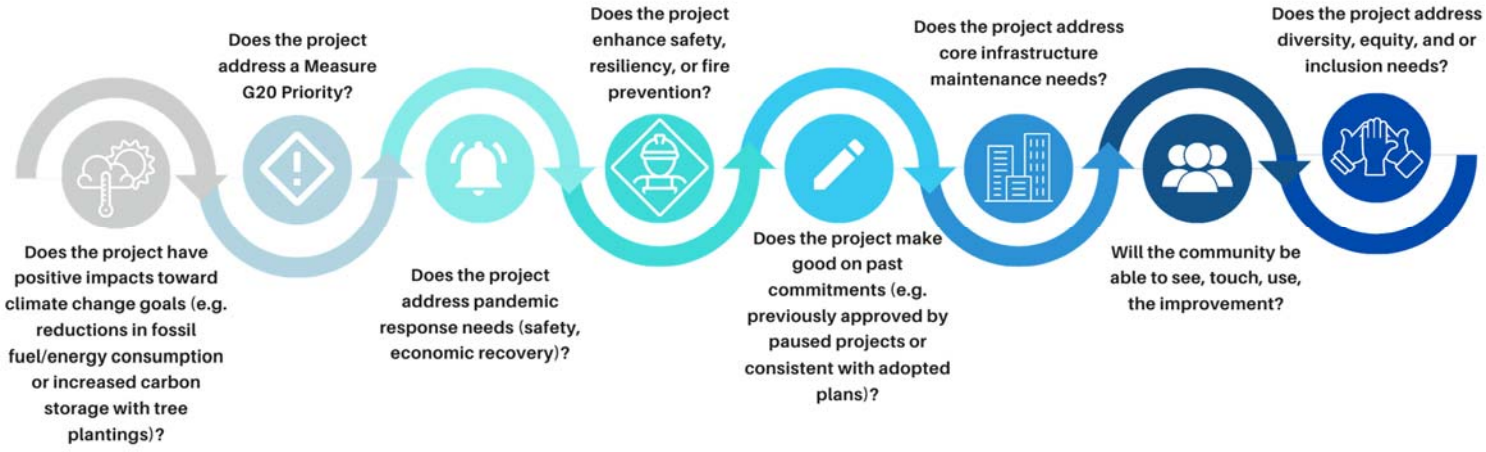


Project Prioritization

Because the City's infrastructure needs during some years may exceed available funding, department staff must prioritize capital improvements projects. The CIP Review Committee meet numerous times to understand and rank projects. All projects are categorized as follows:

1. Annual Asset Maintenance: Reoccurring and annual needs that maintain existing assets. These projects are not ranked and automatically included in the baseline CIP recommendation. Annual funding amounts may be scaled to address community needs and organizational priorities.
2. Asset Replacement: Periodically reoccurring and/or annual needs that replace existing assets with similar new asset.
3. New Asset: Periodic needs to expand the number of assets that serve the community.

In preparing the recommended CIP for 2021-23 the CIP Review Committee ranked Asset Replacement and New Asset projects using the following evaluation factors to set priorities:



The City Council recently adopted Resolution No. 11159 (2020 Series) establishing a goal of communitywide carbon neutrality by 2035 and municipal operations carbon neutrality by 2030. The City's CIP is a critical component in achieving these goals. Examples of projects or project components that are in alignment with those ambitious goals are:

1. Elimination or reduction of vehicle miles traveled (e.g., active transportation and transit improvements),
2. Elimination or reduction of fossil fueled appliances, vehicles, and equipment,
3. Reduced energy consumption (e.g., efficient mechanical equipment, efficient lighting, etc.)
4. Carbon storage through tree planting or landscape management, and
5. Solid waste/ green waste diversion.

Criteria Used & Strategies Applied

Asset-managing departments that operate, manage, or maintain assets—such as Public Utilities, Transportation, Storm Water, and Parks & Recreation—are responsible for identifying needed capital projects.

Department staff generally identify needed CIP projects based on one or more of the following:

1. Policy direction from the City Council.
2. Legal requirements or mandates.
3. Plans that guide implementation of Citywide, regional, departmental, and/or community goals.
4. Formal assessments of the condition of assets, and systems that use this information to identify the best approach for addressing needs.
5. Department staff assessments of needs based on experience, repair and maintenance records, and observations.
6. City Council priorities.
7. Public input through City Councilmembers, planning or advisory committees, and/or budget hearing.

Funds and Funding Sources

The expenditures by asset replacement, maintenance, and new, and projected staff costs to be added to projects following the Management Partners "ramp up analysis" can be summarized with this chart.

These expenditures are made up by a wide variety of funding sources. As noted, the Local Revenue Measure is the most significant contributors. But there are numerous other financial resources that are brought to bear in funding capital projects such as grants, statewide proposition dollars, and debt issuance.

ID	Row Labels	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Sum of 5 Year Total
1	Asset Replacement	$31,318,163	$28,266,845	$13,930,000	$8,140,000	$70,087,000	$151,742,008
2	Annual Asset Maintenance	$16,041,993	$15,915,403	$16,054,024	$14,000,015	$12,931,180	$74,942,615
3	New Asset	$13,062,000	$20,243,597	$46,902,000	$67,555,000	$6,250,000	$154,012,597
4	CIP Project Delivery Augmentation	$500,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$4,500,000
5	**Grand Total**	**$60,922,156**	**$65,425,845**	**$77,886,024**	**$90,695,015**	**$90,268,180**	**$385,197,220**

Funding Sources

CAPITAL OUTLAY FUND

This fund was established to account for all of the City's construction projects and capital purchases in excess of $25,000 with the exception of those funded through non-major capital project funds and Enterprise Funds. Financing is provided primarily through transfers in from the General Fund, and from State and Federal Grants.

INFRASTRUCTURE INVESTMENT FUND

This fund was established to provide financing to infrastructure projects that have a wide community benefit. Financing is primarily provided through operating transfers from the General Fund.

INFORMATION TECHNOLOGY REPLACEMENT FUND

This fund was established in FY 12-13 to account for the financing and replacement of information technology for all General Fund programs of the City. Financing is primarily provided through operating transfers from the General Fund as well as from interest earnings.

FLEET REPLACEMENT FUND

This fund was established to account for the financing and replacement of vehicles for all General Fund programs of the City. Financing is primarily provided through operating transfers from the General Fund as well as from interest earnings and sales of surplus property.

PARKLAND DEVELOPMENT IMPACT FEE FUND

This fund was established to account for construction projects related to park acquisition and development that will be financed primarily with park in-lieu fees.

AIRPORT AREA IMPACT FEE FUND

This fund was established to account for interim annexation fees collected for the specific plan and related infrastructure master plans for annexing the airport area to the City.

TRANSPORTATION IMPACT FEE FUND

This fund was established to account for construction projects that will be financed primarily with transportation impact fees.

SB1186 ASP CERTIFY FUND

This fund has been established as Senate Bill 1186 (2012) requiring local agencies to collect an additional fee when issuing a permit for the purpose of increasing certified access specialist (CASp) services and compliance with construction-related accessibility requirements. The first priority is to spend the funds on the training and retention of CASps in order to meet the needs of the public in the jurisdiction. The funds may also be spent on activities or programs that facilitate accessibility compliance.

PUBLIC ART FUND

Public Art Fund financing is provided through developer fees and transfers from the General Fund per the Public Art Program Policy. Public contributions to the public art program are accounted for in this fund along with the expenditures for public art projects funded by this revenue source.

SB1 ROAD REPAIR FUND

This fund has been established to account for stable and ongoing funding for maintenance and improvements to transportation infrastructure as provided through Senate Bill 1 (2017), the Road Repair and Accountability Act.

SB 1 provides approximately $1M per year for maintenance of streets, roads, and other transportation infrastructure. In this Financial Plan, The state requires an annual resolution adopting the project list for each budget year. The proposed actions for this Council Report include the appropriate resolution. Passage of this resolution enables the city to maintain eligibility to receive SB 1 funding.

ZONE 9 STREAMBED CLEARANCE

Established in 1973, Zone 9 provides flood control services for the area encompassing San Luis Obispo Creek and its tributaries.

PARKING FUND

This fund accounts for activities related to the implementation of the Access and Parking Management Plan, including the operation of municipal parking lots, parking structures, parking meters and residential parking districts. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, capital improvements and debt service.

TRANSIT FUND

This fund accounts for the operation and maintenance of the City's transit system. Although user fees are not the primary funding source for the operation of the system, the State of California and the Federal government, which provide the major funding sources for the system, require that local transit systems be accounted for on an enterprise fund basis.

SEWER FUND

This accounts for the provision of wastewater collection and treatment services to the residents of the City as well as some customers in the County. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, capital improvements and debt service.

WATER FUND

This fund accounts for the provision of water services to the residents of the City as well as some customers in the County. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, capital improvements and debt service.

WHALE ROCK FUND

This fund was established to account for the financial activities of the Whale Rock Commission, a joint venture providing water service to the City, the California Polytechnic State University, and the California Men's Colony.

Key Role of Local Revenue Measure

The Local Revenue Measure (LRM) is a 1.5 percent local sales tax approved by City voters in November 2020, was augmenting the previously 0.5 percent local sales tax approved by City voters in November 2006 and renewed in 2014. This measure will generate up to $24 million annually in locally controlled funding for priorities identified by the community.

Measure G provides a local revenue source to ensure that even during challenging financial times the City can provide its residents with a high level of service. Measure G revenues will continue to be allocated to many of the community priorities that surfaced before and during the Measure G campaign and provides the City with the financial ability to address new priorities as they emerge.

Accountability for the Use of Measure G Revenues

The proposed 2021-23 Local Revenue Measure (LRM) operating and capital expenditures were developed using input from the Community Forum, the Major City Goals established by the City Council, updated revenue projections, and the funding priorities developed from the ballot language.

The Revenue Enhancement Oversight Commission (REOC) reviews, reports, and makes recommendations directly to the City Council regarding the revenue and expenditures of the City's general purpose, half-percent sales tax. The REOC consists of five members, who must be residents and registered voters of the City.

Previous input from the community and REOC has been to prioritize Local Revenue Measure funds for CIP projects. In recent years, expenditures have been split approximately 70% to capital infrastructure and 30% to operating costs. Operating program costs frequently follow and/or support the implementation of CIP projects; for instance, the construction of a new park will require staff to maintain it. In addition, operating programs deliver essential services that align with Local Revenue Measure priorities. Given this interrelationship, it would not be sustainable to allocate all Local Revenue Measure dollars solely to CIP projects without related operating program support to implement the projects nor would this approach address some of the expectations from the public for services to maintain and safeguard community programs and assets.

In the 2021-23 Financial Plan, expenditures are proposed to be budgeted at 75% capital and 25% operating costs, with an expectation of a range in future years of approximately 85% capital and 15% operating costs in order to meet the non-fair share requirements of the City's AB 1600 Development Impact Fee Program and keep up with maintenance.

The reason for the increased operating allocation during the 2021-23 Financial Plan is two-fold. First, there is an increase of one-time funding that will help provide immediate economic recovery resources and other operating resources needed to help the community's recovery from the Covid-19 pandemic and other emergent priorities. Second, it allows the City time to ramp-up the operating resources necessary to deliver on the ambitious CIP. The split between CIP and operating costs for the 2021-23 Financial Plan are listed below:

		Investment in Capital Projects	Investment in Operating programs
1	FY 2021-22	73.6%	25.9%
2	FY 2022-23	74.5%	24.9%

Grants and Debt

The City's CIP program, while largely comprised of funds arising from local revenues and impact fees, also includes funding from grants and for larger projects debt issuance (such as the Water Resources Recovery Facility). The City typically receives grant funds from State or Federal agencies that either offset a burdensome cost for infrastructure needs, advance a positive environmental or ecological improvement, or stimulate the economy. These grant funds are categorized into prescriptive or discretionary grants.

Prescriptive grants are those grants the City receives based upon some rule or methodology, such as the City's population. Discretionary grants are those grants where the City competes for limited funds to advance a specific project or a new way of doing business. Some of these discretionary grants are programmed into the City's 2021-23 Financial Plan since some granting agencies require this to be eligible to compete for these grants. These unsecured discretionary grants are largely programmed into the City's transit program for bus replacement needs.

Grants by Project	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26
State or Federal Grant	**$7,339,225**	**$2,875,000**	**$2,055,000**	**$2,025,000**	**$2,175,000**
Emerson Park Amenity Upgrades and Beautification	$2,810,000	$0	$0	$0	$0
Bus Replacements with EV	$1,854,000	$1,910,000	$1,965,000	$2,025,000	$2,085,000
Anholm Neighborhood Greenway Plan Implementation	$1,705,225				
Transit Facility EV Charging Infrastructure	$715,000	$0	$0	$0	$0
Bus Shelter Replacements	$105,000	$0	$90,000	$0	$90,000
Bus Wash Replacement	$75,000	$450,000	$0	$0	$0
Transit Supervisor ADA EV Van	$70,000	$0	$0	$0	$0
Parking Lot Maintenance - Bus Yard	$5,000	$500,000	$0	$0	$0
Vault Room Addition Design Study	$0	$15,000	$0	$0	$0
Unsecured State or Federal Grant	**$5,542,320**	**$6,384,911**	**$0**	**$3,200,000**	**$0**
Prado Road Bridge & Road Widening	$5,542,320	$4,540,000	$0	$0	$0
Prado Road Interchange	$0	$1,844,911	$0	$3,200,000	$0
USHA Grant	**$360,000**				
Higuera St. Widening - Bridge to Elks	$360,000				
Federal HBP Grant	**$0**	**$6,000,000**	**$0**	**$0**	**$0**
Prado Road Bridge & Road Widening	$0	$6,000,000	$0	$0	$0
SLOCOG Grant	**$0**	**$0**	**$0**	**$6,000,000**	**$0**
Prado Road Interchange	$0	$0	$0	$6,000,000	$0
Grand Total	**$13,241,545**	**$15,259,911**	**$2,055,000**	**$11,225,000**	**$2,175,000**

Debt issuance occurs with costly projects that have a longer-term useful life. The table below shows how the City might fund significant large-scale projects by issuing debt. The planned Prado Road Interchange and the Palm/Nipomo Parking structure are expected to be debt financed projects, as are major facility replacements for various building reconstruction and/or rehabilitation.

Project	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Sum of 5 Year Total
Bonds, Infrastructure Loan (Debt)	**$0**	**$0**	**$37,052,000**	**$38,650,000**	**$52,000,000**	**$127,702,000**
Palm - Nipomo Parking Structure	**$0**	**$0**	**$37,052,000**	**$0**	**$0**	**$37,052,000**
Prado Road Interchange	**$0**	**$0**	**$0**	**$38,650,000**	**$0**	**$38,650,000**
Major Facility Replacements	**$0**	**$0**	**$0**	**$0**	**$52,000,000**	**$52,000,000**
Police Station Replacement	$0	$0	$0	$0	$52,000,000	$52,000,000
Grand Total	**$0**	**$0**	**$37,052,000**	**$38,650,000**	**$52,000,000**	**$127,702,000**

Linkage to Major City Goals

The proposed uses of Local Revenue Measure revenues in 2021-23 are closely aligned with the top goals and objectives adopted by the City Council, and are summarized as follows:

- **Climate Action**
  - To proactively address the climate crisis, continue to update and implement the Climate Action Plan for carbon neutrality, including preservation and enhancement of open space and the urban forest, alternative and sustainable transportation, and planning and implementation for resilience.

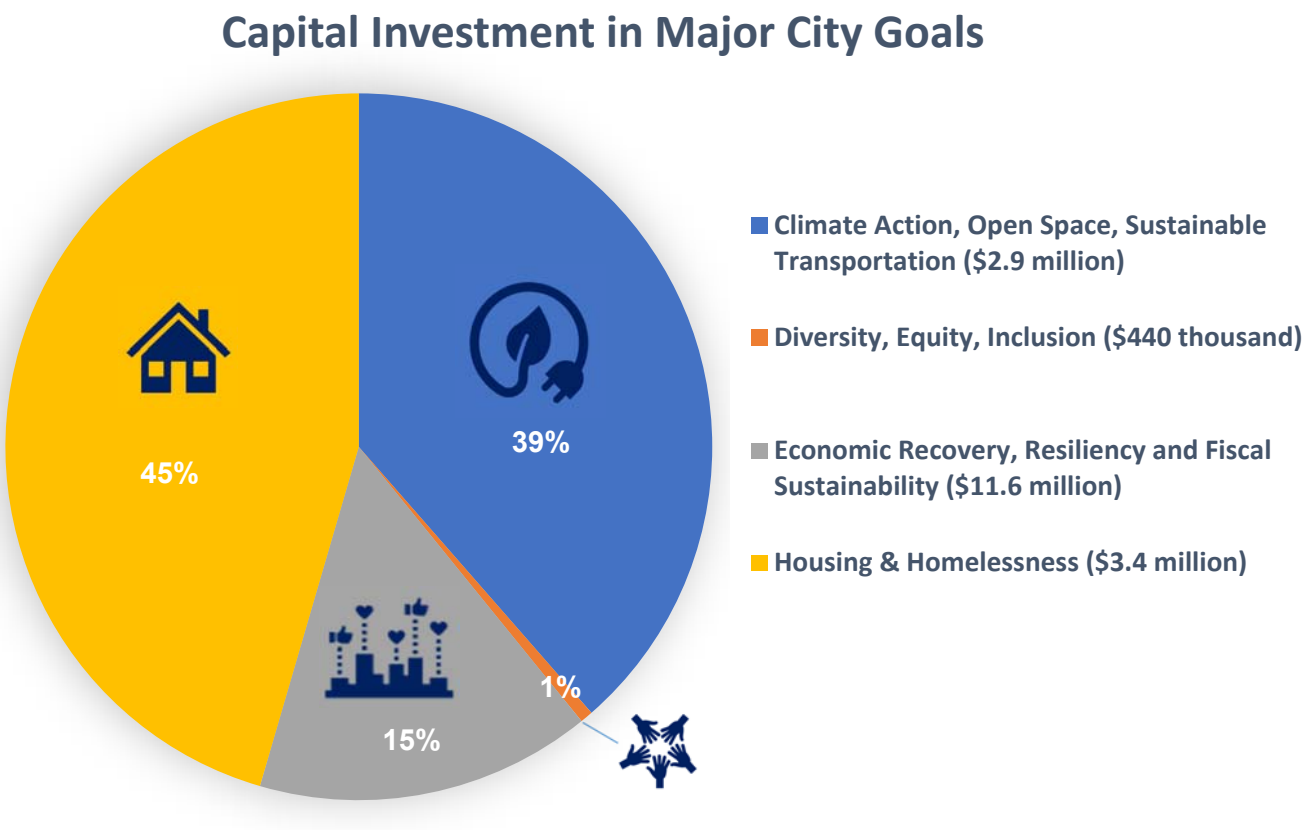
- **Diversity, Equity, Inclusion (DEI)**
  - In response to our commitment to making San Luis Obispo a more welcoming and inclusive city for all, continue to develop programs and policies to support diversity, equity, and inclusion initiatives and advance the recommendations of the DEI Task Force.

- **Economic Recovery**
  - In collaboration with local partners, continue to support economic recovery for all from the COVID pandemic and support a thriving local economy by supporting local businesses, arts and culture, downtown vitality, practicing fiscal responsibility, paying down unfunded pension liabilities, and investing in critical infrastructure.

- **Housing & Homelessness**
  - In order to expand housing options for all, continue to facilitate the production of housing, including the necessary supporting infrastructure, with an emphasis on affordable and workforce housing. Collaborate with local non-profit partners and the county, the state, and federal governments to discover and implement comprehensive and effective strategies to reduce chronic homelessness.

Staff over the next two years will be learning more about what capital projects are responsive to the MCG to advance Diversity, Equity, Inclusion (DEI).

ID	Major City Goal	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Sum of 5 Year Total
1	Climate Action, Open Space and Sustainable Transportation	$14,632,163	$14,424,258	$10,177,967	$9,952,014	$10,386,180	$59,572,582
2	Economic Recovery, Resiliency and Fiscal Sustainability	$3,462,500	$8,089,500	$42,362,000	$725,000	$7,000,000	$61,639,000
3	Housing and Homelessness	$9,090,100	$25,105,817	$5,050,000	$63,735,000	$2,235,000	$105,215,917
4	Diversity, Equity, and Inclusion	$345,000	$95,000	$20,000	$20,000	$20,000	$500,000
5	Other	$33,392,393	$17,711,270	$20,276,057	$16,263,001	$70,627,000	$158,269,721
6	**Grand Total**	**$60,922,156**	**$65,425,845**	**$77,886,024**	**$90,695,015**	**$90,268,180**	**$385,197,220**



Public Communication Strategy

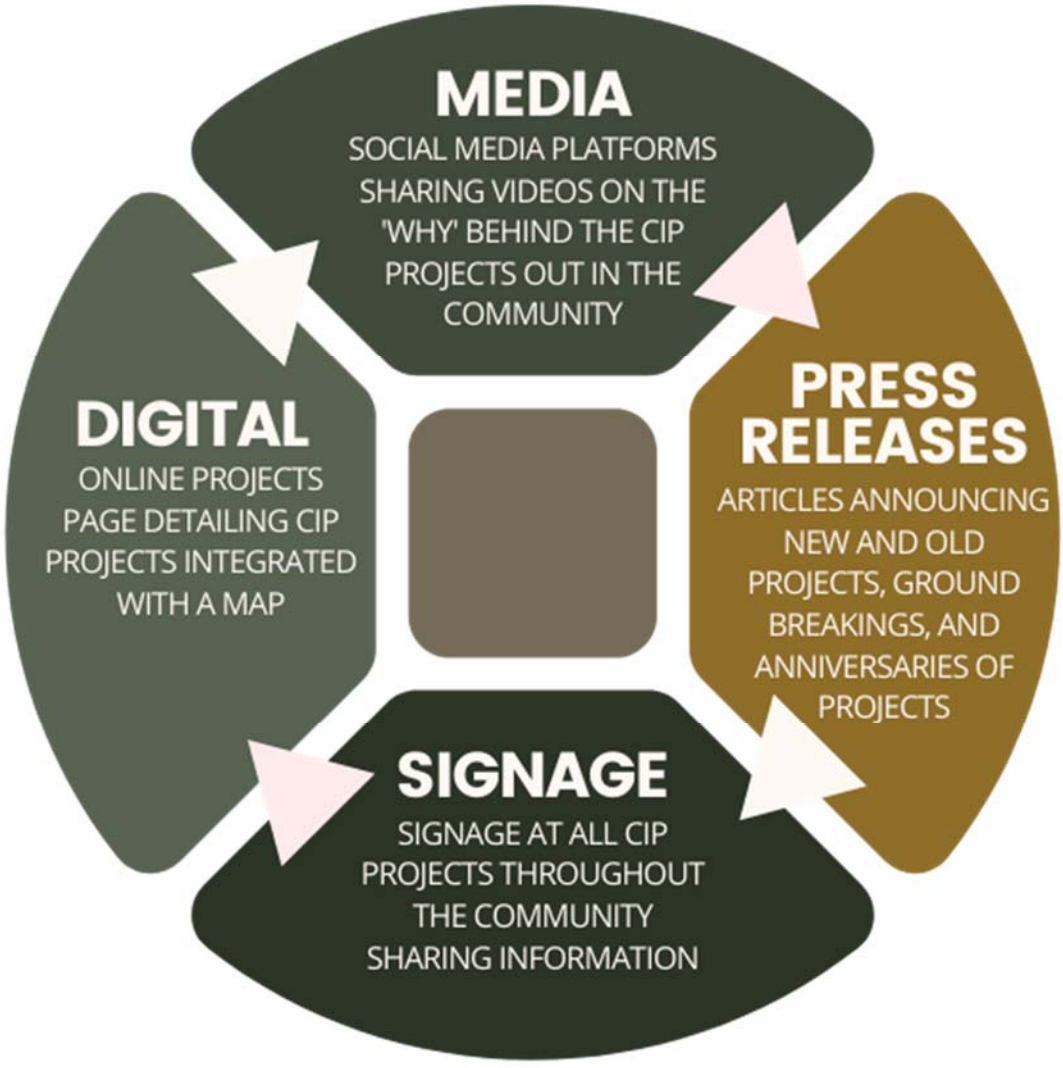
An important step following the adoption of the CIP is the engagement and information sharing with the community. It is crucial that the community is involved and aware of the development and construction phases of CIP projects, in order to provide transparency. The City's strategy to achieve this is through a variety of communication platforms, including digital and traditional media, PR articles, and signage.

The **digital platform** provides information on all projects through an interactive map on the City's website. Residents can find out real-time information on projects that they may happen upon in the community. It will describe what phase the project is in, and information regarding funding sources.

The **communication** shared through the City's social media platforms provides an opportunity for residents to learn more about a project through video clips, graphics, and photos of the project's phases. This platform highlights key projects that the community would want to know about.

Press Releases provide a written, formal communication method to the community. This is a great way to highlight historical projects as anniversaries arise, and celebrate new projects as ground breakings occur.

The **signage** at CIP project sites is a key part in sharing direct information about the project, that would include an estimated start and completion date, funding source, and a QR code to link back to the digital platform map for more information.

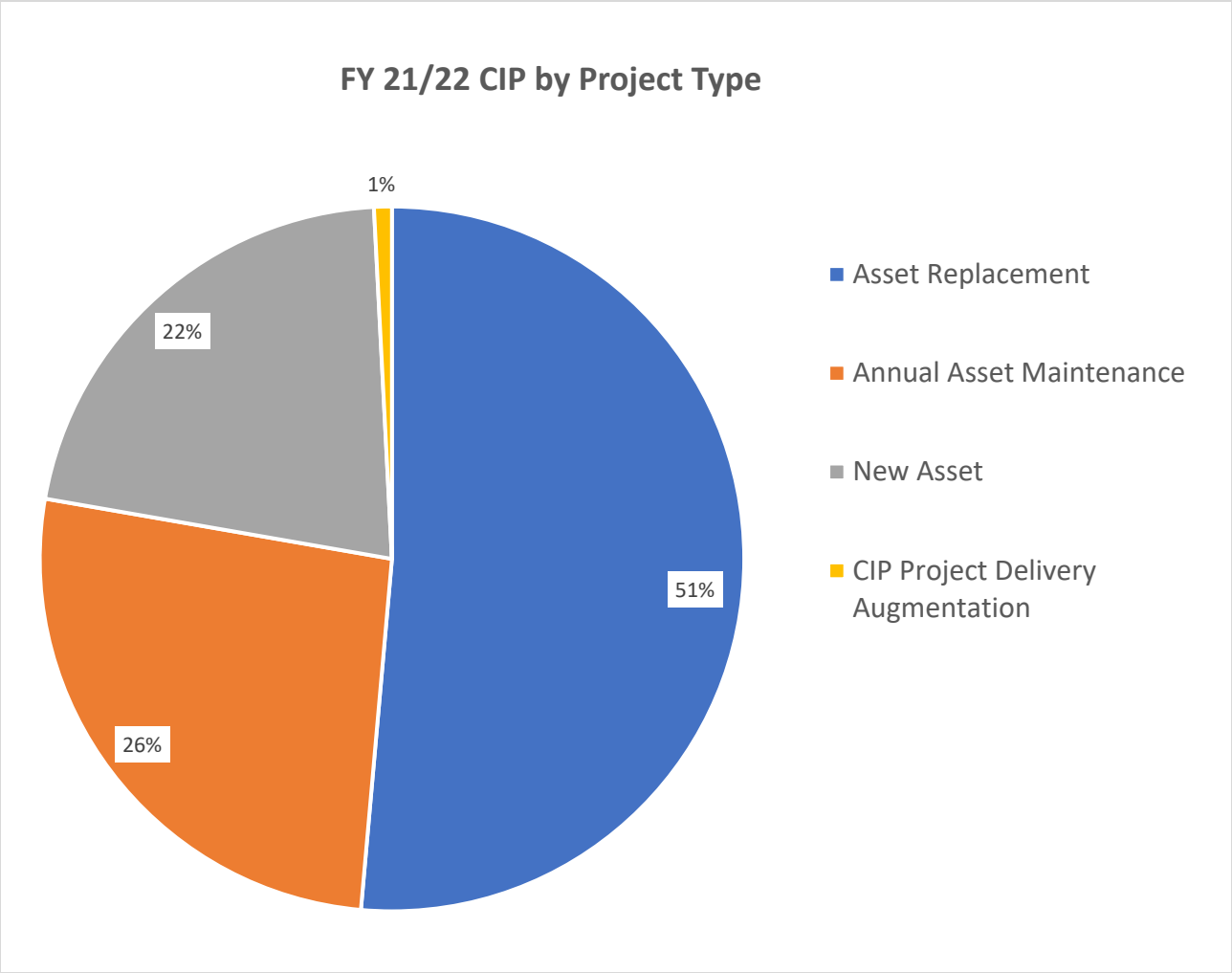


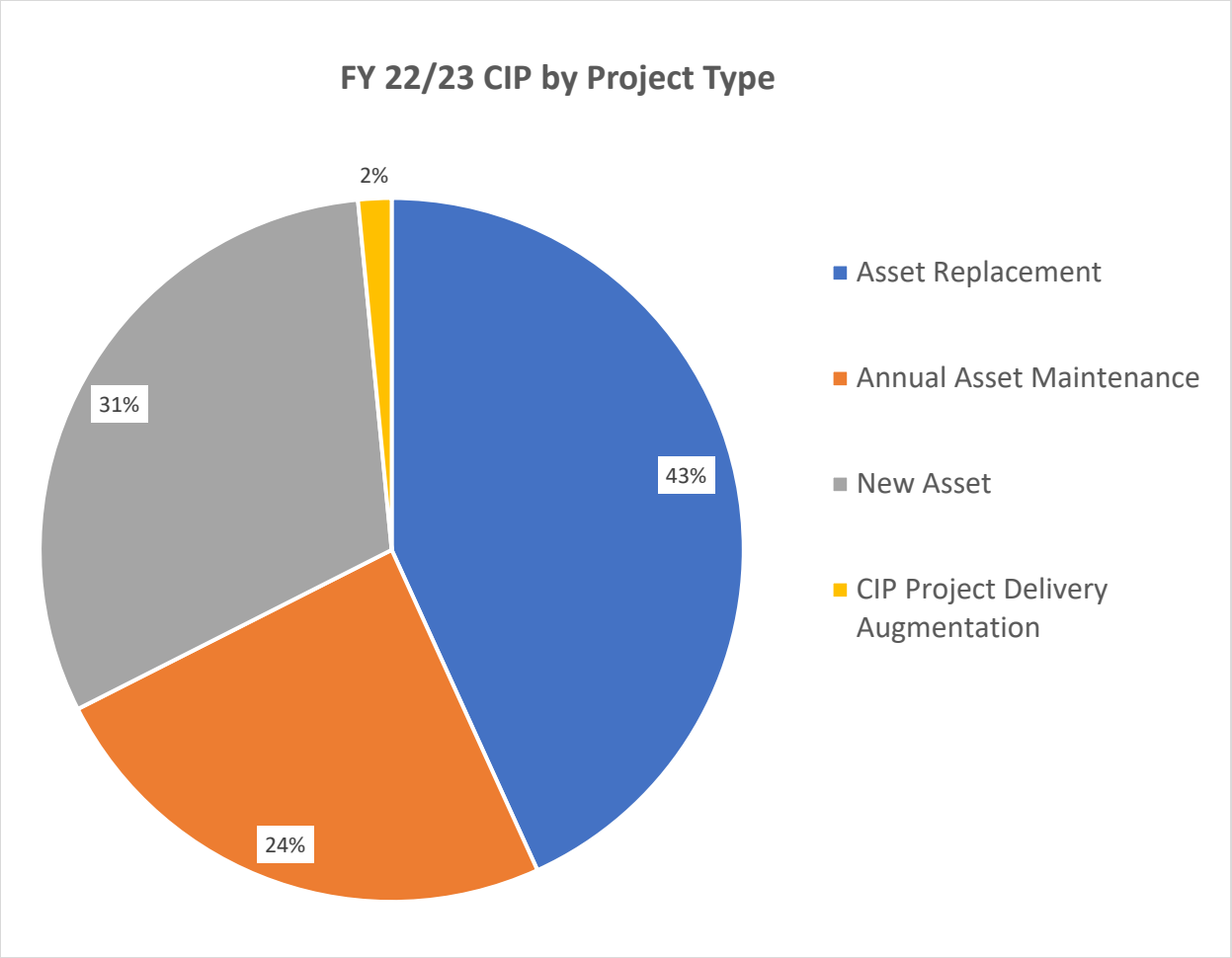
CIP Long Term Forecast for General Fund Projects

	Long Term Forecast - Capital					
		FY21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
1	**Local Revenue Measure***	$ 17,993,608	$ 18,928,949	$ 21,381,377	$ 21,595,191	$ 21,811,142
2	**General Fund Contribution**	$ 7,177,916	$ 7,949,558	$ 3,237,912	$ 3,201,001	$ 3,145,779
3	**GF + LRM Subtotal**	**$ 25,171,524**	**$ 26,878,507**	**$ 24,619,289**	**$ 24,796,192**	**$ 24,956,921**
4	**SB1 Funding**	$ 914,731	$ 941,258	$ 977,967	$ 1,014,152	$ 1,062,831
5	**TOTAL**	**$ 26,086,255**	**$ 27,819,765**	**$ 25,597,256**	**$ 25,810,344**	**$ 26,019,752**

** Includes annual allocation to capital reserve.*

Expenditures by Type of CIP – Asset Replacement, Maintenance and New




FY 22/23 CIP by Project Type
2%
31%
43%
24%
Asset Replacement
Annual Asset Maintenance
New Asset
CIP Project Delivery Augmentation

CIP Expenditures by Category

ID	Project Category	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Sum of 5 Year Total
1	Multimodal Transportation	$17,584,100	$35,281,791	$45,179,000	$70,821,000	$8,027,000	$176,892,891
2	Environmental Protection	$16,020,563	$531,625	$80,000	$80,000	$80,000	$16,792,188
3	Utility Services	$8,509,500	$11,289,000	$11,354,000	$7,318,000	$9,055,000	$47,525,500
4	Neighborhood Wellness	$5,640,000	$1,700,000	$3,934,693	$1,890,000	$8,435,000	$21,599,693
5	Roadway Infrastructure	$4,728,163	$6,091,258	$4,877,967	$3,857,014	$3,866,180	$23,420,582
6	Recreational Services	$1,915,000	$4,430,026	$5,270,000	$20,000	$20,000	$11,655,026
7	Stormwater	$1,312,272	$1,325,000	$1,100,000	$950,000	$1,050,000	$5,737,272
8	Information Technology	$1,112,558	$606,445	$559,864	$2,472,501	$1,582,500	$6,333,868
9	OpenSpace	$1,090,000	$250,000	$925,000	$250,000	$925,000	$3,440,000
10	Facilities	$1,072,500	$1,473,200	$2,705,500	$651,500	$55,537,500	$61,440,200
11	Cultural Services	$642,500	$442,500	$240,000	$240,000	$240,000	$1,805,000
12	Staffing	$500,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$4,500,000
13	Fire Safety	$300,000	$540,000	$315,000	$780,000	$0	$1,935,000
14	Governance	$275,000	$230,000	$100,000	$100,000	$100,000	$805,000
15	Police Protection	$220,000	$235,000	$245,000	$265,000	$350,000	$1,315,000
16	**Grand Total**	**$60,922,156**	**$65,425,845**	**$77,886,024**	**$90,695,015**	**$90,268,180**	**$385,197,220**

The table below represents percentages of the category funding over Fiscal Year 2021-22 and 2022-23.

CIP Categories	FY 21-22	FY 22-23
Multimodal Transportation	29%	54%
Environmental Protection	26%	1%
Utility Services	14%	17%
Neighborhood Wellness	9%	3%
Roadway Infrastructure	9%	9%
Recreational Services	3%	7%
Stormwater	2%	2%
Information Technology	2%	1%
Open Space	2%	0%
Facilities	2%	2%
Cultural Services	1%	1%
Staffing	1%	2%
Fire Safety	0%	1%
Governance	0%	0%
Police Protection	0%	0%

CIP Expenditures by Fund – All Funds

ID	Fund with Contributing Funding Sources	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Sum of 2 Year Total	Sum of 5 Year Total
1	**Capital Outlay Fund**	**$22,509,496**	**$26,376,457**	**$24,508,972**	**$64,970,449**	**$76,601,839**	**$48,935,953**	**$214,967,213**
2	Local Revenue Measure	$15,648,675	$18,370,550	$21,353,060	$18,868,620	$21,771,560	$34,069,225	$96,012,465
3	State or Federal Grant	$4,515,225	$0	$0	$0	$0	$4,515,225	$4,515,225
4	General Capital Outlay	$1,630,596	$425,647	$3,010,912	$1,306,829	$2,685,279	$2,056,243	$9,059,263
5	USHA Grant	$360,000					$360,000	$360,000
6	Zone 9	$310,000	$100,000	$100,000	$100,000	$100,000	$410,000	$710,000
7	Transportation Development Act TDA	$45,000	$45,000	$45,000	$45,000	$45,000	$90,000	$225,000
8	San Luis Obispo County	$0	$1,435,260	$0	$0	$0	$1,435,260	$1,435,260
9	SLOCOG Grant	$0	$0	$0	$6,000,000	$0	$0	$6,000,000
10	Bonds, Infrastructure Loan (Debt)	$0	$0	$0	$38,650,000	$52,000,000	$0	$90,650,000
11	Federal HBP Grant	$0	$6,000,000	$0	$0	$0	$6,000,000	$6,000,000
12	**Sewer Fund**	**$20,923,401**	**$6,623,483**	**$9,602,482**	**$2,938,015**	**$4,050,745**	**$27,546,884**	**$44,138,126**
13	Sewer Fund	$20,923,401	$6,623,483	$9,602,482	$2,938,015	$4,050,745	$27,546,884	$44,138,126
14	**Infrastructure Investment Fund**	**$5,662,320**	**$7,099,911**	**$0**	**$3,200,000**	**$0**	**$12,762,231**	**$15,962,231**
15	Unsecured State or Federal Grant	$5,542,320	$6,384,911	$0	$3,200,000	$0	$11,927,231	$15,127,231
16	Local Revenue Measure	$120,000	$0	$0	$0	$0	$120,000	$120,000
17	General Capital Outlay	$0	$715,000	$0	$0	$0	$715,000	$715,000
18	**Water Fund**	**$2,943,998**	**$5,215,253**	**$1,881,000**	**$3,212,917**	**$5,160,322**	**$8,159,251**	**$18,413,490**
19	Water Fund	$2,943,998	$5,215,253	$1,881,000	$3,212,917	$5,160,322	$8,159,251	$18,413,490
20	**Transit Fund**	**$2,825,201**	**$2,878,157**	**$2,059,910**	**$2,045,704**	**$2,185,415**	**$5,703,358**	**$11,994,387**
21	State or Federal Grant	$2,824,000	$2,875,000	$2,055,000	$2,025,000	$2,175,000	$5,699,000	$11,954,000
22	Transit Fund	$1,201	$3,157	$4,910	$20,704	$10,415	$4,358	$40,387
23	**Parking Fund**	**$1,799,160**	**$6,731,279**	**$38,003,693**	**$376,091**	**$318,227**	**$8,530,439**	**$47,228,450**
24	Parking Fund	$1,799,160	$6,731,279	$951,693	$376,091	$318,227	$8,530,439	$10,176,450
25	Bonds, Infrastructure Loan (Debt)	$0	$0	$37,052,000	$0	$0	$0	$37,052,000
26	**OASP Park Fund**	**$1,520,000**	**$220,000**	**$250,000**	**$0**	**$0**	**$1,740,000**	**$1,990,000**
27	Parkland Development Impact Fees	$1,520,000	$220,000	$250,000	$0	$0	$1,740,000	$1,990,000
28	**SB1**	**$914,731**	**$941,258**	**$977,967**	**$1,014,152**	**$1,062,831**	**$1,855,989**	**$4,910,939**
29	SB1	$914,731	$941,258	$977,967	$1,014,152	$1,062,831	$1,855,989	$4,910,939
30	**Whale Rock Fund**	**$885,888**	**$671,121**	**$75,000**	**$1,943,515**	**$128,301**	**$1,557,009**	**$3,703,825**
31	Whale Rock Fund	$885,888	$671,121	$75,000	$1,943,515	$128,301	$1,557,009	$3,703,825
32	**Public Art Fund**	**$442,500**	**$442,500**	**$240,000**	**$240,000**	**$240,000**	**$885,000**	**$1,605,000**
33	Local Revenue Measure	$392,500	$392,500	$240,000	$240,000	$240,000	$785,000	$1,505,000
34	General Capital Outlay	$50,000	$50,000	$0	$0	$0	$100,000	$100,000
35	**Citywide Transportation Impact Fee**	**$310,000**	**$3,940,000**	**$60,000**	**$2,060,000**	**$60,000**	**$4,250,000**	**$6,430,000**
36	Transportation Development Impact Fee	$310,000	$3,940,000	$60,000	$2,060,000	$60,000	$4,250,000	$6,430,000
37	**Major Facility Replacement**	**$100,000**	**$300,000**	**$10,000**	**$146,000**	**$190,000**	**$400,000**	**$746,000**
38	General Capital Outlay	$100,000	$300,000	$10,000	$146,000	$190,000	$400,000	$746,000
39	**SB1186 CASP Certify Fund**	**$85,461**					**$85,461**	**$85,461**
40	SB1186 CASP Certify Fund	$85,461					$85,461	$85,461
41	**Info Tech Replacement**	**$0**	**$0**	**$62,000**	**$1,123,172**	**$145,500**	**$0**	**$1,330,672**
42	General Capital Outlay	$0	$0	$62,000	$1,123,172	$145,500	$0	$1,330,672
43	**Fleet Replacement Fund**	**$0**	**$74,000**	**$155,000**	**$125,000**	**$125,000**	**$74,000**	**$479,000**
44	General Capital Outlay	$0	$74,000	$155,000	$125,000	$125,000	$74,000	$479,000
45	**Development Fee Fund**	**$0**	**$78,000**	**$0**	**$7,300,000**	**$0**	**$78,000**	**$7,378,000**
46	Developer Contribution	$0	$78,000	$0	$7,300,000	$0	$78,000	$7,378,000
47	**MASP Transportation Impact Fee Fund**	**$0**	**$529,400**	**$0**	**$0**	**$0**	**$529,400**	**$529,400**
48	MASP Transportation Impact Fee Fund	$0	$529,400	$0	$0	$0	$529,400	$529,400
49	**Park Improvement Impact Fee Fund**	**$0**	**$300,000**	**$0**	**$0**	**$0**	**$300,000**	**$300,000**
50	Parkland Development Impact Fees	$0	$300,000	$0	$0	$0	$300,000	$300,000
51	**AASP Impact Fee Fund**	**$0**	**$130,000**	**$0**	**$0**	**$0**	**$130,000**	**$130,000**
52	AASP Impact Fee Fund	$0	$130,000	$0	$0	$0	$130,000	$130,000
53	**Quimby/Parkland-in-Lieu Fund**	**$0**	**$2,875,026**	**$0**	**$0**	**$0**	**$2,875,026**	**$2,875,026**
54	Parkland Development Impact Fees	$0	$2,875,026	$0	$0	$0	$2,875,026	$2,875,026
55	**Grand Total**	**$60,922,156**	**$65,425,845**	**$77,886,024**	**$90,695,015**	**$90,268,180**	**$126,398,001**	**$385,197,220**

CIP Expenditures by Project Type

ID	CIP #	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
1			**Annual Asset Maintenance**	**$16,041,993**	**$15,915,403**	**$16,054,024**	**$14,000,015**	**$12,931,180**
2	1	1000049	**842 Palm Parking Structure Maintenance**	**$400,000**	**$400,000**	**$400,000**	**$125,000**	**$125,000**
3	2	1000050	**871 Marsh Street Structure Maintenance**	**$400,000**	**$400,000**	**$400,000**	**$125,000**	**$125,000**
4	3	1000051	**919 Palm Street Structure Maintenance**	**$100,000**	**$100,000**	**$100,000**	**$50,000**	**$50,000**
5	4	1000503	**Annual Public Art Maintenance and Projects**	**$142,500**	**$142,500**	**$40,000**	**$40,000**	**$40,000**
6			Small Public Art Projects	$102,500	$102,500	$0	$0	$0
7			Utility Box Beautify	$20,000	$20,000	$20,000	$20,000	$20,000
8			Public Art Annual Asset Maintenance	$20,000	$20,000	$20,000	$20,000	$20,000
9	5	1000029	**Bridge Maintenance**	**$0**	**$100,000**	**$100,000**	**$100,000**	**$150,000**
10	6	1000052	**Buchon-Santa Rosa Intersection Improvements**	**$0**	**$400,000**	**$0**	**$0**	**$0**
11	7	1000509	**Corporation Yard Perimeter Fence Replacement**	**$0**	**$0**	**$450,000**	**$0**	**$0**
12	8	1000510	**Downtown Public Art Installations**	**$200,000**	**$0**	**$0**	**$0**	**$0**
13	9	1000063	**Fire Hydrants**	**$40,000**	**$40,000**	**$40,000**	**$40,000**	**$40,000**
14	10	1000555	**Fleet Replacement: Admin**	**$0**	**$0**	**$0**	**$250,000**	**$0**
15			Downtown Cleaning Equipment	$0	$0	$0	$125,000	$0
16			City Hall Generator (GEN-9712)	$0	$0	$0	$125,000	$0
17	11	1000518	**Fleet Replacement: CDD**	**$0**	**$37,000**	**$0**	**$0**	**$0**
18			Building & Safety SUV (#0129, <> Chevy Bolt EV)	$0	$37,000	$0	$0	$0
19	12	1000554	**Fleet Replacement: Fire**	**$200,000**	**$465,000**	**$200,000**	**$0**	**$0**
20			Fire Medium Duty Truck with Utility Bed	$125,000	$0	$150,000	$0	$0
21			Fire 1/2 ton Truck	$75,000	$0	$50,000	$0	$0
22			Fire Heavy Duty Truck (Type 3 Wildland)	$0	$415,000	$0	$0	$0
23			Fire Compact Truck	$0	$50,000	$0	$0	$0
24	13	1000519	**Fleet Replacement: Parks and Recreation**	**$139,000**	**$103,000**	**$0**	**$0**	**$125,000**
25			Golf Course Mower (1201)	$65,000	$0	$0	$0	$0
26			Masticator attached to Skid-Steer	$35,000	$0	$0	$0	$0
27			Parks and Recreation Event Trailer	$20,000	$0	$0	$0	$0
28			Golf Course Trailer (0506)	$10,000	$0	$0	$0	$0
29			Dump Trailer	$9,000	$0	$0	$0	$0
30			Golf Course Mower (1518)	$0	$0	$0	$0	$60,000
31			Parks and Recreation Minivan (0802)	$0	$48,000	$0	$0	$0
32			Parks and Rec Ranger Truck, F350 HD Towing	$0	$55,000	$0	$0	$0
33			Parks and Rec Admin Compact Pickup (1014)	$0	$0	$0	$0	$65,000
34	14	1000553	**Fleet Replacement: Police**	**$220,000**	**$170,000**	**$245,000**	**$265,000**	**$350,000**
35			Police Patrol Hybrid SUV (2 Vehicles per Year))	$130,000	$130,000	$130,000	$130,000	$0
36			Police SNAP SUV Hybrid (0818)	$50,000	$0	$0	$0	$0
37			Police Motorcycles	$40,000	$40,000	$40,000	$40,000	$40,000
38			Police Investigations Enclosed Trailer (0115)	$0	$0	$0	$20,000	$0
39			Police Patrol Electric SUV (3 Vehicles Total)	$0	$0	$0	$0	$270,000
40			Police Investigations Sedan (1016)	$0	$0	$0	$0	$40,000
41			Police Investigations Chevy 2wd 3/4 Ton Suburban (0823)	$0	$0	$75,000	$0	$0
42			Police Investigations Transport Van (0222)	$0	$0	$0	$75,000	$0
43	15	1000520	**Fleet Replacement: Public Works**	**$565,000**	**$298,000**	**$1,152,000**	**$1,286,000**	**$377,000**
44			Streets Maintenance F550 Truck with Hooklift Bed(0843)	$150,000	$0	$0	$0	$0
45			Streets Maintenance F550 Truck with Utility Bed and Crane(0842)	$135,000	$0	$0	$0	$0
46			Fleet Maintenance (Corp Yard) Stationary Generator (200kw)	$100,000	$0	$0	$0	$0
47			Park Maintenance Mower (1007)	$75,000	$0	$0	$80,000	$0
48			Streets Maint Asphalt Zipper Safety Improvements (1802)	$75,000	$0	$0	$0	$0
49			Streets Maint 2 Axle Kneeling trailer (0420)	$30,000	$0	$0	$0	$0
50			Fleet Motor Pool Compact Pickup (1013)	$0	$0	$0	$0	$60,000
51			Streets Maintenance Roller (1002)	$0	$0	$0	$75,000	$0
52			Streets Maintenance Backhoe (0413)	$0	$0	$140,000	$0	$0
53			Facilities Maintenance 3/4 ton Pickup with Utility Bed (0612)	$0	$60,000	$0	$0	$0
54			Parks Maintenance Trailer (9915)	$0	$8,000	$0	$0	$0
55			Park Maintenance Tractor (0218)	$0	$75,000	$0	$0	$0

ID	CIP #	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
56			Engineering Compact Pickup (0905)	$0	$0	$0	$60,000	$0
57			Parking 1/2 ton Pickup (0813)	$0	$55,000	$0	$0	$0
58			Facilities Maintenance 3/4 ton Pickup with Utility Bed (0831, 0829)	$0	$0	$120,000	$0	$0
59			Parking Compact Pickup (0854)	$0	$0	$37,000	$0	$0
60			Urban Forest Compact Pickup (0852) Escape Hyb AWD for Arborist	$0	$0	$0	$40,000	$0
61			Parking Scooters (1403,1404 Go-4's) replc with 1 LPR equipped vehicles	$0	$75,000	$0	$0	$0
62			Parks Maintenance Trailers (0007, 9405)	$0	$10,000	$0	$0	$10,000
63			Stormwater Compact Pickup (0850)	$0	$0	$0	$65,000	$0
64			Stormwater Hydrocleaner (0859)	$0	$0	$500,000	$0	$0
65			Streets Maint HD Air Brake Trailer (9711)	$0	$0	$0	$55,000	$0
66			Streets Maint Compact Pickup (0223)	$0	$0	$0	$75,000	$0
67			Streets Maint Paver (1001)	$0	$0	$0	$185,000	$0
68			Parks Maint Mower (1611)	$0	$0	$0	$0	$85,000
69			Streets Maint HD Roll-Off Truck (0830)	$0	$0	$0	$175,000	$0
70			Parks Maint Refuse Truck (1015 F450)	$0	$0	$0	$0	$200,000
71			Streets Maintenance 3/4 ton Pickup (0820) F150 electric/hybrid	$0	$0	$65,000	$0	$0
72			Parks Maint Turf Tender (0609)	$0	$0	$0	$0	$22,000
73			Engineering Compact Pickup (0904)	$0	$0	$0	$60,000	$0
74			Streets Maintenance Compact Pickup - Replace w/ Van (0853)	$0	$0	$0	$50,000	$0
75			Parks Maintenance 3/4 ton Pickup (0828)(0803,0819,0827,0832)(0903)	$0	$0	$0	$216,000	$0
76			Streets Maintenance Loader (0329)	$0	$0	$255,000	$0	$0
77			Parks Maintenance Compact Pickup (0848)	$0	$0	$0	$65,000	$0
78			Streets Maintenance Trailers (9231, 0006)	$0	$0	$0	$20,000	$0
79			Parks Maintenance Compact Pickup (0849)	$0	$0	$0	$65,000	$0
80			Engineering Compact Pickup (0722)	$0	$0	$35,000	$0	$0
81			Parks Maintenance Trailer (0320)	$0	$15,000	$0	$0	$0
82	16	1000521	**Fleet Replacement: Utilities**	**$170,000**	**$535,000**	**$115,000**	**$310,000**	**$250,000**
83			WRRF F550 Flatbed with crane (0611-F550 Diesel)	$80,000	$0	$0	$0	$0
84			WRRF Forklift (0622)	$40,000	$0	$0	$0	$0
85			Water Resources - Chevy Bolt	$35,000	$0	$0	$0	$0
86			Water Distribution Signboard (0613)	$15,000	$0	$0	$0	$0
87			Whale Rock Utility Tractor (0415)	$0	$0	$55,000	$0	$0
88			Whale Rock 1/2 ton Truck (1630)	$0	$0	$0	$0	$75,000
89			Sewer WWCL Tilt-Trailer (0616)	$0	$30,000	$0	$0	$0
90			Water Distribution Compact Pickups (1011,1012 Dakota)	$0	$0	$0	$0	$100,000
91			Whale Rock Trailer (0417)	$0	$15,000	$0	$0	$0
92			WTP 1/2 ton Crew Cab 4X4 Pickup (1004-F150)	$0	$0	$0	$0	$75,000
93			Sewer WWCL Portable Pump (0826)	$0	$0	$60,000	$0	$0
94			Sewer WRRF Compact Pickup (0851)	$0	$0	$0	$45,000	$0
95			Waste Water Collections Dump Truck (0840)	$0	$0	$0	$115,000	$0
96			Water Distribution Valve turning trailer (1005)	$0	$0	$0	$150,000	$0
97			Sewer Hydrocleaner (0718)	$0	$475,000	$0	$0	$0
98			Water Distribution Trailer (0235)	$0	$15,000	$0	$0	$0
99	17	1000059	**Fredericks Paving**	**$0**	**$0**	**$0**	**$0**	**$300,000**
100	18	91739	**Inflow/Infiltration Reduction**	**$200,000**	**$250,000**	**$250,000**	**$250,000**	**$0**
101	19	91736	**Infrastructure Renewal Strategy Report Update**	**$0**	**$250,000**	**$100,000**	**$80,000**	**$0**
102			Flow Study	$0	$250,000	$100,000	$80,000	$0
103	20	1000074	**IT Replacement**	**$1,112,558**	**$606,445**	**$559,864**	**$2,472,501**	**$1,582,500**
104			911 Phone System	$250,000	$0	$0	$0	$0
105			Police CAD Hardware (Servers and Storage)	$233,000	$117,000	$0	$0	$0
106			Audio Recording System Replacement	$150,000	$0	$0	$0	$150,000
107			VMware Infrastructure Upgrade	$131,250	$0	$0	$0	$242,000
108			Radio Handhelds & Mobiles	$116,758	$0	$69,364	$0	$0
109			IT Pipes Inspection Software and Licenses	$82,250	$0	$0	$0	$0
110			Public Safety Specialized Surveillance cameras (PODs) Replacement (9K ea, 14 total)	$63,000	$54,000	$45,000	$0	$63,000

ID	CIP #	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
111			Uninterruptible Power Supplies (UPS's Servers and Storage)	$51,000	$0	$0	$51,001	$0
112			Asset Management (Cityworks - Utilities Integration)	$35,300	$0	$0	$50,000	$0
113			Radios, Mobiles and stations not replaced - EF & PW Only	$0	$0	$0	$200,000	$0
114			City SAN	$0	$198,500	$0	$0	$0
115			Virtual Private Network Replace	$0	$0	$0	$100,000	$0
116			Fire Station Alerting System	$0	$0	$0	$275,000	$0
117			Public Surveillance Citywide Cameras Storage add redundancy	$0	$0	$0	$40,000	$0
118			Firewall Replacement	$0	$0	$0	$186,500	$0
119			ECC Computers	$0	$0	$0	$0	$150,000
120			Body Worn Cameras, Video Storage and Interview Rooms	$0	$0	$100,000	$0	$0
121			ECC Equipment Replacement	$0	$0	$0	$70,000	$0
122			Motion ERP	$0	$0	$100,000	$100,000	$100,000
123			Public Surveillance Cameras -citywide 5 year replace, 1/3 of cameras	$0	$0	$40,000	$0	$51,000
124			Network Security Upgrade	$0	$0	$0	$125,000	$0
125			Dispatch Radio Consoles	$0	$0	$150,000	$0	$0
126			VoIP Telephone System	$0	$0	$0	$300,000	$0
127			Security Video System Replacement (Camera&Software)	$0	$0	$55,500	$0	$0
128			Parks & Rec ActiveNet Software Replacement	$0	$0	$0	$0	$50,000
129			Utility Billing System	$0	$0	$0	$150,000	$0
130			PD SAN	$0	$145,000	$0	$0	$0
131			ECC Audio Visual System	$0	$0	$0	$275,000	$0
132			CAD/RMS Study	$0	$0	$0	$0	$83,500
133			Public Safety MDC and In-Car Video Replacement	$0	$0	$0	$0	$693,000
134			Wireless System Citywide	$0	$91,945	$0	$0	$0
135			Network Switching Infrastructure Equipment	$0	$0	$0	$550,000	$0
136	21	1000030	**Laguna Lake Golf Course Maintenance**	**$20,000**	**$20,000**	**$20,000**	**$20,000**	**$20,000**
137	22	1000075	**Major Facility Maintenance**	**$772,500**	**$633,200**	**$710,500**	**$226,500**	**$505,500**
138			Fire Station #1 Administration Bldg. Roof	$270,000	$0	$0	$0	$0
139			Jack House Roof and Widows Walk Railing	$100,000	$0	$0	$0	$0
140			Swim Center Therapy Pool Boiler	$85,000	$0	$0	$0	$0
141			Energy Management Controls Upgrade	$75,000	$75,000	$0	$0	$0
142			City Hall Landing Repair	$60,000	$0	$0	$0	$0
143			Fire Station 1 Campus Roof Access Ladders	$50,000	$0	$0	$0	$0
144			Swim Center Pool Water Chemical Regulator	$50,000	$0	$0	$0	$0
145			IT Room Heat Pump Replacements	$20,000	$0	$0	$0	$0
146			Facility Roll Up Door Replacements - Various Locations	$17,000	$15,000	$15,000	$0	$0
147			Hydration Stations	$15,000	$15,000	$15,000	$15,000	$15,000
148			ADA Transition Plan Implementation	$10,500	$10,500	$10,500	$10,500	$10,500
149			Swim Center Olympic Pool Thermal Blankets	$5,000	$0	$0	$0	$0
150			Swim Center Bath House Ceiling	$5,000	$0	$0	$0	$0
151			HVAC Air Handler at Parking Services	$5,000	$25,000	$0	$0	$0
152			Police Evidence Storage Bldg. Roof	$5,000	$22,200	$0	$0	$0
153			Therapy Pool Shade Structure Material Replacement	$0	$0	$0	$15,000	$0
154			Swim Center Old Bath House Roof	$0	$0	$0	$15,000	$60,000
155			Swim Center Deck Replacement	$0	$0	$0	$0	$35,000
156			City/County Museum Carpet	$0	$0	$0	$0	$35,000
157			Corp Yard Roof Coating	$0	$0	$0	$8,000	$75,000
158			Parks and Recreation Roofing Siding and Exterior Painting	$0	$0	$10,000	$80,000	$0
159			Fleet Lifts	$0	$0	$0	$50,000	$0
160			Police Department HVAC Package Unit Replacement	$0	$0	$0	$15,000	$75,000
161			Swim Center Furnaces (2 Furnaces)	$0	$40,000	$0	$0	$0
162			Police Department Hydronic System Piping Replacement	$0	$0	$0	$10,000	$85,000
163			Corp Yard Fuel Island Siding / Recoating of Fuel Island and Dispensers	$0	$300,000	$0	$0	$0
164			Railroad Museum Roof	$0	$0	$0	$8,000	$80,000
165			Fire Station #4 - Exterior Paint	$0	$27,500	$0	$0	$0
166			Senior Center Roof	$0	$0	$0	$0	$35,000
167			Swim Center Auto Vacuum	$0	$18,000	$0	$0	$0
168			879 Morro - Roof	$0	$15,000	$100,000	$0	$0
169			Ludwick and Senior Center - Exterior Paint and Shell Rehab	$0	$30,000	$260,000	$0	$0

ID	CIP #	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
170			Ludwick Community Center - Roof and Solar Replacement	$0	$40,000	$300,000	$0	$0
171	23	1000021	**Meadow Park Pathways**	**$350,000**	**$0**	**$0**	**$0**	**$0**
172	24	91612	**Neighborhood Traffic Improvements**	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$75,000**
173	25	1000524	**Old Garden Creek Retaining Wall**			**$50,000**	**$300,000**	**$0**
174	26	91397	**Open Space Maintenance**	**$85,000**	**$105,000**	**$80,000**	**$80,000**	**$80,000**
175			General Open Space Maintenance	$60,000	$80,000	$80,000	$80,000	$80,000
176			Open Space Fencing	$25,000	$25,000			
177	27	91385	**Park Major Maintenance & Repairs**	**$1,835,000**	**$160,000**	**$1,000,000**	**$690,000**	**$840,000**
178			Sinsheimer Stadium Irrigation and Drainage Replacement	$650,000	$0	$0	$0	$0
179			Railroad Bike path fencing	$350,000	$0	$0	$0	$0
180			Cheng Park Revitalization	$300,000	$0	$0	$0	$0
181			Poinsettia Creek Walk	$215,000	$0	$0	$0	$0
182			Sinsheimer Hardscape Replacement	$135,000	$0	$0	$0	$0
183			Mission Plaza Railing Upgrade	$80,000	$0	$35,000	$35,000	$35,000
184			Parks Play Surfacing	$30,000	$30,000	$30,000	$30,000	$30,000
185			Water Stations and Supply Lines	$25,000	$25,000	$25,000	$25,000	$25,000
186			ADA Transition Plan Implementation	$20,000	$20,000	$20,000	$20,000	$20,000
187			Concrete Bench & Table Replacement Various Locations	$15,000	$15,000	$15,000	$15,000	$15,000
188			Irrigation Mainline Leak Repair	$15,000	$15,000	$15,000	$15,000	$15,000
189			Johnson Park Restroom Replacement	$0	$0	$0	$75,000	$0
190			Santa Rosa Barbecue Replacements	$0	$7,500	$30,000	$0	$0
191			Laguna Lake Log Barrier Replacement	$0	$0	$150,000	$0	$0
192			Master Valve and Flow Sensing Installations	$0	$0	$50,000	$0	$0
193			Santa Rosa Park Monument Sign	$0	$0	$15,000	$50,000	$0
194			DeVaul Basketball Court Restriping	$0	$0	$15,000	$0	$0
195			Sinsheimer Stadium Bleachers	$0	$0	$25,000	$275,000	$200,000
196			Sinsheimer Stadium Lighting Addition	$0	$0	$75,000	$0	$500,000
197			Laguna Lake Docks and Ramp	$0	$0	$75,000	$0	$0
198			Landscape Controller System Upgrade to Calsense	$0	$0	$0	$150,000	$0
199			Madonna Road Landscaping and Irrigation Replacement	$0	$0	$175,000	$0	$0
200			Jack House Arbor	$0	$7,500	$50,000	$0	$0
201			Meadow Park Exercise/Par Course Equipment Replacement	$0	$40,000	$200,000	$0	$0
202	28	1000031	**Parking Lot Maintenance**	**$175,000**	**$255,000**	**$1,484,693**	**$250,000**	**$270,000**
203			French Park	$70,000	$0	$0	$0	$0
204			Minor Repair of City Parking Lots	$50,000	$25,000	$25,000	$25,000	$25,000
205			Fire Station 2	$45,000	$0	$0	$0	$0
206			Meadow Park	$10,000	$130,000	$0	$0	$0
207			Ludwick Community Center	$0	$10,000	$140,000	$0	$0
208			Throop Park	$0	$0	$10,000	$65,000	$0
209			Santa Rosa Park	$0	$20,000	$370,000	$0	$0
210			Islay Park	$0	$35,000	$0	$0	$0
211			Mitchell Park and SLO Senior Citizens Center	$0	$0	$5,000	$16,000	$0
212			Johnson Park	$0	$0	$10,000	$30,000	$0
213			Sinsheimer Park	$0	$0	$0	$10,000	$245,000
214			Laguna Lake	$0	$35,000	$914,693	$0	$0
215			Damon Garcia Sports Field Complex	$0	$0	$0	$54,000	$0
216			Laguna Lake Golf Course	$0	$0	$10,000	$50,000	$0
217	29	1000102	**Parking Lot Maintenance - Bus Yard**	**$5,000**	**$500,000**	**$0**	**$0**	**$0**
218	30	1000032	**Pedestrian and Bicycle Pathway Maintenance**	**$20,000**	**$200,000**	**$150,000**	**$150,000**	**$150,000**
219			Pedestrian and Bicycle Pathway Inventory and PCI Study	$20,000	$0	$0	$0	$0
220			Railroad Safety Trail from Cal Poly to Taft Street	$0	$50,000	$100,000	$0	$0
221			Madonna Inn Frontage Bike Pathway (Madonna to Fernandez)		$150,000	$0	$0	$0
222			Pathway Maintenance Various Locations		$0	$50,000	$150,000	$150,000
223	31	1000035	**Pismo/Johnson/SL Creek Bank Stabilization**	**$92,272**	**$0**	**$300,000**	**$0**	**$0**
224	32	1000033	**Playground Equipment Replacement**	**$110,000**	**$100,000**	**$700,000**	**$800,000**	**$1,175,000**
225			DeVaul Ranch Playground	$60,000		$375,000	$0	$0
226			Vista Lago Mini Park Playground	$50,000		$250,000	$0	$0
227			Laguna Hills Playground	$0	$0	$75,000	$0	$750,000
228			Mitchell Park Playground	$0	$100,000	$0	$750,000	$0
229			Anholm Playground Equipment Replacement	$0	$0	$0	$50,000	$350,000
230			French Park Playground Equipment Replacement	$0	$0	$0	$0	$75,000

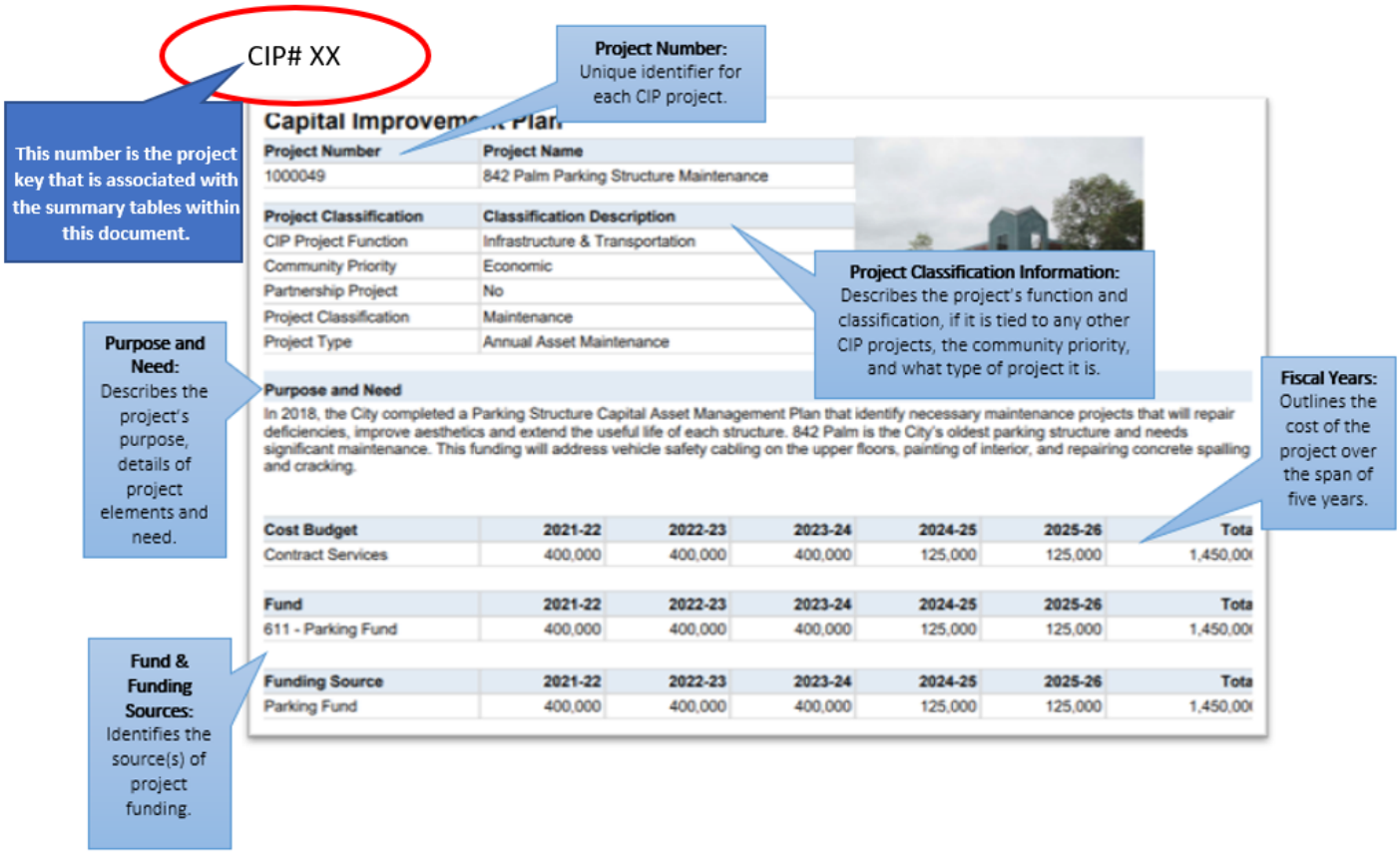
ID	CIP #	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
231	33	1000531	**Recycled Water Annual UV Bulb Replacement**	**$0**	**$0**	**$10,000**	**$10,000**	**$10,000**
232	34	1000532	**Roundabout Public Art Installations**	**$300,000**	**$300,000**	**$200,000**	**$200,000**	**$200,000**
233	35	1000084	**Sewer Maintenance Hole Cover Adjustments**	**$85,000**	**$25,000**	**$25,000**	**$25,000**	**$25,000**
234	36	90849	**Sidewalk Replacement and Installation**	**$235,461**	**$250,000**	**$250,000**	**$250,000**	**$250,000**
235			Curb Ramps and Sidewalks	$135,461	$150,000	$150,000	$150,000	$150,000
236			Street Tree Sidewalks	$100,000	$100,000	$100,000	$100,000	$100,000
237	37	1000046	**Silt Removal**	**$210,000**	**$100,000**	**$100,000**	**$100,000**	**$100,000**
238	38	1000533	**SLO Creek Improvements Behind Cheng Park**	**$0**	**$0**	**$100,000**	**$0**	**$400,000**
239	39	1000534	**SLO Creek Walk Maintenance - Lighting, Signage, Irrigation, Plants**	**$0**	**$0**	**$200,000**	**$0**	**$0**
240	40	90742	**Storm Drain System Replacement**	**$910,000**	**$725,000**	**$550,000**	**$550,000**	**$550,000**
241			Drainage Infrastructure Replacement	$860,000	$675,000	$500,000	$500,000	$500,000
242			Trash Capture	$50,000	$50,000	$50,000	$50,000	$50,000
243	41	91616	**Street Lights - Annual Asset Maintenance**	**$75,000**	**$75,000**	**$75,000**	**$75,000**	**$75,000**
244			Pathway Lighting Various Locations	$75,000	$75,000	$75,000	$75,000	$75,000
245	42	90346	**Street Reconstruction & Resurfacing**	**$3,592,702**	**$4,266,258**	**$3,302,967**	**$3,382,014**	**$3,341,180**
246			Pavement Management	$3,592,702	$3,366,258	$2,602,967	$3,382,014	$3,341,180
247			Concrete Street - Palm - Pepper to Santa Rosa	$0	$0	$500,000	$0	$0
248			Concrete Street - Monterey - CA to Santa Rosa	$0	$900,000	$0	$0	$0
249			Concrete Street - Morro Mid-Block	$0	$0	$200,000	$0	$0
250	43	1000150	**Sustainable Groundwater Management Act GSP**	**$150,000**	**$150,000**	**$150,000**	**$150,000**	**$150,000**
251	44	90943	**Traffic Signs & Striping Maintenance**	**$25,000**	**$25,000**	**$25,000**	**$25,000**	**$25,000**
252	45	1000073	**Transportation Safety & Operations**	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$50,000**
253	46	99653	**Treatment Major Facilities Maintenance**	**$274,000**	**$109,000**	**$109,000**	**$180,000**	**$150,000**
254			Ozone System Maintenance	$125,000	$40,000	$40,000	$0	$0
255			WTP Roof Repair	$80,000	$0	$0	$0	$0
256			Air Compressor and Dryer Maintenance	$36,000	$36,000	$36,000	$0	$0
257			Chemical System Maintenance	$33,000	$33,000	$33,000	$0	$0
258			WTP Major Maintenance	$0	$0	$0	$180,000	$150,000
259	47	91740	**Trench Repairs- Sewer**	**$25,000**	**$25,000**	**$25,000**	**$25,000**	**$25,000**
260	48	91147	**Trench Repairs- Water**	**$200,000**	**$200,000**	**$200,000**	**$200,000**	**$200,000**
261	49	1000027	**Urban Forest Maintenance**	**$315,000**	**$175,000**	**$175,000**	**$175,000**	**$175,000**
262			Urban Forest Maintenance	$175,000	$175,000	$175,000	$175,000	$175,000
263			Urban Forest Master Plan	$140,000	$0	$0	$0	$0
264	50	1000527	**Wastewater Collections System - Point Repairs**	**$50,000**	**$50,000**	**$0**	**$0**	**$0**
265	51	1000540	**Water Distribution System Hydraulic Model Update**	**$100,000**	**$0**	**$0**	**$0**	**$0**
266	52	1000062	**Water Meters and Boxes**	**$286,000**	**$330,000**	**$335,000**	**$343,000**	**$350,000**
267	53	1000034	**Water Storage Tank Maintenance**	**$50,000**	**$1,355,000**	**$1,000,000**	**$0**	**$0**
268			Wash water tank #1	$40,000	$325,000	$0	$0	$0
269			Reservoir 2 Cover Replacement	$10,000	$950,000	$0	$0	$0
270			Edna Tank Recoating	$0	$80,000	$1,000,000	$0	$0
271	54	1000542	**Water Treatment Plant Major Facility Maintenance**	**$50,000**	**$155,000**	**$0**	**$0**	**$25,000**
272			Cityworks Integration (water)	$50,000	$90,000	$0	$0	$0
273			Lab TOC Analyzer Replacement	$0	$30,000	$0	$0	$0
274			Actiflo Poly Blend Units	$0	$0	$0	$0	$25,000
275			Actiflo Train #2 Mixer Bearing/Gear	$0	$35,000	$0	$0	$0
276	55	91149	**Water Valve Cover Adjustments**	**$50,000**	**$30,000**	**$30,000**	**$30,000**	**$30,000**
277	56	1000065	**Waterline Replacements - Point Repair**	**$590,000**	**$0**	**$0**	**$0**	**$0**
278	57	91335	**Whale Rock Reservoir - Major Facility Maintenance**	**$815,000**	**$145,000**	**$20,000**	**$120,000**	**$45,000**
279			Spillway Drain Repairs	$765,000	$0	$0	$0	$0
280			Stilling Basin	$30,000	$90,000	$0	$0	$0
281			Reservoir Fencing	$20,000	$20,000	$20,000	$20,000	$20,000
282			Replacement of Piezometers	$0	$0	$0	$100,000	$0
283			Whale Rock Reroof of Shop and Residence	$0	$35,000	$0	$0	$0
284			Evaporation/Weather Stations	$0	$0	$0	$0	$25,000
285	58	91617	**Whale Rock Transmission Pipeline**	**$60,000**	**$510,000**	**$0**	**$0**	**$0**
286			Transmission Pipeline Repairs	$60,000	$510,000	$0	$0	$0
287	59	1000077	**WRRF Major Maintenance**	**$115,000**	**$520,000**	**$400,000**	**$125,000**	**$125,000**
288			Cityworks Integration	$50,000	$100,000	$0	$0	$0

ID	CIP #	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
289			Digester Portable Heaters	$50,000	$0	$0	$0	$0
290			Coating Maintenance	$15,000	$0	$0	$0	$0
291			Screenings Washer Auger	$0	$0	$350,000	$0	$0
292			Rebuild Influent Storm Pumps	$0	$0	$0	$75,000	$75,000
293			UV Bulb Replacement (annual replacement)	$0	$0	$50,000	$50,000	$50,000
294			Headworks Grit Piping and Blowers	$0	$95,000	$0	$0	$0
295			Headworks Grit Pump	$0	$175,000	$0	$0	$0
296			Lab Improvements	$0	$150,000	$0	$0	$0
297			**Asset Replacement**	**$31,318,163**	**$28,266,845**	**$13,930,000**	**$8,140,000**	**$70,087,000**
298	60	1000505	**Bus Replacements with EV**	**$1,854,000**	**$1,910,000**	**$1,965,000**	**$2,025,000**	**$2,085,000**
299	61	1000506	**Bus Shelter Replacements**	**$105,000**	**$0**	**$90,000**	**$0**	**$90,000**
300	62	1000053	**Bus Wash Replacement**	**$75,000**	**$450,000**	**$0**	**$0**	**$0**
301	63	91503	**California & Taft Roundabout**	**$300,000**	**$2,798,000**	**$0**	**$0**	**$0**
302	64	1000055	**Council Hearing Room TI**	**$0**	**$130,000**	**$0**	**$0**	**$0**
303	65	91320	**Downtown Renewal**	**$0**	**$0**	**$1,100,000**	**$0**	**$0**
304			Broad Street - West Side - Higuera to Marsh	$0	$0	$1,100,000	$0	$0
305	66	1000511	**Downtown Safety Enhancements**	**$400,000**	**$0**	**$0**	**$0**	**$0**
306	67	1000515	**Fire Station 1 Gym Space Covering**	**$0**	**$0**	**$25,000**	**$0**	**$0**
307	68	1000516	**Fire Station 3&4 Remodel Space Study and Design**	**$25,000**	**$75,000**	**$0**	**$0**	**$0**
308	69	1000517	**Fire Station 4 Metal Building Gym Space**	**$0**	**$0**	**$90,000**	**$0**	**$0**
309	70	1000094	**Foothill Sewer Siphon**	**$0**	**$0**	**$0**	**$0**	**$200,000**
310	71	91610	**Higuera St. Widening - Bridge to Elks**	**$510,000**	**$0**	**$0**	**$0**	**$0**
311	72	1000060	**Lighting Energy Efficiency Retrofits**	**$15,000**	**$0**	**$0**	**$0**	**$0**
312	73	1000522	**Major Facility Replacements**	**$200,000**	**$300,000**	**$1,400,000**	**$400,000**	**$55,007,000**
313			Police Station Replacement	$100,000	$300,000	$400,000	$400,000	$52,000,000
314			Parks and Recreation Interior Office Rehabilitation	$100,000	$0	$0	$0	$0
315			Corporation Yard TI	$0	$0	$1,000,000	$0	$0
316			Debt Service - PD Replacement	$0	$0	$0	$0	$3,007,000
317	74	90649	**Mid-Higuera Bypass**	**$100,000**	**$100,000**	**$0**	**$0**	**$0**
318	75	91439	**Mission Plaza Concept Plan Implementation**	**$0**	**$1,035,000**	**$600,000**	**$0**	**$6,000,000**
319			Phase 1 - Restroom Replacement and Kiosk Café	$0	$1,035,000	$0	$0	$0
320			Phase 3 - Broad Street Dog-Leg Improvements	$0	$0	$150,000	$0	$0
321			Phase 2 - Primary Plaza Area Improvements Between Chorro and Broad	$0	$0	$450,000	$0	$6,000,000
322	76	91252	**Prado Road Bridge & Road Widening**	**$7,070,100**	**$14,972,220**	**$0**	**$0**	**$0**
323	77	1000530	**Recycled Water Tank**	**$87,500**				
324			Tank Site Fencing	$87,500				
325	78	91368	**Reservoir 2 Replacement**	**$0**	**$0**	**$0**	**$780,000**	**$0**
326	79	1000093	**Serrano, Bressi, Dana Pipe Replacement**	**$0**	**$0**	**$25,000**	**$1,275,000**	**$0**
327	80	1000535	**Transit Facility EV Charging Infrastructure**	**$615,000**	**$0**	**$0**	**$0**	**$0**
328			EV Infrastructure Upgrades Behind the Meter	$615,000	$0	$0	$0	$0
329	81	1000536	**Transit Supervisor ADA EV Van**	**$70,000**	**$0**	**$0**	**$0**	**$0**
330	82	1000538	**Vault Room Addition Design Study**	**$0**	**$15,000**	**$0**	**$0**	**$0**
331	83	1000091	**Verde, Luneta, Ramona Pipe Replacement**	**$1,276,000**	**$0**	**$0**	**$0**	**$0**
332	84	1000539	**Wastewater Collections System Improvements**	**$160,000**	**$3,860,000**	**$2,450,000**	**$135,000**	**$1,485,000**
333			Morro, Mill, Santa Rosa	$135,000	$1,485,000	$0	$0	$0
334			Islay, Henry, Sierra Way	$25,000	$1,825,000	$0	$0	$0
335			San Jose, Ramona, Monte Vista, California	$0	$25,000	$1,225,000	$0	$0
336			Taft, Hathaway, Phillips, Buena Vista, Loomis	$0	$25,000	$1,225,000	$0	$0
337			Broad, Murray, Chorro	$0	$0	$0	$135,000	$1,485,000
338			Murray, Chorro, Meineke	$0	$500,000	$0	$0	$0
339	85	91369	**Wastewater Lift Station Rehabilitation: Airport Lift Station**	**$2,020,000**	**$0**	**$0**	**$0**	**$0**
340	86	1000082	**Wastewater Lift Station Rehabilitation: Silver City Lift Station**	**$0**	**$70,000**	**$100,000**	**$0**	**$1,980,000**
341	87	1000542	**Water Treatment Plant Major Facility Maintenance**	**$225,000**	**$25,000**	**$50,000**	**$0**	**$0**
342			Facility Master Plan	$150,000	$0	$0	$0	$0
343			Aluminum Bulk Tank #1 Replacement	$50,000	$0	$0	$0	$0
344			Transfer Pump CLA-VAL Re-build	$25,000	$0	$0	$0	$0
345			Package Thickener	$0	$25,000	$50,000	$0	$0
346	88	1000545	**Waterline Replacement: California Ave - Stafford to Mill**	**$140,000**	**$1,650,000**	**$0**	**$0**	**$0**
347	89	1000547	**Waterline Replacement: Chorro - Highland to Meinecke**	**$0**	**$0**	**$100,000**	**$1,100,000**	**$0**
348	90	1000556	**Waterline Replacement: Craig, Christina, Jaycee**	**$0**	**$0**	**$0**	**$0**	**$880,000**
349	91	1000544	**Waterline Replacement: Highland - Oakridge to Cuesta**	**$0**	**$0**	**$0**	**$130,000**	**$1,430,000**

ID	CIP #	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
350	92	1000546	**Waterline Replacement: Highland at UPRR and Cal Poly**	**$0**	**$0**	**$0**	**$0**	**$850,000**
351	93	1000543	**Waterline Replacement: Stenner Canyon**	**$0**	**$0**	**$0**	**$0**	**$80,000**
352	94	1000549	**Whale Rock Pump Station Electrical Repairs (A and B)**	**$0**	**$0**	**$0**	**$1,800,000**	**$0**
353	95	1000552	**WRRF - Demolish Old Effluent Structure**	**$0**	**$0**	**$50,000**	**$495,000**	**$0**
354	96	100551	**WRRF - Digester Flare Upgrade**	**$0**	**$100,000**	**$385,000**	**$0**	**$0**
355	97	100550	**WRRF And Wastewater Collection Shop**	**$150,000**	**$350,000**	**$5,500,000**	**$0**	**$0**
356	98	91219	**WRRF Upgrade**	**$15,920,563**	**$426,625**	**$0**	**$0**	**$0**
357			Construction	$11,069,088	$22,335	$0	$0	$0
358			Construction Management	$3,088,281	$257,357	$0	$0	$0
359			Office Engineering	$1,235,313	$102,943	$0	$0	$0
360			Program Management	$527,881	$43,990	$0	$0	$0
361			**New Asset**	**$13,062,000**	**$20,243,597**	**$46,902,000**	**$67,555,000**	**$6,250,000**
362	99	100502	**Active Transportation Plan Implementation**	**$550,000**	**$550,000**	**$1,600,000**	**$2,600,000**	**$2,250,000**
363			Area Sealing Projects Complete Street Components	$200,000	$200,000	$0	$0	$0
364			Pedestrian Facility Improvements	$100,000	$100,000	$100,000	$100,000	$100,000
365			RRST (Tiburon to Orcutt) Preliminary Engineering & ROW	$100,000	$0	$0	$0	$0
366			Bicycle Facility Improvements	$100,000	$100,000	$100,000	$100,000	$100,000
367			Active Transpiration Plan Tier 1 Network Implementation	$50,000	$150,000	$1,200,000	$2,200,000	$1,850,000
368			Bikeshare System Implementation	$0	$0	$200,000	$200,000	$200,000
369	100	1000036	**Anholm Neighborhood Greenway Plan Implementation**	**$2,450,000**	**$0**	**$0**	**$0**	**$0**
370			Phase II	$2,450,000	$0	$0	$0	$0
371	101	1000157	**Banner Arms, Bench Arm Rests, Signs**	**$100,000**	**$25,000**	**$25,000**	**$25,000**	**$25,000**
372	102	1000501	**Bob Jones Trail and RRST Solar Lighting**	**$100,000**	**$1,350,000**	**$0**	**$0**	**$0**
373	103	1000507	**City Facility Energy Infrastructure Plan**	**$100,000**	**$0**	**$0**	**$0**	**$0**
374	104	1000508	**City Hall Lighting**	**$0**	**$15,000**	**$120,000**	**$0**	**$0**
375	105	1000056	**Development Agreement - City Share -**	**$120,000**	**$715,000**	**$0**	**$0**	**$0**
376			Avila Ranch - Buckley Extension Class I	$120,000	$0	$0	$0	$0
377			600 Tank Farm	$0	$715,000	$0	$0	$0
378	106	1000057	**Development Related Park Improvements**	**$1,520,000**	**$4,210,026**	**$5,050,000**	**$0**	**$0**
379			Orcutt Area - Neighborhood Park	$1,200,000	$0	$4,800,000	$0	$0
380			Orcutt Area - Linear Park	$200,000	$825,000	$0	$0	$0
381			Orcutt Area - Pocket Park	$80,000	$350,000	$250,000	$0	$0
382			Orcutt Area - Trail Junction	$40,000	$160,000	$0	$0	$0
383			Laguna Lake Improvements	$0	$2,875,026	$0	$0	$0
384	107	1000512	**Downtown Zig-Zag Lighting**	**$250,000**	**$0**	**$0**	**$0**	**$0**
385	108	1000513	**Electric Vehicle Charging Station at Various Facilities**	**$175,000**	**$100,000**	**$100,000**	**$100,000**	**$100,000**
386			Utilities - 879 Morro	$75,000	$0	$0	$0	$0
387			Corporation Yard	$50,000	$0	$0	$0	$0
388			Parks and Recreation	$50,000	$0	$0	$0	$0
389			Various City Facilities	$0	$100,000	$100,000	$100,000	$100,000
390	109	1000514	**Emerson Park Amenity Upgrades and Beautification**	**$2,810,000**	**$0**	**$0**	**$0**	**$0**
391	11	1000518	**Fleet Replacement: CDD**	**$0**	**$37,000**	**$0**	**$0**	**$0**
392			Building & Safety SUV (NEW <> Chevy Bolt EV)	$0	$37,000	$0	$0	$0
393	12	1000554	**Fleet Replacement: Fire**	**$75,000**	**$0**	**$0**	**$780,000**	**$0**
394			Open Space Rescue 4x4 1/2 Ton Truck	$75,000	$0	$0	$0	$0
395			Fire Pumper (Engine 4)	$0	$0	$0	$780,000	$0
396	14	1000553	**Fleet Replacement: Police**	**$0**	**$65,000**	**$0**	**$0**	**$0**
397			Police Investigations SUV	$0	$65,000	$0	$0	$0
398	15	1000520	**Fleet Replacement: Public Works**	**$66,000**	**$0**	**$0**	**$0**	**$0**
399			Engineering Pickup (2), 3 Yr Temp	$66,000	$0	$0	$0	$0
400	110	99110	**Laguna Lake Dredging and Sediment Management Project Implementation**	**$840,000**	**$0**	**$675,000**	**$0**	**$675,000**
401			Dredging and Shoreline Restoration	$840,000	$0	$675,000	$0	$675,000
402	111	91683	**North Broad Street Neighborhood Park**	**$175,000**	**$0**	**$0**	**$0**	**$0**
403	112	1000155	**Open SLO**	**$200,000**	**$0**	**$0**	**$0**	**$0**
404			Downtown Renewal - Supplemental funding for Curbside Parklets	$200,000	$0	$0	$0	$0
405	113	99837	**Open Space Acquisition**	**$250,000**	**$250,000**	**$250,000**	**$250,000**	**$250,000**
406	114	90435	**Palm - Nipomo Parking Structure**	**$850,000**	**$5,582,000**	**$39,042,000**	**$0**	**$0**
407			PG&E Relocation	$700,000	$0	$0	$0	$0
408			Adobe Removal	$150,000	$0	$0	$0	$0
409			Site Clearing and Preparation	$0	$5,432,000	$0	$0	$0
410			CM Services	$0	$150,000	$2,550,000	$0	$0

ID	CIP #	Project #	Project	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
411			Garage Construction	$0	$0	$36,492,000	$0	$0
412	115	1000525	**Parking Enforcement Equipment at Gate Entry**	**$40,000**	**$90,000**	**$0**	**$0**	**$0**
413	116	1000526	**Parks and Rec General Plan Implementation**	**$200,000**	**$200,000**	**$0**	**$0**	**$0**
414	117	91613	**Prado Road Interchange**	**$500,000**	**$5,849,571**	**$0**	**$63,735,000**	**$2,235,000**
415			PA/ED Phase	$500,000	$0	$0		$0
416			Design Phase	$0	$4,004,660	$0	$0	$0
417			Construction Phase	$0	$1,844,911	$0	$61,500,000	$0
418			Debt Service - Prado Interchange	$0	$0	$0	$2,235,000	$2,235,000
419	118	1000528	**Recycled Water Broad Street - Tank Farm to Aerovista**	**$45,000**	**$1,040,000**	**$0**	**$0**	**$0**
420	119	1000529	**Recycled Water Orcutt Street - Fernwood to Laurel**	**$0**	**$0**	**$0**	**$25,000**	**$675,000**
421	77	1000530	**Recycled Water Tank**	**$150,000**	**$50,000**	**$0**	**$0**	**$0**
422			SH Line and Pump & Bioassay Test	$150,000	$50,000	$0	$0	$0
423	120	1000037	**South Street Median Landscaping**	**$240,000**	**$0**	**$0**	**$0**	**$0**
424	80	1000535	**Transit Facility EV Charging Infrastructure**	**$100,000**	**$0**	**$0**	**$0**	**$0**
425			EV Charger Installations	$100,000	$0	$0	$0	$0
426	121	1000537	**Transportation Monitoring & Modeling Update**	**$40,000**	**$115,000**	**$40,000**	**$40,000**	**$40,000**
427	122	1000083	**Wastewater Lift Station Rehabilitation: New Buckley Lift Station**	**$396,000**	**$0**	**$0**	**$0**	**$0**
428	123	1000541	**Water Treatment Plant - Power Storage Units Tesla Battery Grant**	**$30,000**	**$0**	**$0**	**$0**	**$0**
429	124	1000126	**Water Treatment Plant Emergency Power - PSPS**	**$465,000**	**$0**	**$0**	**$0**	**$0**
430	59	1000077	**WRRF Major Maintenance**	**$225,000**	**$0**	**$0**	**$0**	**$0**
431			Chain Link Fence Extension	$175,000	$0	$0	$0	$0
432			Security Lighting	$50,000	$0	$0	$0	$0
433			**CIP Project Delivery Augmentation**	**$500,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**
434	125	1000500	**CIP Project Delivery Augmentation**	**$500,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**
435			**Grand Total**	**$60,922,156**	**$65,425,845**	**$77,886,024**	**$90,695,015**	**$90,268,180**

How to Read Project Narrative Pages



Project Information

The project detail pages include the following information:

1. **Project Number** – Each project is assigned a unique identifier.

2. **Project Classification Information** – Describes the project's function and classification, if it is tied to any other CIP projects, the community priority, and what type of project it is.

3. **Purpose and Need** – Describes the project's purpose, details of the project elements and need for the project in the community.

4. **Fiscal Years** – Outlines the cost of the project over the span of five years and the total cost budget.

5. **Fund & Funding Sources –** Identifies the source(s) of project funding.

Capital Improvement Plan

Project Number	Project Name
1000049	842 Palm Parking Structure Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

In 2018, the City completed a Parking Structure Capital Asset Management Plan that identify necessary maintenance projects that will repair deficiencies, improve aesthetics and extend the useful life of each structure. 842 Palm is the City's oldest parking structure and needs significant maintenance. This funding will address vehicle safety cabling on the upper floors, painting of interior, and repairing concrete spalling and cracking.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	400,000	400,000	400,000	125,000	125,000	1,450,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
611 - Parking Fund	400,000	400,000	400,000	125,000	125,000	1,450,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Parking Fund	400,000	400,000	400,000	125,000	125,000	1,450,000

Capital Improvement Plan

Project Number	Project Name
1000050	871 Marsh Street Structure Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

In 2018, the City completed a Parking Structure Capital Asset Management Plan that identify necessary maintenance projects that will repair deficiencies, improve aesthetics and extend the useful life of each structure. 871 Marsh is the City's second oldest parking structure in the City and needs significant maintenance. This funding will support painting of interior walls and stairwells, painting and replacing fire sprinklers, repairing concrete spalling and cracking, and improving drainage systems.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	400,000	400,000	400,000	125,000	125,000	1,450,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
611 - Parking Fund	400,000	400,000	400,000	125,000	125,000	1,450,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Parking Fund	400,000	400,000	400,000	125,000	125,000	1,450,000

Capital Improvement Plan

Project Number	Project Name
1000051	919 Palm Street Structure Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

In 2018, the City completed a Parking Structure Capital Asset Management Plan that identify necessary maintenance projects that will repair deficiencies, improve aesthetics, and extend the useful life of each structure. 919 Palm is the City's newest parking structure, but at 13 years old preventative maintenance work is necessary. This funding will support resealing expansion joints and decks, repairing concrete spalls, tighten loose barrier cables, sealing all windows, retrofitting elevator doors and rehabilitating automatic bollards.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	100,000	100,000	100,000	50,000	50,000	400,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
611 - Parking Fund	100,000	100,000	100,000	50,000	50,000	400,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Parking Fund	100,000	100,000	100,000	50,000	50,000	400,000

Capital Improvement Plan

Project Number	Project Name
1000503	Annual Public Art Maintenance and Projects

Project Classification	Classification Description
CIP Project Function	Culture & Recreation
Community Priority	Economic
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This funding addresses maintenance needs of the public art program for the current collection of artwork. Addressing repairs is recommended annually during the next five years of the City's CIP to fund maintenance and repairs. In addition to maintenance projects, this funding will also allow for re-painting of Utility Box artwork and temporary public art pieces such as murals and wraps.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	142,500	142,500	40,000	40,000	40,000	405,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
207 - Public Art Private Sector Fund	142,500	142,500	40,000	40,000	40,000	405,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	50,000	50,000	0	0	0	100,000
Local Revenue Measure	92,500	92,500	40,000	40,000	40,000	305,000

Capital Improvement Plan

Project Number	Project Name
1000029	Bridge Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City of San Luis Obispo has 38 vehicular bridges and 11 pedestrian bridge ranging in age from one to 100+ years old. In accordance with Title 23 of the Code of Federal Regulations (Federal Highway Act) and the National Bridge Inspection Standards, CalTrans provides bridge inspections on vehicular bridges over 20' in length every 2 to 4 years. If the service life has been exceeded or maintenance is not sufficient to correct deficiencies, then bridges are recommended for rehabilitation or replacement. The following bridges have been identified for maintenance:
• 2022 – Murray St. Near Santa Rosa (49C-397) – Crack Sealing / Concrete Repairs
• 2022 – Chorro St. near Monterey/Higuera (49C-405) – Crack Sealing / Concrete Repairs 2022 – Broad St. Culver near Capitolio Way – Crack Sealing / Concrete Repairs
• 2023 – Marsh St. @ Hwy 101 on/off ramp (49C-415) – Crack Sealing / Concrete Repairs
• 2024 & 2025 - Various Maintenance Repairs - Crack Sealing / Concrete Repairs - Bridge Locations by Caltrans Bridge Inspection Assessment Reports

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	100,000	100,000	100,000	150,000	450,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	100,000	100,000	100,000	150,000	450,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	100,000	100,000	100,000	150,000	450,000

CIP#6

Capital Improvement Plan

Project Number	Project Name
1000052	Buchon-Santa Rosa Intersection Improvements

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The Intersection of Santa Rosa and Buchon has been flooding during rain events. This project will reduce flooding issues and improve pedestrian safety by updating the curb ramps and provide a high visibility crosswalk.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	400,000	0	0	0	400,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	250,000	0	0	0	250,000
601 - Water Fund	0	150,000	0	0	0	150,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	250,000	0	0	0	250,000
Water Fund	0	150,000	0	0	0	150,000

CIP#7

Capital Improvement Plan

Project Number	Project Name
1000509	Corporation Yard Permimeter Fence Replacement

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Public Facility
Project Type	Annual Asset Maintenance

Purpose and Need

The Corporation Yard campus has been subject to multiple break-ins over the last year. Due to the amount of City vehicles, equipment, industrial chemicals and materials stored at this location, the potential for theft of expensive items is elevated. This project would replace the original chainlink fence with a heavy-duty ornamental iron fence that is much more difficult to breach.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	450,000	0	0	450,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	0	450,000	0	0	450,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	450,000	0	0	450,000

Capital Improvement Plan

Project Number	Project Name
1000510	Downtown Public Art Installations

Project Classification	Classification Description
CIP Project Function	Culture & Recreation
Community Priority	Economic
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project focuses on public art installations in the downtown and creative placemaking public art.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	200,000	0	0	0	0	200,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	200,000	0	0	0	0	200,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	200,000	0	0	0	0	200,000

Capital Improvement Plan

Project Number	Project Name
1000063	Fire Hydrants

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project funds the materials cost for City owned fire hydrant assemblies when they need to be replaced if defective, leaking, or corroded. This project protects public health and the City's water resources from waste.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	40,000	40,000	40,000	40,000	40,000	200,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	40,000	40,000	40,000	40,000	40,000	200,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	40,000	40,000	40,000	40,000	40,000	200,000

Capital Improvement Plan

Project Number	Project Name
1000555	Fleet Replacement: Admin

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Fleet
Project Type	Annual Asset Maintenance

Purpose and Need

This funding replaces existing City vehicles in compliance with revised Fleet Replacement Guidelies. Revised Fleet Replacement Guidelines include the evaluation of the following criteria: Emission Compliance, Engine hours, Mileage, Age, Known Manufacture Problems, Repair Cost History, Utilization, and Fleet System Analytics. Additionally, the age and mileage replacement targets have been extended for all vehicle and equipment categories within the Fleet. New vehicle and equipment replacements are selected with the cleanest emissions systems possible that can be fueled and/or charged locally while meeting the end users' operational needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	250,000	0	250,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
402 - Fleet Repl Fund	0	0	0	250,000	0	250,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	0	125,000	0	125,000
Local Revenue Measure	0	0	0	125,000	0	125,000

Capital Improvement Plan

Project Number	Project Name
1000518	Fleet Replacement: CDD

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Housing
Partnership Project	No
Project Classification	Fleet
Project Type	Annual Asset Maintenance,New Asset

Purpose and Need

This funding replaces existing City vehicles in compliance with revised Fleet Replacement Guidelies. Revised Fleet Replacement Guidelines include the evaluation of the following criteria: Emission Compliance, Engine hours, Mileage, Age, Known Manufacture Problems, Repair Cost History, Utilization, and Fleet System Analytics. Additionally, the age and mileage replacement targets have been extended for all vehicle and equipment categories within the Fleet. New vehicle and equipment replacements are selected with the cleanest emissions systems possible that can be fueled and/or charged locally while meeting the end users' operational needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	74,000	0	0	0	74,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
402 - Fleet Repl Fund	0	74,000	0	0	0	74,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	74,000	0	0	0	74,000

Capital Improvement Plan

Project Number	Project Name
1000554	Fleet Replacement: Fire

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Other
Partnership Project	No
Project Classification	Fleet
Project Type	Annual Asset Maintenance,New Asset

Purpose and Need

This funding replaces existing City vehicles in compliance with revised Fleet Replacement Guidelies. Revised Fleet Replacement Guidelines include the evaluation of the following criteria: Emission Compliance, Engine hours, Mileage, Age, Known Manufacture Problems, Repair Cost History, Utilization, and Fleet System Analytics. Additionally, the age and mileage replacement targets have been extended for all vehicle and equipment categories within the Fleet. New vehicle and equipment replacements are selected with the cleanest emissions systems possible that can be fueled and/or charged locally while meeting the end users' operational needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	275,000	465,000	200,000	780,000	0	1,720,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
402 - Fleet Repl Fund	275,000	465,000	200,000	780,000	0	1,720,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	275,000	465,000	200,000	780,000	0	1,720,000

Capital Improvement Plan

Project Number	Project Name
1000519	Fleet Replacement: Parks and Recreation

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Fleet
Project Type	Annual Asset Maintenance

Purpose and Need

This funding replaces existing City vehicles in compliance with revised Fleet Replacement Guidelies. Revised Fleet Replacement Guidelines include the evaluation of the following criteria: Emission Compliance, Engine hours, Mileage, Age, Known Manufacture Problems, Repair Cost History, Utilization, and Fleet System Analytics. Additionally, the age and mileage replacement targets have been extended for all vehicle and equipment categories within the Fleet. New vehicle and equipment replacements are selected with the cleanest emissions systems possible that can be fueled and/or charged locally while meeting the end users' operational needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	139,000	103,000	0	0	125,000	367,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
402 - Fleet Repl Fund	139,000	103,000	0	0	125,000	367,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	0	0	65,000	65,000
Local Revenue Measure	139,000	103,000	0	0	60,000	302,000

Capital Improvement Plan

Project Number	Project Name
1000553	Fleet Replacement: Police

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Other
Partnership Project	No
Project Classification	Fleet
Project Type	Annual Asset Maintenance,New Asset

Purpose and Need

This funding replaces existing City vehicles in compliance with revised Fleet Replacement Guidelies. Revised Fleet Replacement Guidelines include the evaluation of the following criteria: Emission Compliance, Engine hours, Mileage, Age, Known Manufacture Problems, Repair Cost History, Utilization, and Fleet System Analytics. Additionally, the age and mileage replacement targets have been extended for all vehicle and equipment categories within the Fleet. New vehicle and equipment replacements are selected with the cleanest emissions systems possible that can be fueled and/or charged locally while meeting the end users' operational needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	220,000	235,000	245,000	265,000	350,000	1,315,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
402 - Fleet Repl Fund	220,000	235,000	245,000	265,000	350,000	1,315,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	220,000	235,000	245,000	265,000	350,000	1,315,000

Capital Improvement Plan

Project Number	Project Name
1000520	Fleet Replacement: Public Works

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Fleet
Project Type	Annual Asset Maintenance,New Asset

Purpose and Need

This funding replaces existing City vehicles in compliance with revised Fleet Replacement Guidelies. Revised Fleet Replacement Guidelines include the evaluation of the following criteria: Emission Compliance, Engine hours, Mileage, Age, Known Manufacture Problems, Repair Cost History, Utilization, and Fleet System Analytics. Additionally, the age and mileage replacement targets have been extended for all vehicle and equipment categories within the Fleet. New vehicle and equipment replacements are selected with the cleanest emissions systems possible that can be fueled and/or charged locally while meeting the end users' operational needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	631,000	298,000	1,152,000	1,286,000	377,000	3,744,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
402 - Fleet Repl Fund	631,000	168,000	1,115,000	1,286,000	377,000	3,577,000
611 - Parking Fund	0	130,000	37,000	0	0	167,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	155,000	0	60,000	215,000
Local Revenue Measure	631,000	168,000	960,000	1,286,000	317,000	3,362,000
Parking Fund	0	130,000	37,000	0	0	167,000

Capital Improvement Plan

Project Number	Project Name
1000521	Fleet Replacement: Utilities

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Fleet
Project Type	Annual Asset Maintenance

Purpose and Need

This funding replaces existing City vehicles in compliance with revised Fleet Replacement Guidelies. Revised Fleet Replacement Guidelines include the evaluation of the following criteria: Emission Compliance, Engine hours, Mileage, Age, Known Manufacture Problems, Repair Cost History, Utilization, and Fleet System Analytics. Additionally, the age and mileage replacement targets have been extended for all vehicle and equipment categories within the Fleet. New vehicle and equipment replacements are selected with the cleanest emissions systems possible that can be fueled and/or charged locally while meeting the end users' operational needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	170,000	535,000	115,000	310,000	250,000	1,380,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	50,000	15,000	0	207,500	175,000	447,500
602 - Sewer Fund	120,000	505,000	60,000	102,500	0	787,500
705 - Whale Rock Fund	0	15,000	55,000	0	75,000	145,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	120,000	505,000	60,000	102,500	0	787,500
Water Fund	50,000	15,000	0	207,500	175,000	447,500
Whale Rock Fund	0	15,000	55,000	0	75,000	145,000

Capital Improvement Plan

Project Number	Project Name
1000059	Fredericks Paving

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

A segment of the pavement on Fredericks Street was replaced due to a waterline failure in 2018. The pavement replacement was intended to be a semi-permanent fix and since the entire scope of the pavement damage was not known. The replaced pavement is currently in good condition. This funding supports future rehabilitation of pavement on Fredericks Street to full City Standards.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	0	300,000	300,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	0	0	0	0	300,000	300,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	0	0	0	300,000	300,000

Capital Improvement Plan

Project Number	Project Name
91739	Inflow/Infiltration Reduction

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Replacement of wastewater collection pipes, and related infrastructure is an ongoing program for a reliable sanitary sewer collection system. The program's inflow and infiltration program will conduct pipe integrity tests, video inspections of public sewers, smoke testing of service areas, and schedule point repairs to address existing deficiencies according to priority. The objective of the project is to explore opportunities to consolidate sewer collection systems that may run parallel along roadways, and construct new sewer lateral interconnections that can simplify maintenance operations, reduce illegal stormwater connections into the sewer, and rehabilitate fractures in clay pipes that may be experiencing groundwater infiltration due to soil settlements or root instructions. A decrease of infiltration flows will result in lower energy costs needed to treat sewer volumes at the wastewater treatment plant. The project efforts may include sewer lateral rebates, engineering reports, construction plans for point repairs, construction management services, sewer manhole re-coatings, sewer flow monitoring studies, and field testing of wastewater piping infrastructure.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	200,000	250,000	250,000	250,000	0	950,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	200,000	250,000	250,000	250,000	0	950,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	200,000	250,000	250,000	250,000	0	950,000

Capital Improvement Plan

Project Number	Project Name
91736	Infrastructure Renewal Strategy Report Update

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The purpose of this project is to update the computer model of the wastewater collection system monitoring pipe capacities for existing and future flows. The model will use best available information from new developments and compare the projections against flow monitoring data. The flow monitoring efforts will be conducted over several years to record improvements in pipe integrity and reductions on groundwater infiltration. The information will be used to schedule priorities for new sewer pipe replacement projects, and identify where groundwater infiltration may be restricting the capacity of the wastewater collection system. This study will be particularly important for proper planning of new infill housing developments, hospital expansions, and possible projects by the university needing additional sewer capacity.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	250,000	100,000	80,000	0	430,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	0	250,000	100,000	80,000	0	430,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	0	250,000	100,000	80,000	0	430,000

Capital Improvement Plan

Project Number	Project Name
1000074	IT Replacement

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	IT
Project Type	Annual Asset Maintenance

Purpose and Need

These projects replace Information Technology assets based upon equipment lifespan, condition, and organizational requirements.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	1,112,558	606,445	559,864	2,472,501	1,582,500	6,333,868

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	988,973	564,777	448,779	746,087	1,333,990	4,082,606
403 - Info Tech Repl Fund	0	0	62,000	1,123,172	145,500	1,330,672
601 - Water Fund	24,498	13,753	14,500	228,917	30,322	311,990
602 - Sewer Fund	87,838	19,358	14,982	254,015	35,745	411,938
611 - Parking Fund	4,160	4,279	14,693	76,091	18,227	117,450
621 - Transit Fund	1,201	3,157	4,910	20,704	10,415	40,387
705 - Whale Rock Fund	5,888	1,121	0	23,515	8,301	38,825

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	62,000	1,123,172	145,500	1,330,672
Local Revenue Measure	988,973	564,777	448,779	746,087	1,333,990	4,082,606
Parking Fund	4,160	4,279	14,693	76,091	18,227	117,450
Sewer Fund	87,838	19,358	14,982	254,015	35,745	411,938
Transit Fund	1,201	3,157	4,910	20,704	10,415	40,387
Water Fund	24,498	13,753	14,500	228,917	30,322	311,990
Whale Rock Fund	5,888	1,121	0	23,515	8,301	38,825

Capital Improvement Plan

Project Number	Project Name
1000030	Laguna Lake Golf Course Maintenance

Project Classification	Classification Description
CIP Project Function	Culture & Recreation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This Annual Asset Maintenance Project for the Laguna Lake Golf Course provides funding for work activities such as replacement of the 40 year old irrigation system, increasing water efficiencies by reducing leaks, and increase playability and safety of the turf.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	20,000	20,000	20,000	20,000	20,000	100,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	20,000	20,000	20,000	20,000	20,000	100,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	20,000	20,000	20,000	20,000	20,000	100,000

Capital Improvement Plan

Project Number	Project Name
1000075	Major Facility Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Public Facility
Project Type	Annual Asset Maintenance

Purpose and Need

This project will maintain, upgrade, or replace City facilities that serve the community. Funding in this Financial Plan is intended to support the Parks and Recreation interior office space remodel, the Corp Yard Tenant Improvements, and further the Police Department Facility site assessment and programming needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	772,500	633,200	710,500	226,500	505,500	2,848,200

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	767,500	293,200	600,500	80,500	315,500	2,057,200
404 - Major Facility Repl Fund	0	300,000	10,000	146,000	190,000	646,000
601 - Water Fund	0	7,500	50,000	0	0	57,500
602 - Sewer Fund	0	7,500	50,000	0	0	57,500
611 - Parking Fund	5,000	25,000	0	0	0	30,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	300,000	10,000	146,000	190,000	646,000
Local Revenue Measure	767,500	293,200	600,500	80,500	315,500	2,057,200
Parking Fund	5,000	25,000	0	0	0	30,000
Sewer Fund	0	7,500	50,000	0	0	57,500
Water Fund	0	7,500	50,000	0	0	57,500

Capital Improvement Plan

Project Number	Project Name
1000021	Meadow Park Pathway Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

There are approximately 6.5 miles of asphalt concrete pathways and bike paths within the City. Examples of these paths are the Railroad Safety Trail, the Bob Jones Trail, and various pathways located within City Parks. These pathways are used by bicycles and pedestrians, along with occasional service vehicles. To maintain accessibility to these facilities and reduce the risk of accidents, regular maintenance of pathways is important. Identified projects are as follows:
• 2021: Meadow Park Pathways Reconstruction, City Pathways Inventory and PCI Assessment 2022: Madonna Frontage Bike Pathway Maintenance
• 2023: Railroad Safety Trail from Cal Poly to Taft Street
• 2023 - 2025: Pathway Maintenance Various Locations, Location by PCI Assessment & Pavement Condition

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	350,000	0	0	0	0	350,000

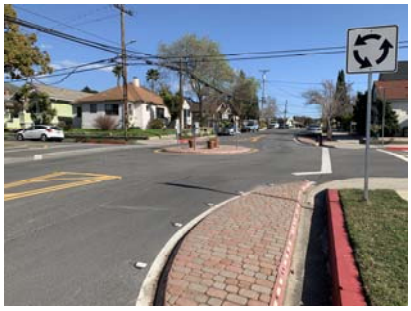
Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	350,000	0	0	0	0	350,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	100,000	0	0	0	0	100,000
Local Revenue Measure	250,000	0	0	0	0	250,000

Capital Improvement Plan

Project Number	Project Name
91612	Neighborhood Traffic Improvements

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance



Purpose and Need

This funding continues the efforts to improve traffic conditions in existing neighborhoods, including collector and arterial streets with fronting residential. Each year the City receives requests for solutions to speeding and cut-through traffic problems. This funding allows for implementation of small to moderately sized projects to correct traffic related problems. Occasionally, larger needs are scoped and developed into stand-alone projects and budgeted individually.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	75,000	75,000	75,000	75,000	75,000	375,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	75,000	75,000	75,000	75,000	75,000	375,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	75,000	75,000	75,000	75,000	75,000	375,000

Capital Improvement Plan

Project Number	Project Name
1000524	Old Garden Creek Retaining Wall

Project Classification	Classification Description
CIP Project Function	Environmental Health & Open Space
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

A portion of Old Garden Creek immediately upstream and west of Cuesta Drive contains a retaining wall that is failing. The wall is immediately adjacent to several trees which are destabilizing the wall as they grow and increase in size. The project will likely require the removal of trees and replacement the failing wall.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	50,000	300,000	0	350,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	0	50,000	300,000	0	350,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	0	50,000	300,000	0	350,000

Capital Improvement Plan

Project Number	Project Name
91397	Open Space Maintenance

Project Classification	Classification Description
CIP Project Function	Environmental Health & Open Space
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project supports continued implementation of the City's adopted Open Space Maintenance Plan. The ongoing maintenance of all City Open Space is premised on the protection of natural resources, including plants, animals, geologic and historic features and the natural areas themselves. Maintenance includes: enhancement to existing trailheads, maintenance and construction of approved and sustainable trails and open space facilities for passive recreation purposes only, removal of illicit materials and non-authorized trails, improved user and natural resource safety, land restoration and stewardship projects, invasive species treatment and control, erosion control and stabilization, education of users via patrols and community outreach, and management of the wildland-urban interface. Additionally, funding helps establish new open space trails associated with recent acquisitions and planning for public use.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	85,000	105,000	80,000	80,000	80,000	430,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	85,000	105,000	80,000	80,000	80,000	430,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	85,000	105,000	80,000	80,000	80,000	430,000

Capital Improvement Plan

Project Number	Project Name
91385	Park Major Maintenance & Repairs

Project Classification	Classification Description
CIP Project Function	Community & Neighborhood Livability
Community Priority	Diversity
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Parks require ongoing maintenance in order to continue to provide users a safe and quality experience. This Annual Asset Maintenance Account provides ongoing funding for the maintenance and replacement of a park infrastructure. This account provides funding annually for parks surfacing maintenance and water supply infrastructure including the installation of hydration stations. Larger maintenance projects include:

• 2021: Mission Plaza Railing Replacement, Sinsheimer Stadium Irrigation and Drainage Replacement, Sinsheimer Hardscape Replacement
• 2022: Cheng Park Rehabilitation, Railroad Bike Path Fencing
• 2023: Jack House Arbor, Meadow Park Exercise Course Railroad Bike Path Fencing 2024: Santa Rosa Park Bleacher Replacements
• 2025: Sinsheimer Stadium Lighting

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	1,835,000	160,000	1,000,000	690,000	840,000	4,525,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	1,835,000	160,000	1,000,000	690,000	840,000	4,525,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	200,000	0	0	200,000
Local Revenue Measure	1,835,000	160,000	800,000	690,000	840,000	4,325,000

Capital Improvement Plan

Project Number	Project Name
1000031	Parking Lot Maintenance

Project Classification	Classification Description
CIP Project Function	Community & Neighborhood Livability
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The total area of City maintained parking lots is approximately 360,000 square feet or 8.3 acres. In order to increase the percentage of lot surfaces in good condition, regular maintenance needs to be completed. The following parking lots have been identified for maintenance and repair.
Ongoing – Minor Repairs of City Parking Lots
2021 Construction - French Park Parking Lot - Pavement Area 3
2021 Construction - Fire Station 2 – Pavement Area 7
2021 Design / 2022 Construction – Islay Park – Pavement Area 3
2021 Design / 2022 Construction - Meadow Park – Pavement Area 4
2022 Design / 2023 Construction - Ludwick Community Center – Pavement Area 1
2022 Design / 2023 Construction - Laguna Lake – Pavement Area 5
2022 Design / 2023 Construction - Santa Rosa Park – Pavement Area 1
2023 Design / 2024 Construction - Laguna Lake - Pavement Area 6
2023 Design / 2024 Construction - Throop Park - Pavement Area 7
2023 Design / 2024 Construction - Mitchell Park - Pavement Area 4
2023 Design / 2024 Construction - Johnson Park - Pavement Area 2
2024 Construction - Damon Garcia Sports Field Complex - Pavement Area 3 2024 Design / 2025 Construction - Sinsheimer Park - Pavement Area 2

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	175,000	255,000	1,484,693	250,000	270,000	2,434,693

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	175,000	255,000	1,484,693	250,000	270,000	2,434,693

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	135,912	0	0	135,912
Local Revenue Measure	175,000	255,000	1,348,781	250,000	270,000	2,298,781

Capital Improvement Plan

Project Number	Project Name
1000102	Parking Lot Maintenance - Bus Yard

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project will rehabilitate the pavement at the Bus Yard facility parking lot and provide improved functional area for future electric vehicle and expanse of the fleet.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	5,000	500,000	0	0	0	505,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
621 - Transit Fund	5,000	500,000	0	0	0	505,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
State or Federal Grant	5,000	500,000	0	0	0	505,000

Capital Improvement Plan

Project Number	Project Name
1000032	Pedestrian and Bicycle Pathway Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

There are approximately 6.5 miles of asphalt concrete pathways and bike paths within the City. Examples of these paths are the Railroad Safety Trail, the Bob Jones Trail, and various pathways located within City parks. These pathways are used by bicycles and pedestrians, along with occasional service vehicles. To maintain accessibility to these facilities and reduce the risk of accidents, regular maintenance of pathways is important. Identified projects are as follows:
2021: City Pathways Inventory and PCI Assessment 2022: Madonna Frontage Bike Pathway Maintenance
2023: Railroad Safety Trail from Cal Poly to Taft Street
2023 - 2025: Pathway Maintenance Various Locations, Location by PCI Assessment & Pavement Condition

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	20,000	200,000	150,000	150,000	150,000	670,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	20,000	200,000	150,000	150,000	150,000	670,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	20,000	200,000	150,000	150,000	150,000	670,000

Capital Improvement Plan

Project Number	Project Name
1000035	Pismo/Johnson/SL Creek Bank Stabilization

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

San Luis Creek passes under Johnson Avenue near Pismo Street. The creek bank is starting to erode, and this project will stabilize the creek bank and protect Pismo Street.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	92,272	0	300,000	0	0	392,272

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	92,272	0	300,000	0	0	392,272

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	42,272	0	0	0	0	42,272
Local Revenue Measure	50,000	0	300,000	0	0	350,000

Capital Improvement Plan

Project Number	Project Name
1000033	Playground Equipment Replacement

Project Classification	Classification Description
CIP Project Function	Community & Neighborhood Livability
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

In 2008, the State passed AB 1144 which mandates that all play equipment constructed between 1994 and 1999 be replaced or upgraded within 15 years of installation.
2021 Design / 2023 Construction - Vista Lago Mini Playground (Installed 2001) 2021 Design / 2023 Construction - DeVaul Ranch Playground (Installed 2002) 2022 Design / 2024 Construction - Mitchell Park Playground (Installed 2003) 2023 Design / 2025 Construction - Laguna Hills Playground (Installed 2004) 2024 Design / 2025 Construction - Anholm Playground (Installed 2006)
2025 Design - French Park Playground (Installed 2008)

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	110,000	100,000	700,000	800,000	1,175,000	2,885,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	110,000	100,000	700,000	800,000	1,175,000	2,885,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	110,000	100,000	700,000	800,000	1,175,000	2,885,000

Capital Improvement Plan

Project Number	Project Name
1000531	Reycled Water Annual UV Bulb Replacement

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project involves replacement of UV Bulbs for proper functioning of the City's Recycled Water System

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	10,000	10,000	10,000	30,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	0	0	10,000	10,000	10,000	30,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	0	10,000	10,000	10,000	30,000

Capital Improvement Plan

Project Number	Project Name
1000532	Roundabout Public Art Installations

Project Classification	Classification Description
CIP Project Function	Culture & Recreation
Community Priority	Economic
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project is to initiate planning for installation of public art in the center of current or planned City roundabouts.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	300,000	300,000	200,000	200,000	200,000	1,200,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
207 - Public Art Private Sector Fund	300,000	300,000	200,000	200,000	200,000	1,200,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	300,000	300,000	200,000	200,000	200,000	1,200,000

Capital Improvement Plan

Project Number	Project Name
1000084	Sewer Maintenance Hole Cover Adjustments

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project funds the raising or lowering sewer maintenance covers when the City paves roadways. The objective of the project is to protect existing sewer maintenance cover frames and pipes from damage by paving machinery, and to efficiently complete paving operations within the roadway.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	85,000	25,000	25,000	25,000	25,000	185,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	85,000	25,000	25,000	25,000	25,000	185,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	85,000	25,000	25,000	25,000	25,000	185,000

Capital Improvement Plan

Project Number	Project Name
90849	Sidewalk Replacement and Installation

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City has an established system of streets with curbs, gutters, and sidewalks. The City's sidewalk system is comprised of 202 miles of sidewalk and 2436 points at intersections where pedestrians cross the street. New replacement installations of sidewalk and curb ramps are required to continue the City's program to provide a complete and accessible pedestrian path of travel.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	235,461	250,000	250,000	250,000	250,000	1,235,461

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
209 - SB1186 CASP Certify Fund	85,461	0	0	0	0	85,461
401 - Capital Outlay Fund	150,000	250,000	250,000	250,000	250,000	1,150,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	150,000	250,000	250,000	250,000	250,000	1,150,000
SB1186 CASP Certify Fund	85,461	0	0	0	0	85,461

Capital Improvement Plan

Project Number	Project Name
1000046	Silt Removal

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Silt carried by storm water settles at points in the creek where the storm water's velocity decreases. This reduction in velocity allows solids suspended in the water to settle out. As these deposits build up, the capacity of the creek decreases and risk of flooding of the surrounding areas increases. The regular removal of silt restores channel capacity and reduces risk of flooding.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	210,000	100,000	100,000	100,000	100,000	610,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	210,000	100,000	100,000	100,000	100,000	610,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Zone 9	210,000	100,000	100,000	100,000	100,000	610,000

Capital Improvement Plan

Project Number	Project Name
1000533	SLO Creek Improvements Behind Cheng Park

Project Classification	Classification Description
CIP Project Function	Environmental Health & Open Space
Community Priority	Economic
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project will remove silt accumulation and restore creek capacity and habitat between Marsh Street Bridge and Santa Rosa Street bridge in San Luis Obispo Creek.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	100,000	0	400,000	500,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	0	100,000	0	400,000	500,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	0	100,000	0	400,000	500,000

Capital Improvement Plan

Project Number	Project Name
1000534	SLO Creek Walk Maintenance - Lighting, Signage, Irrigation, Plants

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project is intended to remove invasive weeds and plants in the creek channel area and intended to create a more inviting experience for community members and visitors of the Mission Plaza.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	200,000	0	0	200,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	0	200,000	0	0	200,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	0	200,000	0	0	200,000

Capital Improvement Plan

Project Number	Project Name
90742	Storm Drain System Replacement

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This annual asset maintenance project addresses capital maintenance and replacement of pipe, culvert and constructed drainage channels to provide increased flood protection and reduced likelihood of loss of property.
2021 - Broad and Leff Culvert Repair
2021 – Funston and Lawton CMP Replacements
2021 - Woodbridge Groundwater Runoff Diversion Design
2022 – Rafael and Luneta CMP Replacements
2022 - Woodbridge Groundwater Runoff Diversion
2022 - Sacramento Culvert Repair
2023-2025 - Design and Construction of CMP Replacements per ongoing Priority Condition Assessments.
Ongoing - Trash Capture Device Installations

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	910,000	725,000	550,000	550,000	550,000	3,285,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	910,000	725,000	550,000	550,000	550,000	3,285,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	910,000	725,000	550,000	550,000	550,000	3,285,000

Capital Improvement Plan

Project Number	Project Name
91616	Street Lights - Annual Asset Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This annual asset account supports the establishment of new street lights requested by the community.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	75,000	75,000	75,000	75,000	75,000	375,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	75,000	75,000	75,000	75,000	75,000	375,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	75,000	75,000	75,000	75,000	75,000	375,000

Capital Improvement Plan

Project Number	Project Name
90346	Street Reconstruction & Resurfacing

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Pavement maintenance is an ongoing need and provides increased roadway life and a smooth pavement surface. The City's Pavement Management Plan (PMP), adopted in 1998, established nine pavement maintenance zones within the City, and a plan in which each of these areas receved maintenance on an eight-year rotation. In 2009, the City Council approved a modified PMP that provided great priority for arterial strets while maintaining the eight-year rotation for maintenance work on local streets. The City maintains a total of 134 miles of roadways. Identified projects are as follows:
2021 - Marsh, Higuera, Johnson/Phillips/Pepper, and Nipomo Street
2022 - Pavement Areas 6 & 7 Local and Collector Streets, Monterey - California to Santa Rosa
2023 - Downtown Core Marsh & Higuera, Morro Mid-Block to Monterey, Palm - Pepper to Santa Rosa
2024 - Areas 8 & 9 Local and Collector Streets
2025 - Santa Barbara, Orcutt Road

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	3,592,702	4,266,258	3,302,967	3,382,014	3,341,180	17,885,121

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
211 - SB1 Road Repair 2017	914,731	941,258	977,967	1,014,152	1,062,831	4,910,939
401 - Capital Outlay Fund	2,677,971	3,325,000	2,325,000	2,367,862	2,278,349	12,974,182

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	273,324	0	0	1,306,829	835,279	2,415,432
Local Revenue Measure	2,404,647	3,325,000	2,325,000	1,061,033	1,443,070	10,558,750
SB1	914,731	941,258	977,967	1,014,152	1,062,831	4,910,939

Capital Improvement Plan

Project Number	Project Name
1000150	Sustainable Groundwater Management Act GSP

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City of San Luis Obispo formed a Groundwater Sustainability Agency (GSA) in June of 2017 for management of the San Luis Valley Groundwater Basin (SLO Basin) in accordance with the Sustainable Groundwater Management Act (SGMA). This project will provide financial resources to collaborate with GSA stakeholders to effectively manage the groundwater basin in the city, which may include preparation of research studies, field investigations, legal documents, grant applications, and regional participation in the development of a groundwater sustainability plan.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	150,000	150,000	150,000	150,000	150,000	750,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	150,000	150,000	150,000	150,000	150,000	750,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	150,000	150,000	150,000	150,000	150,000	750,000

Capital Improvement Plan

Project Number	Project Name
90943	Traffic Signs & Striping Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City is responsible for maintaining approximately 15,000 traffic signs and 134 miles of roadway striping. The Federal Highway Administration has adopted a mandate requiring public agencies to maintain minimum reflectivity standards to help ensure nighttime visibility. Specifically, this funding will be used to replace signs, lanes lines, stop bars, marked crosswalks and other roadway indicators enhancing safety for motorists, cyclist and pedestrians.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	25,000	25,000	25,000	25,000	25,000	125,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	25,000	25,000	25,000	25,000	25,000	125,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	25,000	25,000	25,000	25,000	25,000	125,000

Capital Improvement Plan

Project Number	Project Name
1000073	Transportation Safety & Operations

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City completes annual safety reports which identify changes that can be made to the City’s roadways to enhance safety for all road users. This is consistent with the City's adopted Vision Zero goal to eliminate traffic-related fatalities and severe injuries citywide. This funding will be used to implement the highest priority safety and traffic operations improvements identified in the Traffic Safety Report and Traffic Operations Report.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	50,000	50,000	50,000	50,000	50,000	250,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	30,000	30,000	30,000	30,000	30,000	150,000
507 - Transportation Impact Fee Fund	20,000	20,000	20,000	20,000	20,000	100,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	30,000	30,000	30,000	30,000	30,000	150,000
Transportation Development Impact Fee	20,000	20,000	20,000	20,000	20,000	100,000

Capital Improvement Plan

Project Number	Project Name
99653	Treatment Major Facilities Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City's Water Treatment Plant was originally constructed in 1961. In 1995, a significant upgrade to the plant was completed to meet changing water quality requirements. In April of 2008, another major upgrade project was completed that replaced older equipment, added additional treated water storage, and enhanced treatment processes. The ongoing maintenance of the facilities and equipment at the Water Treatment Plant is necessary in order to prolong the useful life of the facilities and ensure staff's ability to operate the plant and treat water to State and Federal standards. (Note – There could be cost savings if Ozone and Air Prep Systems are replaced as part of the proposed Water Treatment Plant Energy Efficiency Project).

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	274,000	109,000	109,000	180,000	150,000	822,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	274,000	109,000	109,000	180,000	150,000	822,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	274,000	109,000	109,000	180,000	150,000	822,000

Capital Improvement Plan

Project Number	Project Name
91740	Trench Repairs- Sewer

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

This project includes repairs to paved areas by Job Order Contract (JOC) where wastewater collection staff addressed system failures, or potholing operations along the public sewer system. The objective of the project is to efficiently replace several temporary asphalt patches within the roadway that resulted from potholing operations with permanent pavement using bulk orders from the JOC.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	25,000	25,000	25,000	25,000	25,000	125,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	25,000	25,000	25,000	25,000	25,000	125,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	25,000	25,000	25,000	25,000	25,000	125,000

Capital Improvement Plan

Project Number	Project Name
91147	Trench Repairs- Water

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The project includes repairs to paved areas by Job Order Contract (JOC) where water distribution staff needs to remove, or repair service connections within the public water distribution system. The objective of the project is to remove city owned polybutylene service connections, cast iron fittings, deteriorated water pipes, and to efficiently replace several temporary asphalt patches with permanent pavement using bulk orders from the JOC.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	200,000	200,000	200,000	200,000	200,000	1,000,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	200,000	200,000	200,000	200,000	200,000	1,000,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	200,000	200,000	200,000	200,000	200,000	1,000,000

Capital Improvement Plan

Project Number	Project Name
1000027	Urban Forest Maintenance

Project Classification	Classification Description
CIP Project Function	Community & Neighborhood Livability
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City's Urban Forest is comprised of approximately 20,000 public trees. Regular tree pruning and related maintenance provides for an attractive, healthy, and safer urban forest. This funding will be used to provide annual tree pruning in neighborhoods and the downtown, including preparation of an Urban Forest Master Plan that will be used to guide long term maintenance and operations program efforts.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	315,000	175,000	175,000	175,000	175,000	1,015,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	315,000	175,000	175,000	175,000	175,000	1,015,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	315,000	175,000	175,000	175,000	175,000	1,015,000

Capital Improvement Plan

Project Number	Project Name
1000527	Wastewater Collections System - Point Repairs

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Point repairs of sewer mains and related infrastructure is necessary for a reliable wastewater collection system. This point repair project will address existing deficiencies in a surgical manner and identify potential failures in the public wastewater collection system using video inspections of public mains. The objective of the point repair project is to explore opportunities to improve wastewater catchment areas in a surgical method with limited impacts to traffic circulation and paved roads. The project efforts may include engineering reports, video inspections, updates to the computer hydraulic model, construction plans for point repairs, construction management services, re-coatings of maintenance structures (MHs), research for grants programs, and field testing of the wastewater collection system. The following projects have been identified in this financial plan: elimination of sewer pipes along backyard easements, off-set joints along the pipe between maintenance structures, and computer modeling efforts of the proposed hydraulic modifications.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	50,000	50,000	0	0	0	100,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	50,000	50,000	0	0	0	100,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	50,000	50,000	0	0	0	100,000

Capital Improvement Plan

Project Number	Project Name
1000540	Water Distribution System Hydraulic Model Update

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The purpose of this project is to update the computer model of the water distribution system monitoring pipe capacities for existing and future flows. The model will use best available information from new developments and compare the projections against flow data obtained from the Supervisory Control and Data Acquisition (SCADA). The flow monitoring efforts will be conducted over several months to record improvements in pipe integrity and reductions on main breaks. The information will be used to schedule priorities for new water pipe replacement projects, and identify where water demands may be restricting the capacity of the water distribution system. This study will be particularly important for proper planning of new infill housing developments, hospital expansions, and possible projects by the university needing additional water capacities.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	100,000	0	0	0	0	100,000

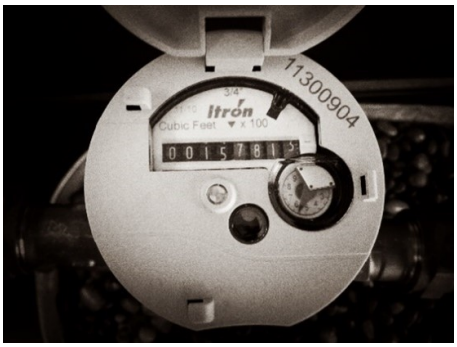
Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	100,000	0	0	0	0	100,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	100,000	0	0	0	0	100,000

Capital Improvement Plan

Project Number	Project Name
1000062	Water Meters and Boxes

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance



Purpose and Need

This project funds the material cost for water meters, meter appurtenances, and meter boxes where water distribution staff needs to remove or repair public water meters within the distribution system that are reported to be defective. The objective of the project is to increase accuracy and reliability of public water meters, and efficiently manage all water resources in a cost-effective manner. When leaks are suspected, water distribution staff will use best available technology to monitor the water service area (pressure zone) using: leak detection equipment, sound correlators, radio monitoring telemetry of water flows around a pressure zone, and pilot tests by the water distribution staff for a temporary district metering area.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	286,000	330,000	335,000	343,000	350,000	1,644,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	143,000	165,000	167,500	171,500	175,000	822,000
602 - Sewer Fund	143,000	165,000	167,500	171,500	175,000	822,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	143,000	165,000	167,500	171,500	175,000	822,000
Water Fund	143,000	165,000	167,500	171,500	175,000	822,000

Capital Improvement Plan

Project Number	Project Name
1000034	Water Storage Tank Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Storage capacity for treated potable water is an essential function of a water distribution system to provide adequate flows and pressures throughout the community. In addition to water storage tanks at the Water Treatment Plant, there are nine water storage tanks located within the City's distribution system, and a few have been in operation since the early 1940s. Maintenance of water storage facilities is necessary to prolong the useful life of these assets and ensures staff's ability to operate the water system to State and Federal standards. In 2012, a consultant was hired to inspect and produce a report regarding the interior and exterior of the City's water storage tanks. The report included recommendations, and preliminary cost estimates for future maintenance projects. Following the inspection of the tanks, staff worked with the consultant to assign a priority ranking for each future maintenance project. The proposed projects for funding include:
1) Wash Water Tank No. 1 is experiencing excessive corrosion on the inner roof area. To prevent the tank structure from deteriorating and to prolong the tank's lifespan, new interior and exterior coatings are required and reconstruction of the roof's structural members is needed.
2) Reservoir 2, the City's largest treated potable water storage tank, needs a new floating cover and associated equipment. The existing floating cover has reached the end of its service life. Reservoir 2 is a concrete water storage tank.
3) Edna Tank, the City's largest steel potable water storage tank, is experiencing corrosion on the interior surfaces and requires new interior and exterior coatings to prevent the corrosion from spreading into the structural members. Coating projects are preventative maintenance and will prolong the life span of the tank and reduce the likelihood of future costly component failures. This project will be grouped with other coating projects to capitalize on potential savings from a larger construction project.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	50,000	1,355,000	1,000,000	0	0	2,405,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	50,000	1,355,000	1,000,000	0	0	2,405,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	50,000	1,355,000	1,000,000	0	0	2,405,000

Capital Improvement Plan

Project Number	Project Name
1000542	Water Treatment Plant Major Facility Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance,Asset Replacement

Purpose and Need

The City's Water Treatment Plant was originally constructed in 1961. In 1995, a significant upgrade to the plant was completed to meet changing water quality requirements. In April of 2008, another major upgrade project was completed that replaced older equipment, added additional storage capacity for treated water, and enhanced treatment processes. The ongoing maintenance of the facilities and equipment at the Water Treatment Plant is necessary to prolong the useful life of the facilities and ensure staff's ability to operate the plant and treat water to State and Federal standards. The proposed maintenance projects include maintenance to ozone system, chemical storage system, air compressor, package thickener, aluminum bulk tank replacement, lab analyzer replacement, polymer mixing unit rehabilitation, rehabilitation of pump station pressure sustaining valves, facility roof repairs, and the development of a Facility Infrastructure Renewal Strategy. The renewal strategy will allow plant staff to prioritize Water Treatment Plant related capital improvement projects for the next decade. An asset management plan will also be developed to track infrastructure performance and maintenance cycles.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	275,000	180,000	50,000	0	25,000	530,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	270,000	180,000	50,000	0	25,000	525,000
705 - Whale Rock Fund	5,000	0	0	0	0	5,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	270,000	180,000	50,000	0	25,000	525,000
Whale Rock Fund	5,000	0	0	0	0	5,000

Capital Improvement Plan

Project Number	Project Name
91149	Water Valve Cover Adjustments

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The project includes raising or lowering water valve covers when the City completes road pavement operations. The objective of the project is to protect existing water valves and access covers from damage by paving machinery, and to efficiently complete paving operations within the roadway. Water valves will be replaced with new decorative art covers that convey history and culture of the City.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	50,000	30,000	30,000	30,000	30,000	170,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	50,000	30,000	30,000	30,000	30,000	170,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	50,000	30,000	30,000	30,000	30,000	170,000

Capital Improvement Plan

Project Number	Project Name
1000065	Waterline Replacements - Point Repair

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Replacement of water distribution pipes, mainlines, and related infrastructure is an ongoing program to provide a reliable water distribution network including fire protection. The City operates a complex potable water distribution system that is comprised of 15 distribution zones, nine potable water storage tanks, two reservoirs, five hydro-pneumatic tanks, seven pump stations, 21 pressure reducing valves (PRVs) and over 180 miles of pipe with diameters ranging in size from four inches to 30 inches. This project will replace critical infrastructure that has reached the end of its useful life, or has recently failed, or is ranked as a high priority for replacement by the water distribution's infrastructure renewal strategy. The objective of the project is to replace cast-iron pipe or failing materials with pipe meeting new standards by the American Water Works Association (AWWA) to provide resiliency in the distribution network against variations in pressure and flows. The point repair project will address existing deficiencies, and the potential for near-term failure according to priority. The objective of the project is to explore opportunities to consolidate water distribution service areas (pressure zones), and construct new pipe interconnections between pressure zones to simplify operations, improve water reuse operations, reduce pumping needs, and eliminate pump stations or tanks that would otherwise require replacement. The project efforts may include engineering reports, updates to the computer hydraulic model, construction plans for point repairs, construction management services, tank re-coatings, pump maintenance, updates to construction water filling stations, materials for point repairs, grant applications, and field testing of water distribution infrastructure.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	590,000	0	0	0	0	590,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	590,000	0	0	0	0	590,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	590,000	0	0	0	0	590,000

Capital Improvement Plan

Project Number	Project Name
91335	Whale Rock Reservoir - Major Facility Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Whale Rock Reservoir was originally constructed in 1961. In 2018, an assessment was completed to evaluate the condition of the Dam's spillway and related infrastructure per requirements set by the Division of Safety of Dams (DSOD). The recommendations by the assessment include capital improvement projects required to operate the facility in a safe and reliable manner per DSOD requirements. Additionally, the ongoing maintenance of the facility and associated infrastructure at the Whale Rock Reservoir are necessary to prolong the useful life of the facilities and ensure staff's ability to operate the dam and deliver water to the City.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	815,000	145,000	20,000	120,000	45,000	1,145,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
705 - Whale Rock Fund	815,000	145,000	20,000	120,000	45,000	1,145,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Whale Rock Fund	815,000	145,000	20,000	120,000	45,000	1,145,000

Capital Improvement Plan

Project Number	Project Name
91617	Whale Rock Transmission Pipeline

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The 17.6 miles of pipeline conduit that transport water from the Whale Rock Reservoir (WRR) to the City of San Luis Obispo, Cal Poly, and California Men's Colony is 57 years old. Given the aging infrastructure, an assessment of the pipeline's condition has been completed to properly schedule repairs or replacement projects. Understanding the condition of the WRR pipeline has assisted in in planning for long term pipeline reliability and associated maintenance needs, minimizing pipeline failures and associated disruptions, cost, and water leaks. The following scheduled repairs will include point repairs or replacement of pipe segments that have experienced corrosion or have failed the structural integrity assessment.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	60,000	510,000	0	0	0	570,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
705 - Whale Rock Fund	60,000	510,000	0	0	0	570,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Whale Rock Fund	60,000	510,000	0	0	0	570,000

Capital Improvement Plan

Project Number	Project Name
1000077	WRRF Major Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance,New Asset

Purpose and Need

This project includes maintenance of key components at the Water Resource Recovery Facility WRRF to ensure proper operation and prolong the useful life of equipment and other facilities that are not included in the facility upgrade. The structures and equipment at the Water Resource Recovery Facility (WRRF) range in age from five to over 75 years. As part of the continued operation of the WRRF, existing processes and equipment require maintenance and periodic replacement to ensure proper function, prolong service life, and maintain high quality treatment processes. Preventive maintenance is a key component to reducing equipment failure and reducing risk associated with regulatory discharge limit violations. Construction and equipment replacement must occur in such a way as to not interfere with the City's ability to continue to provide wastewater treatment within a strict regulatory setting. Replacement of equipment and maintenance activities will be coordinated with the ongoing WRRF upgrade project, which include maintenance to the primary scum pit, screenings auger, grit pumps, grit blowers, influent storm pumps, laboratory fans, security lights, chain link fence, computerized maintenance management system (CMMS), digester flare, digester cleaning and digester portable heaters. Construction of these major equipment maintenance projects will be coordinated with facility's infrastructure renewal strategy and will allow plant staff to prioritize capital improvement projects for the next decade. An asset management plan will also be developed to track infrastructure performance and maintenance cycles using the City's available software.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	340,000	520,000	400,000	125,000	125,000	1,510,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	87,500	0	0	0	0	87,500
602 - Sewer Fund	252,500	520,000	400,000	125,000	125,000	1,422,500

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	252,500	520,000	400,000	125,000	125,000	1,422,500
Water Fund	87,500	0	0	0	0	87,500

Capital Improvement Plan

Project Number	Project Name
1000505	Bus Replacements with EV

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Transportation
Project Type	Asset Replacement

Purpose and Need

Several SLO Transit vehicles are near the end of their useful life as defined by the Federal Transit Administration as 12 years of consecutive service. These vehicles are showing their age and experiencing reliability issues and require additional costly maintenance. This project will replace end of useful life diesel transit vehicles with new electric transit vehicles which is essential for the City to move closer towards meeting its Climate Action Plan goals of being carbon neutral by 2030 and the California Air Resource Board Innovative Clean Transit Rule for 100% transition to electric transit vehicles by 2040. Funding for transit vehicle replacements is contingent upon receipt of discretionary grant dollars.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	1,854,000	1,910,000	1,965,000	2,025,000	2,085,000	9,839,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
621 - Transit Fund	1,854,000	1,910,000	1,965,000	2,025,000	2,085,000	9,839,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
State or Federal Grant	1,854,000	1,910,000	1,965,000	2,025,000	2,085,000	9,839,000

Capital Improvement Plan

Project Number	Project Name
1000506	Bus Shelter Replacements

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Transportation
Project Type	Asset Replacement

Purpose and Need

This is an ongoing program to replace bus shelters as they reach the end of their useful life.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	105,000	0	90,000	0	90,000	285,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
621 - Transit Fund	105,000	0	90,000	0	90,000	285,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
State or Federal Grant	105,000	0	90,000	0	90,000	285,000

Capital Improvement Plan

Project Number	Project Name
1000053	Bus Wash Replacement

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Transportation
Project Type	Asset Replacement

Purpose and Need

The City's Bus Wash has met the end of its useful life and commonly fails. This project would replace the current system with a new Bus Wash system that is water conservation focused. This project is contingent upon receiving future discretionary grants for implementation. Concurrent with grant solicitation, the City will be reviewing whether shared infrastructure between RTA and the City would be of benefit.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	75,000	450,000	0	0	0	525,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
621 - Transit Fund	75,000	450,000	0	0	0	525,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
State or Federal Grant	75,000	450,000	0	0	0	525,000

Capital Improvement Plan

Project Number	Project Name
91503	California & Taft Roundabout

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	Yes
Project Classification	Transportation
Project Type	Asset Replacement

Purpose and Need

This project includes Installation of a roundabout at the intersection of California & Taft, which improves traffic safety and congestion for all road users. This project also improves pedestrian and bicycle connectivity to the newly-constructed segment of the Railroad Safety Trail on the west side of California Boulevard.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	300,000	2,798,000	0	0	0	3,098,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
XXX – Developer Cont. Fund	0	78,000	0	0	0	78,000
401 - Capital Outlay Fund	300,000	2,720,000	0	0	0	3,020,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Developer Contribution	0	78,000	0	0	0	78,000
Local Revenue Measure	300,000	2,720,000	0	0	0	3,020,000

Capital Improvement Plan

Project Number	Project Name
1000055	Council Hearing Room TI

Project Classification	Classification Description
CIP Project Function	Fiscal Health & Governance
Community Priority	Other
Partnership Project	No
Project Classification	Public Facility
Project Type	Asset Replacement

Purpose and Need

The tenant improvement project will replace interior finishes and create a more functional space for public meetings.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	130,000	0	0	0	130,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	130,000	0	0	0	130,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	130,000	0	0	0	130,000

Capital Improvement Plan

Project Number	Project Name
91320	Downtown Renewal

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Community Improvement
Project Type	Asset Replacement

Purpose and Need

This annual asset maintenance project continues to improve the aesthetic of the downtown core with sidewalk frontage improvements. The addition of pedestrian lighting and conduits to support tree lighting and other Downtown Association activities is incorporated. The proposed work plan is as follows 22/23 West side of Broad Street from Marsh to Higuera Street including adjacent intersection improvements.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	1,100,000	0	0	1,100,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	0	1,100,000	0	0	1,100,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	0	1,100,000	0	0	1,100,000

Capital Improvement Plan

Project Number	Project Name
1000511	Downtown Safety Enhancements

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Community Improvement
Project Type	Asset Replacement

Purpose and Need

This funding will be used to purchase mobile barriers to better protect pedestrians from vehicle collisions, specifically for Farmer's Market, but may be used in different locations based upon community needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	400,000	0	0	0	0	400,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	400,000	0	0	0	0	400,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	400,000	0	0	0	0	400,000

Capital Improvement Plan

Project Number	Project Name
1000515	Fire Station 1 Gym Space Covering

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Other
Partnership Project	No
Project Classification	Public Facility
Project Type	Asset Replacement

Purpose and Need

To support the Fire Department's continued effort in reducing workplace injuries, this project will improve the usable exercise space at Station 1 by providing an exterior covering to allow an increased number of personnel to train at one time, even during adverse weather conditions (heat, rain). Maintaining high levels of physical fitness is required to limit on the job injuries and accidents. The Department's Injury Prevention Program now includes an increased number of multi-company trainings and the current gym space is not large enough to accommodate more than one company at a time. The scope of the project includes the installation of an exterior, standalone covering approximately 24' x 24' in size adjacent to the gym room.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	25,000	0	0	25,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	0	25,000	0	0	25,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	25,000	0	0	25,000

Capital Improvement Plan

Project Number	Project Name
1000516	Fire Station 3&4 Remodel Space Study and Design

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Other
Partnership Project	No
Project Classification	Public Facility
Project Type	Asset Replacement

Purpose and Need

In an effort to make the Fire Department a more inclusive environment for all genders and to support the City Council's Major City Goal of Diversity, Equity and Inclusion, the Fire Department is seeking to remodel the living quarters for Fire Stations 3 and 4. Both Stations were designed with dorm-like sleeping quarters that lack the needed privacy for a multi-gendered staff. Station 4 will also need bathroom modifications in addition to the living quarters. This project will allow the fire department to conduct a space study and design, allowing staff to properly plan for the remodel scope and budget requirements.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	25,000	75,000	0	0	0	100,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	25,000	75,000	0	0	0	100,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	25,000	75,000	0	0	0	100,000

Capital Improvement Plan

Project Number	Project Name
1000517	Fire Station 4 Metal Building Gym Space

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Other
Partnership Project	No
Project Classification	Public Facility
Project Type	Asset Replacement

Purpose and Need

To support the Fire Department's continued effort in reducing workplace injuries, the this project will improve the usable exercise space at Station 4 by providing a detached exterior structure to allow a single engine company to perform physical fitness training while out of the elements. Maintaining high levels of physical fitness is required to limit on the job injuries and accidents. Currently many of the station's exercise equipment sits outside, exposed to the elements resulting in excessive wear and deterioration. Additionally, the lack of an adequate exercise space reduces the station crews ability to conduct exercise during adverse weather. The scope of the project includes the installation of a detached concrete pad and an electrified steel frame structure approximately 24' x 24' in size.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	90,000	0	0	90,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	0	90,000	0	0	90,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	90,000	0	0	90,000

Capital Improvement Plan

Project Number	Project Name
1000094	Foothill Sewer Siphon

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City's wastewater collection system includes approximately 140 miles of sewer lines and related operational equipment. Some pipes are over 100 years old and are undersized. Maintenance needs and costs dramatically increase as pipeline and equipment approach the end of their useful life. The objective of this project is to replace sewer pipes in the northwest part of the City that have shown high inflow or infiltration flows based on recorded sewer spills, and high recorded flow rates during major storm events.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	0	200,000	200,000

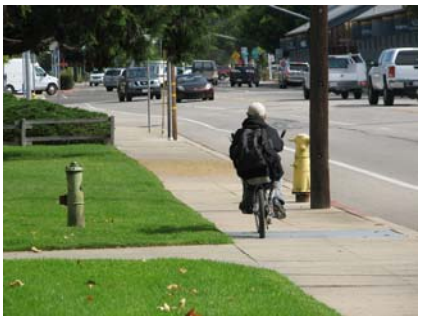
Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	0	0	0	0	200,000	200,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	0	0	0	0	200,000	200,000

Capital Improvement Plan

Project Number	Project Name
91610	Higuera St. Widening - Bridge to Elks

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Transportation
Project Type	Asset Replacement



Purpose and Need

This funding supports the construction phase of a roadway safety improvement project to widen the segment of South Higuera Street between Bridge Street and Elks Lane to provide width for a center two-way left-turn lane. This project is partially funded through a Caltrans Highway Safety Improvement Program (HSIP) Grant and was recommended in the City's Traffic Safety Program to address a collision trend related to vehicle turns entering/exiting adjacent driveways along a street with no existing turn lanes. Street widening will also provide opportunity to improve on-street bikeways as recommended in the City's Active Transportation Plan.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	510,000	0	0	0	0	510,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	360,000	0	0	0	0	360,000
507 - Transportation Impact Fee Fund	150,000	0	0	0	0	150,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Transportation Development Impact Fee	150,000	0	0	0	0	150,000
USHA Grant	360,000	0	0	0	0	360,000

Capital Improvement Plan

Project Number	Project Name
1000060	Lighting Energy Efficiency Retrofits

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Public Facility
Project Type	Asset Replacement

Purpose and Need

This project replaces the existing interior lighting in several City facilities with new energy efficient LED lighting. There is a small direct cost to the City for this lighting replacement and the remainder of the project cost will be incorporated into the City's existing energy billing. Decreased energy usage is estimated to offset the majority of the lighting retrofit costs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	15,000	0	0	0	0	15,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	15,000	0	0	0	0	15,000
611 - Parking Fund	0	0	0	0	0	0

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	15,000	0	0	0	0	15,000
Parking Fund	0	0	0	0	0	0

Capital Improvement Plan

Project Number	Project Name
1000522	Major Facility Replacements

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Housing
Partnership Project	No
Project Classification	Public Facility
Project Type	Asset Replacement

Purpose and Need

This project will maintain, upgrade, or replace City facilities that serve the community. Funding in this Financial Plan is intended to support the Parks and Recreation interior office space remodel, the Corp Yard Tenant Improvements, and further the Police Department Facility site assessment and programming needs.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	200,000	300,000	1,400,000	400,000	55,007,000	57,307,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	200,000	300,000	1,400,000	400,000	55,007,000	57,307,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Bonds, Infrastructure Loan (Debt)	0	0	0	0	52,000,000	52,000,000
General Capital Outlay	100,000	0	1,000,000	0	0	1,100,000
Local Revenue Measure	100,000	300,000	400,000	400,000	3,007,000	4,207,000

Capital Improvement Plan

Project Number	Project Name
90649	Mid-Higuera Bypass

Project Classification	Classification Description
CIP Project Function	Community Safety
Community Priority	Climate Action
Partnership Project	No
Project Classification	Community Improvement
Project Type	Asset Replacement

Purpose and Need

Due to historical encroachment into the San Luis Obispo creek channel between Marsh Street and Madonna, the creek channel is unable to provide sufficient capacity for flood events. This results in frequent flood damage as flood waters rise out of the creek channel and flow down Higuera Street. This project would reduce the frequency of this flooding by addressing multiple pinch points along the project area and direct flood waters towards the creek channel.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	100,000	100,000	0	0	0	200,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	100,000	0	0	0	0	100,000
601 - Water Fund	0	100,000	0	0	0	100,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	100,000	0	0	0	100,000
Zone 9	100,000	0	0	0	0	100,000

Capital Improvement Plan

Project Number	Project Name
91439	Mission Plaza Concept Plan Implementation

Project Classification	Classification Description
CIP Project Function	Community & Neighborhood Livability
Community Priority	Economic
Partnership Project	No
Project Classification	Community Improvement
Project Type	Asset Replacement

Purpose and Need

The City of San Luis Obispo has completed and approved a Concept Plan for future improvements to the Mission Plaza. A major component of the Concept Plan is to replace the exisitng restroom and install a new café, this scope of work is currently being advanced as Phase #1 of the broader Mission Plaza Concept Plan implementaion. This project also support design and future construction of the primary plaza area between Chorro Street and Broad Street, identified as Phase #2, as well as design service for Phase #3, improvements to the Broad Street Dog-leg.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	1,035,000	600,000	0	6,000,000	7,635,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	1,035,000	600,000	0	6,000,000	7,635,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	1,035,000	600,000	0	6,000,000	7,635,000

Capital Improvement Plan

Project Number	Project Name
91252	Prado Road Bridge & Road Widening

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Housing
Partnership Project	Yes
Project Classification	Transportation
Project Type	Asset Replacement

Purpose and Need

The bridge over San Luis Obispo Creek at Prado Road is functionally obsolete and cannot accommodate future City needs. This project proposes to replace the bridge with a wider section while armoring San Luis Obispo Creek to maximize its hydraulic capacity. Additionally, the intersection at Prado and South Higuera will be widened to operate in conjunction with the widened bridge.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	7,070,100	14,972,220	0	0	0	22,042,320

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	1,527,780	6,557,220	0	0	0	8,085,000
405 - Infractructure Invest CIP Fund	5,542,320	4,540,000	0	0	0	10,082,320
507 - Transportation Impact Fee Fund	0	3,875,000	0	0	0	3,875,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Federal HBP Grant	0	6,000,000	0	0	0	6,000,000
General Capital Outlay	1,100,000	410,647	0	0	0	1,510,647
Local Revenue Measure	427,780	146,573	0	0	0	574,353
Transportation Development Impact Fee	0	3,875,000	0	0	0	3,875,000
Unsecured State or Federal Grant	5,542,320	4,540,000	0	0	0	10,082,320

Capital Improvement Plan

Project Number	Project Name
1000530	Recycled Water Tank

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Asset Replacement,New Asset

Purpose and Need

The City operates and maintains the recycled water system that is currently comprised of one distribution zone, one booster-pump station, and a concrete tank located at the WRRF. This project will install critical infrastructure needed to reconstruct chemical dosing pumps and piping systems of the recycled water storage tank. The objective of the project is to improve the chemical dosing process, monitor the disinfection performance in the distribution system, and prepare engineering studies required by the Regional Board. The project also includes site fencing replacement.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	237,500	50,000	0	0	0	287,500

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	237,500	50,000	0	0	0	287,500

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	237,500	50,000	0	0	0	287,500

Capital Improvement Plan

Project Number	Project Name
91368	Reservoir 2 Replacement

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City currently operates two potable reservoirs (#1 and #2) that are estimated to be 60 years old. Reservoir #2 is a 7.44 million gallon (MG) reservoir equipped with floating covers that had previously been identified to be replaced in 2015. This reservoir supplies about half of the City's potable water needs. Because the reservoir is one big basin, the entire storage volume must be taken out-of-service for reservoir maintenance. The recently completed water distribution system hydraulic modeling identified opportunities to consolidate water distribution zones to improve operations, reduce pumping needs, eliminate tanks and pump stations that would otherwise require replacement, improve fire flow, and improve available fire storage. Replacement of Reservoir #2 will include construction of two new 2.5 MG above-ground tanks at the existing reservoir site. This will provide critical redundancy and allow for tank maintenance without service interruption. It will also be designed to increase water mixing in the reservoir, which will in turn lessen the overall age of water. Older water age contributes to disinfection by-products, a regulated substance which may be harmful to human health. The study phase will research constructability and identify project components such as whether electrical upgrades are necessary to the transfer pump station to ensure system reliability during construction. (This project will include a loan from the State Revolving Fund)

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	780,000	0	780,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	0	0	0	780,000	0	780,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	0	0	780,000	0	780,000

Capital Improvement Plan

Project Number	Project Name
1000093	Serrano, Bressi, Dana Pipe Replacement

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City's wastewater collection system includes approximately 140 miles of sewer lines and related operational equipment. Some pipes are over 100 years old and are undersized. Maintenance needs and costs dramatically increase as pipeline and equipment approach the end of their useful life. The objective of this project is to replace sewer pipes in areas that have shown high inflow or infiltration flows based on recorded sewer spills, and high recorded flow rates during major storm events.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	25,000	1,275,000	0	1,300,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	0	0	25,000	1,275,000	0	1,300,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	0	0	25,000	1,275,000	0	1,300,000

Capital Improvement Plan

Project Number	Project Name
1000535	Transit Facility EV Charging Infrastructure

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Transportation
Project Type	Asset Replacement,New Asset

Purpose and Need

The State of California's Innovative Clean Fleet Rule requires transit agencies to convert to zero emission vehicles. This project is to build in the electric vehicle infrasture needed to support the City's acquisition of electric transit buses.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	715,000	0	0	0	0	715,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
621 - Transit Fund	715,000	0	0	0	0	715,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
State or Federal Grant	715,000	0	0	0	0	715,000

Capital Improvement Plan

Project Number	Project Name
1000536	Transit Supervisor ADA EV Van

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Fleet
Project Type	Asset Replacement

Purpose and Need

One existing SLO Transit van has met the end of its useful life after 8 years of consecutive service. Replacement with an electric version is being recommended to comply with Ca ICT and City CAP goals.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	70,000	0	0	0	0	70,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
621 - Transit Fund	70,000	0	0	0	0	70,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
State or Federal Grant	70,000	0	0	0	0	70,000

Capital Improvement Plan

Project Number	Project Name
1000538	Vault Room Addition Design Study

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Transportation
Project Type	Asset Replacement

Purpose and Need

Based upon recent Transit audits, one finding recommended that the Transit program better secure the farebox vault. This project will pay for the design study phase this project.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	15,000	0	0	0	15,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
621 - Transit Fund	0	15,000	0	0	0	15,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
State or Federal Grant	0	15,000	0	0	0	15,000

Capital Improvement Plan

Project Number	Project Name
1000091	Verde, Luneta, Ramona Pipe Replacement

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City's wastewater collection system includes approximately 140 miles of sewer lines and related operational equipment. Some pipes are over 100 years old and are undersized. Maintenance needs and costs dramatically increase as pipeline and equipment approach the end of their useful life. The objective of this project is to replace sewer pipes in areas that have shown high inflow or infiltration flows based on recorded sewer spills, and high recorded flow rates during major storm events.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	1,276,000	0	0	0	0	1,276,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	1,276,000	0	0	0	0	1,276,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	1,276,000	0	0	0	0	1,276,000

Capital Improvement Plan

Project Number	Project Name
1000539	Wastewater Collections System Improvements

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Asset Replacement

Purpose and Need

The City's wastewater collection system includes approximately 140 miles of sewer lines and related operational equipment. Some pipes are over 100 years old, and are undersized. Maintenance requirements increase dramatically as pipeline and equipment approach the end of their useful life. Pipeline and operational equipment require ongoing maintenance and condition assessment to prioritize periodic replacement, ensure proper function, and prolong service life. The objective of this project is to replace sewer pipes in areas that have shown high inflow or infiltration flows based on recorded sewer spills, and high recorded flow rates during major storm events. Pipeline assessments have prioritized sewerline replacements along the street segments indicated below, by construction year:

2022 - Murray, Chorro, Meineke
2022 - Islay, Henry, Sierra Way
2022 - Morro, Mill, Santa Rosa
2023 - Taft, Hathaway, Phillips, Buena Vista, Loomis
2023 - San Jose, Ramona, Monte Vista, California
2025 - Broad, Murray, Chorro.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	160,000	3,860,000	2,450,000	135,000	1,485,000	8,090,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	160,000	3,860,000	2,450,000	135,000	1,485,000	8,090,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	160,000	3,860,000	2,450,000	135,000	1,485,000	8,090,000

Capital Improvement Plan

Project Number	Project Name
91369	Wastewater Lift Station Rehabilitation: Airport Lift Station

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The Airport Lift Station is located on Broad Street near the intersection of Fiero Lane. This station is a Smith and Loveless dry/wet well design. It operates with two-240 gpm, 5 horsepower pumps and 840 feet of existing eight-inch force main and was originally constructed by San Luis Obispo County in 1968; the City took over its operation and maintenance in 2000. Due to age, poor structural conditions, and exterior corrosion the station is operating beyond its life expectancy. The replacement lift station will be sited to accommodate future development of the Airport Area Specific Plan, which will include additional gravity sewers and a new sewer force main. Efforts will be made to look for alternative solutions to eliminate the need of a longer forcemain, which may require additional gravity systems, easement and property acquisitions through the recent Fiero Annexation completed in 2021.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	2,020,000	0	0	0	0	2,020,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	2,020,000	0	0	0	0	2,020,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	2,020,000	0	0	0	0	2,020,000

Capital Improvement Plan

Project Number	Project Name
1000082	Wastewater Lift Station Rehabilitation: Silver City Lift Station

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Asset Replacement

Purpose and Need

The Silver City Lift Station is a Smith and Loveless dry/wet well design, and was put in to service in 1971. The existing six-inch asbestos concrete force main pumps under San Luis Obispo Creek (it is encased under the creek) approximately 765 feet to a manhole upstream of the Laguna Lift Station. The Silver City lift station operates with two 450 gpm, 18.5 horse power pumps. The station replacement will be located in the same current location proximity. An additional property acquisition and easements will be required to relocate both the new lift station and force main. In addition to the force main replacement it will require the pipe to be encased in the San Luis creek crossing. The replacement lift station will accommodate a portion of the future development anticipated in the Margarita Area Specific Plan.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	70,000	100,000	0	1,980,000	2,150,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	0	70,000	100,000	0	1,980,000	2,150,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	0	70,000	100,000	0	1,980,000	2,150,000

Capital Improvement Plan

Project Number	Project Name
1000542	Water Treatment Plant Major Facility Maintenance

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance,Asset Replacement

Purpose and Need

The City's Water Treatment Plant was originally constructed in 1961. In 1995, a significant upgrade to the plant was completed to meet changing water quality requirements. In April of 2008, another major upgrade project was completed that replaced older equipment, added additional storage capacity for treated water, and enhanced treatment processes. The ongoing maintenance of the facilities and equipment at the Water Treatment Plant is necessary to prolong the useful life of the facilities and ensure staff's ability to operate the plant and treat water to State and Federal standards. The proposed maintenance projects include maintenance to ozone system, chemical storage system, air compressor, package thickener, aluminum bulk tank replacement, lab analyzer replacement, polymer mixing unit rehabilitation, rehabilitation of pump station pressure sustaining valves, facility roof repairs, and the development of a Facility Infrastructure Renewal Strategy. The renewal strategy will allow plant staff to prioritize Water Treatment Plant related capital improvement projects for the next decade. An asset management plan will also be developed to track infrastructure performance and maintenance cycles.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	275,000	180,000	50,000	0	25,000	530,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	270,000	180,000	50,000	0	25,000	525,000
705 - Whale Rock Fund	5,000	0	0	0	0	5,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	270,000	180,000	50,000	0	25,000	525,000
Whale Rock Fund	5,000	0	0	0	0	5,000

Capital Improvement Plan

Project Number	Project Name
1000545	Waterline Replacements : California Ave - Stafford to Mill

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The City operates a complex potable water distribution system that is comprised of 15 distribution zones, nine potable water storage tanks, two reservoirs, five hydro-pneumatic tanks, seven pump stations, 21 pressure reducing valves (PRVs) and over 180 miles of pipe with diameters ranging in size from four inches to 30 inches. This project will replace critical infrastructure that has reached the end of its useful life, experienced water main breaks, and is ranked as a high priority for replacement. The objective of the project is to replace a critical transmission main crossing Highway 101 with new pipe meeting new standards by the American Water Works Association (AWWA), and provide resiliency in the distribution network against variations in pressure and flows.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	140,000	1,650,000	0	0	0	1,790,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	140,000	1,650,000	0	0	0	1,790,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	140,000	1,650,000	0	0	0	1,790,000

Capital Improvement Plan

Project Number	Project Name
1000547	Waterline Replacements: Chorro - Highland to Meinecke

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Replacement of water distribution pipes, mainlines, and related infrastructure is an ongoing program for reliable water distribution and fire protection. The City operates a complex potable water distribution system that is comprised of 15 distribution zones, nine potable water storage tanks, two reservoirs, five hydro-pneumatic tanks, seven pump stations, 21 pressure reducing valves (PRVs) and over 180 miles of pipe with diameters ranging in size from four inches to 30 inches. This project will replace critical infrastructure that has reached the end of its useful life, experienced water main breaks, and is ranked as a high priority for replacement by the water distribution's infrastructure renewal strategy. The objective of the project is to replace cast-iron pipe or failing materials with pipe meeting new standards by the American Water Works Association (AWWA) to provide resiliency in the distribution network against variations in pressure and flows.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	100,000	1,100,000	0	1,200,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	0	0	100,000	1,100,000	0	1,200,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	0	100,000	1,100,000	0	1,200,000

Capital Improvement Plan

Project Number	Project Name
1000556	Waterline Replacements Craig, Christina, Jaycee

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Replacement of water distribution pipes, mainlines, and related infrastructure is an ongoing program for reliable water distribution and fire protection. The City operates a complex potable water distribution system that is comprised of 15 distribution zones, nine potable water storage tanks, two reservoirs, five hydro-pneumatic tanks, seven pump stations, 21 pressure reducing valves (PRVs) and over 180 miles of pipe with diameters ranging in size from four inches to 30 inches. This project will replace critical infrastructure that has reached the end of its useful life, experienced water main breaks, and is ranked as a high priority for replacement by the water distribution's infrastructure renewal strategy. The objective of the project is to replace cast-iron pipe or failing materials with pipe meeting new standards by the American Water Works Association (AWWA) to provide resiliency in the distribution network against variations in pressure and flows.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	0	880,000	880,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	0	0	0	0	880,000	880,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	0	0	0	880,000	880,000

Capital Improvement Plan

Project Number	Project Name
1000544	Waterline Replacement: Highland - Oakridge to Cuesta

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Replacement of water distribution pipes, mainlines, and related infrastructure is an ongoing program for reliable water distribution and fire protection. The City operates a complex potable water distribution system that is comprised of 15 distribution zones, nine potable water storage tanks, two reservoirs, five hydro-pneumatic tanks, seven pump stations, 21 pressure reducing valves (PRVs) and over 180 miles of pipe with diameters ranging in size from four inches to 30 inches. This project will replace critical infrastructure that has reached the end of its useful life, experienced water main breaks, and is ranked as a high priority for replacement by the water distribution's infrastructure renewal strategy. The objective of the project is to replace cast-iron pipe or failing materials with pipe meeting new standards by the American Water Works Association (AWWA) to provide resiliency in the distribution network against variations in pressure and flows.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	130,000	1,430,000	1,560,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	0	0	0	130,000	1,430,000	1,560,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	0	0	130,000	1,430,000	1,560,000

Capital Improvement Plan

Project Number	Project Name
1000546	Waterline Replacements - Highland at UPRR and Cal Poly

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

Replacement of water distribution pipes, mainlines, and related infrastructure is an ongoing program for reliable water distribution and fire protection. The City operates a complex potable water distribution system that is comprised of 15 distribution zones, nine potable water storage tanks, two reservoirs, five hydro-pneumatic tanks, seven pump stations, 21 pressure reducing valves (PRVs) and over 180 miles of pipe with diameters ranging in size from four inches to 30 inches. This project will replace critical infrastructure that has reached the end of its useful life, experienced water main breaks, and is ranked as a high priority for replacement by the water distribution's infrastructure renewal strategy. The objective of the project is to replace cast-iron pipe or failing materials with pipe meeting new standards by the American Water Works Association (AWWA) to provide resiliency in the distribution network against variations in pressure and flows.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	0	850,000	850,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	0	0	0	0	850,000	850,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	0	0	0	850,000	850,000

Capital Improvement Plan

Project Number	Project Name
1000543	Waterline Replacement: Stenner Canyon

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The 17.6 miles of pipeline conduit that transport water from the Whale Rock Reservoir (WRR) to the City of San Luis Obispo, Cal Poly, and California Men's Colony is 57 years old. Given the aging infrastructure, this project will include point repairs or replacement of pipe segments that have experienced corrosion or have failed the structural integrity assessment in the older transmission system along Stenner Creek and northeast of the Water Treatment Plant.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	0	80,000	80,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	0	0	0	0	80,000	80,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	0	0	0	80,000	80,000

Capital Improvement Plan

Project Number	Project Name
1000549	Whale Rock Pump Station Electrical Repairs (A and B)

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Annual Asset Maintenance

Purpose and Need

The project involves rehabilitation of the Whale Rock Pump Station Facility.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	1,800,000	0	1,800,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
705 - Whale Rock Fund	0	0	0	1,800,000	0	1,800,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Whale Rock Fund	0	0	0	1,800,000	0	1,800,000

Capital Improvement Plan

Project Number	Project Name
1000552	WRRF - Demolish Old Effluent Structure

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Asset Replacement

Purpose and Need

This project will demolish the old effluent structure at the Water Resource Recovery Facility.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	50,000	495,000	0	545,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	0	0	50,000	495,000	0	545,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	0	0	50,000	495,000	0	545,000

Capital Improvement Plan

Project Number	Project Name
1000551	WRRF - Digester Flare Upgrade

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	Asset Replacement

Purpose and Need

The City's Water Resource Recovery Facility (WRRF) upgrade will comply with stricter discharge limits required by the Central Coast Water Board (CCWB), increase wastewater treatment capacity to serve the community, and to replace aging infrastructure that has reached the end of their service life. The 2015 WRRF Facilities Plan identified the need for the WRRF upgrade and other infrastructure needs based on priority. One of those priority projects, is the expansion of the biogas production and emissions control upgrades per regulatory requirements. This project will study the increase of bio-gas production using field measurements of the new digester system, and develop a plan to upgrade the emission treatment system per regulatory requirements. This project will be coordinate with the California Resiliency Challenge and the Department of Energy's models to consider alternatives for sustainable power solutions.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	100,000	385,000	0	0	485,000

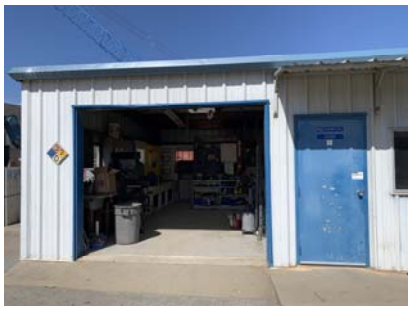
Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	0	100,000	385,000	0	0	485,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	0	100,000	385,000	0	0	485,000

Capital Improvement Plan

Project Number	Project Name
1000550	WRRF And Wastewater Collection Shop

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Public Facility
Project Type	Asset Replacement



Purpose and Need

The City's Water Resource Recovery Facility (WRRF) and Wastewater Collection's maintenance shops are located near the intersection of Prado Road and Elks Lane. In 2017 the need to design and construct an overcrossing on Highway 101 was presented to Caltrans with anticipation of developing a work plan to complete environmental clearances, design, and construction. Since 2017, iterations of the overcrossing objectives and design requirements have required the footprint of the overcrossing to encroach into the sewer fund's property. The encroachment will require demolition of the existing wastewater collection's shop and re-routing of the Prado Road entrance. This project will look for opportunities to re-purpose existing building areas or develop new objectives for the design of a new maintenance shop. The project will be broken up into a study, design and environmental clearance, and construction phase. Additionally, the WRRF demolished the existing maintenance welding shop and storage facility to make room for the new digester and pumping facilities. The WRRF will need a maintenance shop with adequate storage and amenities to service the new facility in the next three years, and eliminate the steel storage bins currently being used.. This project will evaluate opportunities to merge the two maintenance shops under one footprint, and review the section's objectives to create efficiencies with one construction project to promote section efficiencies, enhance security to the WRRF, and improve circulation based on the intersection realignments proposed by the Highway 101overcrossing project.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	150,000	350,000	5,500,000	0	0	6,000,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	150,000	350,000	5,500,000	0	0	6,000,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	150,000	350,000	5,500,000	0	0	6,000,000

Capital Improvement Plan

Project Number	Project Name
91219	WRRF Upgrade

Project Classification	Classification Description
CIP Project Function	Environmental Health & Open Space
Community Priority	Other
Partnership Project	No
Project Classification	Public Facility
Project Type	Asset Replacement

Purpose and Need

The City's Water Resource Recovery Facility (WRRF) must be upgraded to comply with stricter discharge limits required by the Central Coast Water Board (CCWB), to increase capacity to serve the City's population at General Plan build out, and to replace existing aged facilities that have reached the end of their service life. The draft 2015 WRRF Facilities Plan identifies the related upgrades and associated costs. Study of these improvements began in 2014-15, with design and environmental permitting beginning in 2015-16 and 2016- 17. Stricter discharge limits will require new treatment processes as well as changes to current processes at the WRRF to remove nutrients and disinfection by-products prior to releasing environmental water to San Luis Obispo Creek; these limits are required to meet the CCWB's Basin Plan for inland waterbodies. The Regional Water Quality Control Board adopted a revised National Pollutant Discharge Elimination System Permit with stricter discharge requirements that went into effect December 1, 2014 and requires the City to meet these new standards by November 2019. The WRRF's capacity will be increased from its current 5.1 million gallons per day (MGD) to approximately 5.4 MGD to meet the projected growth for the next 20 years while several aged or obsolete processes will require upgrades or removal. This project will also maximize recycled water production and include much needed upgrades to buildings and communication infrastructure to assist in the optimal operation and maintenance of the facility. All aspects of the upgrade will consider a triple bottom line approach to ensure the facility becomes a valuable community asset.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	15,920,563	426,625	0	0	0	16,347,188

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	15,920,563	426,625	0	0	0	16,347,188

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	15,920,563	426,625	0	0	0	16,347,188

Capital Improvement Plan

Project Number	Project Name
1000502	Active Transportation Plan Implementation

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Transportation
Project Type	New Asset

Purpose and Need

In February of 2021, the City adopted its first Active Transportation Plan (ATP), which identifies policies, programs and projects needed to support a high-quality, safe and efficient citywide bicycle and pedestrian transportation system. Elements of the Active Transportation Plan are implemented through private development as well as City-led programs and capital improvement projects. This larger capital project encompasses planning, design and construction of several smaller sub-projects to support implementation of the Active Transportation Plan. Individual sub-projects are summarized as follows:
• 2021-22: Pedestrian Facility Improvements - Minor Projects (i.e., Ped Signals, Flashing Beacons, Crosswalks, etc.) 2021-22: Bicycle Facility Improvements - Minor Projects (i.e. New Drain Grates, Bike Lane Signing/Striping, etc.)
• 2021: Roadway Sealing Complete Street Components - Active Transportation Improvements within 2021 Sealing Areas 2022: Roadway Sealing Complete Street Components - Active Transportation Improvements within 2022 Sealing Areas 2021-22: ATP Tier1 Network Implementation - Planning, Design and Construction of ATP Tier1 Bike/Ped Network
• 2021: Railroad Safety Trail (Tiburon to Orcutt) - Prelim. Engineering & Right-of-Way for Development-Led Project
• 2021-22: Bikeshare System Implementation - Monitor & Continue to Evaluate Potential for Future City Bikeshare System

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	550,000	550,000	1,600,000	2,600,000	2,250,000	7,550,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	450,000	550,000	1,600,000	2,600,000	2,250,000	7,450,000
507 - Transportation Impact Fee Fund	100,000	0	0	0	0	100,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	0	0	0	1,850,000	1,850,000
Local Revenue Measure	405,000	505,000	1,555,000	2,555,000	355,000	5,375,000
Transportation Development Act TDA	45,000	45,000	45,000	45,000	45,000	225,000
Transportation Development Impact Fee	100,000	0	0	0	0	100,000

Capital Improvement Plan

Project Number	Project Name
1000036	Anholm Neighborhood Greenway Plan Implementation

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Transportation
Project Type	New Asset

Purpose and Need

This project includes final design and construction of the Anholm Neighborhood Greenway, completing a priority route for bicyclists and pedestrians connecting Downtown San Luis Obispo north to Foothill Boulevard. This funding allows the City to proceed with implementation of Phase 1B (Foothill to Ramona) and Phase 2 (Ramona to Downtown) of the Anholm Neighborhood Greenway Plan, which includes installation of ADA curb ramps, enhanced pedestrian crosswalks, physically-protected bikeways, safety lighting and public artwork at the US 101/Chorro Street undercrossing, landscaping and wayfinding signage/markings along the 1.2-mile route. This route connects with the existing pedestrian/bicycle crossing at the intersection of Foothill & Ferrini (Phase 1A of the Anholm Plan) and is part of the City's Tier 1 Active Transportation Network. Tier 1 projects are the highest priority bicycle and pedestrian projects recommended in the City's Active Transportation Plan.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	2,450,000	0	0	0	0	2,450,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	2,450,000	0	0	0	0	2,450,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	744,775	0	0	0	0	744,775
State or Federal Grant	1,705,225	0	0	0	0	1,705,225

Capital Improvement Plan

Project Number	Project Name
1000157	Banner Arms, Bench Arm Rests, Signs

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Community Improvement
Project Type	New Asset

Purpose and Need

Project provides banner arms, banners, arm rests and signs in the downtown.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	100,000	25,000	25,000	25,000	25,000	200,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	100,000	25,000	25,000	25,000	25,000	200,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	100,000	25,000	25,000	25,000	25,000	200,000

Capital Improvement Plan

Project Number	Project Name
1000501	Bob Jones Trail and RRST Solar Lighting

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	New Asset

Purpose and Need

This project includes installation of solar path lighting along the Bob Jones Trail between Prado Road and Los Osos Valley Road, and along the Railroad Safety Trail between Orcutt Road and the Jennifer Street Bridge.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	100,000	1,350,000	0	0	0	1,450,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	100,000	1,350,000	0	0	0	1,450,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	100,000	1,350,000	0	0	0	1,450,000

Capital Improvement Plan

Project Number	Project Name
1000507	City Facility Energy Infrastructure Plan

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Public Facility
Project Type	New Asset

Purpose and Need

This project provides a strategic infrastructure plan to support energy efficiency, renewable energy generation, energy storage, electric transportation, and decarbonization objectives consistent with Council's adopted goals of carbon neutral municipal operations by 2030.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	100,000	0	0	0	0	100,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
404 - Major Facility Repl Fund	100,000	0	0	0	0	100,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	100,000	0	0	0	0	100,000

Capital Improvement Plan

Project Number	Project Name
1000508	City Hall Lighting

Project Classification	Classification Description
CIP Project Function	Community & Neighborhood Livability
Community Priority	Economic
Partnership Project	No
Project Classification	Public Facility
Project Type	New Asset

Purpose and Need

This project install safety and accent lighting for the exterior of City Hall.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	15,000	120,000	0	0	135,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	15,000	120,000	0	0	135,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	15,000	120,000	0	0	135,000

Capital Improvement Plan

Project Number	Project Name
1000056	Development Agreement - City Share -

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	Yes
Project Classification	Transportation
Project Type	New Asset

Purpose and Need

This funding supports the City's proportional share of infrastructure constructed by the Avila Ranch development, which includes construction of Class I Shared-Use Path along Buckley Road Extension between Vachell and S. Higuera Street.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	120,000	715,000	0	0	0	835,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
405 - Infractructure Invest CIP Fund	120,000	715,000	0	0	0	835,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
General Capital Outlay	0	715,000	0	0	0	715,000
Local Revenue Measure	120,000	0	0	0	0	120,000

Capital Improvement Plan

Project Number	Project Name
1000057	Development Related Park Improvements

Project Classification	Classification Description
CIP Project Function	Culture & Recreation
Community Priority	Housing
Partnership Project	Yes
Project Classification	Community Improvement
Project Type	New Asset

Purpose and Need

With the dedication of parkland and park fees collected from developments within the Orcutt Area Specific Plan (OASP), the City will be developing the 4 parks as provided in the OASP development plans. Parks include a neighborhood park, linear park, pocket park and trail junction park with recreation amenities such as pickleball and tennis courts, playground, restrooms, soccer fields, dog park, basketball court, bbq pavilion, fitness station, and pump track. Initial conceptual designs were approved by the Parks and Recreation Commission in 2016, but additional public input will be gathered surrounding park design and scope. This project will also utilize Parkland-in-lieu fees paid by San Luis Ranch per the development agreement to construct park amenity enhancements at Laguna Lake Park. Enhancements will be guided by the new Parks and Recreation Blueprint for the Future.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	1,520,000	4,210,026	5,050,000	0	0	10,780,026

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	815,000	4,800,000	0	0	5,615,000
501 - Parkland Development Fund	0	2,875,026	0	0	0	2,875,026
511 - OASP Park Fund	1,520,000	220,000	250,000	0	0	1,990,000
519 - Park Improvement Impact Fee Fund - Citywide	0	300,000	0	0	0	300,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	815,000	4,800,000	0	0	5,615,000
Parkland Development Impact Fees	1,520,000	3,395,026	250,000	0	0	5,165,026

Capital Improvement Plan

Project Number	Project Name
1000512	Downtown Zig-Zag Lighting

Project Classification	Classification Description
CIP Project Function	Community & Neighborhood Livability
Community Priority	Economic
Partnership Project	No
Project Classification	Community Improvement
Project Type	New Asset

Purpose and Need

Upgrade the downtown overhead "zig-zag" lighting, originally installed as a temporary pilot project, to a permanent installation, including expansion to additional streets within the downtown where feasible.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	250,000	0	0	0	0	250,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	250,000	0	0	0	0	250,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	250,000	0	0	0	0	250,000

Capital Improvement Plan

Project Number	Project Name
1000513	Electric Vehicle Charging Station at Various Facilities

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Public Facility
Project Type	New Asset

Purpose and Need

This project provides electric vehicle charging stations to support the City's transition to electric fleet vehicles.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	175,000	100,000	100,000	100,000	100,000	575,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	100,000	100,000	100,000	100,000	100,000	500,000
601 - Water Fund	37,500	0	0	0	0	37,500
602 - Sewer Fund	37,500	0	0	0	0	37,500

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	100,000	100,000	100,000	100,000	100,000	500,000
Sewer Fund	37,500	0	0	0	0	37,500
Water Fund	37,500	0	0	0	0	37,500

Capital Improvement Plan

Project Number	Project Name
1000514	Emerson Park Amenity Upgrades and Beautification

Project Classification	Classification Description
CIP Project Function	Community & Neighborhood Livability
Community Priority	Other
Partnership Project	No
Project Classification	Community Improvement
Project Type	New Asset

Purpose and Need

This project is contingent on Prop. 68 grant award. Staff submitted a grant application for amenity upgrades and park beautification at Emerson Park. Park upgrades include construction of restrooms, creation of a small fenced dog park, installation of an educational garden and amenity upgrades and expansion of the basketball court, playground, perimeter fencing, and addition of safety lighting.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	2,810,000	0	0	0	0	2,810,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	2,810,000	0	0	0	0	2,810,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
State or Federal Grant	2,810,000	0	0	0	0	2,810,000

Capital Improvement Plan

Project Number	Project Name
99110	Laguna Lake Dredging and Sediment Management Project Implementation

Project Classification	Classification Description
CIP Project Function	Environmental Health & Open Space
Community Priority	Climate Action
Partnership Project	No
Project Classification	Community Improvement
Project Type	New Asset

Purpose and Need

The Laguna Lake Nature Reserve, including Laguna Lake, is 344-acres of City owned land. Laguna Lake is a naturally occurring water body although the lake and surrounding watershed have been modified including the rerouting of Prefumo Creek into Laguna Lake. This rerouting of Prefumo Creek has increased sediment deposits into the lake. This is a pilot project to ascertain if dredging is a viable solution for Laguna Lake and could become a routine maintenance activity.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	840,000	0	675,000	0	675,000	2,190,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	840,000	0	675,000	0	675,000	2,190,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	840,000	0	675,000	0	675,000	2,190,000

Capital Improvement Plan

Project Number	Project Name
91683	North Broad Street Neighborhood Park

Project Classification	Classification Description
CIP Project Function	Culture & Recreation
Community Priority	Other
Partnership Project	No
Project Classification	Community Improvement
Project Type	New Asset

Purpose and Need

Implementation of a new neighborhood park in the North Broad Street area was prioritized by Council during the 2017-19 Financial Plan adoption and design funding was provided in the 2018-19 Financial Plan Supplement. Staff is currently designing a park at 533 Broad Street, the location of the existing community gardens, to fill this need. Conceptual plans have been approved by the Parks and Recreation Commission (PRC), Planning Commission (PC) and City Council during the re-zoning of the city owned property. The proposed new neighborhood park includes fifteen garden planter boxes (3 ADA accessible), open turf space, playground equipment, a water fountain/water filling station, picnic tables, shade structures, benches, trash receptacles, and an accessible walking path with pathway lighting around the perimeter of the park. The project also includes many improvements within the City public right-of-way at the intersection of Broad and Lincoln Street including accessible curb ramps and high-visibility crosswalks. Construction is planned for the 2021-22 Fiscal Year. $783,000 has already been appropriated for the project, but additional funding is needed due to design and construction cost increases and additional scope to the project from PC and Council recommendations.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	175,000	0	0	0	0	175,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	175,000	0	0	0	0	175,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	175,000	0	0	0	0	175,000

Capital Improvement Plan

Project Number	Project Name
1000155	Open SLO

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Community Improvement
Project Type	New Asset

Purpose and Need

This funding will support ongoing tasks as part of the Open SLO program, which includes various strategies to utilize the public right-of-way to support public health and economic recovery through the duration of the COVID-19 pandemic. Open SLO activities include installation and removal of parklets and sidewalk dining areas, activation of Mission Plaza for outdoor take out dining, and temporary street modifications to support physical distancing and safety for all road users. This funding will be used for semi-permanent parklet installations.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	200,000	0	0	0	0	200,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	200,000	0	0	0	0	200,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	200,000	0	0	0	0	200,000

Capital Improvement Plan

Project Number	Project Name
99837	Open Space Acquisition

Project Classification	Classification Description
CIP Project Function	Environmental Health & Open Space
Community Priority	Climate Action
Partnership Project	No
Project Classification	Community Improvement
Project Type	New Asset

Purpose and Need

The City continues to actively pursue land purchases and conservation easements to enhance the greenbelt around the City which protects watersheds and maintains habitat connectivity. This funding is largely levered by grant funding to implement open space acquisition.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	250,000	250,000	250,000	250,000	250,000	1,250,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	250,000	250,000	250,000	250,000	250,000	1,250,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	250,000	250,000	250,000	250,000	250,000	1,250,000

Capital Improvement Plan

Project Number	Project Name
90435	Palm - Nipomo Parking Structure

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Transportation
Project Type	New Asset

Purpose and Need

The project will install a new parking structure at the Palm/Nipomo intersection that will have 400 parking spaces, two elevators, electric vehicle charging stations, solar panels and other amenities.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	850,000	5,582,000	39,042,000	0	0	45,474,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	0	1,990,000	0	0	1,990,000
611 - Parking Fund	850,000	5,582,000	37,052,000	0	0	43,484,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Bonds, Infrastructure Loan (Debt)	0	0	37,052,000	0	0	37,052,000
General Capital Outlay	0	0	990,000	0	0	990,000
Local Revenue Measure	0	0	1,000,000	0	0	1,000,000
Parking Fund	850,000	5,582,000	0	0	0	6,432,000

Capital Improvement Plan

Project Number	Project Name
1000525	Parking Enforcement Equipment at Gate Entry

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Economic
Partnership Project	No
Project Classification	Maintenance
Project Type	New Asset

Purpose and Need

The current parking garage payment and gating equipment installed several years ago, already requires daily maintenance and troubleshooting by Parking Services staff. This garage equipment does not integrate with new enforcement technology nor does it integrate with the recently installed on-street multi-space pay stations. This project will replace the existing payment and gating equipment with a gateless system that uses pay stations and mobile payment technology to provide a seamless, integrated experience for our customers. The new equipment will allow Parking Services staff to enforce paid parking in the garages more efficiently. The new equipment will also save staff time from troubleshooting hardware issues and reduce customers' frustrations when parking downtown.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	40,000	90,000	0	0	0	130,000

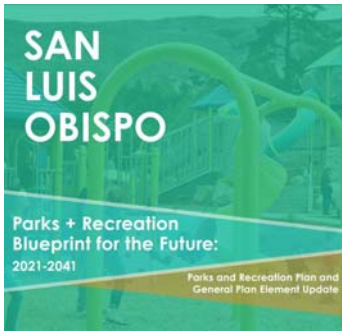
Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
611 - Parking Fund	40,000	90,000	0	0	0	130,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Parking Fund	40,000	90,000	0	0	0	130,000

Capital Improvement Plan

Project Number	Project Name
1000526	Parks and Rec General Plan Implementation

Project Classification	Classification Description
CIP Project Function	Culture & Recreation
Community Priority	Other
Partnership Project	No
Project Classification	Community Improvement
Project Type	New Asset



Purpose and Need

With the anticipated Summer 2021 adoption of the Parks and Recreation Blueprint for the Future, funding is allocated to conduct focus groups and to begin the project plan and scope for the numerous mini park master plans and develop a schedule for prioritized new recreational features and amenity upgrades/replacements.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	200,000	200,000	0	0	0	400,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	200,000	200,000	0	0	0	400,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	200,000	200,000	0	0	0	400,000

Capital Improvement Plan

Project Number	Project Name
91613	Prado Road Interchange

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Housing
Partnership Project	Yes
Project Classification	Transportation
Project Type	New Asset

Purpose and Need

The existing interchange at Prado Road is at grade and cannot accomdate future development needs within the City and region. Prado road will be extended across Hwy 101, and the North Bound on and off ramps will also be added to this raised interchange. Elks lane will be re-routed and form a new intersection with the WRRF driveway. Corp Yard assets will be re-organized to allow the interchange to be constructed.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	500,000	5,849,571	0	63,735,000	2,235,000	72,319,571

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
XXX – Developer Cont. Fund	0	529,400	0	0	0	529,400
401 - Capital Outlay Fund	500,000	3,345,260	0	51,235,000	2,235,000	57,315,260
405 - Infractructure Invest CIP Fund	0	1,844,911	0	3,200,000	0	5,044,911
503 - Airport Area Impact Fee Fund	0	130,000	0	0	0	130,000
507 - Transportation Impact Fee Fund	0	0	0	2,000,000	0	2,000,000
514 - SLR Transportation Impact Fee Fund	0	0	0	7,300,000	0	7,300,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
AASP Impact Fee Fund	0	130,000	0	0	0	130,000
Bonds, Infrastructure Loan (Debt)	0	0	0	38,650,000	0	38,650,000
Developer Contribution	0	0	0	7,300,000	0	7,300,000
Local Revenue Measure	500,000	1,910,000	0	6,585,000	2,235,000	11,230,000
MASP Transportation Impact Fee Fund	0	529,400	0	0	0	529,400
San Luis Obispo County	0	1,435,260	0	0	0	1,435,260
SLOCOG Grant	0	0	0	6,000,000	0	6,000,000
Transportation Development Impact Fee	0	0	0	2,000,000	0	2,000,000
Unsecured State or Federal Grant	0	1,844,911	0	3,200,000	0	5,044,911

Capital Improvement Plan

Project Number	Project Name
1000528	Recycled Water Broad Street - Tank Farm to Aerovista

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	New Asset

Purpose and Need

The City continues to expand the recycled water system that is currently comprised of one distribution zone, one booster-pump station, and one tank located at the WRRF. This project will install critical infrastructure needed to serve the East Airport Annexation completed in 2021. The objective of the project is to expand the distribution system in anticipation of the WRRF upgrade, and meet the increased demands on recycled water for irrigation. The new pipe system will meet standards by the American Water Works Association (AWWA) and regulatory requirements.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	45,000	1,040,000	0	0	0	1,085,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	45,000	1,040,000	0	0	0	1,085,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	45,000	1,040,000	0	0	0	1,085,000

Capital Improvement Plan

Project Number	Project Name
1000529	Recycled Water Orcutt Street - Fernwood to Laurel

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	New Asset

Purpose and Need

The City continues to expand the recycled water system that is currently comprised of one distribution zone, one booster-pump station, and one tank located at the WRRF. This project will install critical infrastructure on Orcutt Street. The objective of the project is to expand the distribution system in anticipation of the WRRF upgrade, and meet the increased demands on recycled water for irrigation. The new pipe system will meet standards by the American Water Works Association (AWWA) and regulatory requirements.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	0	0	0	25,000	675,000	700,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	0	0	0	25,000	675,000	700,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	0	0	0	25,000	675,000	700,000

Capital Improvement Plan

Project Number	Project Name
1000037	South Street Median Landscaping

Project Classification	Classification Description
CIP Project Function	Community & Neighborhood Livability
Community Priority	Other
Partnership Project	No
Project Classification	Community Improvement
Project Type	New Asset

Purpose and Need

Caltrans and the City collaboratively installed medians in South Street as part of a traffic safety improvement project. This traffic safety project established all necessary infrastructure to support planted medians in South Street except for irrigation. This project will install an irrigation system to support future landscape plantings in the medians on South Street.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	240,000	0	0	0	0	240,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	240,000	0	0	0	0	240,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	240,000	0	0	0	0	240,000

Capital Improvement Plan

Project Number	Project Name
1000537	Transportation Monitoring & Modeling Update

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Transportation
Project Type	New Asset

Purpose and Need

As required under the General Plan Circulation Element (Policy 7.7), the City conducts auto/bicycle/pedestrian traffic volume counts citywide every other year to monitor mode shift changes and traffic patterns resulting from land use projects, circulation improvements, and changes in travel behavior. Up-to-date traffic counts help support a variety of ongoing projects and programs, including tracking progress towards adopted mode shift targets, supporting traffic studies prepared for develoment entitlement review and local circulation studies, programing traffic signal timing, guiding future roadway improvements, and facilitating the City's Traffic Safety, Operations, and Neighborhood Traffic Management Programs. This funding also supports ongoing minor updates to the City's Travel Demand Forecasting Model, which are necessary for preparing future traffic volume forecasts and vehicle miles traveled (VMT) projections for development review and internal planning and monitoring.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	40,000	115,000	40,000	40,000	40,000	275,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	0	70,000	0	0	0	70,000
507 - Transportation Impact Fee Fund	40,000	45,000	40,000	40,000	40,000	205,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	0	70,000	0	0	0	70,000
Transportation Development Impact Fee	40,000	45,000	40,000	40,000	40,000	205,000

Capital Improvement Plan

Project Number	Project Name
1000083	Wastewater Lift Station Rehabilitation: New Buckley Lift Station

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	Maintenance
Project Type	New Asset

Purpose and Need

The Buckley Lift Station is a new city asset within the Avila Ranch development that will serve the southwest portion of the Airport Specific Area. The construction will include capacities for all phased construction of the Avila Ranch Development, and will have the ability to expand as future discharge flows increase consistent with the Land Use and Circulation Element (LUCE). The Lift Station is partly funded by the developer and citywide sewer impact fees in accordance with the 2017 Development Agreement and conditions of approval.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	396,000	0	0	0	0	396,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
602 - Sewer Fund	396,000	0	0	0	0	396,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Sewer Fund	396,000	0	0	0	0	396,000

Capital Improvement Plan

Project Number	Project Name
1000541	Water Treatment Plant - Power Storage Units Tesla Battery Grant

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	New Asset

Purpose and Need

To protect communities from wildfire, Pacific Gas & Electric (PG&E) has notified its municipal and private customers of its plans to implement precautionary measures during fire season. If extreme fire danger conditions threaten a portion of the PG&E electrical system, high-risk transmission lines may be turned off, resulting in widespread power outages to San Luis Obispo County. PG&E refers to this as a Public Safety Power Shutoff (PSPS). According to PG&E, a PSPS may be necessitated by strong winds, low humidity levels, and critically dry vegetation. These outages will not be localized; and regional solutions will be limited (one city may not be able to borrow from another neighboring city necessary equipment and/or resources). The proposed project will seek grant funding for construction of power storage units through Tesla's licensing agreement with the Department of Energy. The power storage units will allow the Utilities Department to store up to 11-hrs of emergency power at the Water Treatment Plant that can augment the diesel emergency generator scheduled with a future project. When emergency power is not required for plant operations, the power storage units will allow plant staff to shift power needs during electrical time of use periods having lower electrical rates, and lower carbon emissions associated with the transmission of electrical power. The control module operating the power storage units will also monitor and track energy efficiencies of existing pumps and the plant's treatment units.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	30,000	0	0	0	0	30,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	30,000	0	0	0	0	30,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	30,000	0	0	0	0	30,000

Capital Improvement Plan

Project Number	Project Name
1000126	Water Treatment Plant Emergency Power - PSPS

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Climate Action
Partnership Project	No
Project Classification	Maintenance
Project Type	New Asset

Purpose and Need

In an effort to protect communities from wildfire, Pacific Gas & Electric (PG&E) has notified its municipal and private customers of its plans to implement precautionary measures during fire season. If extreme fire danger conditions threaten a portion of the PG&E electrical system, high-risk transmission lines may be turned off, resulting in widespread power outages to San Luis Obispo County. PG&E refers to this as a Public Safety Power Shutoff (PSPS). According to PG&E, a PSPS may be necessitated by strong winds, low humidity levels, and critically dry vegetation. These outages will not be localized; and regional solutions will be limited (one city may not be able to borrow from another neighboring city needed equipment and/or resources). The proposed project will acquire additional temporary or permanent emergency generators the Water Treatment Plan, Whale Rock Reservoir, and other water pump stations. This project will fund the engineering design, inspection, and construction services. These efforts are intended to make the City's water services the most resilient they can be.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	465,000	0	0	0	0	465,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
601 - Water Fund	465,000	0	0	0	0	465,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Water Fund	465,000	0	0	0	0	465,000

Capital Improvement Plan

Project Number	Project Name
1000500	CIP Project Delivery Augmentation

Project Classification	Classification Description
CIP Project Function	Infrastructure & Transportation
Community Priority	Other
Partnership Project	No
Project Classification	CIP Project Delivery Augmentation
Project Type	CIP Project Delivery Augmentation

Purpose and Need

This funding will support delivery of the City's substantially larger Capital Improvement Plan. Currently, delivery needs are being assessed and this funding may be used for either staffing or consultant service to expedite delivery of the City's Capital Improvement Plan.

Cost Budget	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Contract Services	500,000	1,000,000	1,000,000	1,000,000	1,000,000	4,500,000

Fund	2021-22	2022-23	2023-24	2024-25	2025-26	Total
401 - Capital Outlay Fund	500,000	1,000,000	1,000,000	1,000,000	1,000,000	4,500,000

Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Local Revenue Measure	500,000	1,000,000	1,000,000	1,000,000	1,000,000	4,500,000

REFERENCE MATERIAL

CalPERS Pension Obligations

Background

About CalPERS. Along with 3,000 other cities and local agencies, the City of San Luis Obispo contracts with the California Public Employees Retirement System (CalPERS) for its "defined benefit" retirement plan, which covers all regular employees (and temporary employees when required by State law). In 2012, the City proactively negotiated a lower second tier retirement benefit for employees hired after CalPERS contracts were amended. In addition, the Public Employee Pension Reform Act (PEPRA - AB 340) became effective in January 2013 and created the third, and even lower tier and retirement benefit. Under this program, employees who are considered new to the CalPERS retirement program are enrolled under PEPRA. Currently, 63% of all participating City employees are enrolled in the lower retirement tiers.

Benefit Tiers

Employee Group	Tier 1	Tier 2	Tier 3 - PEPRA
Sworn Public Safety	3% at age 50	Police – 2% at age 50 Fire – 3 % at age 55	2.7 % at age 57
Non-Sworn Employees	2.7% at age 55	2% at age 60	2% at age 62

CalPERS establishes the annual employer contribution rate that is charged against the City's payroll costs for eligible employees. The annual contribution rate is comprised of the following components:

1. Normal Cost, which is the amount needed to fund benefits earned by active employees in the upcoming year.
2. Unfunded liability required contribution, which is the amount charged to pay down the pool's unfunded liability.

Each October, CalPERS provides an actuarial valuation report for each benefit plan that updates certain values to reflect changes in plan activity since the previous valuation. These changes include but are not limited to:

- ✓ The difference between the expected rate of return and the actual rate realized.
- ✓ Changes in the number of plan members who retire each year.
- ✓ Changes in the number of new plan members.
- ✓ Changes in the annual payroll provided to existing members of the plan.

The actuarial valuations also provide new information on the variables associated with maintaining the plan, such as the amount of the unfunded liability and the annual Employer Contribution rate, which represents the amount that the City is required to pay for every dollar of eligible payroll, beginning the following fiscal year. The information used for this report is taken from the latest valuation report that was issued for the year ending June 30, 2019.

CalPERS is a separate and distinct legal entity from the City and serves as an independent fiduciary in managing the City's retirement plan assets.

CALPERS EMPLOYER CONTRIBUTIONS

CalPERS Employer Cost Trends

The following summarizes CalPERS employer contributions since 2007-08.

Employer Retirement Contributions			
Fiscal Year	Safety	Non-Safety	Total
2009-10	$3,993,600	$3,514,100	$7,507,700
2010-11	$3,940,000	$3,521,100	$7,461,100
2011-12	$4,202,200	$4,226,700	$8,428,900
2012-13	$4,418,518	$4,347,255	$8,765,773
2013-14	$4,152,103	$4,528,325	$8,680,428
2014-15	$4,607,331	$5,027,328	$9,634,659
2015-16	$5,885,722	$5,824,217	$11,709,939
2016-17	$6,299,915	$6,776,945	$13,076,860
2017-18	$5,910,345	$6,698,266	$12,608,611
2018-19*	$9,354,287	$8,348,780	$17,703,067
2019-20	$7,709,918	$7,167,638	$14,877,556

*2018-19 reflects an additional one-time payment towards unfunded liability.

Due to significant stock market losses in 2008 and actuarial changes in life expectancy, the CalPERS' Retirement and Health Benefit Program Committee approved changes to the employer rate assumptions that limit the period used to allocate plan losses (smoothing) and reflect the changes occurring to the original benefit plan programs' membership as a result of the lower retirement benefit tiers. In addition, the actuarial assumptions for pooled plans were changed to create a fixed annual charge to pay down the unfunded liability with the amortization period fixed to 30 years starting with the 2014-15 valuation.

In December of 2016, the CalPERS Committee further voted to lower the discount rate (rate of return) from 7.5% to 7% over a period of three years, reaching 7% with the 2019-20 valuation. This will result in significant increases for the unfunded liability. The impacts to the plan's funding status due to these changes in discount rate will be amortized over 30 years with a ramp-up in required contribution payments over a five-year period after each adjustment takes place resulting in significant increases in required contributions over the next several years.

Current CalPERS Employer Contribution Rates

CalPERS has published the employer rates for 2021-22 as well as projected rates for the following year, as shown below. While CalPERS has been able to create separate rates for each of the Safety Plan Benefit Tiers, they have chosen to create a blended rate for all three Miscellaneous retirement benefit tiers. The table below is based on June 30, 2019 valuation date, which is the latest available valuation.

PERS Employer Rates		
Retirement Tier	**2021-22**	**2022-23 Projection**
Miscellaneous	9.95%	9.6%
Safety Tier I	25.59%	25.6%
Safety Police Tier II	19.88%	19.9%
Safety Police Tier III	13.98%	14.0%
Safety Fire Tier II	22.47%	22.5%
Safety Fire Tier III	13.98%	14.0%

In addition to the rate for the normal cost, CalPERS requires a fixed annual amount to pay down the unfunded liability. The June 30, 2019 valuation provides the amount for 2021-22 and a projection for 2022-23 as shown below.

Unfunded Liability Payments		
Employer Payment	**2021-22**	**2022-23 Projection**
Miscellaneous	$ 6,819,439	$ 7,376,000
Safety	$ 6,113,436	$ 6,636,000

Employee Contribution Rates

Employees are making contributions to CalPERS along with employer contribution rates. Employee contribution rates vary, depending on retirement tier. Beginning in January 2014, the Police Officers Association agreed to contribute an additional 3% of pay to offset the employer's share of the retirement contribution. In 2018, the Fire, Unrepresented Management, and Confidential employee groups agreed to contribute an additional 3.0% of pay to offset the employer's share of the retirement contribution.

Employee Plan	Employee Contribution Rate
Miscellaneous	7% to 11%
Public Safety Sworn	9% to 15%

CalPERS Plan Funding Levels

The following shows CalPERS funding levels for the City's Miscellaneous Plan and Safety Pool for the actuarial valuations from June 30, 2010 through June 30, 2019. This is the most recent actual information that is available from CalPERS.

Actuarial Valuation Date Ending June 30	Asset Value [1]	Entry Age Actuarial Accrued Liability	Assets Over (Under) Actuarial Accrued Liability	Funded Ratio
Tier I Safety Employee Plan				
2010[2]	$ 8,470,235	$ 10,165,475	$ (1,695,240)	83.3%
2011	$ 94,068	$ 143,482	$ (49,414)	65.6%
2012	$ 92,264	$ 149,615	$ (57,351)	61.7%
2013	$ 100,910	$ 154,746	$ (53,836)	65.2%
2014	$ 113,884	$ 165,802	$ (51,918)	68.7%
2015	$ 111,864	$ 170,942	$ (59,078)	65.4%
2016	$ 109,934	$ 178,704	$ (68,770)	61.5%
2017	$ 118,917	$ 188,177	$ (69,260)	63.2%
2018	$ 123,952	$ 200,729	$ (76,777)	61.8%
2019	$ 127,661	$ 205,097	$ (77,436)	62.2%
Miscellaneous Employee Plan				
2010	$ 97,282	$ 138,627	$ (41,345)	70.2%
2011	$ 103,392	$ 150,651	$ (47,259)	68.6%
2012	$ 108,926	$ 157,223	$ (48,297)	69.3%
2013	$ 101,989	$ 163,765	$ (61,776)	62.3%
2014	$ 117,762	$ 178,138	$ (60,376)	66.1%
2015	$ 118,043	$ 185,020	$ (66,977)	63.8%
2016	$ 116,863	$ 196,413	$ (79,550)	59.5%
2017	$ 128,186	$ 208,025	$ (79,839)	61.6%
2018	$ 136,587	$ 225,101	$ (88,514)	60.7%
2019	$ 144,624	$ 234,600	$ (89,976)	61.6%
All numbers presented in Thousands of Dollars				
Beginning in 2006, the Safety Plan is a member of a CalPERS safety pool.				

[1] Before 2013, CalPERS used the Actuarial Value of Assets. Starting in 2013 Market Value of Assets is used.

[2] For ***2008 through 2010***, CalPERS reported on ***statewide safety pool*** funding status; beginning with ***2011***, CalPERS reports on ***the City's share*** of the pool liability and assets.

Appropriation Limit

The City's appropriation limit is based on the Gann Spending Limit Initiative, a State constitutional amendment adopted by the voters on June 6, 1979 and amended in 1990 with Proposition 111. It is anchored in the State Constitution under Article XIIIB.

The limit restricts appropriations from tax revenues by State and local governments. Under its provisions, no local agency can appropriate proceeds of taxes in excess of its "appropriation limit". Excess funds may be carried over into the next year. However, any excess funds remaining after the second year must be returned to taxpayers by reducing tax rates or fees; a majority of the voters may approve an override to increase the limit.

The City's appropriation limit is calculated by considering population growth and cost of living as allowed under Proposition 111. Since FY 2013-14, the City has chosen to use the percentage increase in new non-residential construction as the cost-of-living factor.

Appropriation Limit 2021-22 - Calculation			
	Factors	Ratio	Formula
A)Prior Year Appropriation Limit	$73,373,410		
B) Adjustment Factors			
1. Population Change[1]	0.31%	0.0031	
2. Cost of Living Increase[2]	5.11%	1.0511	
3. Combined Factor	5.44%	1.0544	B1*B2
Adjusted Limit	$79,470,489		A*B3

The following summarizes changes in the City's appropriation limit and appropriations subject to the limit for the past ten years as well as the appropriation limit for 2021-22.

Fiscal Year	Limit Base	Cost of Living Factor	Population Factor	Appropriation Limit	Appropriations Subject to Limit	Variance
2011-12	47,719,200	2.51%	0.83%	49,323,000	34,229,700	15,093,300
2012-13	49,323,000	3.77%	0.47%	51,423,500	44,178,300	7,245,200
2013-14	51,423,500	5.12%	0.52%	54,337,500	40,104,100	14,233,400
2014-15	54,337,500	8.69%	0.09%	59,112,600	36,642,900	22,469,700
2015-16	59,112,600	4.97%	0.78%	62,534,500	46,067,700	16,466,800
2016-17	62,534,500	5.63%	0.60%	66,451,500	49,397,200	17,054,300
2017-18	66,451,500	1.20%	0.92%	67,867,633	50,036,391	17,831,242
2018-19	67,867,633	1.88%	0.35%	69,383,546	51,142,315	18,241,231
2019-20	69,383,546	6.37%	0.24%	73,981,290	50,127,692	23,853,598
2020-21	73,981,290	1.92%	-0.04%	75,373,410	48,342,410	27,031,416
2021-22	75,373,410	5.11%	0.31%	79,470,489	52,362,031	27,108,458

[1] State of California Department of Finance https://dof.ca.gov/Forecasting/Demographics/Estimates/
[2] San Luis Obispo County Assessor 2020/21 Secured Tax Rolls, provided by HDL, Coren & Cone

Section 1. GENERAL REVENUE MANAGEMENT

A. **Diversified and Stable Base.** The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.

B. **Long-Range Focus**. To emphasize and facilitate long-range financial planning, the City will maintain current projections of revenues for the succeeding five years.

C. **Current Revenues for Current Uses.** The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

D. **Interfund Transfers and Loans.** In order to achieve important public policy goals, the City has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.

Any transfers between funds for operating purposes are clearly set forth in the Financial Plan, and can only be made by the Finance Director in accordance with the adopted budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year.

In summary, interfund transfers result in a change in fund equity; interfund borrowings do not, as the intent is to repay the loan in the near term.

From time to time, interfund borrowings may be appropriate; however, these are subject to the following criteria in ensuring that the fiduciary purpose of the fund is met:

1. The Finance Director is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 45 days. The most common use of interfund borrowing under this circumstance is for grant programs like the Community Development Block Grant, where costs are incurred before drawdowns are initiated and received. However, receipt of funds is typically received shortly after the request for funds has been made.

2. Any other interfund borrowings for cash flow or other purposes require case-by-case approval by the Council.

3. Any transfers between funds where reimbursement is not expected within one fiscal year shall not be recorded as interfund borrowings; they shall be recorded as interfund operating transfers that affect equity by moving financial resources from one fund to another.

Section 2. USER FEE COST RECOVERY GOALS

A. **Ongoing Review**

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

In implementing this goal, a comprehensive analysis of City costs and fees should be made at least every five years. In the interim, fees will be adjusted by annual changes in the Consumer Price Index. Fees may be adjusted during this interim period based on supplemental analysis whenever there have been significant changes in the method, level or cost of service delivery.

B. **User Fee Cost Recovery Levels**

In setting user fees and cost recovery levels, the following factors will be considered:

1. ***Community-Wide Versus Special Benefit.*** The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups.

2. ***Service Recipient Versus Service Driver.*** After considering community-wide versus special benefit of the service, the concept of *service recipient* versus *service driver* should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts: the community is the primary beneficiary. However, the applicant is the *driver* of development review costs, and as such, cost recovery from the applicant is appropriate.

3. ***Effect of Pricing on the Demand for Services.*** The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not overly-stimulated by artificially low prices.

   Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if the services are specifically targeted to low income groups.

4. ***Feasibility of Collection and Recovery.*** Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

C. **Factors Favoring Low Cost Recovery Levels**

Very low-cost recovery levels are appropriate under the following circumstances:

1. There is *no* intended relationship between the amount paid and the benefit received. Almost all "social service" programs fall into this category as it is *expected* that one group will subsidize another.

2. Collecting fees is not cost-effective or will significantly impact the efficient delivery of the service.

3. There is *no* intent to limit the use of (or entitlement to) the service. Again, most "social service" programs fit into this category as well as many public safety (police and fire) emergency response services. Historically, access to neighborhood and community parks would also fit into this category.

4. The service is non-recurring, generally delivered on a "peak demand" or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. Many public safety services also fall into this category.

5. Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits might fall into this category.

CI. **Factors Favoring High Cost Recovery Levels**

The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:

1. The service is similar to services provided through the private sector.

2. Other private or public sector alternatives could or do exist for the delivery of the service.

3. For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.

4. The use of the service is specifically discouraged. Police responses to disturbances or false alarms might fall into this category.

5. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

CII. **General Concepts Regarding the Use of Service Charges**

The following general concepts will be used in developing and implementing service charges:

1. Revenues should not exceed the reasonable cost of providing the service.

2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs and organization-wide support costs such as accounting, personnel, information technology, legal services, fleet maintenance and insurance.

3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.

4. Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.

5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

F. **Low Cost-Recovery Services**

Based on the criteria discussed above, the following types of services should have very low-cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general-purpose revenues, not user fees.

1. Delivering public safety emergency response services such as police patrol services and fire suppression.

2. Maintaining and developing public facilities that are provided on a uniform, community-wide basis such as streets, parks and general-purpose buildings.

3. Providing social service programs and economic development activities.

G. **Recreation Programs**

The following cost recovery policies apply to the City's recreation programs:

1. Cost recovery for activities directed to adults should be relatively high.

2. Cost recovery for activities directed to youth and seniors should be relatively low. In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher.

   Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all participants. Further, there is a community-wide benefit in encouraging high-levels of participation in youth and senior recreation activities regardless of financial status.

3. Cost recovery goals for recreation activities are set as follows:

High-Range Cost Recovery Activities - (60% to 100%)

a. Adult athletics
b. Banner permit applications
c. Child care services
d. Facility rentals (indoor and outdoor; excludes use of facilities for internal City uses)

Mid-Range Cost Recovery Activities - (30% to 60%)

e. Triathlon
f. Golf
g. Summer and Spring Break Camps
h. Classes
i. Major commercial film permit applications

Low-Range Cost Recovery Activities- (0 to 30%)

j. Aquatics
k. Community gardens
l. Junior Ranger camp
m. Minor commercial film permit applications
n. Skate park
o. Parks and Recreation sponsored events (except for Triathlon)
p. Youth sports
q. Teen services
r. Senior/boomer services

4. For cost recovery activities of less than 100%, there should be a differential in rates between residents and non-residents. However, the Director of Parks and Recreation is authorized to reduce or eliminate non-resident fee differentials when it can be demonstrated that:

   a. The fee is reducing attendance.
   b. And there are no appreciable expenditure savings from the reduced attendance.

5. Charges will be assessed for use of rooms, pools, gymnasiums, ball fields, special-use areas, and recreation equipment for activities not sponsored or co-sponsored by the City. Such charges will generally conform to the fee guidelines described above. However, the Director of Parks and Recreation is authorized to charge fees that are closer to full cost recovery for facilities that are heavily used at peak times and include a majority of non-resident users.

6. A vendor charge of at least 10 percent of gross income will be assessed from individuals or organizations using City facilities for moneymaking activities.

7. Director of Parks and Recreation is authorized to offer reduced fees such as introductory rates, family discounts and coupon discounts on a pilot basis (not to exceed 18 months) to promote new recreation programs or resurrect existing ones.

8. The Parks and Recreation Department will consider waiving fees only when the City Manager determines in writing that an undue hardship exists.

H. **Development Review Programs**

The following cost recovery policies apply to the development review programs:

1. Services provided under this category include:

   a. Planning (planned development permits, tentative tract and parcel maps, re-zonings, general plan amendments, variances, use permits).

   b. Building and safety (building permits, structural plan checks, inspections).

   c. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).

   d. Fire plan check.

2. Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%.

3. However, in charging high cost recovery levels, the City needs to clearly establish and articulate standards for its performance in reviewing developer applications to ensure that there is "value for cost."

4. **Building Permit Plan Check Services** – The City of San Luis Obispo offers building permit plan check services through consultants at a set price, not to exceed 65% of the City's fee for the service. Building Permit Plan Check Services are offered by the City on a 100% cost-recovery basis, and the service is provided after the fee is paid in full. As a result, the Finance Director is authorized to make appropriations from the related revenue account to cover the cost of the services provided.

I. **Comparability with Other Communities**

In setting user fees, the City will consider fees charged by other agencies in accordance with the following criteria:

1. Surveying the comparability of the City's fees to other communities provides useful background information in setting fees for several reasons:

   a. They reflect the "market" for these fees and can assist in assessing the reasonableness of San Luis Obispo's fees.

b. If prudently analyzed, they can serve as a benchmark for how cost-effectively San Luis Obispo provides its services.

2. However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:

   a. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?

   b. What costs have been considered in computing the fees?

   c. When was the last time that their fees were comprehensively evaluated?

   d. What level of service do they provide compared with our service or performance standards?

   e. Is their rate structure significantly different than ours and what is it intended to achieve?

3. These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting City fees.

Section 3. ENTERPRISE FUND FEES AND RATES

A. **Water, Sewer, and Parking.** The City will set fees and rates at levels which fully cover the total direct and indirect costs—including operations, capital outlay, and debt service—of the following enterprise programs: water, sewer, and parking. For Water and Sewer, the rate setting process will be in accordance with Proposition 218 and its notification requirements.

B. **Transit**. Based on targets set under the Transportation Development Act, the City will strive to cover at least twenty percent of transit operating costs with fare revenues.

C. **Ongoing Rate Review.** The City will review and adjust enterprise fees and rate structures as required to ensure that they remain appropriate and equitable.

D. **Cost of Service Fees.** The City will treat the water and sewer funds in the same manner as if they were privately owned and operated. This means assessing reasonable cost of service fees in fully recovering service costs.

   The purpose of the cost of service fee is reasonable cost recovery for the use of the City's services such as street rights-of-way and public safety. The appropriateness of charging the water and sewer fund a reasonable cost of service fee for the use of the City streets is further supported by the results of studies from Arizona, California, Ohio, and Vermont which concluded that the leading cause of street resurfacing and reconstruction is street cuts and trenching for Utilities.

Section 4. REVENUE DISTRIBUTION

The Council recognizes that generally accepted accounting principles for state and local governments discourage the "earmarking" of General Fund revenues, and accordingly, the practice of designating General Fund revenues for specific programs should be minimized in the City's management of its fiscal affairs. Approval of the following revenue distribution policies does not prevent the Council from directing General Fund resources to other functions and programs as necessary.

A. **Property Taxes.** With the passage of Proposition 13 on June 6, 1978, California cities no longer can set their own property tax rates. In addition to limiting annual increases in market value, placing a ceiling on voter-approved indebtedness, and redefining assessed valuations, Proposition 13 established a maximum county-wide levy for general revenue purposes of 1% of market value. Under subsequent state legislation, which adopted formulas for the distribution of this countywide levy, the City now receives a percentage of total property tax revenues collected countywide as determined by the State and administered by the County Auditor-Controller. The City receives 14.9%of each dollar collected in property tax after allocations to school districts.

   Accordingly, while property revenues are often thought of as local revenue sources, in essence they are State revenue sources, since the State controls their use and allocation.

   With the adoption of a Charter revision in November 1996, which removed provisions that were in conflict with Proposition 13 relating to the setting of property tax revenues between various funds, all property tax revenues are now accounted for in the General Fund.

B. **Gasoline Tax Subventions.** All gasoline tax revenues (which are restricted by the State for street-related purposes) will be used for maintenance activities. Since the City's total expenditures for gas tax eligible programs and projects are much greater than this revenue source, operating transfers will be made from the gas tax fund to the General Fund for this purpose. This approach significantly reduces the accounting efforts required to meet State reporting requirements.

C. **Transportation Development Act (TDA) Revenues.** All TDA revenues will be allocated to alternative transportation programs, including regional and municipal transit systems, bikeway improvements, and other programs or projects designed to reduce automobile usage. Because TDA revenues will not be allocated for street purposes, it is expected that alternative transportation programs (in conjunction with other state or federal grants for this purpose) will be self-supporting from TDA revenues.

D. **Parking Fines.** All parking fine revenues will be allocated to the parking fund, except for those collected by Police staff (who are funded by the General Fund) in implementing neighborhood wellness programs.

Section 5. INVESTMENTS

A. **Responsibility**. Investments and cash management are the responsibility of the City Treasurer or designee. It is the City's policy to appoint the Finance Director as the City's Treasurer.

B. **Investment Objective.** The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:

1. Safety
2. Liquidity
3. Yield

C. **Tax and Revenue Anticipation Notes: Not for Investment Purposes.** There is an appropriate role for tax and revenue anticipation notes (TRANS) in meeting legitimate short-term cash needs within the fiscal year. However, many agencies issue TRANS as a routine business practice, not solely for cash flow purposes, but to capitalize on the favorable difference between the interest cost of issuing TRANS as a tax-preferred security and the interest yields on them if re-invested at full market rates.

As part of its cash flow management and investment strategy, the City will only issue TRANS or other forms of short-term debt if necessary to meet demonstrated cash flow needs; TRANS or any other form of short-term debt financing will not be issued for investment purposes.

As long as the City maintains its current policy of maintaining fund/working capital balances that are 20% of operating expenditures, it is unlikely that the City would need to issue TRANS for cash flow purposes except in very unusual circumstances.

D. **Selecting Maturity Dates.** The City will strive to keep all idle cash balances fully invested through daily projections of cash flow requirements. To avoid forced liquidations and losses of investment earnings, cash flow and future requirements will be the primary consideration when selecting maturities.

E. **Diversification.** As the market and the City's investment portfolio change, care will be taken to maintain a healthy balance of investment types and maturities.

F. **Authorized Investments**. The City will invest only in those instruments authorized by the California Government Code Section 53601.

The City will not invest in stock, will not speculate and will not deal in futures or options. The investment market is highly volatile and continually offers new and creative opportunities for enhancing interest earnings. Accordingly, the City will thoroughly investigate any new investment vehicles before committing City funds to them.

G. **Authorized Institutions.** Current financial statements will be maintained for each institution in which cash is invested. Investments will be limited to 20 percent of the total net worth of any institution and may be reduced further or refused altogether if an institution's financial situation becomes unhealthy.

H. **Consolidated Portfolio.** In order to maximize yields from its overall portfolio, the City will consolidate cash balances from all funds for investment purposes and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.

I. **Safekeeping.** Ownership of the City's investment securities will be protected through third-party custodial safekeeping.

J. **Investment Management Plan.** The City Treasurer will develop and maintain an Investment Management Plan that addresses the City's administration of its portfolio, including investment strategies, practices and procedures.

K. **Investment Oversight Committee.** As set forth in the Investment Management Plan, this committee is responsible for reviewing the City's portfolio on an ongoing basis to determine compliance with the City's investment policies and for making recommendations to the City Treasurer (Finance Director regarding investment management practices.

Members include the City Manager, Assistant City Manager, Finance Director/City Treasurer, Accounting Manager, the City's independent auditor, *one City Council member, and one member of the public.*

The member of the public shall be appointed by the City Council in accordance with the City's process for appointing advisory body members.

L. **Reporting.** The City Treasurer will develop and maintain a comprehensive, well-documented investment reporting system, which will comply with Government Code Section 53607. This reporting system will provide the Council and the Investment Oversight Committee with appropriate investment performance information.

Section 6. APPROPRIATIONS LIMITATION

A. The Council will annually adopt a resolution establishing the City's appropriations limit calculated in accordance with Article XIII-B of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affect the City's appropriations limit.

B. The supporting documentation used in calculating the City's appropriations limit and projected appropriations subject to the limit will be available for public and Council review at least 10 days before Council consideration of a resolution to adopt an appropriations limit. The Council will generally consider this resolution in connection with final approval of the budget.

C. The City will strive to develop revenue sources, both new and existing, which are considered non-tax proceeds in calculating its appropriations subject to limitation.

D. The City will annually review user fees and charges and report to the Council the amount of program subsidy, if any, that is being provided by the General or Enterprise Funds.

E. The City will actively support legislation or initiatives sponsored or approved by League of California Cities which would modify Article XIII-B of the Constitution in a manner which would allow the City to retain projected tax revenues resulting from growth in the local economy for use as determined by the Council.

F. The City will seek voter approval to amend its appropriation limit at such time that tax proceeds are in excess of allowable limits.

Section 7. FUND BALANCE AND RESERVES

A. **Minimum Fund and Working Capital Balances**. The City will maintain a minimum fund balance of at least 20% of operating expenditures in the General Fund and a minimum working capital balance of 20% of operating expenditures in the water, sewer and parking enterprise funds. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
2. Contingencies for unseen operating or capital needs.
3. Cash flow requirements.

B. **Fleet Replacement.** For the General Fund fleet, the City will establish and maintain a Fleet Replacement Fund to provide for the timely replacement of vehicles and related equipment with an individual replacement cost of $15,000 or more. The minimum committed fund balance in the Fleet Replacement Fund is set at $500,000 for the emergency replacement of vehicles that are damaged beyond repair, and are either not covered under the City's property insurance program or the vehicle has a high replacement cost and insurance proceeds will be inadequate to provide for the vehicle's replacement (fire engine). Above this contingency level, the amount retained in this fund, coupled with the annual contributions received by it from any source, shall be adequate to fully fund the equipment replacements approved in the Financial Plan. If in any given year, the minimum fund balance is depleted for above mentioned uses and as approved by the City Council, it shall be replenished over the next two-year Financial Plan period.

Interest earnings and the proceeds from the sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the Fleet Replacement Fund.

B. **Information Technology (IT) Replacement Fund.** The City will establish an IT Replacement Fund for the General Fund to provide for the timely replacement of information technology, both hardware and software, with an individual replacement cost of $25,000 or more. The minimum committed fund balance in this fund is set at $400,000 for the emergency replacement of equipment that is damaged beyond repair and not covered under the City's property insurance program. If in any given year, the minimum fund balance is depleted for above mentioned uses and as approved by the City Council, it shall be replenished over the next two-year Financial Plan period.

Interest earnings and the proceeds from the sale of surplus equipment as well as any related damage and insurance recoveries will be credited to the fund.

D. **Major Facility Replacement Fund.** The City will maintain a reserve within this fund for the purpose of funding the cost of improvements having a cost of $25,000 or more to city-owned, general government building and structures. The amount retained in this fund, coupled with annual contributions received by it from any source, to adequately fund maintenance and replacement of City facilities.

E. **Infrastructure Investment Fund.** The City will maintain a reserve within this fund for the purpose of

funding infrastructure projects that contribute to improved economic development and enhanced quality of life in the City of San Luis Obispo. The following evaluation criteria shall be applied to project eligibility:

1. The use of City funds shall not offset any cost that would be expected to be paid to meet the fair share obligation of any developer.
2. The use of City funds shall not offset a project specific cost identified through the environmental review process or under existing regulations or policies.
3. The use of funds shall support a project that would not otherwise be feasible due to economic, timing or other issues outside control of the project proponents or the City.
4. The project shall provide public benefit by contributing to economic development and quality of life within the City.

F. **Insurance Fund.** The City shall maintain an Insurance Fund to manage payments for liability, workers' compensation, crime, pollution, special events, property, and volunteer insurance. Within the Insurance Fund, a self-insured retention (SIR) will be set aside to cover expenses associated with claims from the Excess Liability Insurance Program. The SIR will be funded based on 150% (75%confidence level) of the previous five-year average claims experience (claims paid, reserves for known claims, and administrative expenses). The Insurance Fund will maintain a reserve sufficient to guard against substantial claims which will be determined based on annual actuarial report information.

If required due to depletion of fund balance, sufficient annual appropriations will be transferred to the Insurance Fund from the General Fund in the amount needed to ensure the 150% funding status.

G. **Water and Sewer Rate Stabilization Reserves.** The City will maintain a reserve for the purposes of offsetting unanticipated fluctuations in Water Fund or Sewer Fund revenues to provide financial stability, including the stability of revenues and the rates and charges related to each Enterprise. The funding target for the Rate Stabilization Reserve will be 10% of sales revenue in the Water Fund and 5% of sales revenue in the Sewer Fund.

Conditions for utilization and plan for replenishment of the reserve will be brought to Council for its consideration during the preparation and approval of the Financial Plan or as may become necessary during any fiscal year.

H. **Future Capital Project Designations.** The Council may designate specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interests of the City. For example, replacement of critical information technology infrastructure or other projects.

I. **Other Designations and Reserves.** In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements; reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

J. **General Fund Revenue Stabilization Fund.** The City will maintain a reserve for the purpose of offsetting unanticipated fluctuations in general fund revenues to provide financial stability. The funding target for the Revenue Stabilization Reserve will be $1,000,000 during the term of the adopted Fiscal Health Response Plan. Use and allocations of funds of the Revenue Stabilization Fund will be made upon Council approvals of the Financial Plan or as becomes necessary during any fiscal year.

K. **Essential Safety Equipment Funding**. The City will carry forward year-end project balance designated for essential safety equipment indefinitely.

L. **Capital Projects Reserve Fund.** The City will maintain a restricted reserve for the purposes of offsetting unanticipated cost increases, unforeseen conditions, and urgent unanticipated projects to provide continued investment in infrastructure maintenance and enhancement. Use and allocations of funds from the Capital Projects Reserve Fund will be made to Capital Projects including Major Facility Replacement upon Council approvals as necessary during any fiscal year.

Section 8. CAPITAL IMPROVEMENT MANAGEMENT

A. **CIP Projects: $25,000 or More.** Construction projects and equipment purchases which cost $25,000 or more will be included in the CIP and are accounted for in the Capital Outlay Fund. Minor capital outlays of less than $25,000 will be included with the operating program budgets.

B. **CIP Purpose.** The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a five-year plan organized into the same functional groupings used for the operating programs. The CIP will reflect a balance between capital replacement projects that repair, replace or enhance existing facilities, equipment or infrastructure; and capital facility projects that significantly expand or add to the City's existing fixed assets.

C. **Project Manager.** Every CIP project will have a project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, and periodically report project status.

D. **CIP Review Committee.** Headed by the City Manager or designee, this Committee will review project proposals, determine project phasing, recommend project managers, review and evaluate the draft CIP budget document, and report CIP project progress on an ongoing basis.

E. **CIP Phases.** The CIP will emphasize project planning, with projects progressing through at least two and up to ten of the following phases:

1. ***Designate.*** Appropriates funds based on projects designated for funding by the Council through adoption of the Financial Plan.

2. ***Study.*** Concept design, site selection, feasibility analysis, schematic design, environmental determination, property appraisals, scheduling, grant application, grant approval, specification preparation for equipment purchases.

3. ***Environmental Review.*** EIR preparation, other environmental studies.

4. ***Real Property Acquisitions.*** Property acquisition for projects, if necessary.

5. ***Site Preparation.*** Demolition, hazardous materials abatements, other pre-construction work.

6. ***Design.*** Final design, plan and specification preparation and construction cost estimation.

7. ***Construction.*** Construction contracts.

8. ***Construction Management.*** Contract project management and inspection, soils and material tests, other support services during construction.

9. ***Equipment Acquisitions.*** Vehicles, heavy machinery, computers, office furnishings, other equipment items acquired and installed independently from construction contracts.

10. ***Debt Service.*** Installment payments of principal and interest for completed projects funded through debt financings. Expenditures for this project phase are included in the Debt Service section of the Financial Plan.

Generally, it will become more difficult for a project to move from one phase to the next. As such, more projects will be studied than will be designed, and more projects will be designed than will be constructed or purchased during the term of the CIP.

F. **CIP Appropriation.** The City's annual CIP appropriation for study, design, acquisition and/or construction is based on the projects designated by the Council through adoption of the Financial Plan. Adoption of the Financial Plan CIP appropriation does not automatically authorize funding for specific project phases. This authorization generally occurs only after the preceding project phase has been completed and approved by the Council and costs for the succeeding phases have been fully developed.

Accordingly, project appropriations are generally made when contracts are awarded. If project costs at the time of bid award are less than the budgeted amount, the balance will be unappropriated and returned to fund balance or allocated to another project. If project costs at the time of bid award are greater than budget amounts, five basic options are available:

1. Eliminate the project.
2. Defer the project for consideration to the next Financial Plan period.
3. Rescope or change the phasing of the project to meet the existing budget.
4. Transfer funding from another specified, lower priority project.
5. Appropriate additional resources as necessary from fund balance.

G. **CIP Budget Carryover.** Appropriations for CIP projects lapse three years after budget adoption. Projects which lapse from lack of project account appropriations may be resubmitted for inclusion in a subsequent CIP. Project accounts, which have been appropriated, will not lapse until completion of the project phase.

H. **Program Objectives.** Project phases will be listed as objectives in the program narratives of the programs, which manage the projects.

I. **Public Art.** CIP projects will be evaluated during the budget process and prior to each phase for conformance with the City's public art policy, which generally requires that 1% of eligible project construction costs be set aside for public art. Excluded from this requirement are underground projects, utility infrastructure projects, funding from outside agencies, and costs other than

construction such as study, environmental review, design, site preparation, land acquisition and equipment purchases.

It is generally preferred that public art be incorporated directly into the project, but this is not practical or desirable for all projects; in this case, an in-lieu contribution to public art will be made. To ensure that funds are adequately budgeted for this purpose regardless of whether public art will be directly incorporated into the project, funds for public art will be identified separately in the CIP.

J. **General Plan Consistency Review.** The Planning Commission will review the Preliminary CIP for consistency with the General Plan and provide is findings to the Council prior to adoption.

K. **Climate Action Plan Implementation.** Council adopted Resolution No. 11159 (2020 Series) establishes a goal of community-wide carbon neutrality by 2035 and municipal operations carbon neutrality by 2030. The City's Capital Improvement Program is a critical implementation tool, and every CIP will be evaluated for alignment with these climate goals. Examples of ways projects or project components can align the with goals include (but are not limited to):
   1. Elimination or reduction of vehicle miles traveled (e.g., active transportation and transit improvements),
   2. Elimination or reduction of fossil fueled appliances, vehicles, and equipment,
   3. Reduced energy consumption (e.g., efficient mechanical equipment, efficient lighting, etc.)
   4. Carbon storage through tree planting or landscape management, and
   5. Solid waste/ green waste diversion

Section 9. CAPITAL FINANCING AND DEBT MANAGEMENT

A. **Capital Financing**

1. The City will consider the use of debt financing only for one-time capital improvement projects and only under the following circumstances:

   a. When the project's useful life will exceed the term of the financing.

   b. When project revenues or specific resources will be sufficient to service the long-term debt.

2. Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax or bond anticipation notes is excluded from this limitation. (See Investment Policy)

3. Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes or developer agreements when benefits can be specifically attributed to users of the facility. Accordingly, development impact fees should be created and implemented at levels sufficient to ensure that new development pays its fair share of the cost of constructing necessary community facilities. For Community Facilities Districts please see section E.

4. Transportation impact fees are a major funding source in financing transportation system improvements. However, revenues from these fees are subject to significant fluctuation based on the rate of new development. Accordingly, the following guidelines will be followed in designing and building projects funded with transportation impact fees:

   a. The availability of transportation impact fees in funding a specific project will be analyzed on a case-by-case basis as plans and specification or contract awards are submitted for City Manager or Council approval.

   b. If adequate funds are not available at that time, the Council will make one of two determinations:

      - Defer the project until funds are available.
      - Based on the high-priority of the project, advance funds from the General Fund, which will be reimbursed as soon as impact fee funds become available. Repayment of General Fund advances will be the first use of transportation impact fee funds when they become available.

5. The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

   a. Factors Favoring Pay-As-You-Go Financing

1. Current revenues and adequate fund balances are available, or project phasing can be accomplished.
2. Existing debt levels adversely affect the City's credit rating.
3. Market conditions are unstable or present difficulties in marketing.

b. Factors Favoring Long Term Financing

1. Revenues available for debt service are deemed sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.

2. The project securing the financing is of the type which will support an investment grade credit rating.

3. Market conditions present favorable interest rates and demand for City financings.

4. A project is mandated by state or federal requirements, and resources are insufficient or unavailable.

5. The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.

6. The life of the project or asset to be financed is 10 years or longer.

7. Vehicle leasing when market conditions and operational circumstances present favorable opportunities.

B. **Debt Management**

1. The City will not obligate the General Fund to secure long-term financings except when marketability can be significantly enhanced.

2. An internal feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.

3. The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.

4. The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability and cost-effectiveness.

5. The City will monitor all forms of debt annually coincident with the City's Financial Plan preparation and review process and report concerns and remedies, if needed, to the Council.

6. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.

7. The City will maintain good, ongoing communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).

C. **Debt Capacity**

1. ***General Purpose Debt Capacity.*** The City will carefully monitor its levels of general-purpose debt. Because the City's general-purpose debt capacity is limited, it is important that the City only use general purpose debt financing for high-priority projects where we cannot reasonably use other financing methods for two key reasons:

   a. Funds borrowed for a project today are not available to fund other projects tomorrow.

   b. Funds committed for debt repayment today are not available to fund operations in the future.

   In evaluating debt capacity, general-purpose annual debt service payments should generally not exceed 10% of General Fund revenues; and in no case should they exceed 15%. Further, direct debt will not exceed 2% of assessed valuation; and no more than 60% of capital improvement outlays will be funded from long-term financings.

2. ***Enterprise Fund Debt Capacity.*** The City will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the City's rate review and setting process.

D. **Independent Disclosure Counsel**

The following criteria will be used on a case-by-case basis in determining whether the City should retain the services of an independent disclosure counsel in conjunction with specific project financings:

1. The City will generally not retain the services of an independent disclosure counsel when all of the following circumstances are present:

   a. The revenue source for repayment is under the management or control of the City, such as general obligation bonds, revenue bonds, lease-revenue bonds or certificates of participation.

   b. The bonds will be rated or insured.

2. The City will consider retaining the services of an independent disclosure counsel when one or more of following circumstances are present:

a. The financing will be negotiated, and the underwriter has not separately engaged an underwriter's counsel for disclosure purposes.

b. The revenue source for repayment is not under the management or control of the City, such as land-based assessment districts, tax allocation bonds or conduit financings.

c. The bonds will not be rated or insured.

d. The City's financial advisor, bond counsel or underwriter recommends that the City retain an independent disclosure counsel based on the circumstances of the financing.

E. Land-Based Financings

1. ***Public Purpose.*** There will be a clearly articulated public purpose in forming an assessment or special tax district in financing public infrastructure improvements. This should include a finding by the Council as to why this form of financing is preferred over other funding options such as impact fees, reimbursement agreements or direct developer responsibility for the improvements.

   New development should generally be expected to "pay its own way," (i.e., provide funding through one mechanism or another that funds its "proportional share" of public improvement and infrastructure costs and ongoing operations and maintenance costs).

   (1) The City will consider the use of city-based funding sources to fund public facility and infrastructure improvements that provide for the health, safety and welfare of existing and future residents and/or provide measurable economic development and fiscal benefits. In evaluating whether the City will use city-based funding sources, the following evaluation criteria should be considered:

   (a) Significant public benefit, demonstrated by compliance with and furtherance of General Plan goals, policies, and programs

   (b) Alignment with the Major City Goals and other important objectives in place at the time of the application

   (c) Head of Household Job Creation

   (d) Housing Creation

   (e) Circulation/Connectivity Improvements

   (f) Net General Fund fiscal impact

   (2) The City generally will not fund or offer public financing for infrastructure improvements that confer only private benefit to individual property owners or development projects.

(3) The City shall seek continuity (or improvements to) existing levels of municipal service by assuring adequate funding for the City's operation, maintenance and infrastructure replacement costs."

2. ***Eligible Improvements.*** Except as otherwise determined by the Council when proceedings for district formation are commenced, preference in financing public improvements through a special tax district shall be given for those public improvements that help achieve clearly identified community facility and infrastructure goals in accordance with adopted facility and infrastructure plans as set forth in key policy documents such as the General Plan, Specific Plan, Facility or Infrastructure Master Plans, or Capital Improvement Plan.

   Such improvements include study, design, construction and/or acquisition of:

   a. Public safety facilities.
   b. Water supply, distribution and treatment systems.
   c. Waste collection and treatment systems.
   d. Major transportation system improvements, such as freeway interchanges; bridges; intersection improvements; construction of new or widened arterial or collector streets (including related landscaping and lighting); sidewalks and other pedestrian paths; transit facilities; and bike paths.
   e. Storm drainage, creek protection and flood protection improvements.
   f. Parks, trails, community centers and other recreational facilities.
   g. Open space.
   h. Cultural and social service facilities.
   i. Other governmental facilities and improvements such as offices, information technology systems and telecommunication systems.

   School facilities will not be financed except under appropriate joint community facilities agreements or joint exercise of powers agreements between the City and school districts.

3. ***Active Role.*** Even though land-based financings may be a limited obligation of the City, we will play an active role in managing the district. This means that the City will select and retain the financing team, including the financial advisor, bond counsel, trustee, appraiser, disclosure counsel, assessment engineer and underwriter. Any costs incurred by the City in retaining these services will generally be the responsibility of the property owners or developer and will be advanced via a deposit when an application is filed; or will be paid on a contingency fee basis from the proceeds from the bonds.

4. ***Credit Quality.*** When a developer requests a district, the City will carefully evaluate the applicant's financial plan and ability to carry the project, including the payment of assessments and special taxes during build-out. This may include detailed background, credit and lender checks, and the preparation of independent appraisal reports and market absorption studies. For districts where one property owner accounts for more than 25% of the annual debt service obligation, a letter of credit further securing the financing may be required.

5. ***Reserve Fund.*** A reserve fund should be established in the lesser amount of: the maximum annual debt service; 125% of the annual average debt service; or 10% of the bond proceeds.

6. ***Value-to-Debt Ratios.*** The minimum value-to-debt ratio should generally be 4:1. This means the value of the property in the district, with the public improvements, should be at least four times the amount of the assessment or special tax debt. In special circumstances, after conferring and receiving the concurrence of the City's financial advisor and bond counsel that a lower value-to-debt ratio is financially prudent under the circumstances, the City may consider allowing a value-to-debt ratio of 3:1. The Council should make special findings in this case.

7. ***Appraisal Methodology*.** Determination of value of property in the district shall be based upon the full cash value as shown on the ad valorem assessment roll or upon an appraisal by an independent Member Appraisal Institute (MAI). The definitions, standards and assumptions to be used for appraisals shall be determined by the City on a case-by-case basis, with input from City consultants and district applicants, and by reference to relevant materials and information promulgated by the State of California, including the Appraisal Standards for Land-Secured Financings prepared by the California Debt and Investment Advisory Commission.

8. ***Capitalized Interest During Construction.*** Decisions to capitalize interest will be made on case-by-case basis, with the intent that if allowed, it should improve the credit quality of the bonds and reduce borrowing costs, benefiting both current and future property owners.

9. ***Maximum Burden.*** Annual assessments (or special taxes in the case of Mello-Roos or similar districts) should generally not exceed 1% of the sales price of the property; and total property taxes, special assessments and special taxes payments collected on the tax roll should generally not exceed 2%.

10. ***Benefit Apportionment.*** Assessments and special taxes will be apportioned according to a formula that is clear, understandable, equitable and reasonably related to the benefit received by—or burden attributed to—each parcel with respect to its financed improvement. Any annual escalation factor should generally not exceed 2%.

F. Development Impact Fees Guidelines and Policies

Development impact fees are one-time fees levied on new development, typically levied at the time building permits are issued, to fund a range of the City's public facilities and infrastructure. Such fees are levied both on a citywide basis as well as for specific areas (e.g., the Specific Plan Areas). The levy of development impact fees is regulated by the State's Mitigation Fee Act (Government Code Section 66000 et seq.).

1. Development impact fees should be set, consistent with the statutory "nexus" analysis and findings, to fund new development's proportional share of public facility and infrastructure costs.

2. Improvements funded by development impact fees should be referenced generally in the appropriate planning documents (e.g., General Plan, Specific Plans, etc.) and reflected in the City's Capital Improvement Program.

3. An exception to this policy may be created by a development agreement between the City and a private developer. In this case public investments are offset by measurable public benefits.

4. The City's development impact fees can be "leveraged" through the use of fee credit and reimbursement agreements with developers and landowners.

5. The City's aggregate fee levels should not render new development that is otherwise consistent with City plans and regulations economically infeasible. Aggregate fee levels should be evaluated in terms of a reasonable standard, but not a strict limit (e.g., aggregate fee levels should not exceed an average of approximately 10 to 12 percent of the market value of the new development, either on a per-unit or per-square foot basis).

6. The City may consider reductions or waivers of its development impact fees in cases where a development project meets specific City planning or economic development policies such as affordable housing projects. In such cases the amount of funding foregone must be replaced with other funding sources available to the City.

1. ***Special Tax District Administration.*** In the case of Mello-Roos or similar special tax districts, the total maximum annual tax should not exceed 110% of annual debt service. The rate and method of apportionment should include a back-up tax in the event of significant changes from the initial development plan and should include procedures for prepayments.

   a. Community Facilities Districts or Assessment Districts offer a way to fund infrastructure, maintenance, or municipal services through special taxes or assessments levied on property owners benefiting from the thus-funded improvements or services. It can be used for both capital improvements and ongoing facility maintenance or services

b. The City will consider the formation of financing districts using the State's assessment law or the Mello-Roos Community Facilities Act for its newly developing areas on a case- by-case basis, consistent with technical analysis and City priorities (i.e., capital or ongoing funding).

c. The City will consider the effect of the special tax on the City's ability to issue General Obligation bonds or other property-based tax measures.

d. Such districts should fund infrastructure or services serving or otherwise providing benefit to the area subject to the assessment or special tax.

e. Such districts can fund public facilities or infrastructure otherwise funded with the City's development impact fees or project-specific exactions. In such cases the area's development impact fee obligations will be adjusted proportionately.

f. Within any such districts, property value-to-lien ratio should, consistent with typical underwriting standards, be at least 4.0:1 after calculating the value of the financed public improvements to be installed and considering any prior or pending special taxes or improvement liens.

g. Consistent with underwriting standards and market considerations, and as a matter of policy, the City will limit the maximum amount of special taxes to be levied on any parcel of property within a Community Facilities District, in any given fiscal year, together with the general property taxes, general obligation bonds, and other special taxes and assessments levied on such parcel, shall not exceed an amount equal to one and eight- tenths percent (1.8 percent) of the projected assessed value of the parcel (and improvements if applicable). How the special tax capacity is allocated between capital and ongoing expenditures will depend upon the City's priorities.

h. The City shall have discretion to allow a special tax in excess of the established limits for any lands within the CFD which are designated for commercial or industrial uses.

i. As a part of such district formations, the City will retain a special tax consultant to prepare a report which recommends a special tax rate and method for the proposed CFD and evaluates the special tax proposed to determine its ability to adequately fund identified public facilities, City administrative costs, services (if applicable) and other related expenditures.

2. ***Foreclosure Covenants.*** In managing administrative costs, the City will establish minimum delinquency amounts per owner, and for the district as a whole, on a case-by-case basis before initiating foreclosure proceedings.

3. ***Disclosure to Bondholders.*** In general, each property owner who accounts for more than 10% of the annual debt service or bonded indebtedness must provide ongoing disclosure information annually as described under SEC Rule 15(c)-12.
4. ***Disclosure to Prospective Purchasers.*** Full disclosure about outstanding balances and annual payments should be made by the seller to prospective buyers at the time that the buyer bids on the property. It should not be deferred to after the buyer has made the decision to purchase. When appropriate, applicants or property owners may be required to provide the City with a disclosure plan.

G. **Conduit Financings**

1. The City will consider requests for conduit financing on a case-by-case basis using the following criteria:

   a. The City's bond counsel will review the terms of the financing and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.

   b. There is a clearly articulated public purpose in providing the conduit financing.

   c. The applicant is capable of achieving this public purpose.

2. This means that the review of requests for conduit financing will generally be a two-step process:

   a. First asking the Council if they are interested in considering the request and establishing the ground rules for evaluating it.

   b. And then returning with the results of this evaluation and recommending approval of appropriate financing documents if warranted.

   This two-step approach ensures that the issues are clear for both the City and applicant, and that key policy questions are answered.

3. The work scope necessary to address these issues will vary from request to request and will have to be determined on a case-by-case basis. Additionally, the City should generally be fully reimbursed for our costs in evaluating the request; however, this should also be determined on a case-by-case basis.

B. **Refinancing**

1. ***General Guidelines.*** Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. Refinancing will be considered (within federal tax law constraints) under the following conditions:

   a. There is a net economic benefit.

   b. It is needed to modernize covenants that are adversely affecting the City's financial position or operations.

   c. The City wants to reduce the principal outstanding in order to achieve future debt service savings, and it has available working capital to do so from other sources.

2. ***Standards for Economic Savings*.** In general, refinancing for economic savings will be undertaken whenever net present value savings of at least five percent (5%) of the refunded debt can be achieved.

   a. Refinancing that produce net present value savings of less than five percent will be considered on a case-by-case basis, provided that the present value savings are at least three percent (3%) of the refunded debt.

   b. Refinancing with savings of less than three percent (3%), or with negative savings, will not be considered unless there is a compelling public policy objective.

C. **Enhanced Infrastructure Financing District Guidelines and Policies**

   a. EIFD financing should be considered for public facilities or infrastructure improvements that confer Citywide and/or regional benefits. This may include the "City share" of infrastructure included in the City's development impact fees.

   b. Unless there is a Development Agreement in place that provides otherwise, EIFDs should not be used to fund real estate projects' proportional share of infrastructure costs otherwise included in the City's development impact fees or charged as project-specific exactions (e.g., subdivision improvements).

   c. City should consider EIFDs when more than one local government jurisdiction is participating to produce maximum benefit.

   d. At the time of formation of the EIFD (or if changes to the EIFD are contemplated), the City should require a fiscal impact analysis to determine if an EIFD is fiscally prudent and analyze opportunity cost to the City's General Fund.

Section 10. HUMAN RESOURCE MANAGEMENT

A. **Regular Staffing**

1. The budget will fully appropriate the resources needed for authorized regular staffing and will limit programs to the regular staffing authorized.
2. Regular employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by full-time City employees rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will:

   a. Fill an authorized regular position.

   b. Be assigned to an appropriate bargaining unit, unless designated as an unrepresented management or confidential classification.

   c. Receive salary and benefits consistent with labor agreements or other compensation plans.

3. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:

   a. The Council will authorize all regular positions.

   b. The Human Resources Department will coordinate and approve the hiring of all regular and supplemental staff.

   c. All requests for additional regular positions will include evaluations of:

      - The necessity, term and expected results of the proposed activity.
      - Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support and facilities.
      - The ability of private industry to provide the proposed service.
      - Additional revenues or cost savings, which may be realized.

4. Periodically, and before any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees. (See Productivity Review Policy)

5. Staffing and contract service cost ceilings will limit total expenditures for regular employees, supplemental staff, and independent contractors hired to provide operating and maintenance services.

B. **Supplemental Staff**

1. The hiring of supplemental staff will not be used as an incremental method for expanding the City's regular work force.

2. Supplemental staff include all employees other than regular employees, elected officials and volunteers. Supplemental staff include seasonal or occasional employees, employees with irregular schedules, limited benefit employees, temporary employees, contract employees, CalPERS retired annuitants, and leased employees. Supplemental staff may work on a full-time or part-time basis and will generally augment regular City staffing. Supplemental staff may be used as extra-help during peak workloads, as coverage during extended absences of regular employees, seasonal workforce, as a means to assess ongoing staffing needs, or as the staffing method for program delivery that is most effectively staffed using part-time hours to ensure adequate coverage.

3. The City Manager and Department Heads will encourage the use of supplemental staff rather than regular employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than full-time, year-round staffing is required.

   Under this guideline, supplemental staff hours will generally not exceed 50% of a regular, full-time position (1,000 hours annually). There may be limited circumstances where the use of supplemental staff on an ongoing basis in excess of this target may be appropriate due to unique programming or staffing requirements. However, any such exceptions must be approved by the City Manager based on the review and recommendation of the Human Resources Director.

4. Contract employees are defined as supplemental staff with written contracts approved by Human Resources Director and City Attorney who may receive approved benefits. Contract employees will generally be used for medium-term (generally between six months and two years) projects, programs or activities requiring specialized or augmented levels of staffing for a specific period.

5. Leased employees are employed during short-term, peak workload assignments to be accomplished using personnel contracted through an outside employment agency (OEA). In this situation, it is anticipated that City staff will closely monitor the work of leased employees and minimal training will be required. However, they will always be considered the employees of the OEA and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the Human Resources Director.

The services of contract employees will be discontinued upon completion of the assigned project, program or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis and as such, a determination as to the expected need will be made at the end of each contract term and prior to extending or renewing a contract.

C. Overtime Management

1. Overtime should be used only when necessary and when other alternatives are not feasible or cost effective.

2. All overtime must be pre-authorized by a department head or delegate unless it is assumed pre-approved by its nature. For example, overtime that results when an employee is assigned to standby and/or must respond to an emergency or complete an emergency response.

3. Departmental operating budgets should reflect anticipated annual overtime costs and departments will regularly monitor overtime use and expenditures.

4. When considering the addition of regular or temporary staffing, the use of overtime as an alternative will be considered. The department will take into account:

   a. The duration that additional staff resources may be needed.
   b. The cost of overtime versus the cost of additional staff.
   c. The skills and abilities of current staff.
   d. Training costs associated with hiring additional staff.
   e. The impact of overtime on existing staff.

D. **Independent Contractors**

Independent contractors are not City employees. They are used in construction of public works projects and delivery of operating, maintenance or specialized professional services not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills and equipment will generally be determined and provided by the contractor. Contract awards will be guided by the City's purchasing policies and procedures. (See Contracting for Services Policy)

PRODUCTIVITY

Ensuring the "delivery of service with value for cost" is one of the key concepts embodied in the City's Mission Statement (San Luis Obispo Style— Quality With Vision). To this end, the City will constantly monitor and review our methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible.

This review process encompasses a wide range of productivity issues, including:

A. Analyzing systems and procedures to identify and remove unnecessary review requirements.

B. Evaluating the ability of new technologies and related capital investments to improve productivity.

C. Developing the skills and abilities of all City employees.

D. Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.

E. Evaluating the ability of the private sector to perform the same level of service at a lower cost.

F. Periodic formal reviews of operations on a systematic, ongoing basis.

G. Maintaining a decentralized approach in managing the City's support service functions. Although some level of centralization is necessary for review and control purposes, decentralization supports productivity by:

1. Encouraging accountability by delegating responsibility to the lowest possible level.
2. Stimulating creativity, innovation and individual initiative.
3. Reducing the administrative costs of operation by eliminating unnecessary review procedures.
4. Improving the organization's ability to respond to changing needs and identify and implement cost-saving programs.
5. Assigning responsibility for effective operations and citizen responsiveness to the department.

H. Maintaining City purchasing policies and procedures that are as efficient and effective as possible.

Section 11. CONTRACTING FOR SERVICES

A. **General Policy Guidelines**

1. Contracting with the private sector for the delivery of services provides the City with a significant opportunity for cost containment and productivity enhancements. As such, the City is committed to using private sector resources in delivering municipal services as a key element in our continuing efforts to provide cost-effective programs.

2. Private sector contracting approaches under this policy include construction projects, professional services, outside employment agencies and ongoing operating and maintenance services.

3. In evaluating the costs of private sector contracts compared with in-house performance of the service, indirect, direct, and contract administration costs of the City will be identified and considered.

4. Whenever private sector providers are available and can meet established service levels, they will be seriously considered as viable service delivery alternatives using the evaluation criteria outlined below.

5. For programs and activities currently provided by City employees, conversions to contract services will generally be made through attrition, reassignment or absorption by the contractor.

B. **Evaluation Criteria**

Within the general policy guidelines stated above, the cost-effectiveness of contract services in meeting established service levels will be determined on a case-by-case basis using the following criteria:

1. Is a sufficient private sector market available to competitively deliver this service and assure a reasonable range of alternative service providers?

2. Can the contract be effectively and efficiently administered?

3. What are the consequences if the contractor fails to perform, and can the contract reasonably be written to compensate the City for any such damages?

4. Can a private sector contractor better respond to expansions, contractions or special requirements of the service?

5. Can the work scope be sufficiently defined to ensure that competing proposals can be fairly and fully evaluated, as well as the contractor's performance after bid award?

6. Does the use of contract services provide us with an opportunity to redefine service levels?

7. Will the contract limit our ability to deliver emergency or other high priority services?

8. Overall, can the City successfully delegate the performance of the service but still retain accountability and responsibility for its delivery?

Glossary

A

Abatement. A reduction in amount, degree, or intensity of something, such as a tax.

Account. A separate financial reporting unit. All budgetary transactions are recorded in accounts.

Accrual Basis. A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Actuarial. A person or methodology that makes determinations or required contributions to achieve future funding levels that address risk and time.

Ad Valorem Tax. A tax levied on the assessed value of real estate and personal property. This tax is also known as property tax.

Adopted Budget. The proposed budget as formally approved by the City Council.

Appropriation. An authorization made by the City Council, which permits the City to incur obligations to make expenditures for specific purposes.

Assessed Valuation. A value that is established for real and personal property for use as a basis for levying property taxes.

Asset. Resources owned or held by a government that have monetary value.

B

Balanced Budget. A budget in which planned funds or revenues available are equal to planned fund expenditures.

Bond. A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation, revenue bonds, and

Bond Rating. The City of San Luis Obispo uses both of the Nation's primary bond rating services - Moody's Investors Service and Standard & Poor's. These rating services perform credit analysis to determine the probability of an issuer of debt defaulting partially or fully.

Bond Refinancing. The payoff and re issuance of bonds to obtain better interest rates and/or bond conditions

Budget. A plan of financial operation for a specified period of time (fiscal year. The Annual Budget authorizes and provides the basis for control of financial operations during the fiscal year.

Budget Adjustment. A procedure to revise a budget appropriation either by City Council approval through the adoption of a supplemental appropriation ordinance for any interdepartmental or inter-fund adjustments or by City Manager authorization to adjust appropriations within a departmental budget.

Budget Calendar. The schedule of key dates or milestones that the City follows in the preparation, adoption, and administration of the budget.

Budget Document. The instrument used by the budget- making authority to present a comprehensive financial program to the City Council.

Budget Team. A fun group of hard-working employees responsible for budget preparation, benchmarking, forecasting, and financial analysis.

Budget Message. The opening section of the budget that provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy for the upcoming period.

Budgetary Basis. This refers to the form of accounting used throughout the budget process. These generally take one of three forms: GAAP, cash, modified accrual, or some type of statutory form.

Budgetary Control. The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

C

Capital Assets. Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Capital Budget. The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

Capital Improvements. Expenditures related to the acquisition, expansion, or rehabilitation of an element of the government's physical plant, sometimes referred to as infrastructure.

Capital Improvements Plan. A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years. The City of San Luis Obispo's City Charter requires annual submission of a five-year capital program for City Council acceptance.

Capital Outlay. Expenditures that result in the acquisition of, or addition to, fixed assets.

Cash Basis. A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Contingency. A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Core Service. A principal service or product delivered by a program or department that is necessary to the successful operation of the city.

D

Debt Service. The amount of interest and principal that a City must pay each year on net direct long-term debt plus the interest it must pay on direct short-term debt.

Deficit. The excess of an entity's liabilities over its assets or the excess of expenditures over revenues during a single accounting period.

Department. A major administrative unit of the City that indicates overall management responsibility for an operation or a group of related operations within a
functional area. Departments are comprised of divisions, programs, and/or sections.

Depreciation. Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

Division. A functional unit within a department.

E

Encumbrance. The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

ESG Investing. Environmental, Social, and Governance refers to the three central factors in measuring the sustainability and societal impact of an investment in accompany or business. The method rates company's environmental footprint, social behavior, and company governance such as labor practice, governing board composition, talent management, product safety, and data security to name a few.

Estimated Revenue. The amount of projected revenue to be collected during the fiscal year.

Expenditure/Expense. This term refers to the outflow of funds paid for an asset obtained or goods and services obtained.

F

Financial Reserves. An unappropriated source of funding that can be utilized to meet unexpected budgetary needs.

Fiscal Year. The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of San Luis Obispo has specified July 1 to June 30 as its fiscal year.

Forfeiture. The automatic loss of property, including cash, as a penalty for breaking the law, or as compensation for losses resulting from illegal activities. Once property has been forfeited, the City may claim it, resulting in confiscation of the property.

Full Faith and Credit. A pledge of a government's taxing power to repay debt obligations.

Full-Time Employee. A full-time employee working 38-40 hours per week and receiving benefits.

Fund. A set of inter-related accounts to record revenues and expenditures associated with a specific purpose. Fund structure presented below

Governmental Funds

Capital Projects Fund. Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds and Trust Funds).

Debt Service Fund. Debt Service Funds are set up to receive dedicated revenues used to make principal and interest payments on City debt. They are used to account for the accumulation of resources for, and the payment of, general obligation and special assessment debt principal, interest and related costs, except the debt service accounted for in the Special Revenue Funds and Enterprise Funds.

General Fund. The General Fund is the general operating fund of the City. It is used to account for all activities of the City not accounted for in another fund.

Special Revenue Fund. Special Revenue Funds are set up as accounts for Federal or State grants legally restricted to expenditures for specific purposes.

Proprietary Funds

Enterprise Funds Enterprise Funds are used to account for operations including debt service (a) that are financed and operated in a manner similar to private businesses – where the intent of the government body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges; or (b) where the governing body has determined that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control accountability, or other purposes.

Internal Service Funds Internal Service Funds are established to account for an entity that provides goods and services to other City entities and charges those entities for the goods and services provided.

Fund Balance. The difference between revenues and expenditures. The beginning fund balance represents the residual funds brought forward from the previous year (ending balance)

G

Generally Accepted Accounting Principles. (GAAP) Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Governmental Revenue. The revenues of a government other than those derived from and retained in an Enterprise Fund. General Governmental revenues include those from the General, Debt Service, and Special Revenue Funds.

General Obligation Bonds. Bonds that finance a variety of public projects such as streets, buildings, and improvements; the repayment of these bonds is usually made from secondary property taxes, and these bonds are backed by the full faith and credit of the issuing government.

Goal. A statement of direction based on identified strategic priorities. Should be measurable and able to be achieved in 3 to 5 years.

Grant. A contribution by the State or Federal government or other organization to support a particular function. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

I

Indirect Cost. A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned, such as administrative support, facility maintenance or custodial services.

Inflation. A rise in price levels caused by an increase in available funds beyond the proportion of available goods.

Infrastructure. Public domain fixed assets including roads, curbs, gutters, sidewalks, drainage systems, lighting systems, and other items that have value only to the City.

Interest Income. Revenue associated with the city cash management activities of investing fund balances.

Intergovernmental Resources. Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Inter-fund Transfer. The movement of monies between funds of the same governmental entity.

Inter-local Agreement. A contractual agreement between two or more governmental entities.

Internal Services Charges. The charges to user departments for internal services provided by another government agency, such as data processing, equipment maintenance and communications.

L

Levy. To impose taxes for the support of government activities.

Long-Term Debt. Debt with a maturity of more than one year after the date of issuance.

M

Major Fund. Funds whose revenues, expenditures/ expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. These represent the City's most important funds and include the General Fund.

Mandate. A requirement from a higher level of government that a lower level of government perform a task in a particular way or standard.

Mission Statement. The statement that identifies the particular purpose and function of an entity.

Modified Accrual Basis. The basis of accounting under which revenues are recognized when measurable and available to pay liabilities. Expenditures are recognized when the liability is incurred except for interest on long-term debt which is recognized when due, and the noncurrent portion of accrued vacation and sick leave, which is recorded in general long-term debt.

Municipal Code. A collection of laws, rules, and regulations that apply to the City and its citizens.

N

Neighborhood Services. A program developed to promote and strengthen the stability, development, revitalization, and preservation of neighborhoods through community-based problem solving.

Net Position. Governmental financial statement reporting for proprietary funds where assets plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position program.

O

Objective. A specific measurable and observable result of an organization's activity, which advances the organization toward its goal.

Ombudsman. One that investigates reported complaints, reports findings, and helps to achieve equitable settlements.

OPEB. Other post-employment benefits are benefits that an employee will begin to receive at the start of retirement such as health care and deferred-compensation arrangements.

Operating Budget. The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for expenditures such as personnel, supplies, utilities, materials, travel, and fuel.

Operating Expenses. The cost for personnel, materials, and equipment required for a department to function.

Operating Revenue. Funds that the government receives as income to pay for ongoing operations, including such items as taxes, user fees, interest earnings, and grant revenues. Operating revenues are used to pay for day-to- day services.

P

Pay-As-You-Go Financing. A term used to describe a financial policy by which the capital program is financed from current revenues rather than through borrowing.

Per Capita. A measurement of the proportion of some statistic to an individual resident determined by dividing the statistic by the current population.

Performance Budget. A budget that focuses upon departmental goals and objectives rather than line items, programs, or funds. Workload and unit cost data are collected in order to assess the effectiveness and efficiency of services. Typical measures collected might include average emergency response time for fire.

Performance Measure. Data collected to determine how effective and/or efficient a program is in achieving its objectives.

Policy. A plan, course of action or guiding principle designed to set parameters for decisions and actions.

Prior Year Encumbrances. Obligations from previous years in the form of purchase orders or contracts that are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Potable Water. Water that is fit to drink.

Program. Group activity, operations, or organizational units directed to attaining specific objectives and achievements and budgeted as sub-units of a department.

Program Budget. A budget that allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

Property Tax. A levy upon the assessed valuation of the property within the City of San Luis Obispo upon each $100 of assessment.

R

Retained Earnings. An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

Revenue. Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

Revenue Bonds. Bonds usually sold for constructing a project that will produce revenue for the government. That revenue is pledged to pay the principal and interest of the bond.

Reserve. An account used to indicate that a portion of a fund's assets are legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution. A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

Resources. Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Risk Management. An organized attempt to protect a government's assets against accidental loss in the most economical method

S

Sales Tax. Tax imposed on the taxable sales of all final goods.

Source of Revenue. Revenues are classified according to their source or point of origin.

Special Assessment. A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Strategic Plan. A document outlining long-term goals, critical issues, and action plans that will increase the organization's effectiveness in attaining its vision, priorities, mission, goals and objectives.

System Development Charge. That portion of the connection charge that is determined to be the customer's proportionate share of the cost of providing transmission, pumping, and storage facilities required to serve the various distribution areas or zones within the system.

T

Tax Levy. The resultant product when the tax rate per $100 is multiplied by the tax base.

Taxes. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out. Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

U

Undesignated Fund Balance. The portion of a fund's balance that is not legally restricted for a specific purpose and is available for general appropriation.

Unencumbered Balance. The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unfunded Pension Liability. The difference between assets in a pension fund and the amount of benefits the fund is required to pay out in the long-term.

Unreserved Fund Balance. The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Useful Life. The period of time that a fixed asset is able to be used. This can refer to a budget period of time for an equipment class or the actual amount of time for a particular item.

User Charges. The payment of a fee for direct receipt of a public service by the party who benefits from the service.

W

Workload Measure. A unit of work to be done (e.g., number of permit applications received).

RESOLUTION NO. _____ (2021 SERIES)

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, APPROVING THE 2021-23 FINANCIAL PLAN AND FISCAL YEAR 2021-22 BUDGET.

WHEREAS, in accordance with San Luis Obispo Charter Section 802, the City Manager has submitted the 2021-23 Financial Plan to the Council for review and consideration consistent with established budget and fiscal policies; and

WHEREAS, the preparation of the 2021-23 Financial Plan was based on extensive public outreach, comment, and input and the City Council's strategic vision as discussed during public hearing for strategic budget direction on April 20, 2021; and

WHEREAS, the Planning Commission reviewed the City's Capital Improvement Plan for the 2021-23 Financial Plan on April 28, 2021, and confirmed the plan's conformity with the City's General Plan.

WHEREAS, the City of San Luis Obispo received an Active Transportation Grant just prior to the release of Strategic Budget Direction and ample time was not available to integrate the grant funding into the financial plan or evaluate or integrate new projects;

WHEREAS, the City Council held a public hearing on June 1, 2021 to consider the preliminary 2021-23 Financial Plan and Fiscal Year 2021-22 budget appropriations for the General Fund, the Parking Fund, and the Transit Fund.

WHEREAS, the City entered into a loan agreement with the State Revolving Fund for the upgrade of the Water Resource Recovery Facility, which requires the City to set aside one full loan payment as a reserve fund and to restrict the funds for the duration of the loan and the City will restrict the funds with the 2021-22 fiscal year.

WHEREAS, the City has been awarded $8.9 million in American Rescue Plan Act (ARPA) funding, which is restricted for use for certain purposes and cannot be allocated to payments towards pension liabilities.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of San Luis Obispo as follows:

SECTION 1. The 2021-23 Financial Plan and Fiscal Year 2021-22 budget with appropriations consistent with the proposed capital improvement plan for the General Fund, the Parking Fund and the Transit Fund are herewith adopted and official copies of the financial plan, budget, and the capital improvement plan for all funds, as adopted, shall be maintained on file with the City Clerk along with this Resolution.

SECTION 2. The Water and Sewer Fund Fiscal Year 2021-22 budget appropriation is deferred to June 15, 2021, when the Council will hold a public hearing consistent with the applicable requirements of Proposition 218 for recommended water and sewer fee increases.

SECTION 3. Staff is directed to return to the Council with project recommendations and appropriation requests to further implement Tier 1 Active Transportation Plan projects as result of Urban Greening Grant Funding for the Anholm Greenway Project.

SECTION 4. Fund balances and reserve levels will be applied in accordance with GASB 54 and the City's Fund Balance and Reserve Policy – Resolution XXXX (2021 Series).

SECTION 5. ARPA funding received by the City and expenditures thereof will be separately tracked and accounted for to ensure allocation in accordance with the requirements and limitations on expenditures of those funds as required by the Act.

SECTION 5. In compliance with the terms of the City's loan agreement for the State Revolving Fund loan for the upgrade of the Water Resource Recovery Facility, the Finance Director is directed to restrict in a State Revolving Fund Loan reserve account the amount of $5,902,953 from the Sewer Fund working capital and to maintain that restricted reserve amount in the reserve fund account for the duration of the State Revolving Fund loan to the City.

SECTION 6. The City Manager is hereby delegated authority to approve budget adjustments consistent with the adopted budget appropriations to maintain budgetary flexibility for the organization.

SECTION 7. The City Manager is hereby delegated the authority to approve format and typographical changes found within the 2021-23 Financial Plan as needed.

SECTION 8. The City Council approves the appropriation limit as set forth on page 536 of the 2021-23 Financial Plan and 2021-22 Budget.

On motion of _____, seconded by _____, and on the following vote:

AYES:
NOES:
ABSENT:

The foregoing Resolution was passed and adopted on _____, 2021.

_____
Mayor Heidi Harmon

ATTEST:

_____
Teresa Purrington,
City Clerk

APPROVED:

_____
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

RESOLUTION NO. _____ (2021 SERIES)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, ESTABLISHING PARKING RATES FOR THE CITY'S PARKING STRUCTURES

WHEREAS, the City of San Luis Obispo wishes to maintain effective usage of its three parking structures; and

WHEREAS, the City wishes to provide secure and user friendly parking for all users of the parking structures; and

WHEREAS, the parking program needs to continue to be self-sufficient for its financial commitments; and

WHEREAS, the Council considered the parking revenue enhancement strategies presented as part of the 2021-23 Financial Plan staff report and held a public meeting on the proposed changes to the parking structure rates; and

WHEREAS, the Comprehensive Fee Schedule will be updated to reflect all new and updated fees becoming effective July 1, 2021.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of San Luis Obispo as follows:

SECTION 1. Effective July 1, 2021, all hourly parking structure rates shall increase to $1.50 an hour, including Sundays, with the first sixty minutes free.

SECTION 2. Effective July 1, 2021, the maximum daily parking structure rate shall be $6.00 per day. Daily parking is considered any entry after 12:00 AM and corresponding exit by the same vehicle before 12:00 AM within the same day.

SECTION 3. Effective July 1, 2021, the lost ticket parking structure rate shall be $6.00 per ticket, including Sundays.

SECTION 4. Effective July 1, 2021, the overnight parking structure rate shall be $15.00 per day. Overnight parking is considered any entry before 12:00 AM by a vehicle on a given day and a corresponding exit after 5:00 AM by the same vehicle on a different given day.

SECTION 5. Effective July 1, 2021, the hourly validation program parking structure rate shall be $1.00 per hour.

SECTION 6. Effective July 1, 2022, the first sixty minutes free in the parking structures shall be eliminated. A fifteen minute grace period shall be provided upon entry into all parking structures before the hourly parking structure rates apply.

SECTION 7. No environmental review is required because the establishment of parking structures rates and fees do not constitute a “Project” under CEQA Guidelines Sec. 15378.

Upon motion of _____, seconded by_____ and on the following vote:

AYES:
NOES:
ABSENT:

The foregoing resolution was passed and 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, this on _____.

_____
Teresa Purrington,
City Clerk

RESOLUTION NO. _____ (2021 SERIES)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, APPROVING MODIFICATIONS TO THE PARKING CITATION PENALTY SCHEDULE

WHEREAS, State law provides, in Vehicle Code Section 40203.5, that cities establish the amount of parking penalties, fees, and surcharges; and

WHEREAS, State law authorizes the City to recover administrative fees, parking penalties, fees and collection costs related to civil debt collection, late payment penalties, and other related charges; and

WHEREAS, the City wishes to provide safe, secure, and convenient parking for all users of the City's parking facilities; and

WHEREAS, the parking program needs to continue to be self-sufficient for its financial commitments; and

WHEREAS, the Council considered the parking revenue enhancement strategies presented as part of the 2021-23 Financial Plan staff report and held a public meeting on the proposed changes to the parking structure rates.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of San Luis Obispo as follows:

SECTION 1. Effective July 1, 2021, parking citation fines shall be modified (see Exhibit A) as follows:

1. Increase no stopping or standing in parkways violation (SLOMC 10.36.020) from $33 to $40;
2. Increase no parking zones violation (SLOMC Section 10.36.040) from $53 to $60;
3. Increase no backing into spaces violation (SLOMC 10.40.020) from $28 to $40;
4. Increase parking space markings violation (SLOMC 10.40.060) from $40 to $45;
5. Increase no stopping, standing, parking within an intersection violation (CVC 22500(a)) from $33 to $40
6. Increase no stopping, standing, parking on a crosswalk violation (CVC 22500(b)) from $33 to $60

7. Increase no stopping, standing, parking between a safety zone violation (CVC 22500(c)) from $33 to $60
8. Increase no stopping, standing, parking within 15 feet of firehouse entrance violation (CVC 22500(d)) from $33 to $60
9. Increase no stopping, standing, parking in front of public or private driveway violation (CVC 22500(e)) from $33 to $40
10. Increase no stopping, standing, parking on sidewalk violation (CVC 22500(f)) from $33 to $40
11. Increase improper parking in bus zone violation (CVC 22500(i)) from $263 to $288
12. Increase improper parking in wheelchair access area violation (CVC 22500(l)) from $263 to $288
13. Increase no stopping, standing, parking in a fire lane violation (CVC 22500.1) from $116 to $120
14. Increase no parking with right wheels more than 18 inches from the curb violation (CVC 22502(a)) from $33 to $40
15. Increase no parking the opposite direction of traffic violation (CVC 22502(b)(2)) from $33 to $40
16. Increase no parking with left wheels more than 18 inches from the curb violation (CVC 22502(e)) from $33 to $40
17. Increase fire hydrant violation (CVC 22514) from $63 to $70

SECTION 2. No environmental review is required because the establishment of parking violation penalties does not constitute a "Project" under CEQA Guidelines Sec. 15378.

Upon motion of _____, seconded by_____ and on the following vote:

AYES:
NOES:
ABSENT:

The foregoing resolution was passed and 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

	CITY OF SAN LUIS OBISPO PENALTY SCHEDULE		
	EFFECTIVE JULY 1, 2021		
CODE & SECTION	**DESCRIPTION**	**PENALTY**	**PENALTY & LATE FEE**
SLMC 10.12.050	INTERFERENCE WITH POLICE/AUTHORIZED OFFICER	93	123
SLMC 10.14.030	OBEDIENCE TO TRAFFIC CONTROL DEVICES	58	88
SLMC 10.14.090	UNAUTHORIZED PAINTING ON CURBS	58	88
SLMC 10.34.020	OVERNIGHT CAMPING (10pm - 6 am)	100	130
SLMC 10.36.020	**STOPPING OR STANDING IN PARKWAYS PROHIBITED**	**40**	**70**
SLMC 10.36.030	STOP/STAND/PARK IN VIOLATION OF CHAPTER	33	63
SLMC 10.36.040	**NO PARKING ZONE - PROHIBITED PARKING - Also Taxi Zone (d)**	**60**	**90**
SLMC 10.36.050	USE OF STREETS FOR STORAGE OF VEHICLES PROHIBITED	33	63
SLMC 10.36.070	REPAIRING OR GREASING VEHICLE ON PUBLIC STREET	23	53
SLMC 10.36.080	WASHING OR POLISHING VEHICLES	23	53
SLMC 10.36.090	PARKING ADJACENT TO SCHOOLS	23	53
SLMC 10.36.100	PARKING PROHIBITED ON NARROW STREETS	23	53
SLMC 10.36.110	PARKING ON GRADES	23	53
SLMC 10.36.120	UNLAWFUL PARKING - PEDDLERS, VENDORS	23	53
SLMC 10.36.130	EMERGENCY PARKING SIGNS	23	53
SLMC 10.36.140	LARGE/COMMERCIAL VEHICLE PARKING NEAR INTERSECTION	23	53
SLMC 10.36.150	NIGHT TIME PARKING OF LARGE VEHICLES	33	63
SLMC 10.36.160	NIGHT TIME PARKING OF VEH/OPERATING AIR/REFRGERATION	23	53
SLMC 10.36.200	PARKING IN A RESIDENTIAL PERMIT PARKING AREA	40	70
SLMC 10.36.230	PERMITS - DISPLAY OF PERMITS	28	58
SLMC 10.36.235	NO PERMIT LOT	45	75
SLMC 10.40.010	TIMED PARKING 10 MINUTES TO 10 HOURS (Overtime Parking)	50	80
SLMC 10.40.020	**BACKING INTO PARKING SPACE PROHIBITED**	**40**	**70**
SLMC 10.40.040	PARKING PARALLEL ON ONE-WAY STREETS	21	51
SLMC 10.40.050	DIAGONAL PARKING	21	51
SLMC 10.40.060	**PARKING SPACE MARKINGS**	**45**	**75**
SLMC 10.40.070	NO STOPPING ZONE	21	51
SLMC 10.40.080	ALL NIGHT PARKING PROHIBITED (3-5am)	38	68
SLMC 10.44.020	CURB MARKINGS TO INDICATE NO STOPPING	23	53
SLMC 10.44.030	EFFECT OF PERMISSION TO LOAD/UNLOAD IN YELLOW ZONE	53	83
SLMC 10.44.040	EFFECT OF PERMISSION TO LOAD/UNLOAD IN WHITE ZONE	40	70
SLMC 10.44.050	STANDING IN ANY ALLEY	33	63
SLMC 10.44.070	DISABLED PARKING	338	368
SLMC 10.48.010	CERTAIN VEHICLES PROHIBITED IN CENTRAL DISTRICT	58	88
SLMC 10.48.020	ADVERTISING VEHICLES	33	63
SLMC 10.48.030	ANIMAL DRAWN VEHICLES	33	63
SLMC 10.48.040	TRUCK ROUTES	88	118
SLMC 10.48.050	COMM VEHICLES PROHIBITED FROM USING CERTAIN STREETS	88	118
SLMC 10.48.060	MAX.GROSS WT LIMITS OF VEHICLES ON CERTAIN STREETS	88	118
SLMC 10.52.040	PARKING METER-OPERATIONAL PROCEDURES	23	53
SLMC 10.52.050	UNLAWFUL TO PARK AFTER METER TIME HAS EXPIRED	40	70
SLMC 10.52.070	IMPROPER USE OF METER	15	45
SLMC 10.52.080	PARKING METERS/STANDARDS PROPER USE	15	45
SLMC 10.52.110	MOTORCYCLE SPACES	15	45
CVC 21113(a)	VEHICLE OR ANIMAL ON PUBLIC GROUNDS-MOVING	116	146
CVC 21113(b)	VEHICLE OR ANIMAL ON PUBLIC GROUNDS-PARKING	33	63
CVC 21113(c)	DRIVEWAYS, PATHS, PARKING FACILITIES ON GROUNDS	33	63
CVC 21211(a)	STOPPING/STANDING/PARKING CLASS I BIKE PATH	60	90
CVC 21211(b)	STOPPING/STANDING/PARKING CLASS II BIKE PATH	60	90
CVC 22500(a)	**STOPPING/STANDING/PARKING: WITHIN INTERSECTION**	**40**	**70**
CVC 22500(b)	**STOPPING/STANDING/PARKING: ON A CROSSWALK**	**60**	**90**
CVC 22500(c)	**STOPPING/STANDING/PARKING: BETWEEN SAFETY ZONE**	**60**	**90**

	CITY OF SAN LUIS OBISPO PENALTY SCHEDULE		
	EFFECTIVE JULY 1, 2021		
CODE & SECTION	DESCRIPTION	PENALTY	PENALTY & LATE FEE
CVC 22500(d)	**STOPPING/STANDING/PARKING: W/IN 15' FIREHOUSE ENTRANCE**	**60**	**90**
CVC 22500(e)	**STOPPING/STANDING/PARKING: PUBLIC/PRIVATE DRIVEWAY**	**40**	**70**
CVC 22500(f)	**STOPPING/STANDING/PARKING: ON SIDEWALK**	**40**	**70**
CVC 22500(g)	STOPPING/STANDIN/PARKING: ALONG OPPOSITE OBSTRUCT	33	63
CVC 22500(h)	STOPPING/STANDIN/PARKING: ON ROADWAY SIDE OF VEHICLE	33	63
CVC 22500(i)	**IMPROPER PARKING IN BUS ZONE**	**288**	**318**
CVC 22500(j)	STOPPING/STANDIN/PARKING: IN TUBE OR TUNNEL	33	63
CVC 22500(k)	STOPPING/STANDIN/PARKING: UPON BRIDGE EXCEPT AUTH	33	63
CVC 22500(l)	**IMPROPER PARKING IN WHEELCHAIR ACCESS**	**288**	**318**
CVC 22500.1	**STOPPING/STANDING/PARKING: FIRE LANE**	**120**	**150**
CVC 22502(a)	**CURB PARKING -RIGHT WHEELS MORE THAN 18 INCHES FROM CURB**	**40**	**70**
CVC 22502(b)(2)	**PARKING OPPOSITE DIRECTION OF TRAFFIC**	**40**	**70**
CVC 22502(e)	**CURB PARKING -LEFT WHEELS MORE THAN 18 INCHES FROM CURB**	**40**	**70**
CVC 22504(a)	UNINCORPORATED AREA PARKING	33	63
CVC 22505(a)	PARKING ON HIGHWAY WHERE SIGN POSTED	33	63
CVC 22505(b)	POSTED NO PARKING - STATE HIGHWAY	33	63
CVC 22507	UNLAWFUL PARKING	33	63
CVC 22507.8 (a)	PARKING IN SPACE FOR DISABLED	338	368
CVC 22507.8 (b)	PARKING IN SPACE FOR DISABLED - OBSTRUCT/BLOCK	338	368
CVC 22507.8 (c)(1)	PARKING IN SPACE FOR DISABLED - ON LINES MARKED	338	368
CVC 22507.8 (c)(2)	PARKING IN SPACE FOR DISABLED - CROSSHATCHED LINES	338	368
CVC 22511.1 (a)	UNLAWFULL TO PARK UNLESS EV CHARGING	45	75
CVC 22511.7	DISABLED ZONE	338	368
CVC 22512	VEHICLED UNATTENDED	116	146
CVC 22513	TOW CARS-PARKING FREEWAY	33	63
CVC 22514	**FIRE HYDRANTS**	**70**	**100**
CVC 22515(a)	UNATTENDED VEHICLES-SET BRAKE	33	63
CVC 22515(b)	UNATTENDED VEHICLES-SET BRAKE MOVING	33	63
CVC 22516	LOCKED VEHICLE	116	146
CVC 22517	OPENING AND CLOSING DOORS	116	146
CVC 22520.5	VENDING ON FREEWAY RIGHT OF WAY	116	146
CVC 22520.5(a)	VENDING ON FREEWAY RIGHT OF WAY	116	146
CVC 22521	ILLEGAL TO PARK ON RR TRACKS	33	63
CVC 22522	PARKING NEAR SIDEWALK ACCESS RAMPS	288	318
CVC 22523(a)	VEHICLE ABANDONMENT- On Highway	283	313
CVC 22523(b)	VEHICLE ABANDONMENT	283	313
CVC 22650	UNLAWFUL REMOVAL OF UNATTENDED VEHICLE	116	146
CVC 40225*	PROCESSING OTHER VEHICLES	*10	
CVC 40226*	FAILURE TO DISPLAY DISABLED PLACARD ADMIN FEE	*25	
CVC 5204(a)*	**CURRENT TAB IMPROPERLY ATTACHED**	*25	
	LATE PAYMENT PENALTY	30	
*	Fine or fee amounts are set by the Uniform Bail & Penalty Schedule or by specific CVC section		
	All other fine amounts set by City Council pursuant to CVC 40203.5		

ORDINANCE NO. _____ (2021 SERIES)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, AMENDING TITLE 10 CHAPTER 52 (PARKING METERS) OF THE SAN LUIS OBISPO MUNICIPAL CODE

WHEREAS, California State law provides, in Vehicle Code Section 22508, that cities must establish parking meter rates by ordinance; and

WHEREAS, the parking program needs to continue to be self-sufficient for its financial commitments; and

WHEREAS, the City needs to continue to financially support the operation and debt service of the next City parking structure; and

WHEREAS, the Council considered the parking revenue enhancement strategies presented as part of the 2021-23 Financial Plan staff report and held a public meeting on the proposed changes to the parking structure rates.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of San Luis Obispo as follows:

SECTION 1. Chapter 10.52 (Parking Meters) of the San Luis Obispo Municipal Code is hereby amended as follows:

Chapter 10.52 PARKING METERS <u>AND PARKING PAYMENT CENTERS</u>

SECTION 2. Section 10.52.010 (Parking meter zone - Rates) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.010 <u>Paid</u> Parking ~~meter~~ zone—Rates.

A. Within the area enclosed by a solid line on the parking rate zone map (Exhibit A) ~~and the area enclosed by the shaded line on Slack Street parking meter zone map (Exhibit B) (more particularly described as: the north side of Hathway Avenue adjacent to Cal Poly to Longview Lane, the east side of Longview Street from Hathway Avenue to Slack Street, the north side of Slack Street from Longview Lane to Grand Avenue, and the south side of Slack Street adjacent to the San Luis Coastal Unified School District parcel from the midblock point of Slack Street (between Longview Lane and Grand Avenue) to Grand Avenue)~~, the parking of vehicles on streets or in municipal parking lots may be controlled and regulated with the aid of parking meters <u>as defined in section 10.04.110 and/or parking payment centers as defined in section 10.04.120</u>.

B. Within the dotted area designated on the parking rate zones map (Exhibit A) the base rate for parking ~~Unless established otherwise below, the paid parking meter rate~~ on streets or in municipal parking lots in the lower rate zone shall be one dollar and twenty-five cents per hour effective ~~January 1, 2018~~ July 1, 2021.

C. Within the cross-hatched area designated on the parking rate zones map (Exhibit A) the base rate for parking meters on streets or in municipal parking lots shall be one dollar and seventy-five ~~fifty~~ cents per hour effective ~~January 1, 2018~~ July 1, 2021.

D. Within the grey-shaded area designated on the parking rate zones map (Exhibit A), the base rate for parking meters on streets or in municipal lots shall be ~~one~~ two dollars ~~seventy-five cents~~ per hour effective ~~January 1, 2018~~ July 1, 2021.

E. The tier-based parking rates, which allow a customer to extend their parking session beyond the posted number of hours, are as follows:

1. Tier 1: The base hourly rate per rate zone
2. Tier 2: The Tier 2 rate is effective for one additional hour beyond the Tier 1 time and is 50% above the Tier 1 rate rounded up or down to the nearest twenty-five cent increment whichever is closer.
3. Tier 3: The Tier 3 rate is effective after expiration of the Tier 2 hour(s) and is 50% above the Tier 2 rate rounded up or down to the nearest twenty-five cent increment whichever is closer.

F. Signage for the tier-based parking rates reflects the number of hours a vehicle may park at the base hourly parking rate (Tier 1) before subsequent tiered rates take effect.

1. 1+ parking rate: Parking up to one hour at the base hourly parking rate before Tier 2 is in effect.
2. 2+ parking rate: Parking up to two hours at the base hourly parking rate before Tier 2 is in effect.
3. 3+ parking rate: Parking up to three hours at the base hourly parking rate before Tier 2 is in effect.
4. 4+ parking rate: Parking up to four hours at the base hourly parking rate before Tier 2 is in effect.

G. The Public Works Director may periodically adjust the hourly parking rates on any block or set of blocks within the areas designated on the parking rate zones map (Exhibit A) during the time of operation as detailed in section 10.52.020 up to and including 120% of the effective hourly rate based on the observed occupancy. Hourly parking rates shall be adjusted not more than every 30 days.

~~E. Within the shaded area of the map entitled Slack Street parking meter zone map (Exhibit B) the parking of vehicles on streets may be controlled and regulated with the aid of parking meters. The parking meter rate shall be one dollar per hour if controlled by meter.~~

(Ord. 1683 § 1 (Exhs. A, B), 2020: Ord. 1635 § 1 (Exhs. A, B), 2017: Ord. 1620 § 1 (Exh. A), 2015; Ord. 1568 § 1, 2011: Ord. 1552 § 2, 2010; Ord. 1532 § 2, 2009; Ord. 1492 § 1, 2006: Ord. 1233 § 1, 1993: Ord. 1194 § 1, 1991: Ord. 1099 § 1, 1987: prior code § 3213)

SECTION 3. Section 10.52.020 (Installation) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.020 Installation.

A. The Public Works Director or their designee(s) may cause parking meters, parking payment centers, and/or mobile payment methods to be installed and maintained in all parking rate ~~meter~~ zones.

B. Parking meters shall be installed upon the curb or sidewalk area immediately adjacent to each parking space. Each meter shall be placed in such manner as to show or display by a sign or signal that the parking space adjacent thereto is or is not legally in use.

C. Each parking meter shall be set to display, after the operational procedure has been completed, a sign or signal indicating legal parking for that period of time conforming to the limit of parking time for the zone in which the parking meter is installed, and shall continue to operate from the time of the completion of the operational procedure until the expiration of the time fixed as the parking limit or a portion thereof for the part of the street upon which the meter is placed. Each meter shall also be so arranged that upon the expiration of the legal parking time, it will indicate by a mechanical operation and by proper signal that the lawful parking period has expired. (Ord. 1628 § 37, 2016; prior code § 3213.1)

D. Parking payment centers shall be installed upon the sidewalk area within reasonable distance to the paid parking spaces to which the payment center manages.

E. Each parking payment center shall be set to display the applicable parking rates and instructions on use of the payment center.

SECTION 4. Section 10.52.030 (Time of operation) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.030 Time of operation.

The provisions of this chapter relating to the operation of parking meters, parking payment centers, and/or mobile payment methods shall be effective between the hours of nine a.m. and ~~six~~ nine p.m. every Monday to Saturday and one p.m. to ~~six~~ nine p.m. every Sunday; provided, that for good cause and upon a finding that such action will not jeopardize ~~meter~~ parking revenues as a necessary source of revenue for payment of outstanding bonded indebtedness, the council by

resolution may temporarily suspend the parking meter and parking payment center operating provisions of this chapter for any or all of the city's parking rate zones ~~meters~~. (Ord. 1566 § 1, 2011: Ord. 1099 § 2, 1987: prior code § 3213.2)

SECTION 5. Section 10.52.040 (Operational procedure to be followed) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.040 Operational procedure to be followed.

A. No person shall cause, allow or permit any vehicle, occupied or unoccupied, to remain stopped or parked in any metered parking space unless a sign or signal indicating that meter fees have been paid is displayed by the adjacent parking meter. (Ord. 1655 § 10, 2018: prior code § 3213.4)

B. No person shall cause, allow or permit any vehicle, occupied or unoccupied, to remain stopped or parked in any space within a parking rate zone unless an active parking session is recorded and available for verification by City staff using the license plate number of the motor vehicle as entered into the payment center upon initiation of a parking session.

SECTION 6. Section 10.52.050 (Unlawful to allow vehicle to remain parked after expiration of time) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.050 Unlawful to allow vehicle to remain parked after expiration of time.

No operator of any motor vehicle shall permit the vehicle to remain parked in any paid parking space during any time that the meter is showing a sign or signal indicating that such space is illegally in use or during any time that an active parking session is not recorded and available for verification by city staff other than such time immediately after the original occupancy as is necessary to register a payment ~~operate the meter~~ to show legal parking or as is necessary to operate the payment center to record an active parking session. (Ord. 1655 § 11, 2018: prior code § 3213.4)

SECTION 7. Section 10.52.060 (Unlawful to increase or extend parking time) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.060 Unlawful to increase or extend parking time.

No person shall follow the operational procedure or any part of the operational procedure for the purpose of increasing or extending the parking time of any vehicle beyond the legal parking time which has been established for the parking rate zone in which the motor vehicle is standing or parked ~~space adjacent to which the parking meter is placed~~. This section does not apply to areas where tier-based parking rates have been established. (Prior code § 3213.5)

SECTION 8. Section 10.52.070 (Deposit of slugs—Tampering with or injury of) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.070 Deposit of slugs—Tampering with or injury of.
No person shall deposit or cause to be deposited in any parking meter or parking payment center any defaced or bent coin, or any slug, device or metallic substitute for a coin of the United States, or deface, injure, tamper with, open or willfully break, destroy or impair the usefulness of any parking meter or parking payment center. (Prior code § 3213.6)

SECTION 9. Section 10.52.080 (Use of for certain purposes prohibited) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.080 Use of for certain purposes prohibited.
No person shall attach any unauthorized thing to or allow a bicycle, news-rack or any other article or thing to lean against a parking meter, ~~or a~~ parking meter standard, or parking payment center. (Prior code § 3213.7)

SECTION 10. Section 10.52.090 (Rule of evidence) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.090 Rule of evidence.
The parking or standing of any motor vehicle in a parking space, at which space the parking meter displays the sign or signal indicating illegal parking or at which space no active parking session can be verified by City staff using the license plate number of the vehicle, shall constitute a prima facie presumption that the vehicle has been parked or allowed to stand in such space for a period longer than permitted by this chapter. (Prior code § 3213.8)

SECTION 11. Section 10.52.110 (Motorcycle spaces) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.52.110 Motorcycle spaces.
The Public Works Director or their designee(s) may designate and cause to be installed and maintained parking spaces for the exclusive use of motorcycles, motorized bicycles and motor driven cycles. ~~Parking meter rates for these spaces shall be one-half the rate established by Section 10.52.010(B)~~. (Ord. 1628 § 38, 2016: Ord. 936 § 1, 1982: prior code § 3213.11)

SECTION 12. Severability. If any subdivision, paragraph, sentence, clause, or phrase of this ordinance is, for any reason, held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforcement of the remaining portions of this ordinance, or any other provisions of the city' s rules and regulations. It is the city' s express intent that each remaining portion would have been adopted irrespective of the fact that any one or more subdivisions, paragraphs, sentences, clauses, or phrases be declared invalid or unenforceable.

SECTION 13. These amendments to Title 10 Chapter 52 of the City of San Luis Obispo Municipal Code do not constitute a “Project” under CEQA Guidelines Sec. 15378.

O _____

SECTION 14. 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 ____ day of ____, 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:

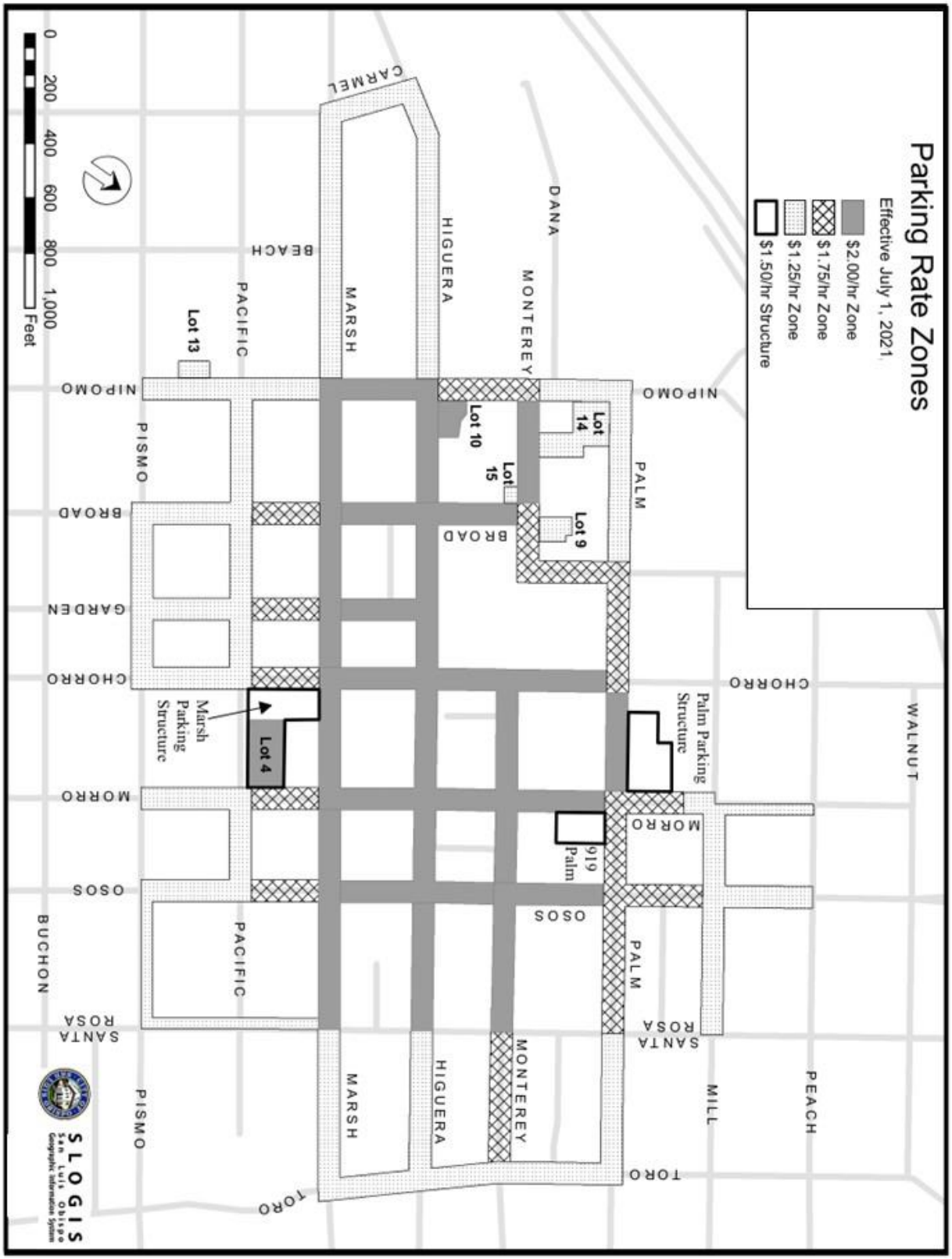
_____
J. Christine Dietrick,
City Attorney

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

O _____

Exhibit A


Parking Rate Zones
Effective July 1, 2021
$2.00/hr Zone
$1.75/hr Zone
$1.25/hr Zone
$1.50/hr Structure
0 200 400 600 800 1,000 Feet
CARMEL
BEACH
HIGUERA
DANA
MONTEREY
MARSH
PACIFIC
PISMO
BUCHON
SANTA ROSA
NIPOMO
BROAD
GARDEN
CHORRO
MORRO
OSOS
PALM
WALNUT
MILL
PEACH
TORO
Lot 13
Lot 10
Lot 15
Lot 14
Lot 9
Lot 4
Marsh Parking Structure
Palm Parking Structure
919 Palm
SLOGIS
San Luis Obispo Geographic information System

O _____

ORDINANCE NO. _____ (2021 SERIES)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, AMENDING TITLE 10 CHAPTER 04 (DEFINITIONS) OF THE SAN LUIS OBISPO MUNICIPAL CODE

WHEREAS, Title 10 Chapter 4 of the City's Municipal Code provides definitions of words and phrases used throughout Title 10; and

WHEREAS, the City Council of the City of San Luis Obispo recently approved the purchase and installation of parking payment centers throughout the downtown area; and

WHEREAS, the parking payment centers are a new technology for the City of San Luis Obispo that need to be defined within the City's Municipal Code to ensure that it is consistent with the State of California's Vehicle Code.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of San Luis Obispo as follows:

SECTION 1. Section 10.04.120 (Parkway) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.04.120 ~~Parkway~~ Parking payment center.
~~"Parkway" means that portion of a street other than a roadway or a sidewalk. (Prior code § 3200 (part))~~ "Parking payment center" means an electronic parking meter or pay station serving one or more parking spaces

SECTION 2. Section 10.04.130 (Passenger loading zone) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.04.130 ~~Passenger loading zone~~ Parkway.
~~"Passenger loading zone" means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers. (Prior code § 3200 (part))~~ "Parkway" means that portion of a street other than a roadway or a sidewalk. (Prior code § 3200 (part))

SECTION 3. Section 10.04.140 (Pedestrian) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.04.140 ~~Pedestrian~~ Passenger loading zone.
~~"Pedestrian" means any person afoot or who is using a means of conveyance propelled by human power other than a bicycle. (Prior code § 3200 (part))~~ "Passenger loading zone" means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers. (Prior code § 3200 (part))

SECTION 4. Section 10.04.150 (Police department employee) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.04.150 ~~Police department employee~~ Pedestrian.
~~"Police employee" means persons other than police officers who are authorized and trained to enforce traffic regulations. (Prior code § 3200 (part))~~ "Pedestrian" means any person afoot or who is using a means of conveyance propelled by human power other than a bicycle. (Prior code § 3200 (part))

SECTION 5. Section 10.04.160 (Police officer) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.04.160 ~~Police officer~~ Police department employee.
~~"Police officer" means every officer of the police department of this city or any employee authorized to direct or regulate traffic or to make arrests for violation of traffic regulations. (Prior code § 3200 (part))~~ "Police employee" means persons other than police officers who are authorized and trained to enforce traffic regulations. (Prior code § 3200 (part))

SECTION 6. Section 10.04.170 (Skateboard) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.04.170 ~~Skateboard~~ Police officer.
~~"Skateboard" means a wheeled object as defined in Section 10.76.010. (Prior code § 3200 (part))~~ "Police officer" means every officer of the police department of this city or any employee authorized to direct or regulate traffic or to make arrests for violation of traffic regulations. (Prior code § 3200 (part))

SECTION 7. Section 10.04.180 (Stop) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.04.180 ~~Stop~~ Skateboard.
~~"Stop," when required, means complete cessation of movement. (Prior code § 3200 (part))~~ "Skateboard" means a wheeled object as defined in Section 10.76.010. (Prior code § 3200 (part))

SECTION 8. Section 10.04.190 (Stop or stand) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.04.190 ~~Stop or stand~~ Stop.
~~"Stop or stand," when prohibited, means any stopping or standing of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic-control device. (Prior code § 3200 (part))~~ "Stop," when required, means complete cessation of movement. (Prior code § 3200 (part))

SECTION 9. Section 10.04.200 (Vehicle code) of the San Luis Obispo Municipal Code is hereby amended as follows:

10.04.200 ~~Vehicle Code~~ Stop or stand.
~~"Vehicle Code" means the Vehicle Code of the state of California. (Prior code § 3200 (part))~~ "Stop or stand," when prohibited, means any stopping or standing of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic-control device. (Prior code § 3200 (part))

SECTION 10. Section 10.04.210 (Vehicle code) of the San Luis Obispo Municipal Code is hereby established as follows:

10.04.210 Vehicle code.
"Vehicle Code" means the Vehicle Code of the state of California. (Prior code § 3200 (part))

SECTION 11. Severability. If any subdivision, paragraph, sentence, clause, or phrase of this ordinance is, for any reason, held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforcement of the remaining portions of this ordinance, or any other provisions of the city' s rules and regulations. It is the city' s express intent that each remaining portion would have been adopted irrespective of the fact that any one or more subdivisions, paragraphs, sentences, clauses, or phrases be declared invalid or unenforceable.

SECTION 12. These amendments to Title 10 Chapter 04 of the City of San Luis Obispo Municipal Code do not constitute a "Project" under CEQA Guidelines Sec. 15378.

SECTION 13. 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 ____ day of ____, 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:

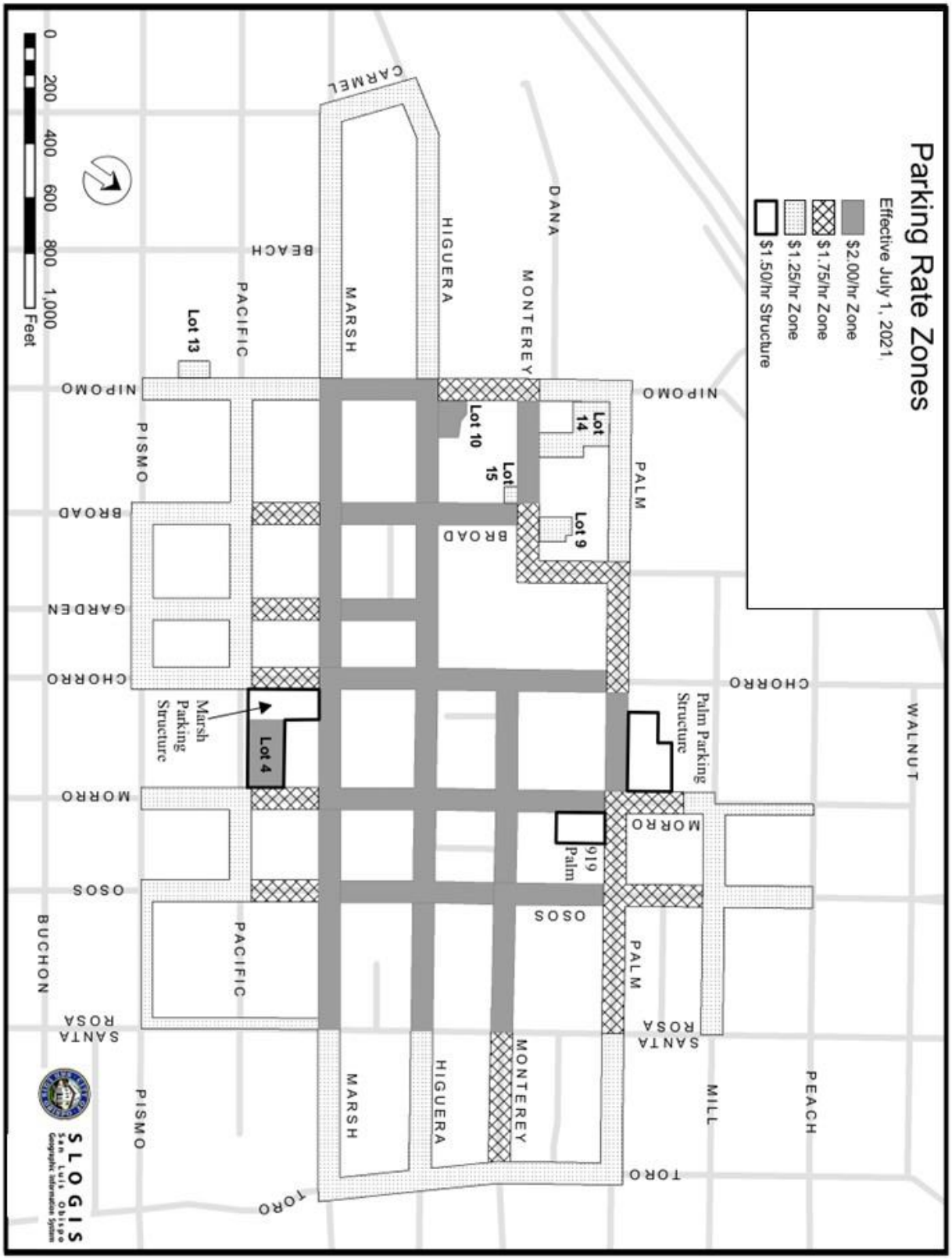
_____
J. Christine Dietrick,
City Attorney

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

O _____

Exhibit A


Parking Rate Zones
Effective July 1, 2021
$2.00/hr Zone
$1.75/hr Zone
$1.25/hr Zone
$1.50/hr Structure
0 200 400 600 800 1,000 Feet
CARMEL
BEACH
HIGUERA
DANA
MONTEREY
MARSH
PACIFIC
PISMO
BUCHON
SANTA ROSA
NIPOMO
BROAD
GARDEN
CHORRO
MORRO
OSOS
PALM
WALNUT
MILL
PEACH
TORO
Lot 13
Lot 10
Lot 15
Lot 14
Lot 9
Lot 4
Marsh Parking Structure
Palm Parking Structure
919 Palm
SLOGIS
San Luis Obispo Geographic information System

O _____

RESOLUTION NO. _____ (2021 SERIES)

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN LUIS OBISPO, CALIFORNIA, AMENDING THE WATER AND SEWER RATE ASSISTANCE PROGRAM FOR RESIDENTIAL RATE PAYERS

WHEREAS, in 1992, the City Council adopted Resolution 8073 to implement a low-income water and sewer rate assistance program for City residents; and

WHEREAS, in 1996, the State of California passed Proposition 218, now Article XIII C and D of the California Constitution, which requires rate proportionality amongst customers; and

WHEREAS, in 2006, the California Supreme Court determined that water and sewer utilities are subject to the requirements of Proposition 218; and

WHEREAS, the rate assistance program is currently subsidized by the general fund to comply with Proposition 218; and

WHEREAS, customers who do not pay their bill on-time are assessed a late fee; and

WHEREAS, late fees are not subject to Proposition 218 because they are not rates for service and they are not a required property related fee; and

WHEREAS, the City Council desires to expand eligibility for the rate assistance program while remaining compliant with Proposition 218.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of San Luis Obispo as follows:

SECTION 1. A program to assist low-income customers who receive specific State or Federal aid or whose income is less than twice the federal poverty rate as set forth in Exhibit “A” shall be established.

SECTION 2. The low-income rate assistance program shall be funded by water and sewer late fees in an amount not to exceed $100,000 from water late fees; and not to exceed $100,000 from sewer late fees. No property related service fees shall be used to fund the program in a manner that would result in those fees exceeding the reasonable costs of providing the service for which they are charged.

Upon motion of Council Member _____, seconded by Council Member _____, 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:

_____
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

Exhibit A

The City's Rate Assistance Program is a 15% discount off of the monthly water and sewer bill of eligible customers.

A customer is eligible to receive rate assistance if:

1. The bill is in their name; and
2. The bill is for an individually metered residence; and
3. The applicant resides at the service address; and
4. The customer receives one or more of the following government subsidies at their current address:
    a) CalWorks; or
    b) CalFresh (food stamps); or
    c) Supplemental Social Security and/or State Supplemental Payment; or
    d) Medi-Cal.
5. Or, the customer declares their household income to be less than twice the federal poverty rate, as defined by the United States Department of Health & Human Services.

In order to apply for rate assistance, an application form must be completed and returned together with proof of eligibility to the City of San Luis Obispo Utilities Department. After verification of eligibility, a 15% rate reduction will be applied to the utility account for all future billings.

The discount is effective for one year. Customers will be required to renew eligibility for the rate assistance program every year in November.